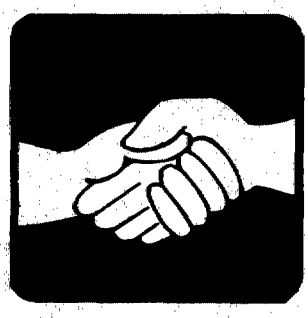
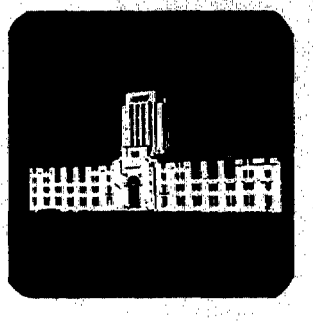
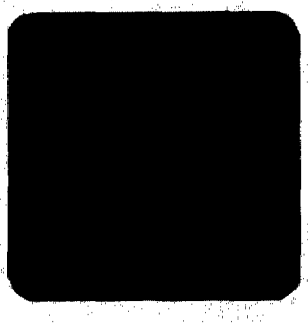



COUNTY OF SAN DIEGO



1989-1990 FINAL PROGRAM BUDGET

BOARD OF SUPERVISORS

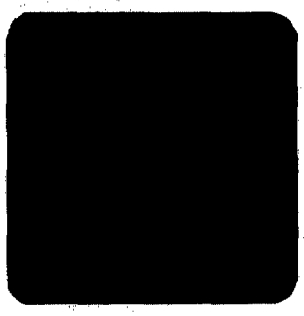
BRIAN P. BILBRAY
DISTRICT 1

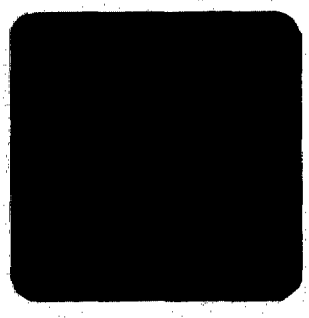
GEORGE F. BAILEY
DISTRICT 2

SUSAN GOLDING
DISTRICT 3

LEON WILLIAMS
DISTRICT 4

JOHN MACDONALD
DISTRICT 5

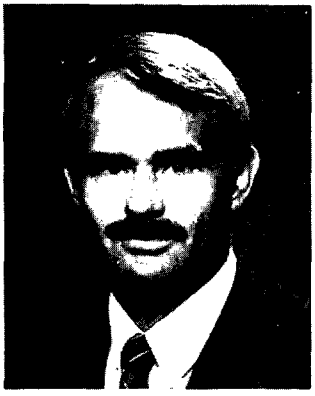




NORMAN W. HICKEY
CHIEF ADMINISTRATIVE OFFICER

COUNTY OF SAN DIEGO

1989 - 1990 FINAL PROGRAM BUDGET



BRIAN P. BILBRAY
DISTRICT 1

BOARD OF SUPERVISORS

GEORGE F. BAILEY
DISTRICT 2

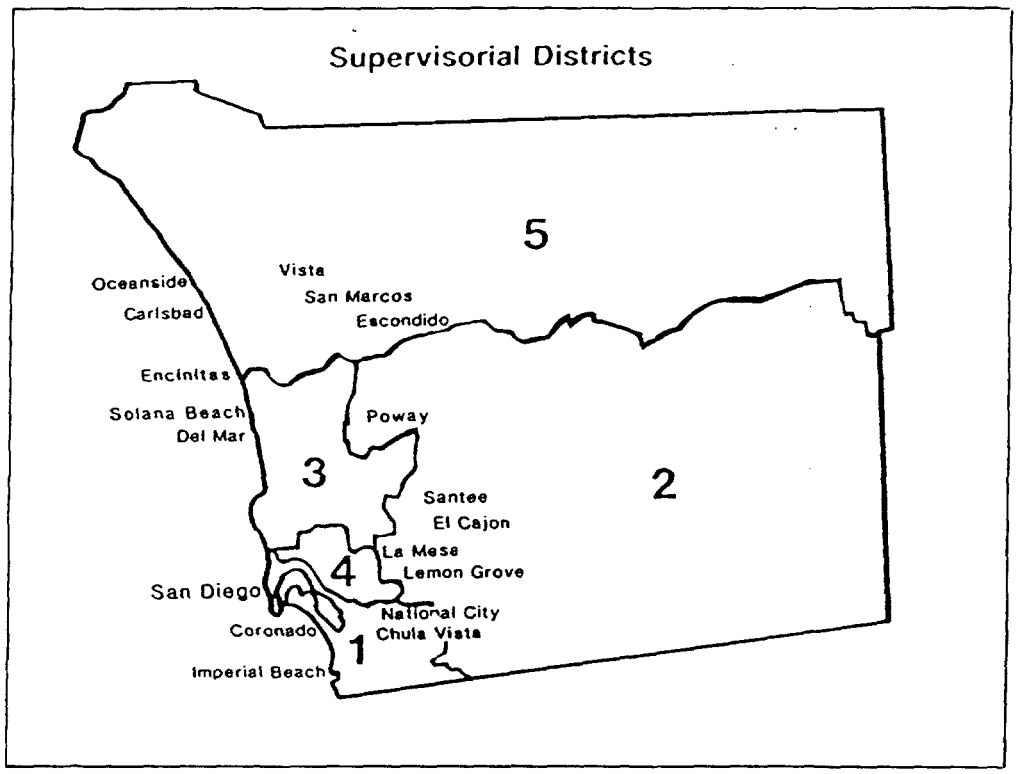
LEON L. WILLIAMS
DISTRICT 4
VICE CHAIR

SUSAN GOLDING
DISTRICT 3
CHAIRMAN

JOHN MACDONALD
DISTRICT 5

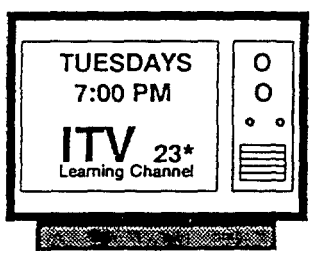
NORMAN W. HICKEY
Chief Administrative Officer

THE COUNTY OF SAN DIEGO



EVERY TUESDAY, IMPORTANT DECISIONS ARE MADE AFFECTING YOU AND THE OTHER 2,418,176 CITIZENS OF SAN DIEGO COUNTY

BE PART OF THAT DECISION-MAKING PROCESS.



WATCH CABLE 23* FOR THE WEEKLY MEETINGS OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS.

*Cable 23 on all cable systems in San Diego County except Southwestern 34, Dimension 15, Julian 4, and American 17A.

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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 2.4 million people. Among large U.S. counties, San Diego ranks 2nd in rate of population growth, 4th in total population, 2nd in size of County government general fund revenues, and 8th 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 Regional 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 1989-90 Budget totals nearly $1.5 billion. This document shows the County's plan to meet the needs of its citizens in 1989-90. 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 $1.6 billion 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/Trial Court Funding**:

  The Gann Limit Adjustment passed in November, 1988. It will be in effect until FY 1991-92. 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 for improvements in the criminal courts system.

- **Growth Initiatives**:

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

- **Open Space Funding**:

  Proposition 70, the California Wildlife, Coastal and Parkland Conservation Bond Act of 1988, was supported by the Board of Supervisors and approved by the State voters in November, 1988. This will provide for $3.5 million for open space acquisition and park improvements in 1989-90; $22.2 million was budgeted in 1988-89 mainly for land acquisition related to park development in the San Dieguito River Valley and Tijuana River Valley.

- **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. The County also experienced a shortfall in program revenues for mental health, drug, alcohol, and indigent medical care. These shortfalls have grown since 1986-87. Based on per capita averages among California Counties, it is currently estimated that San Diego County residents are receiving over $165 million less in County services because of inequitable funding.

PUBLIC SAFETY ADDITIONS

The 1989-90 Budget reflects the high priority of public safety as the following increases demonstrate:

Sheriff

The 1989-90 Budget provides significant increases in the Sheriff's two main programs, Detention Facility Services and Law Enforcement Services. This budget represents an increase of over $20 million and 250 staff years. The key increases in this budget include: the Vista jail expansion staff (134.00 staff years), the women's psychiatric unit at Las Colinas (Sheriff's Department 5.00 staff years, Health Department 13.50 staff years), restoration of last year's crime prevention cut (13.50 staff years), additional communications dispatchers (20.00 staff years), additional unincorporated patrol units (23.00 staff years), increased internal affairs staff recommended by the Grand Jury (4.00 staff years), increased contract city staffing (30.00 staff years) and sizeable increase in inmate medical, food costs, and contract jail guard costs ($3,425,000).

East Mesa Detention Facility

The 1989-90 Budget includes $2.3 million in debt-service for construction currently in the initial stages for the following facilities:

- Sheriff's Medium Security Jail - This is a 784 bed facility scheduled to begin operation in January, 1991.

- Probation Adult Camp - This is a 256 bed Type III minimum security facility with completion scheduled for the Spring of 1991.

Juvenile Hall Expansion

The 1989-90 Budget includes $1.1 million in debt-service for the construction of 120 beds and 7 classrooms, plus renovations of the existing buildings, expected to be completed in January, 1992.

District Attorney

The 1989-90 Budget provides significant increases in the District Attorney programs. This budget represents an increase of over $6.9 million and 92 staff years. The key increases in this budget include: Superior Court Homicides (4.0 staff years); Narcotic Prosecution Unit (5.00 staff years); Child Abduction Unit (4.00 staff years); Gang Prosecution Unit (5.00 staff years); and Trial Court Funding (40.00 staff years).

Probation

The 1989-90 Budget provides significant increases in Adult Field Services - Intensive Supervision, where 20 additional staff years were added to handle increased workload and 10 staff years were added to separate out gang members.

Trial Court Funding

The State program to fund improvements in the Trial Court System has resulted in the following increase:

	Staff Years	
- Superior Court:	13.00	New Superior Court Judges
	98.00	Support Staff Years
- County Clerk:	61.50	Support Staff Years
- Municipal Courts:	12.00	New Municipal Court Judicial Positions
	60.00	Support Staff Years
- District Attorney:	15.00	Attorneys
	25.00	Support Staff Years
- Public Defender:	15.00	Attorneys
	5.00	Support Staff Years
- Marshal:	40.50	Court Officers (sworn and non-sworn)
- Auditor	2.00	Support Staff Years
Total	347.00	

OTHER KEY ADDITIONS

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

- **Assistance Payments/Caseloads**

  72 staff years were added for increased caseloads in AFDC, Food Stamps and Medi-Cal. A $15.9 million State approved cost-of-living adjustment ($1.5 million net County cost) was also approved.

- **General Relief Aid Payments**

  General Purpose Revenues of $1.2 million will provide for cost-of-living increases.

- **Planning**

  38.3 additional staff years will implement the sensitive lands ordinance and cover increased workload.

- **AIDS**

  State revenues of $1.28 million are provided for the Area Agency on Aging program of case management for Acquired Immune Deficiency Syndrome (AIDS). 17.5 staff years and $474,000 for AZT are also being added in Health Services to address AIDS cases. These increases bring the total level of County spending for AIDS treatment and prevention to $6.2 million.

- **Environmental Health Services**

  State revenue and increased fees in the amount of $3.2 million will provide for 57 additional positions to expand the various Environmental Health programs.

- **New San Diego County Psychiatric Hospital**

  The County's acute mental health facility has moved from Hillcrest to the new hospital on Rosecrans Boulevard, along with the Special Treatment and Rehabilitation (STAR) unit from Edgemoor Geriatric Hospital. Pharmacy services have been expanded to 24 hour availability to serve the Psychiatric Hospital.

- **Road Maintenance**

  The half-cent sales tax increase for transportation, voter approved in November, 1987, will provide $7 million for County road maintenance projects in 1989-90.

KEY UNFUNDED ITEMS

Most departments' workload related requests have not been funded even though workload is significantly increased. Areas which are impacted include:

- Sheriff's Rural Patrol and Jail Medical Services
- Revenue & Recovery Collections
- Coroner Decedent Investigations

Other key items requested by the departments which are not included in the 1989-90 Budget are listed as follows:

- Funding for East Mesa Detention Facility transition and operational staff to operate the facility in 1991.

Key activities revised as a result of the State budget include:

- Family Planning which was reduced in funding although restoration is currently being proposed.
- County Medical Services which has not been reduced but is supported through a loan rather than a subvention.

KEY PENDING ITEMS

The key items identified by departments which may require a mid-year change to the budget include the following:

- Foster Care Cost-of-Living Adjustments (COLAs).
- Reconstruction of Edgemoor Geriatric Hospital.
- Transfer of 293 staff years from the County Clerk to Superior Court.
- Automation for Revenue & Recovery

ESTIMATED REVENUES

By law, the County must adopt a balanced budget. Therefore, it is important to understand the sources of County revenue. The County's revenues can be classified into three broad categories: program revenues, general revenues, and general fund, fund balance.

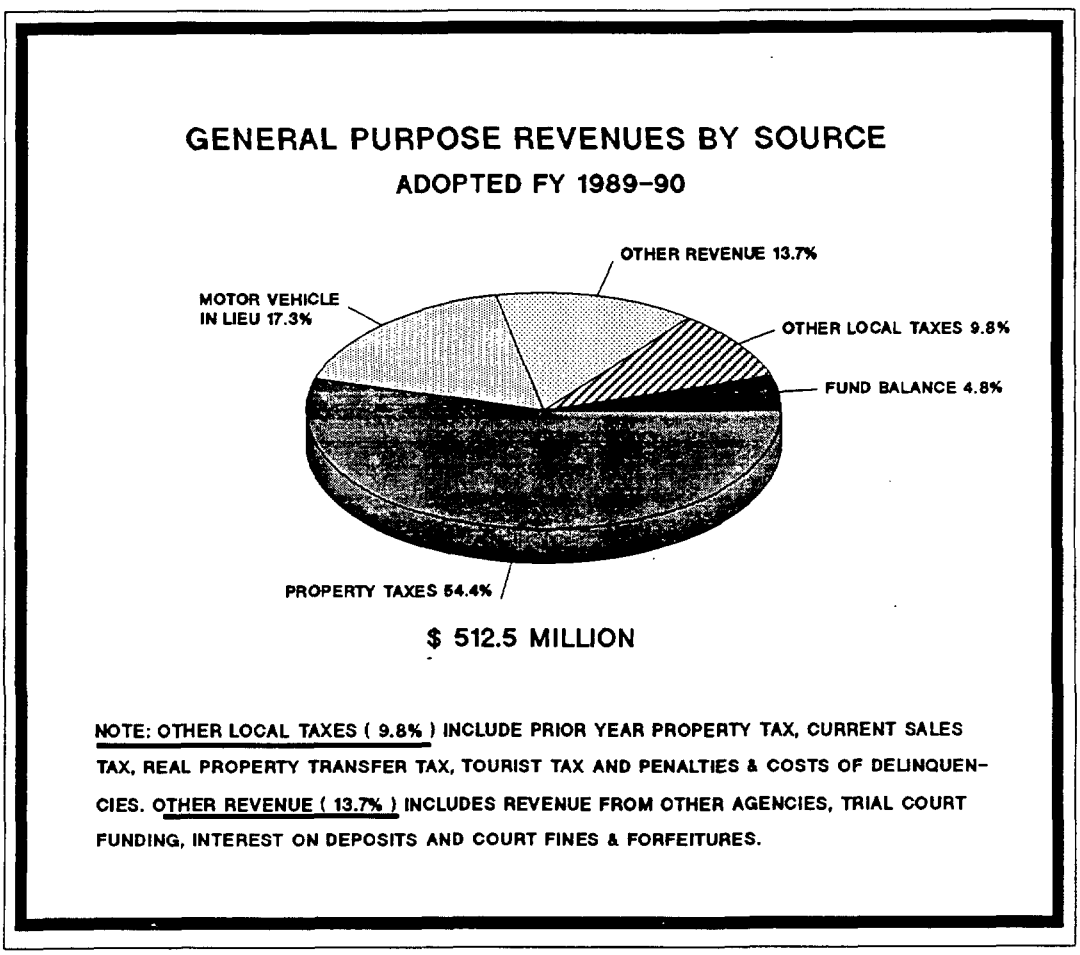
	% of Total Budget	Increase From FY 88-89 To FY 89-90 (In Millions of Dollars)
Program Revenues	65.3	$ 113.6
General Fund Revenues	33.0	79.6
General Fund, Fund Balance	1.7	6.2
	100%	$ 199.4

Program Revenues which make up 65.3% of the Budget are derived from State and Federal subventions and grants or charges and fees earned as a result of operating specific programs. Program revenues increased by $113.6 million over 1988-89. The major increases in program revenue are outlined as follows:

- Department of Social Services: $50.2 million primarily for aid payments related to caseload growth in AFDC and GAIN programs.
- Department of Health Services: $23.7 million primarily related to Federal and State revenues for California Crippled Children Services, State Legalization Impact Assistance (SLIAG), fines related to the implementation of SB-12, Drug and Alcohol, and AIDS programs.
- Department of Public Works: $4.4 million related to Transportation Sales Tax revenues and fees.
- Department of Planning and Land Use: $5.1 million related to building permit fees.
- Sheriff: $4.1 million primarily related to revenues from contract cities.
- Area Agency on Aging: $1.3 million in State revenues for AIDS Case Management.

- General Revenues which make up 33.0% of the Budget are derived from property taxes, sales taxes, vehicle license fees, court fines and other miscellaneous sources. They may be used for any purpose which is a legal expenditure of County funds. The General Revenues from these sources increased by $43.9 million over 1988-89. In addition, for FY 89-90, the Trial Court Funding Block Grant (TCF) is estimated at $35.8 million in gross revenue for a total increase in General Revenues of $79.65 million. However, the Trial Court Funding related obligations increased cost by $16.6 million over adopted 1988-89; the County will also be required to forego SB90 claims for court-related activities and an existing block grant for Superior Court judges' salaries. The remainder of the block grant, adjusted for revenues lost for mandated claims, provides a net addition to the General Fund of $16.6 million. Approximately 93.3% of General Purpose Revenues are used to fund mandated services for which there is no other funding source. Only about 6.7% of General Revenue is available to provide discretionary services.

- The General Fund, Fund Balance which is 1.7% of the Budget includes overrealized revenues from the current year, unspent appropriations, and rebudgets. The total is estimated to be about $24.4 million. This is a $6.2 million gross increase from the 1988-89 adopted fund balance.

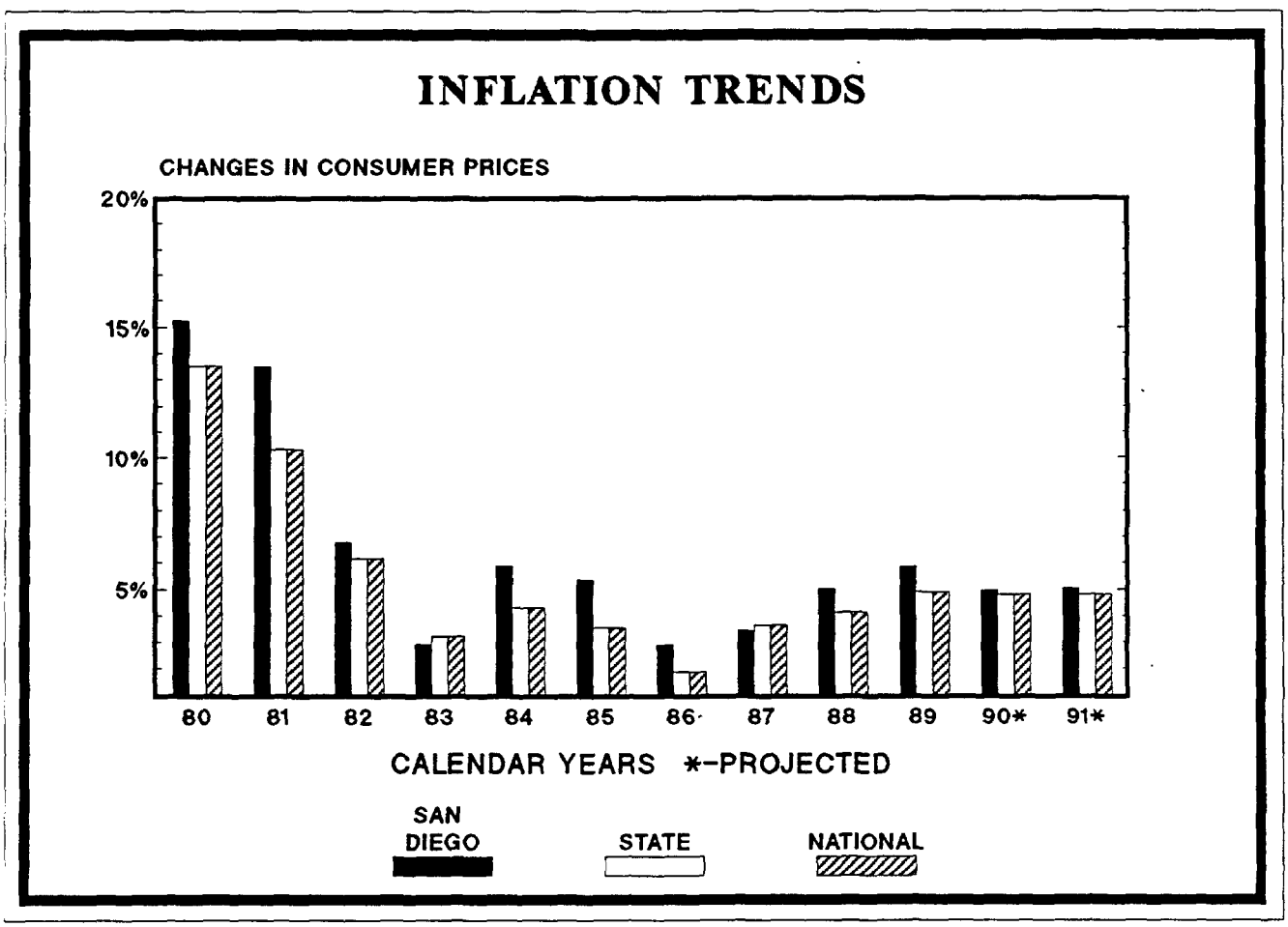


ECONOMIC PERSPECTIVE

NATIONAL: Six years of expansion with an average real GNP growth of 3% is expected to give way to slower growth. Some economists have expressed concern about the potential for both recession and inflation.

STATE: Continued better performance than the National economy is forecast, lead by the service, trade and construction sectors. Growth will slow down.

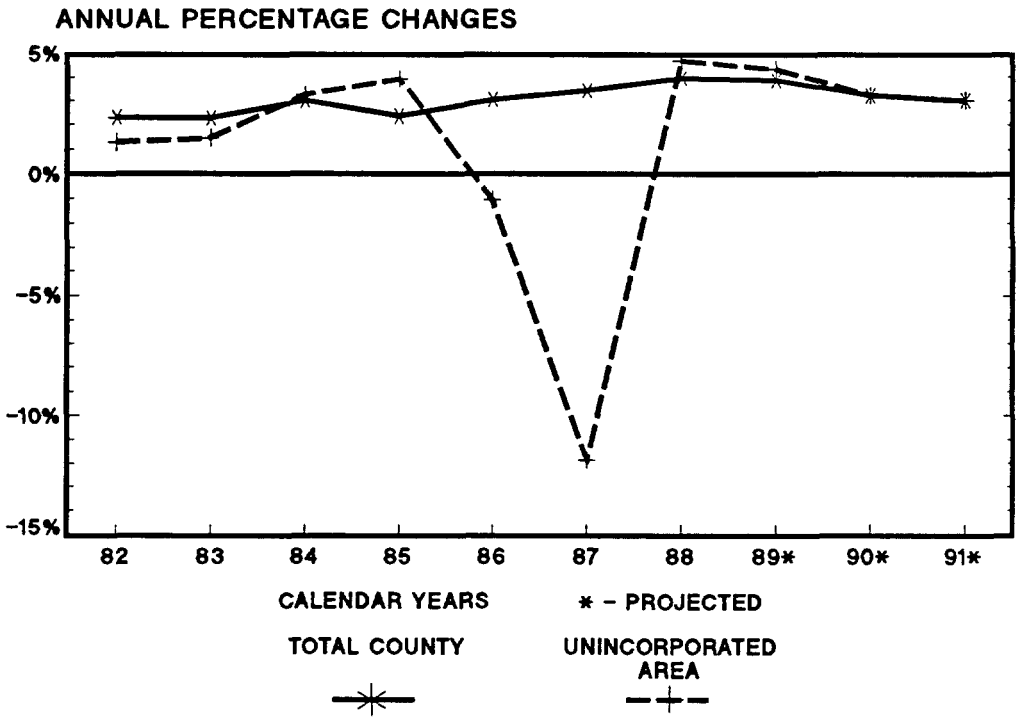
LOCAL: Continued better performance than the National and California economy is forecast due to the diversified nature of the San Diego economy. Growth will also be slower locally as the National and State economies cool down.



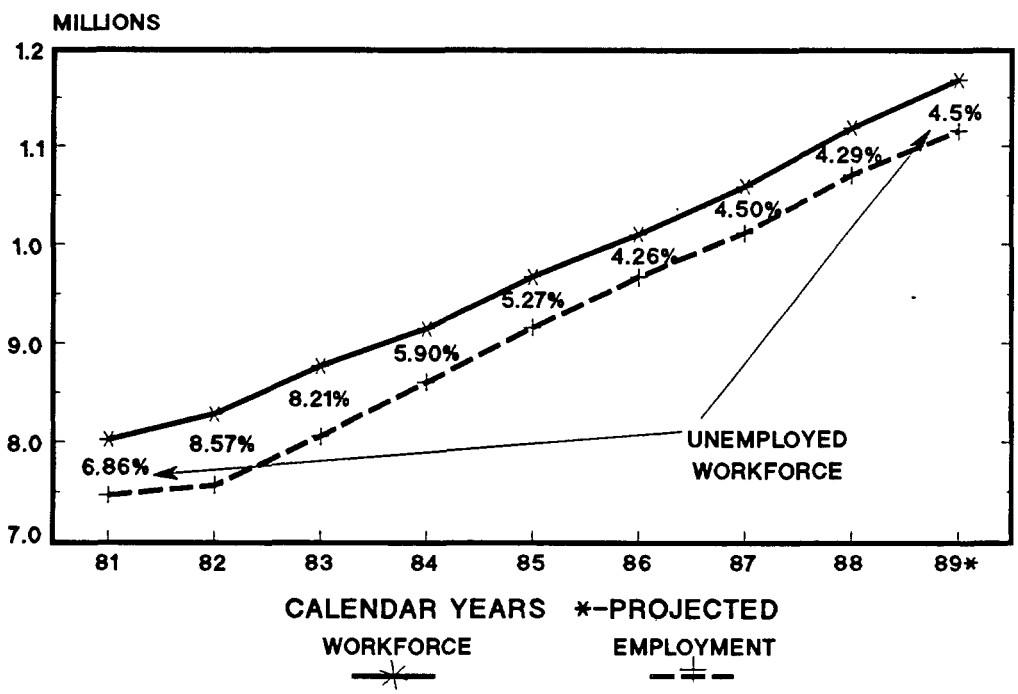
ECONOMIC/DEMOGRAPHIC DATA
(Percent Change)

	1988	1989	1990
Growth			
National	3.9	2.6	1.9
California	4.1	2.9	2.8
San Diego County	5.0	3.0	3.0
Personal Income			
National	7.5	8.5	6.0
California	7.9	8.2	7.2
San Diego County	10.7	8.6	8.0
Consumer Prices			
National	4.1	4.9	4.7
California	4.5	5.3	4.6
San Diego County	5.0	5.5	5.6
Population			
National	1.0	.9	.9
California	2.3	2.1	1.6
San Diego County	3.9	3.2	3.0
Unemployment Rate			
National	5.5	5.5	5.9
California	5.3	5.4	5.6
San Diego County	4.3	4.5	5.0
Interest Rates			
Prime Interest Rates	9.3	11.1	9.5
Conventional Mortgage	10.3	10.8	10.4

COUNTY OF SAN DIEGO
POPULATION TRENDS



COUNTY OF SAN DIEGO
EMPLOYMENT TRENDS



ECONOMIC HIGHLIGHTS

- The Federal Reserve has declared that a 5% inflation rate is unacceptable and is expected to maintain interest rates at around 10% or higher in order to bring a slower economic growth without triggering a recession.

- The Federal Government has proposed deficit reduction measures, including reductions in defense spending.

- State and local economics and government units are expected to be impacted by slower economic growth, and federal government spending. The impact in California is expected to be less severe, due to relatively high income. Confidence levels will continue to provide gains in the service, trade and construction sectors.

- The impact on San Diego County is expected to be even less severe. This is due to regional diversified employment opportunities, and brisk population growth.

- Unemployment in San Diego in 1988 was at a record low of 4.3%. Unemployment in 1989 is expected to be 5.5% for the nation, 5.4% for California, and still only 4.5% for San Diego.

- Personal income for the nation is expected to rise from 7.5% in 1988 to 8.5% in 1989. California personal income is estimated to rise slightly from 7.9% to 8.2%. This is the result of higher wage rates from a tight labor market. However, for 1990, a slower increase is projected to be 6.0% for the nation and 7.2% for California, due to a plateau in the economic activity.

- Consumer Price Index for the State and San Diego has increased about 5% for 1988. However, CPI is expected to be about 5.5% for 1989.

- Construction activity for California and San Diego will remain consistently strong through 1989, primarily in the residential area. For 1990, higher interest rates and slower economy will reduce construction activity.

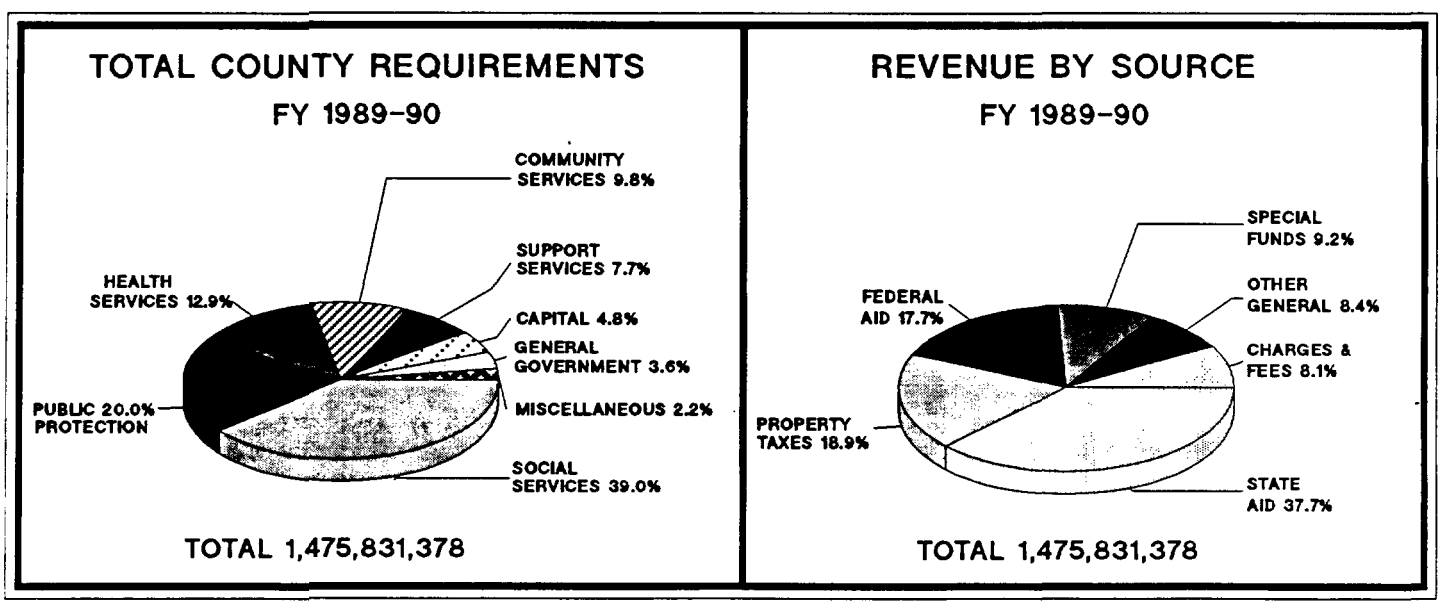
- Population growth for California and San Diego will continue to surpass the nation, but at a slower rate than the prior 5 years. This growth will continue to have positive impact in residential construction, taxable sales, auto sales and retail activity.

BUDGET PERSPECTIVE
1989-90 ADOPTED BUDGET

FUNCTIONAL AREA	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Public Protection	$246,969,138	$295,522,355	19.7
Health & Social Services	680,445,403	766,056,927	12.6
Community Services	128,381,320	144,929,261	12.9
General Government	45,416,320	53,386,802	17.6
Support Service	97,447,783	113,514,682	16.5
Miscellaneous	77,759,077	102,421,351	31.7
Total	$1,276,419,041	$1,475,831,378	15.6

The Health and Social Services functional area accounts for 51.9% of the County's total appropriation. These costs are primarily funded from Federal and State Aid.

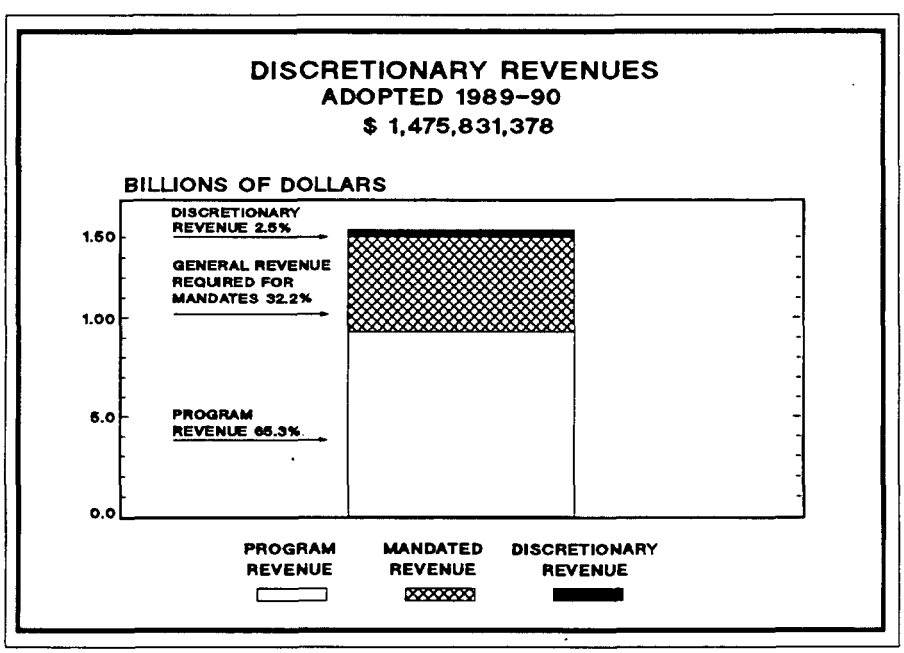
The next largest percentage of total appropriation is the Public Protection functional area with 20.0% of the total. These costs are primarily funded from local revenues such as the property tax.



DISCRETIONARY REVENUE

The County's 1989-90 estimated revenue totals $1,475,831,378. Revenue categories are outlined as follows:

	% of Total Budget
o Program Revenues	
These must be used for specific purposes such as welfare grants, health, mental health and roads.	65.3
o General Revenues (including Fund Balance)	
These include:	
- Revenues required by Federal and State law to be allocated to mandated programs.	32.2
- Discretionary Revenues available for local programs.	2.5
	100%



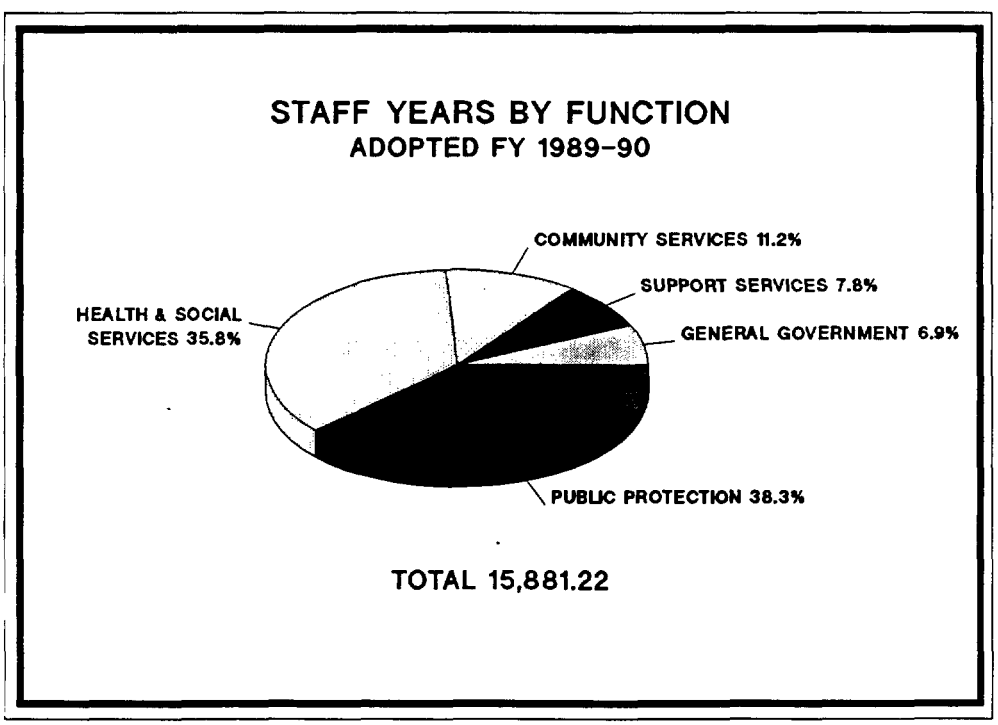
STAFF YEARS BY FUNCTIONAL AREA

FUNCTIONAL AREA	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Public Protection	5,230.50	6,074.67	16.1
Health & Social Services	5,147.06	5,684.13	10.4
Community Services	1,681.37	1,785.14	6.2
General Government	1,023.42	1,093.62	6.9
Support Services	1,225.41	1,243.66	1.5
Total	14,307.76	15,881.22	11.0

The 1989-90 Adopted Budget provides funding for 15,881.22 staff years, an 11.0% increase over the 1988-89 Adopted County Budget.

The largest percentage increase in staff years is a 16.1% increase in the Public Protection area. The other functional areas combined, increase 8.0%.

As shown below, the Public Protection and Health & Social Services functional areas account for more than 74% of the County's adopted staff years.



STAFF-YEAR CHANGE BY DEPARTMENT

FUNCTIONAL AREA	STAFF-YEAR CHANGE FROM 1988-89 BUDGET
PUBLIC PROTECTION	
Alternate Defense Counsel	10.00
County Clerk	61.50
District Attorney	86.75
Marshal	42.00
Municipal Court - El Cajon	14.00
North County	23.75
San Diego	21.25
South Bay	11.50
Probation	48.50
Public Defender	127.75
Sheriff	251.17
Superior Court	146.00
Total Public Protection	844.17
HEALTH & SOCIAL SERVICES	
Area Agency on Aging	5.50
Health Services	188.94
Social Services	342.63
Total Health & Social Services	537.07
COMMUNITY SERVICES	
Agriculture, Weights & Measures	2.75
Animal Control	3.00
Cable TV	.92
Coroner	2.00
County Library	(4.67)
Housing/Community Development	6.00
Parks and Recreation	8.25
Planning & Land Use	53.30
Public Administrator	.08
Public Works - Road Fund	21.00
Registrar of Voters	11.14
Total Community Services	103.77

STAFF-YEAR CHANGE BY DEPARTMENT
(continued)

FUNCTIONAL AREA	STAFF-YEAR CHANGE FROM 1988-89 BUDGET
GENERAL GOVERNMENT	
Assessor	8.25
Auditor & Controller	3.25
Board of Supervisor	.25
Chief Administrative Officer	4.00
Clerk, Board of Supervisors	.33
County Counsel	44.50
LAFCO Administration	.12
Recorder	6.50
Transborder Affairs	(1.00)
Treasurer/Tax Collector	4.00
Total General Government	70.20
SUPPORT SERVICES	
Department of Human Resources	10.75
General Services	36.50
Information Services	4.00
Purchasing & Contracting	2.00
Revenue & Recovery	(35.00)
Total Support Services	18.25
Total County	1,573.46
Base Adjustments from Prior Year or Mid-Year Changes	605.88
New Net Staff-Years	967.58

OUTLOOK FOR 1989-90 AND FUTURE YEARS

The County's fiscal problems in 1989-90 will continue in future years. The key areas of increasing cost in the next three years will continue to be the following:

- **Detention Facility Expansions** - The increased cost of planned detention facility expansions will continue to require difficult decisions in 1990 with full-year operation of the Vista Jail Expansion, and preparation to open the East Mesa Detention Facility in May of 1991 and Juvenile Hall Expansion in January of 1992. Estimated total increased cost for both facilities is $11.1 million in FY91, $19.9 million in FY92, and $23.7 million in FY93.

- **Trial Court Funding Program Participation**

  Under the terms of the SB 612, Trial Court Funding Program, counties which elect to participate in the program must include additional appropriations to meet the required maintenance of effort level. For FY 1990-91, additional appropriations of approximately $3.1 million are necessary to meet this requirement. In addition, the County will have to provide 4 courtrooms downtown for San Diego Municipal Court at an estimated cost of about $2.2 million.

- **Other Criminal Justice System Workload** - The Public Defender, District Attorney, and Sheriff needs will continue at a high rate. The County of San Diego is now the fifth most populous County in the United States.

- **Mandated Workload Increases in Social Services & Health** -General Relief, Aid to Families with Dependent Children (AFDC), AFDC Foster Care are some of the areas where costs are expected to increase based on population increases and higher rates. Annual net County Cost increase is estimated to be about $10 million.

- **Salary & Benefits Costs** - Providing competitive salaries is a subject of negotiation each year. Historically, salaries have been adjusted 4% to 5% annually. An annual Countywide increase of 4% has cost approximately $22.0 million in the past. Historically, Health and Retirement costs have increased at the annual rate of 20% and 6.2%, respectively, for an annual cost of $7.0 million.

- **Emerging Issues** - Crime, Drug Abuse, AIDS, and Earthquake Preparedness are just a few areas that could present emergency situations for County response and yet there are no funds identified for such contingencies. In 1989-90, the County's Operating Contingency Reserve which must meet all unforeseen events is only about $4.0 million for a budget of $1.475 billion. This is comparable to a family of four with an average annual salary of $37,000 and savings account reserved for emergencies which totals only $134.

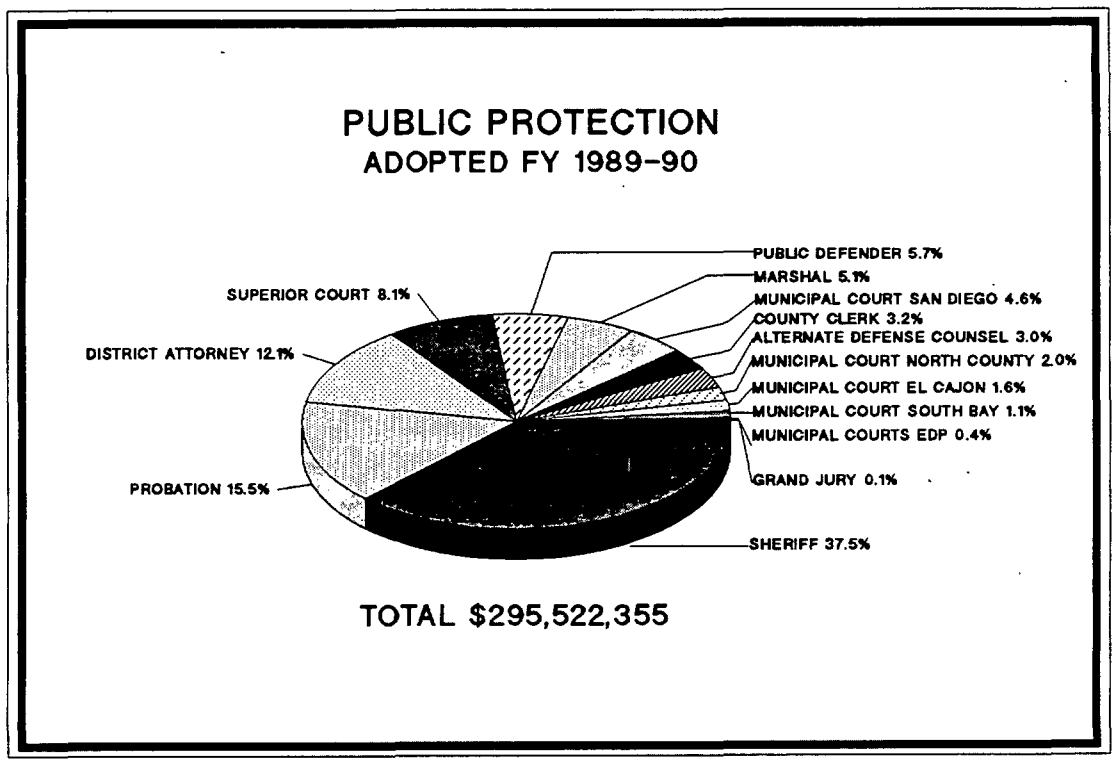
- **Infrastructure Replacement** - The County has invested hundreds of millions of dollars into buildings and equipment, and needs to invest more to expand detention facilities. However, each year maintenance and replacement budgets are squeezed tighter. As a result the value of that investment is being reduced, and the need for replacement is growing.

BUDGET SUMMARY BY FUNCTIONAL AREA
PUBLIC PROTECTION

The Public Protection functional area includes fourteen departments. The services provided by the departments in this area 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 Adopted Budget for the Public Protection functional area totals $246,969,138. The 1989-90 Budget for Public Protection is $295,522,355 an increase of $48,553,217 over the 1988-89 Adopted Budget. This provides for an increase of 844.17 staff years over 1988-89. The following table displays a comparison of the 1988-89 Adopted Budget and 1989-90 Budget direct costs by department.

DEPARTMENT	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Alternate Defense Counsel	$ 0	$ 8,936,053	N/A
County Clerk	7,743,045	9,584,679	23.8
District Attorney	30,259,746	35,647,541	17.8
Grand Jury	153,405	155,666	1.5
Marshal	12,564,062	15,112,601	20.3
Muni Court - EDP	1,331,954	1,178,118	(11.6)
Muni Court - El Cajon	3,897,405	4,732,570	21.4
Muni Court - North County	4,596,864	5,863,103	27.5
Muni Court - South Bay	2,653,937	3,230,669	21.7
Muni Court - San Diego	11,610,697	13,515,181	16.4
Probation	41,301,028	45,858,803	11.0
Public Defender	23,098,054	16,837,388	(27.1)
Sheriff	90,519,888	110,800,187	22.4
Superior Court	17,239,053	24,069,796	39.6
TOTAL	$ 246,969,138	$ 295,522,355	19.7

The chart below displays how these funds are allocated.



Significant Public Protection budget increases include:

- **County Clerk:** Full-year funding for 61.50 staff years positions to increase the clerical support given to the Superior Court which will add 13 new judicial positions as the result of the County opting into Trial Court Funding. Services and supplies were increased by over $116,000 to support "Fast Tracking" in the Superior Court and to better enable the County Clerk to provide copies, forms and printing services to the Superior Court in a timely manner.

  Pursuant to local rule, certain functions were transferred from the County Clerk to the Superior Court, effective November 2, 1989. This resulted in the transfer of 293 staff years from the County Clerk to the Superior Court.

- **District Attorney:** Includes full-year funding for seventeen staff years which were one-half year funded in FY 88-89. Four staff years were added to the Child Abduction Unit to meet the legal mandates of the State to handle the increased workload and for prompt resolution of cases. Forty staff years were added as the result of the County opting into Trial Court Funding. Five staff years were added to the Narcotic Prosecution Unit and five staff years for the Gang Prosecution Unit. Four staff years were added to Superior Court Homicides.

- **Marshal:** Includes 40.50 added staff years to support new judicial positions. 1.50 staff years are proposed to fully fund clerical staff added mid-year in 88-89.

- **Public Defender:** Includes full-year funding for 104.75 staff years which were approved by the Board of Supervisors on May 24, 1988 (51). Twenty-one staff years were added as the result of the County opting into Trial Court Funding. An additional 6 staff years were added to provide needed legal clerical support to the attorneys and to keep pace with the increased number of courts.

- **Sheriff:** The 1989-90 Budget provides significant increases in the Sheriff's two main programs, Detention Facility Services and Law Enforcement Services. This budget represents an increase of over $20 million and 250 staff years. The key increases in this budget include: the Vista jail expansion staff (134.00 staff years), the addition of the women's psychiatric unit at Las Colinas (Sheriff's Department 5.00 staff years, Health Department 13.50 staff years), restoration of last year's crime prevention cut (13.50 staff years), additional communications dispatchers (20.00 staff years), additional unincorporated area patrol units (23.00 staff years), increased internal affairs staff recommended by the Grand Jury (4.00 staff years) increased contract city staffing (30.00 staff years), and increases in appropriations for employee benefit costs and negotiated salary increases for existing staff, contracted inmate medical costs, contract jail guard costs, food and jail bedding/housekeeping supplies.

- **Probation:** A total increase of 17.5 staff years is included in the CAO's Budget. These include: 11.5 for full year funding of positions added in the 88-89 Budget, 3 for mid-year changes, 2 to provide supervision for additional work crews and 1 to provide Juvenile Field Service liaison with the Grossmont School District.

- **Municipal Courts:** A total of 69.5 staff years are added to implement Trial Court Funding. Of this number, 12 are new judicial positions.

- **Superior Court:** A total of 111 staff years (including 13 new superior court judges) are added in order to implement Trial Court Funding. The Central Intake Program (35.00 staff years) was transferred from Revenue & Recovery to Superior Court during 1988-89.

The major unfunded items include:

- Funding to establish Probation Department's Drug Enforcement Units as a response to dramatically increased activity in these areas.

- Funding for East Mesa transition staff and operational staff to ensure that the County is able to open this facility as scheduled in Fiscal Year 1990-91.

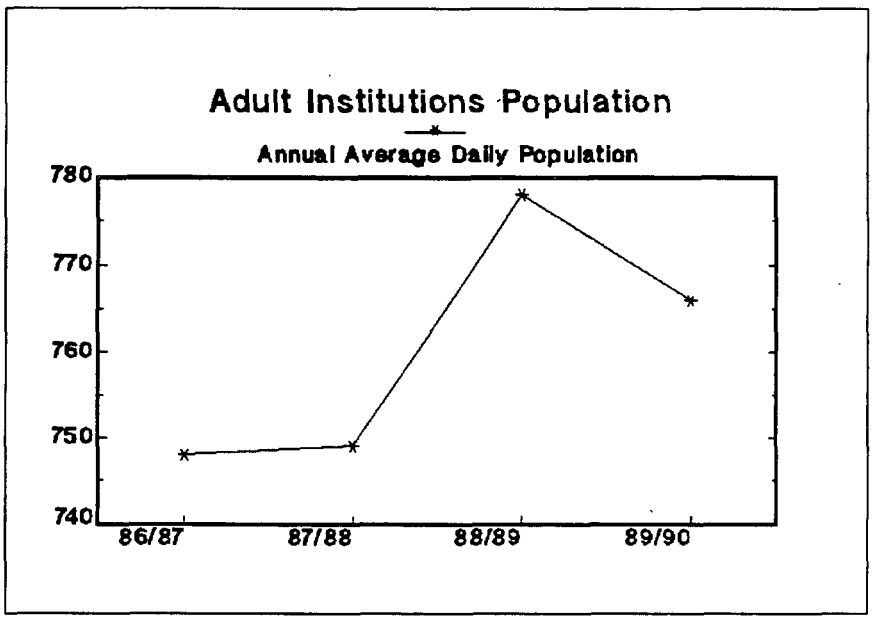
- Increased District Attorney and Sheriff's Department staff to meet growing workload demands for investigation and prosecution of narcotics cases.

- Additional law enforcement patrol units in unincorporated/rural areas of the County, and additional security and medical staff for detention facilities requested by the Sheriff.

ADULT INSTITUTIONS POPULATION

The Probation Department operated five (5) rural camps and an in-town Work Furlough facility until August of 1987, when Camp San Jose was closed. Since that time, the Department has operated the following institutions with Board of Corrections rated capacity as indicated:

Camp Barrett	144
Camp West Fork	139
Camp LaCima	80
Camp Morena	80
Men's Work Furlough	126

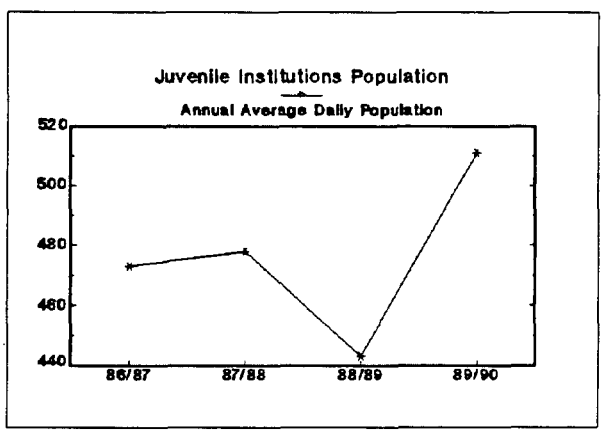


JUVENILE INSTITUTIONS POPULATION

The Probation Department's Juvenile Institutions are comprised of one Juvenile Hall and three correctional treatment facilities. Youths detained in these facilities are currently serving a court-ordered sentence, awaiting court disposition or depositional placements. The population of Juvenile Hall has exceeded the California Youth Authority's rated capacity on an average daily population basis since November 1984.

The California Youth Authority's rated capacities for San Diego County Juvenile Institutions are:

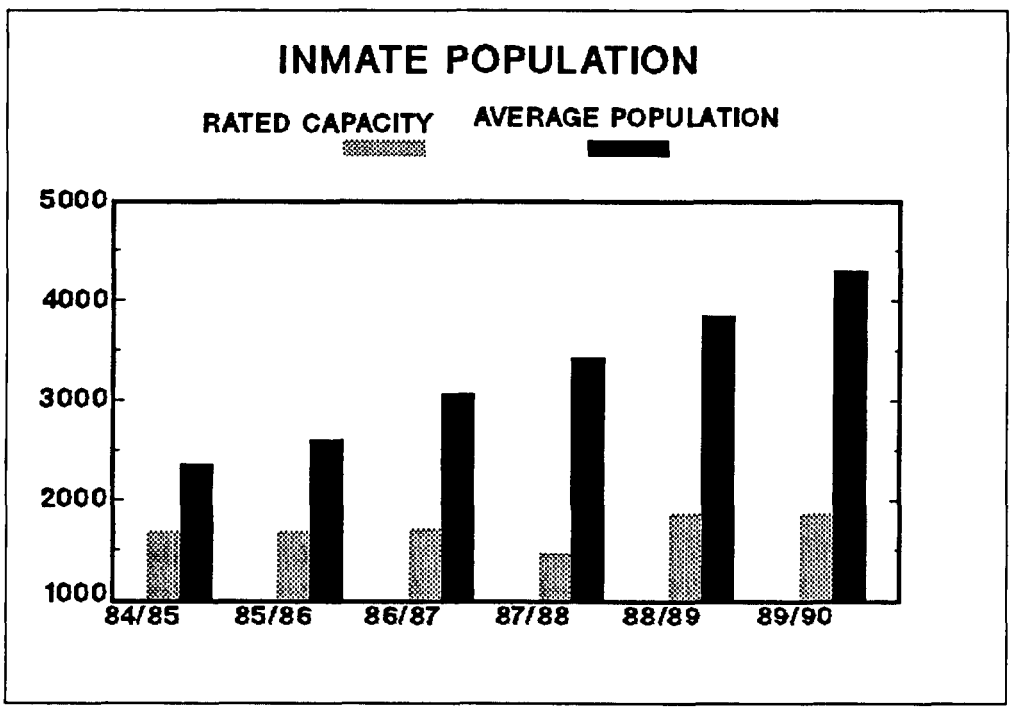
Juvenile Hall	219
Girls Rehab. Fac.	20
Rancho del Rayo	106
Rancho del Campo	50
Total Juvenile Population	395



INMATE POPULATION

Sheriff's Department

The Sheriff's inmate population reflects presentence and sentenced prisoners held in the County's six detention facilities: Central, Descanso, El Cajon, Las Colinas, South Bay and Vista. The inmate population continues to be well over the rated bed capacity.

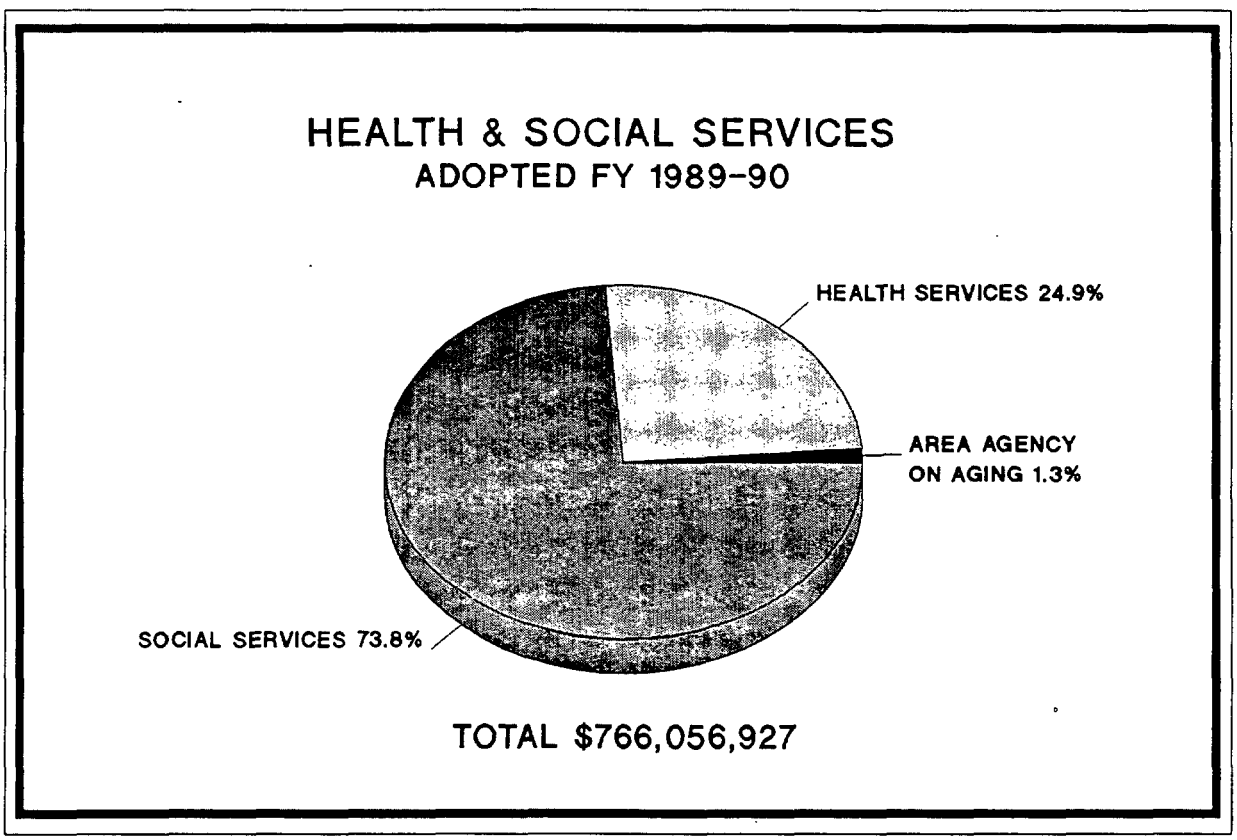


BUDGET SUMMARY BY FUNCTIONAL AREA
HEALTH AND SOCIAL SERVICES

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 1989-90 Budget for Health and Social Services functional area is $766,056,927, or 51.9% of the total County Budget. The increase over 1988-89 is $85,611,524, or 12.6%. This increased cost provides 5,684.13 staff years, for a 537.1 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 $77.4 million or 15.3% of the total net County cost of $506.7 million.

The following table displays the increases by department.

DEPARTMENT	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Area Agency on Aging	$ 8,695,303	$ 10,170,255	17.0
Social Services	508,849,110	565,102,766	11.1
Health Services	162,900,990	190,783,906	17.1
Total	$ 680,445,403	$ 766,056,927	12.6

Significant changes are summarized by department as follows:

Department of Area Agency on Aging:

- Addition of one fiscal monitoring position. This will meet the requirements of Older Americans Act Grant rules, to audit the costs charged by approximately 60 agencies delivering services on behalf of the County.

- The addition of $1.26 million based on State revenues for AIDS Case Management.

Department of Social Services:

- Full year funding of 1988-89 Children's Services additions based on State revenues including $8.9 million and 240 staff years (no net County cost).

- Mandated caseload growth, State mandated COLA increases, and related staff increases:

  - AFDC, $37 million ($2.2 million County cost).
  - Foster Care, $11.4 million ($900,000 County cost).
  - General Relief, $1.2 million ($1.2 million County cost).

- New programs oriented toward productivity, service, cost, or revenue improvements include the Dispute Resolution Program ($360,000), SSI/SSP Advocacy Project ($167,000), Food Stamps Cash-Out Demonstration ($109,000), and Medi-Cal Hospital Outstationing ($495,000).

- $6.6 million reduction in Greater Avenues to Independence (GAIN) Program based upon anticipated State funding levels.

Department of Health Services:

- Receipt of $904,600 in Federal Drug Abuse program funds.
- Continued addition of staff (18 positions, 17.5 staff years) to address AIDS caseloads.
- Anticipated receipt of $5.0 million in State Legalization Impact Assistance Grant (SLIAG) funds.
- $1.6 million increase in the contract for hospital and emergency treatment of indigent care patients at UCSD Medical Center.
- Reductions totaling $353,600 in Federal and State grants.
- Increased County Pharmacy staff and operating hours to service the new Mental Health Hospital.
- Implemented SB 12/612 which provides about $3.0 million reimbursement for both physicians and hospitals for emergency medical care to be paid for by fines levied for certain vehicle code violations.
- Board assumed the powers of a County-wide Vector Surviellance Control District. Implementation is contingent upon approval by the cities.
- Expanded the Environmental Health, Hazardous Materials (HAZMAT), Industrial Hygiene and Urban programs by 37 staff years to address the growing environmental problems such as asbestos in buildings and medical waste.
- Established a Psychiatric Security Unit for women at the Las Colinas Women's Detention Facility.
- Replaced the County-operated laundry with private laundry contracts.
- Relocated the Special Treatment and Rehabilitation (STAR) Unit from Edgemoor to the new San Diego County Psychiatric Hospital.
- As State Bronzan Homeless funds were expended without replacement, the County was forced to shift $525,000 in funding for the Homeless Mentally Ill to the General Fund.
- Established a new facility for severely emotionally disturbed children in the East County.
- Established a County Medical Services (CMS) eligibility status "hotline".

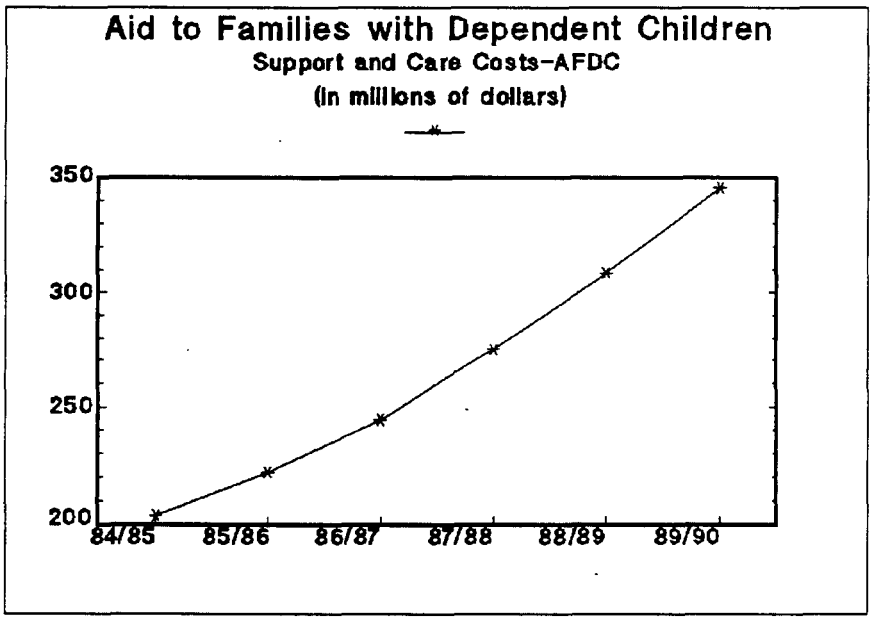
The major unfunded items include:

- Equity funding by the State for Drug, Alcohol and Mental Health programs.
- Inequitable distributions to San Diego County citizens of "patient days" at State hospitals.
- Reconstruction of Edgemoor Geriatric Hospital.
- DSS caseload growth rates are exceeding DSS staff growth rates in AFDC and General Relief programs.

PUBLIC ASSISTANCE WORKLOAD

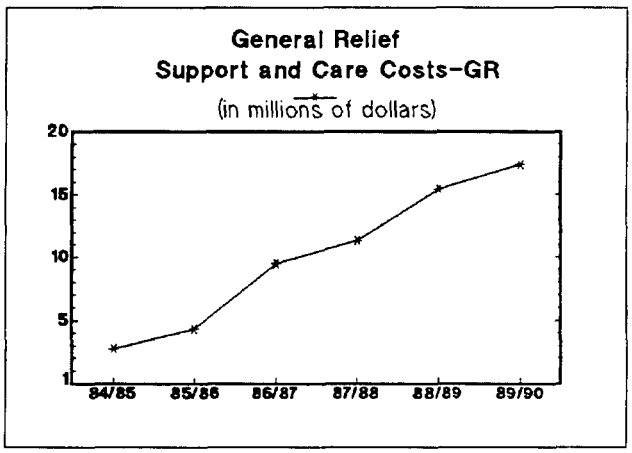
Aid to Families with Dependent Children Cases

The purpose of the Aid to Families with Dependent Children (AFDC) program is to provide financial assistance services to families and children who are deprived of support or care due to death, incapacity, unemployment or continued absence of one or both parents. State law requires that the program be administered in a way that a will encourage parents and children to attain maximum self-support and independence.



General Relief

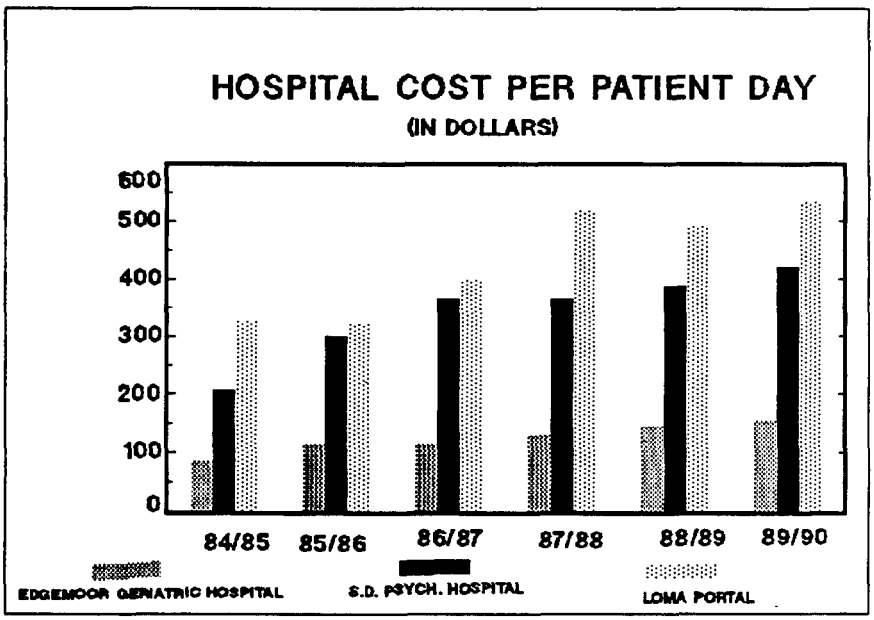
The General Relief (GR) program provides financial assistance to indigent who are nor eligible for Federal and State assistance programs. It provides emergency assistance to individuals and families in temporary need.



HEALTH SERVICES

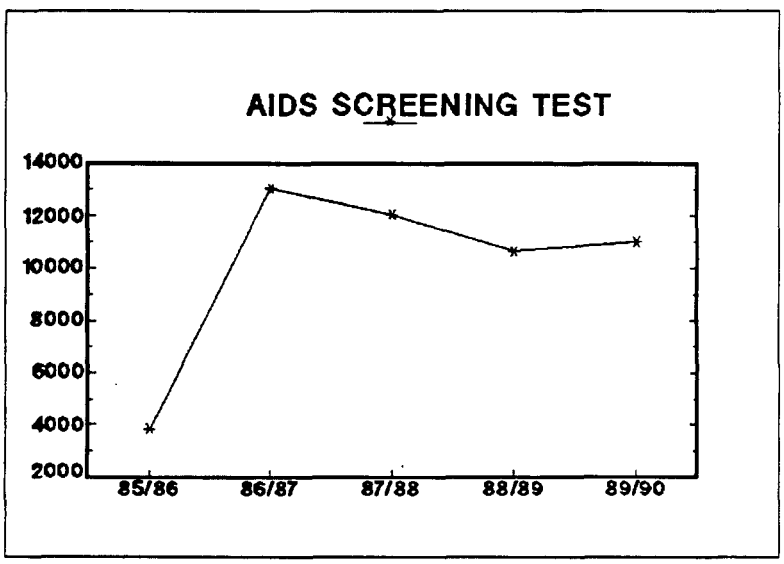
Hospital Cost Per Patient Day

The San Diego County Department of Health Services is responsible for three hospitals; Edgemoor Geriatric Hospital, San Diego Psychiatric Hospital (Adults) and Loma Portal (Children and Adolescents). The data below shows cost per patient at each facility.



ACQUIRED IMMUNE DEFICIENCY SYNDROME AIDS SCREENING TEST

The total number of AIDS screening test given by the Department of Health Services.



BUDGET SUMMARY BY FUNCTIONAL AREA
COMMUNITY SERVICES

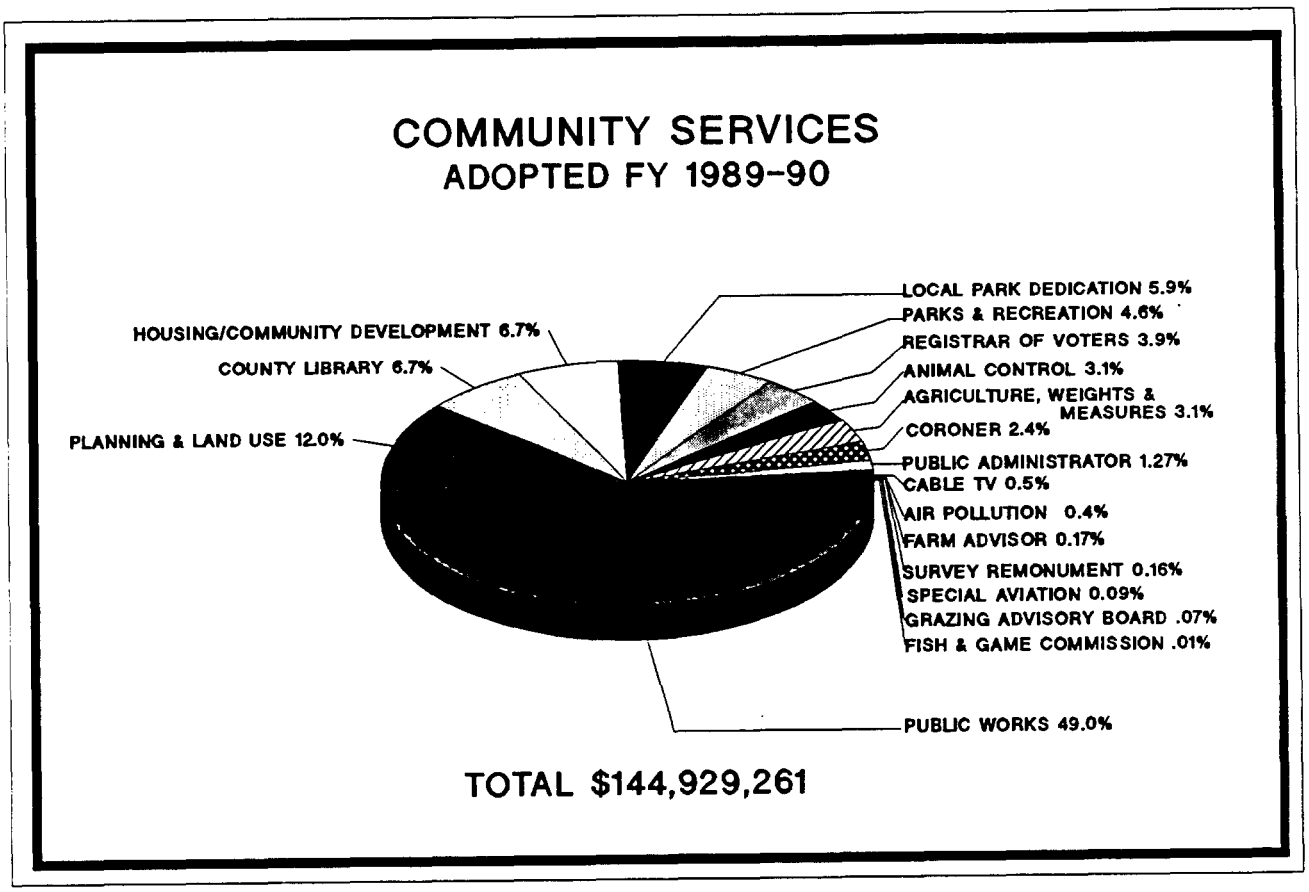
Community Services departments and programs provide regulatory and protective services to enhance and protect the physical, economic and social environment. These departments carry out the County's responsibility in road maintenance and repair, environmental protection, land use regulation, housing assistance,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

The 1989-90 Budget for the Community Services area is $144,929,261 or 9.8% of the total County budget. The increase over 1988-89 is $16,547,941 or 12.9%, almost entirely due to program revenues.

FUNCTIONAL AREA	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Agriculture	$ 4,035,000	$ 4,440,626	10.0
Air Pollution Control*	40,178	584,350	1,354.4
Animal Control	4,146,030	4,529,924	9.3
Contribution to Library Fund	0	59,975	100.0
Coroner	3,072,447	3,499,784	13.9
County Library	8,738,131	9,398,830	7.6
Farm and Home Advisor	235,474	252,705	7.3
Fish & Game Commission	30,000	20,700	(31.0)
Grazing Advisory Board	101,000	101,000	0
Housing/Community Dev.	9,927,865	9,664,884	(2.6)
Library Contingency Reserve	300,000	300,000	0
Park Land Dedication	6,973,270	8,525,364	22.3
Parks & Recreation	5,484,372	6,597,070	20.3
Planning and Land Use	12,359,500	17,336,316	40.3
Public Administrator	1,680,700	1,843,874	9.7
Public Works	65,345,270	71,430,395	9.3
Registrar of Voters	4,145,013	5,681,447	37.1
Video Services	1,664,741	662,017	(60.2)
Cable Interest Fund	102,329	0	(100.0)
TOTAL	$128,381,320	$144,929,261	12.9%

* General Fund Contribution to Air Pollution Control District.

The chart below displays how these funds are allocated.



1989-90 Major Projects/Items within this functional area include:

- **Agriculture**: Completion and full operation of the new Pesticide Storage/Bait Facility, financed with 1988-89 appropriations, to occur by mid-year. Staff (2.75 staff years) were added for Hydrilla inspection, import food inspection and Pesticide Advisory Task Force support. Increased bait supplies are offset by revenues from sales to new Vector Control District.

- **Coroner**: Establishment of a medical examiner position; establishment of a pathology resident position (in connection with the University of California at San Diego); addition of one deputy coroner for workload increases; and, increased services/supplies related to rise in costs and improved laboratory analysis for court cases.

- **Housing and Community Development**: Will provide rental assistance to 5,600 low income households, rehabilitate 375 dwelling units, monitor 174 active CDBG projects, and plan an additional 170 projects for the l6th year CDBG Application.

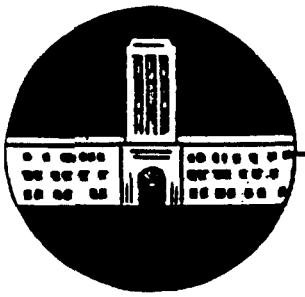
- **County Library**: Grant funds for construction support for a new El Cajon Library, and an Urban Indian Services Program have been added. Reduced allocations of Special District Augmentation Funds to the County Library continues as an area of concern.

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

- **Planning & Land Use**: Will add 38.3 staff years for various on-going and new projects including; a geographically-based reorganization; the sensitive lands ordinance; the 1989-90 work program and response to an increased workload. An additional 9.0 staff years will be added for support of the Regional Urban Information System (RUIS).

- **Registrar of Voters**: Will conduct five major elections during 1989-90.

- **Public Works**: Will increase road resurfacing efforts (overlays and sealcoats) by $2.7 million. General Fund support has been reduced by $416,186 to $248,814 primarily as a result of a proposed developer fee.



BUDGET SUMMARY BY FUNCTIONAL AREA
GENERAL GOVERNMENT

The General Government group includes 17 departments/programs which are basic to local government. These programs include legislative and administrative supervision of County operations, property assessment, tax collection, recorder services, auditing, fiscal control, and legal counsel.

The 1988-89 Budget for the General Government functional area was $45,416,320 or 3.6% of the total County Budget. The 1989-90 Budget for General Government is $53,386,802 or 3.6% of the total Budget. The table below displays a comparison of the 1988-89 Adopted Budget and the 1989-90 Budget direct costs by department.

DEPARTMENT	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Assessor	$ 10,907,895	$ 12,421,738	13.9
Auditor & Controller	7,047,030	7,622,742	8.2
Board of Supervisors Dist 1	396,869	412,033	3.8
Board of Supervisors Dist 2	484,047	525,953	8.7
Board of Supervisors Dist 3	433,700	470,865	8.6
Board of Supervisors Dist 4	432,183	465,327	7.7
Board of Supervisors Dist 5	434,329	459,950	5.9
Board of Supervisors General	106,266	128,666	21.1
Chief Administrative Officer	8,018,397	8,827,647	10.1
Clerk Board of Supervisors	1,443,942	1,594,988	10.5
Community Enhancement Pgm.	1,096,300	1,446,300	31.9
County Counsel	6,987,471	9,760,783	39.7
LAFCO Administration	251,702	277,828	10.4
Recorder	2,140,087	3,079,935	43.9
Transborder Affairs	464,873	460,602	(.9)
Treasurer-Tax Collector	4,771,229	5,431,445	13.8
Total	$ 45,416,320	$ 53,386,802	17.5

Major projects/items included in the 1989-90 Budget within this functional area are:

- **Assessor**: Continued development of both the Regional Urban Information System and the County's new Shared Property System with approximately $1.1 million of revenue authorized by AB 2890.

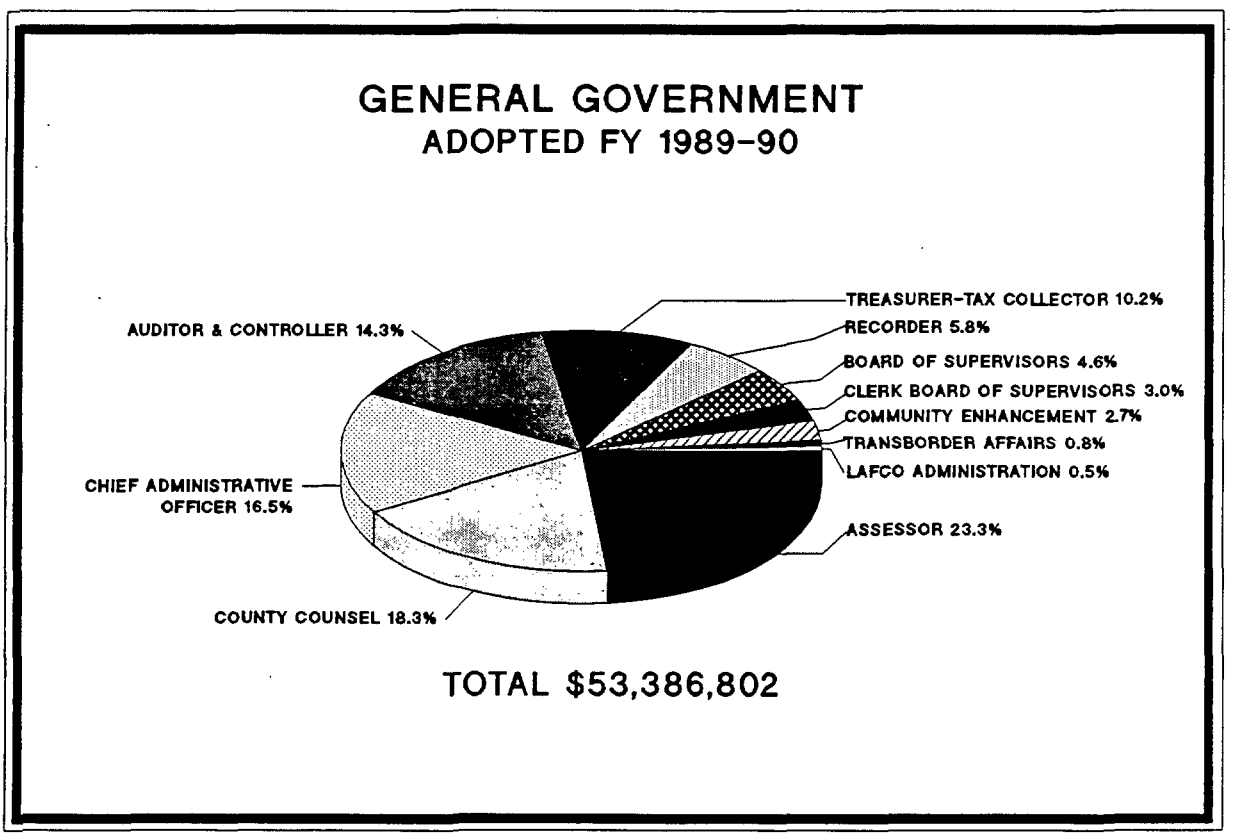
- **Clerk of the Board**: Continue implementation of office automation.

- **Community Enhancement**: Continued support for cultural, economic development and tourism related activities.

- **County Counsel**: An increase in, and transfer of legal representation for the Department of Social Services Dependency activities.

- **Recorder**: Automation of the Recorder's Fee determination, collection and reconciliation and the initial development of Vital Records Satellite operations to provide local access to abstracts of birth, death and marriage records.

- **Treasurer/Tax Collector**: Upgrade of payment processing to provide same day deposits of funds received by the Treasurer. Installation of Automated Telephone Tax Information System to alleviate under-capacity of the Tax Information Units.



BUDGET SUMMARY BY FUNCTIONAL AREA: SUPPORT SERVICE / MISCELLANEOUS

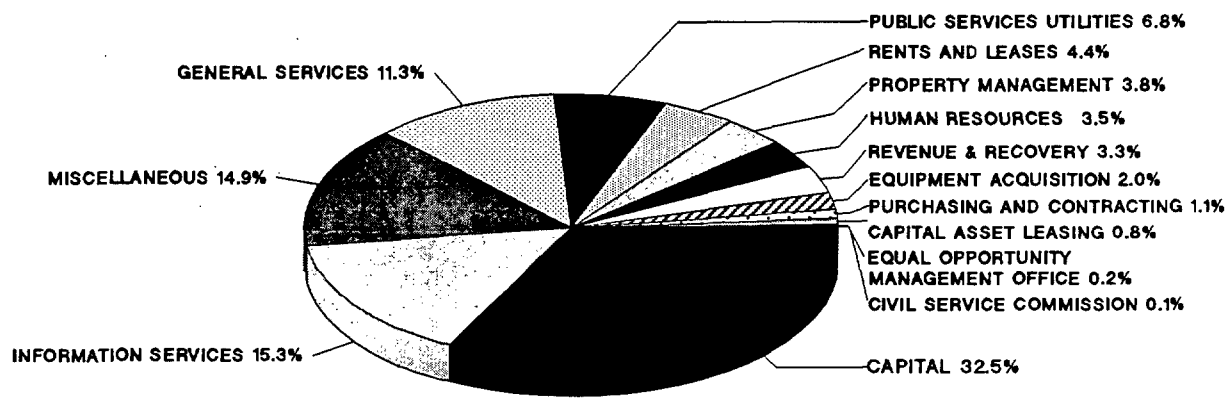
The Support Services/Miscellaneous functional area consists of 20 departments/programs which were formerly shown as part of the General Government & Support Function. Some General Government programs, such as fiscal control and legal counsel, could also be called support activities. These programs are 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 was $175,206,860 or 13.7% of the total County Budget. The 1989-90 Budget for the Support Services/Miscellaneous functional area is $215,936,033 or 14.6% of the total Budget. The table below displays a comparison of the 1988-89 Adopted Budget and the 1989-90 Budget direct costs by department.

Department	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Capital Asset Leasing	$ 1,870,558	$ 1,789,274	(4.4)
Civil Service Commission	246,164	258,916	5.2
Dept. of Human Resources	5,935,589	7,619,916	28.4
Equal Opportunity Mgmt. Office	457,112	468,523	2.5
Equipment Acquisition	5,741,700	4,346,981	(24.3)
General Services	21,500,383	24,331,032	13.2
Information Services	17,457,695	22,159,924	26.9
Information Systems/Equip.	8,320,003	10,803,782	29.9
Property Management	6,062,880	8,141,339	34.3
Public Services Utilities	13,532,621	14,681,721	8.5
Purchasing and Contracting	1,692,665	2,296,531	35.7
Rents and Leases	7,095,419	9,459,858	33.3
Revenue & Recovery	7,534,994	7,156,885	(5.0)
Sub-Total	$ 97,447,783	$ 113,514,682	16.5

Department	1988-89 ADOPTED	1989-90 ADOPTED	% CHANGE
Capital	$ 50,496,312	$ 70,228,096	39.1
Cash Borrowing	9,500,000	11,250,000	18.4
Contingency Reserve-General	14,611,571	19,545,246	33.8
Edgemoor Development Fund	77,650	168,434	116.9
General Revenues	2,500,000	0	(100.0)
Reserve Designations	73,544	119,775	62.9
Sheriff's Asset/Forfeit.	500,000	1,109,800	122.0
Sub-Total Other	$ 77,759,077	$ 102,421,351	31.7
Total Support Services/Misc.	$ 175,206,860	$ 215,936,033	23.3

SUPPORT SERVICES/MISCELLANEOUS
ADOPTED FY 1989-90



TOTAL $215,936,033

Major projects/items included in the 1989-90 Budget within this functional area are:

- **Equipment Acquisition:** Limits vehicle replacement to 63 vehicles; $900,000 below the funding level proposed by the department.

- **General Services:**

  - Provides funding for the first year of an asbestos detection and abatement program ($282,199) by facilities services in conjunction with funding provided in the Department of Health Services, Environmental Health Division.

  - Allocates $310,000 toward automating the County Mail Center, enabling the County to enjoy a discount on the Postal Service Zip + Four.

  - Provides full-year funding for 5.0 staff years added mid-year in Architecture & Engineering to implement the planned court expansion made possible through Trial Court Funding Legislation.

  - Adds 5.0 staff years in Real Property to support Proposition 70 Parkland property acquisition.

  - Adds 7.0 staff years in Facilities Services to maintain County buildings.

- **Information Services:** Continued funding for the lease/purchase of a mainframe computer and an upgrade of Direct Access storage devices.

- **Public Service Utilities:**

  - Includes $234,000 for Gas & Electric costs for MTS Towers.

  - Allocates an additional $417,000 to vehicle fuel in anticipation of increased usage and prices.

- **Purchasing and Contracting:** Increased support for contracting and supply support for detention facilities.

- **Rents and Leases:**

  - Includes funds totalling $522,000 to add 9 courtrooms downtown.

  - Provides $854,000 to relocate four departments from the South Bay Regional Center to make room for expansion of the court. Affected departments include the Public Defender, Assessor, Probation, and Revenue & Recovery.

  - Allocates $113,000 for space for new staff proposed for the District Attorney due to expansion of the courts.

  - Includes the first full year's net cost of $3 million for MTS Towers.

  - Provides $350,000 to relocate County departments from the El Cajon Regional Center to four new courts at that facility.

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FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
PUBLIC PROTECTION			
ALTERNATE DEFENSE COUNSEL			
SALARIES AND BENEFITS	0	325,212	325,212
SERVICES AND SUPPLIES	0	8,583,639	8,583,639
OTHER CHARGES	0	0	0
FIXED ASSETS	0	27,202	27,202
TOTAL EXPENSE	0	8,936,053	8,936,053
PROGRAM REVENUES	0	(224,443)	(224,443)
NET GENERAL FUND CONTRIBUTION	0	8,711,610	8,711,610
ALTERNATE DEFENSE COUNSEL STAFF YEARS	0.00	10.00	10.00
COUNTY CLERK			
SALARIES AND BENEFITS	7,388,132	9,112,997	1,724,865
SERVICES AND SUPPLIES	309,386	426,155	116,769
OTHER CHARGES	23,527	23,527	23,527
FIXED ASSETS	22,000	22,000	22,000
TOTAL EXPENSE	7,743,045	9,584,679	1,887,161
PROGRAM REVENUES	(6,594,857)	(6,711,626)	(116,769)
NET GENERAL FUND CONTRIBUTION	1,148,188	2,873,053	1,770,392
COUNTY CLERK STAFF YEARS:	251.00	312.50	61.50
DISTRICT ATTORNEY			
SALARIES AND BENEFITS	27,239,681	31,869,084	4,629,403
SERVICES AND SUPPLIES	2,076,407	2,380,555	304,148
OTHER CHARGES	472,666	564,548	91,882
FIXED ASSETS	470,992	727,354	256,362
VEHICLE/COMM. EQUIP.	0	106,000	106,000
TOTAL EXPENSE	30,259,746	35,647,541	5,387,795
PROGRAM REVENUES	(12,035,242)	(12,615,500)	(580,258)
RESERVE DESIGNATION REDUCTION	0	0	0
NET GENERAL FUND CONTRIBUTION	18,224,504	23,032,041	4,807,537
DISTRICT ATTORNEY STAFF YEARS:	633.17	719.92	86.75

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
GRAND JURY			
SALARIES AND BENEFITS	45,608	47,869	2,261
SERVICES AND SUPPLIES	107,797	107,797	107,797
FIXED ASSETS	0	0	0
CONTINGENCY RESERVE	0	0	0
TOTAL EXPENSE	153,405	155,666	110,058
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	153,405	155,666	110,058
GRAND JURY STAFF YEARS:	1.00	1.00	0.00
MARSHAL			
SALARIES AND BENEFITS	12,275,855	14,621,832	2,345,977
SERVICES AND SUPPLIES	264,900	373,661	108,761
OTHER CHARGES	16,507	10,308	(6,199)
FIXED ASSETS	6,800	106,800	100,000
VEHICLE/COMM. EQUIP.	0	0	0
TOTAL EXPENSE	12,564,062	15,112,601	2,548,539
PROGRAM REVENUES	(1,961,434)	(2,364,434)	(403,000)
NET GENERAL FUND CONTRIBUTION	10,602,628	12,748,167	2,145,539
MARSHAL STAFF YEARS:	308.00	350.00	42.00
MUNI COURTS EDP			
SALARIES AND BENEFITS	270,387	336,279	65,892
SERVICES AND SUPPLIES	491,040	308,419	(182,621)
OTHER CHARGES	482,221	448,517	(33,704)
FIXED ASSETS	88,306	84,903	(3,403)
VEHICLE/COMM. EQUIP.	0	0	0
TOTAL EXPENSE	1,331,954	1,178,118	(153,836)
PROGRAM REVENUES	(717,111)	(818,286)	(101,175)
NET GENERAL FUND CONTRIBUTION	614,843	359,832	(255,011)
MUNI COURTS EDP STAFF YEARS:	6.50	6.50	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
MUNICIPAL COURT - EL CAJON			
SALARIES AND BENEFITS	3,510,955	4,366,379	855,424
SERVICES AND SUPPLIES	340,750	348,949	8,199
FIXED ASSETS	45,700	17,242	(28,458)
TOTAL EXPENSE	3,897,405	4,732,570	835,165
PROGRAM REVENUES	(1,477,500)	(1,665,585)	(188,085)
NET GENERAL FUND CONTRIBUTION	2,419,905	3,066,985	647,080
MUNI COURT - EL CAJON STAFF YEARS:	92.75	106.75	14.00
MUNICIPAL COURT - NORTH COUNTY			
SALARIES AND BENEFITS	4,174,961	5,347,104	1,172,143
SERVICES AND SUPPLIES	351,738	497,033	145,295
OTHER CHARGES	36,700	0	(36,700)
FIXED ASSETS	33,465	18,966	(14,499)
VEHICLE/COMM. EQUIP.	0	0	0
TOTAL EXPENSE	4,596,864	5,863,103	1,266,239
PROGRAM REVENUES	(1,939,773)	(2,211,046)	(271,273)
NET GENERAL FUND CONTRIBUTION	2,657,091	3,652,057	994,966
MUNI COURT - NORTH COUNTY STAFF YEARS:	114.75	138.50	23.75
MUNICIPAL COURT - SAN DIEGO			
SALARIES AND BENEFITS	10,322,834	12,173,740	1,850,906
SERVICES AND SUPPLIES	1,146,628	1,258,222	111,594
OTHER CHARGES	19,425	33,219	13,794
FIXED ASSETS	121,810	50,000	(71,810)
TOTAL EXPENSE	11,610,697	13,515,181	1,904,484
PROGRAM REVENUES	(3,790,645)	(3,636,795)	153,850
NET GENERAL FUND CONTRIBUTION	7,820,052	9,878,386	2,058,334
MUNI COURT - SAN DIEGO STAFF YEARS:	293.25	314.50	21.25

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
MUNICIPAL COURT - SOUTH BAY			
SALARIES AND BENEFITS	2,373,715	2,867,682	493,967
SERVICES AND SUPPLIES	260,222	349,187	88,965
FIXED ASSETS	20,000	13,800	(6,200)
TOTAL EXPENSE	2,653,937	3,230,669	576,732
PROGRAM REVENUES	(830,184)	(1,007,300)	(177,116)
NET GENERAL FUND CONTRIBUTION	1,823,753	2,223,369	399,616
MUNI COURT - SOUTH BAY STAFF YEARS:	62.75	74.25	11.50
PROBATION			
SALARIES AND BENEFITS	37,413,569	41,557,247	4,143,678
SERVICES AND SUPPLIES	3,472,285	3,760,545	288,260
OTHER CHARGES	288,723	362,420	73,697
FIXED ASSETS	110,851	166,471	55,620
VEHICLE/COMM. EQUIP.	15,600	12,120	(3,480)
TOTAL EXPENSE	41,301,028	45,858,803	4,557,775
PROGRAM REVENUES	(5,935,525)	(6,661,336)	(725,811)
NET GENERAL FUND CONTRIBUTION	35,365,503	39,197,467	3,831,964
PROBATION STAFF YEARS:	1,001.00	1,049.50	48.50
PUBLIC DEFENDER			
SALARIES AND BENEFITS	7,145,629	14,451,950	7,306,321
SERVICES AND SUPPLIES	15,773,272	2,176,685	(13,596,587)
OTHER CHARGES	0	0	0
FIXED ASSETS	179,153	208,753	29,600
TOTAL EXPENSE	23,098,054	16,837,388	(6,260,666)
PROGRAM REVENUES	(1,078,266)	(853,823)	224,443
NET GENERAL FUND CONTRIBUTION	22,019,788	15,983,565	(6,036,223)
PUBLIC DEFENDER STAFF YEARS:	174.25	302.00	127.75

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
SHERIFF			
SALARIES AND BENEFITS	78,819,954	95,193,458	16,373,504
SERVICES AND SUPPLIES	10,919,084	8,986,984	(1,932,100)
OTHER CHARGES	0	5,275,203	5,275,203
FIXED ASSETS	422,491	790,704	368,213
VEHICLE/COMM. EQUIP.	358,359	553,838	195,479
OPERATING TRANSFERS	0	0	0
TOTAL EXPENSE	90,519,888	110,800,187	20,280,299
PROGRAM REVENUES	(22,345,141)	(26,468,104)	(4,122,963)
NET GENERAL FUND CONTRIBUTION	68,174,747	84,332,083	16,157,336
SHERIFF STAFF YEARS:	1930.08	2181.25	251.17
SUPERIOR COURT			
SALARIES AND BENEFITS	13,224,000	19,136,773	5,912,773
SERVICES AND SUPPLIES	3,848,853	4,375,270	526,417
OTHER CHARGES	65,000	65,000	65,000
FIXED ASSETS	101,200	492,753	391,553
TOTAL EXPENSE	17,239,053	24,069,796	6,895,743
PROGRAM REVENUES	(3,923,008)	(2,608,008)	1,315,000
NET GENERAL FUND CONTRIBUTION	13,316,045	21,461,788	8,210,743
SUPERIOR COURT STAFF YEARS:	362.00	508.00	146.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
PUBLIC PROTECTION SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	204,205,280	251,407,606	47,202,326
SERVICES AND SUPPLIES	39,362,362	33,933,101	(5,429,261)
OTHER CHARGES	1,404,769	6,782,742	5,377,973
FIXED ASSETS	1,622,768	2,726,948	1,104,180
VEHICLE/COMM. EQUIP.	373,959	671,958	297,999
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	0	0	0
TOTAL EXPENSE	246,969,138	295,522,355	48,553,217
PROGRAM REVENUES	(62,628,686)	(67,846,286)	(5,217,600)
RESERVE DESIGNATION REDUCTION	0	0	0
TOTAL REVENUE	(62,628,686)	(67,846,286)	(5,217,600)
STAFF YEARS:	5,230.50	6,074.67	844.17

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
HEALTH AND SOCIAL SERVICES			
AREA AGENCY ON AGING			
SALARIES AND BENEFITS	2,476,743	2,925,764	449,021
SERVICES AND SUPPLIES	6,215,560	7,243,591	1,028,031
OTHER CHARGES	3,000	0	(3,000)
FIXED ASSETS	0	900	900
TOTAL EXPENSE	8,695,303	10,170,255	1,474,952
PROGRAM REVENUES	(8,107,928)	(9,452,876)	(1,344,948)
NET GENERAL FUND CONTRIBUTION	587,375	717,379	130,004
AREA AGENCY ON AGING STAFF YEARS:	65.00	70.50	5.50
HEALTH SERVICES			
SALARIES AND BENEFITS	71,129,449	83,424,230	12,294,781
SERVICES AND SUPPLIES	72,951,224	85,376,085	12,424,861
OTHER CHARGES	18,193,907	20,700,101	2,506,194
FIXED ASSETS	626,410	1,283,490	657,080
VEHICLE/COMM. EQUIP.	0	0	0
TOTAL EXPENSE	162,900,990	190,783,906	27,882,916
PROGRAM REVENUES	(142,348,460)	(166,094,237)	(23,745,777)
NET GENERAL FUND CONTRIBUTION	20,552,530	24,689,669	4,137,139
HEALTH SERVICES STAFF YEARS:	2,107.94	2,296.88	188.94
SOCIAL SERVICES			
SALARIES AND BENEFITS	86,991,000	101,630,378	14,639,378
SERVICES AND SUPPLIES	34,203,286	32,830,921	(1,372,365)
OTHER CHARGES	387,208,778	429,994,856	42,786,078
FIXED ASSETS	446,046	646,611	200,565
REIMBURSEMENTS	0	0	0
TOTAL EXPENSE	508,849,110	565,102,766	56,253,656
PROGRAM REVENUES	(462,969,250)	(513,134,670)	(50,165,420)
NET GENERAL FUND CONTRIBUTION	45,879,860	51,968,096	6,088,236
SOCIAL SERVICES STAFF YEARS:	2,974.12	3,316.75	342.63

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
HEALTH & SOCIAL SERVICES SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	160,597,192	187,980,372	27,383,180
SERVICES AND SUPPLIES	113,370,070	125,450,597	12,080,527
OTHER CHARGES	405,405,685	450,694,957	45,289,272
FIXED ASSETS	1,072,456	1,931,001	858,545
VEHICLE/COMM. EQUIP.	0	0	0
REIMBURSEMENTS	0	0	0
CONTINGENCY RESERVE	0	0	0
TOTAL EXPENSE	680,445,403	766,056,927	85,611,524
PROGRAM REVENUES	(613,425,638)	(688,681,783)	(75,256,145)
TOTAL REVENUE	(613,425,638)	(688,681,783)	(75,256,145)
NET GENERAL FUND CONTRIBUTION	67,019,765	77,375,144	10,355,379
STAFF YEARS:	5,147.06	5,684.13	537.07

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
COMMUNITY SERVICES			
AGRICULTURE,WEIGHTS & MEASURES			
SALARIES AND BENEFITS	3,559,933	3,850,502	290,569
SERVICES AND SUPPLIES	438,067	485,454	47,387
OTHER CHARGES	0	0	0
FIXED ASSETS	37,000	77,900	40,900
VEHICLE/COMM. EQUIP.	0	26,770	26,770
TOTAL EXPENSE	4,035,000	4,440,626	405,626
PROGRAM REVENUES	(1,877,116)	(2,019,633)	(142,517)
NET GENERAL FUND CONTRIBUTION	2,157,884	2,420,993	263,109
AGRICULTURE STAFF YEARS:	107.50	110.25	2.75
AIR POLLUTION CONTROL DIST			
OTHER CHARGES	0	0	0
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	40,178	584,350	544,172
TOTAL EXPENSE	40,178	584,350	544,172
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	40,178	584,350	544,172
AIR POLLUTION CONTROL DIST STAFF YEARS:	0.00	0.00	0.00
ANIMAL CONTROL			
SALARIES AND BENEFITS	3,803,121	4,117,365	314,244
SERVICES AND SUPPLIES	251,309	313,159	61,850
OTHER CHARGES	2,000	9,800	7,800
FIXED ASSETS	51,400	51,400	51,400
VEHICLE/COMM. EQUIP.	38,200	38,200	38,200
TOTAL EXPENSE	4,146,030	4,529,924	473,494
PROGRAM REVENUES	(3,608,382)	(3,954,560)	(346,178)
NET GENERAL FUND CONTRIBUTION	537,648	575,364	127,316
ANIMAL CONTROL STAFF YEARS:	147.00	150.00	3.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
CABLE TELEVISION INTEREST FUND			
OPERATING TRANSFERS	102,329	0	(102,329)
FUND BALANCE - SPECIAL FUNDS	(102,329)	0	102,329
NET GENERAL FUND CONTRIBUTION	0	0	0
CABLE TV			
SALARIES AND BENEFITS	120,217	144,752	24,535
SERVICES AND SUPPLIES	140,800	141,330	530
OTHER CHARGES	203,412	122,935	(80,477)
FIXED ASSETS	220,441	150,800	(69,641)
OPERATING TRANSFERS	979,871	102,200	(877,671)
TOTAL EXPENSE	1,664,741	662,017	(1,002,724)
PROGRAM REVENUES	(566,629)	(662,017)	(95,388)
FUND BALANCE - SPECIAL FUNDS	(1,098,112)	0	1,098,112
NET GENERAL FUND CONTRIBUTION	0	0	0
CABLE TV STAFF YEARS:	3.00	3.92	0.92
CONTRIBUTION TO LIBRARY FUND			
SERVICES AND SUPPLIES	0	0	0
FIXED ASSETS	0	0	0
TOTAL EXPENSE	0	0	0
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	0	59,975	59,975
NET GENERAL FUND CONTRIBUTION	0	59,975	59,975
CORONER			
SALARIES AND BENEFITS	2,606,043	2,996,507	390,464
SERVICES AND SUPPLIES	350,227	440,877	90,650
OTHER CHARGES	54,077	0	(54,077)
FIXED ASSETS	62,100	62,400	300
TOTAL EXPENSE	3,072,447	3,499,784	427,337
PROGRAM REVENUES	(195,000)	(195,000)	(195,000)
NET GENERAL FUND CONTRIBUTION	2,877,447	3,304,784	232,337
CORONER STAFF YEARS:	53.00	55.00	2.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
COUNTY LIBRARY			
SALARIES AND BENEFITS	5,103,667	5,271,647	167,980
SERVICES AND SUPPLIES	3,437,314	3,354,954	(82,360)
OTHER CHARGES	33,300	604,189	570,889
FIXED ASSETS	100,250	52,920	(47,330)
VEHICLE/COMM. EQUIP.	0	39,120	39,120
OPERATING TRANSFERS	63,600	76,000	12,400
TOTAL EXPENSE	8,738,131	9,398,830	660,699
PROGRAM REVENUES	(8,003,131)	(8,578,830)	(575,699)
FUND BALANCE - SPECIAL FUNDS	(735,000)	(820,000)	(85,000)
NET GENERAL FUND CONTRIBUTION	0	0	0
COUNTY LIBRARY STAFF YEARS:	205.67	201.00	-4.67
FARM ADVISOR			
SALARIES AND BENEFITS	215,677	230,539	14,862
SERVICES AND SUPPLIES	19,797	19,797	19,797
FIXED ASSETS	0	2,369	2,369
TOTAL EXPENSE	235,474	252,705	37,028
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	235,474	252,705	37,028
FARM ADVISOR STAFF YEARS:	9.00	9.00	0.00
FISH & WILDLIFE COMMISSION			
SALARIES AND BENEFITS	0	0	0
SERVICES AND SUPPLIES	3,000	1,200	(1,800)
OTHER CHARGES	27,000	19,500	(7,500)
FIXED ASSETS		0	0
TOTAL EXPENSE	30,000	20,700	(9,300)
PROGRAM REVENUES	(26,330)	(12,000)	14,330
FUND BALANCE SPECIAL FUNDS	(3,670)	(8,700)	(5,030)
NET GENERAL FUND CONTRIBUTION	0	0	0
FISH & WILDLIFE COMMISSION STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
GRAZING ADVISORY BOARD			
OTHER CHARGES	101,000	101,000	0
TOTAL EXPENSE	101,000	101,000	0
PROGRAM REVENUES	(7,000)	(7,000)	0
FUND BALANCE - SPECIAL FUNDS	(94,000)	(94,000)	0
NET GENERAL FUND CONTRIBUTION	0	0	0
GRAZING ADVISORY BOARD STAFF YEARS:	0.00	0.00	0.00
HOUSING/COMMUNITY DEVELOP			
SALARIES AND BENEFITS	2,727,038	3,243,495	516,457
SERVICES AND SUPPLIES	6,017,581	5,563,291	(454,290)
OTHER CHARGES	1,183,246	858,098	(325,148)
FIXED ASSETS		0	0
TOTAL EXPENSE	9,927,865	9,664,884	(262,981)
PROGRAM REVENUES	(10,310,730)	(10,047,749)	262,981
NET GENERAL FUND CONTRIBUTION	(382,865)	(382,865)	0
HOUSING/COMMUNITY DEVELOP STAFF YEARS	78.00	84.00	6.00
LIBRARY CONT. RESERVE			
CONTINGENCY RESERVE	300,000	300,000	0
PROGRAM REVENUES	(300,000)	(300,000)	0
NET GENERAL FUND CONTRIBUTION	0	0	0
LOCAL PARK DEDICATION			
OTHER CHARGES	6,183,270	7,649,964	1,466,694
VEHICLE/COMM. EQUIP.	0	0	0
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	790,000	875,400	85,400
TOTAL EXPENSE	6,973,270	8,525,364	1,552,094
PROGRAM REVENUES	(2,249,937)	(2,721,841)	(471,904)
RESERVE DESIGNATION REDUCTION	0	0	0
FUND BALANCE - SPECIAL FUNDS	(4,723,333)	(5,803,523)	(1,080,190)
NET GENERAL FUND CONTRIBUTION	0	0	0

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
PARKS & RECREATION			
SALARIES AND BENEFITS	4,386,983	5,070,366	683,383
SERVICES AND SUPPLIES	501,609	598,529	96,920
OTHER CHARGES	540,780	781,180	240,400
FIXED ASSETS	55,000	146,995	91,995
TOTAL EXPENSE	5,484,372	6,597,070	1,112,698
PROGRAM REVENUES	(2,249,147)	(2,466,047)	(216,900)
NET GENERAL FUND CONTRIBUTION	3,235,225	4,131,023	895,798
PARKS & RECREATION STAFF YEARS:	125.80	134.05	8.25
PLANNING & LAND USE			
SALARIES AND BENEFITS	10,093,280	12,382,516	2,289,236
SERVICES AND SUPPLIES	1,755,720	2,961,200	1,205,480
OTHER CHARGES	48,800	48,800	48,800
FIXED ASSETS	461,700	797,100	335,400
VEHICLE/COMM. EQUIP.	0	481,700	481,700
REIMBURSEMENTS	0	0	0
OPERATING TRANSFERS	0	665,000	665,000
TOTAL EXPENSE	12,359,500	17,336,316	5,025,616
PROGRAM REVENUES	(9,979,000)	(15,130,950)	(5,151,950)
NET GENERAL FUND CONTRIBUTION	2,380,500	2,205,366	(126,334)
PLANNING & LAND USE STAFF YEARS:	240.00	293.30	53.30
PUBLIC ADMINISTRATOR			
SALARIES AND BENEFITS	1,471,486	1,678,160	206,674
SERVICES AND SUPPLIES	89,214	90,714	1,500
OTHER CHARGES	120,000	75,000	(45,000)
TOTAL EXPENSE	1,680,700	1,843,874	163,174
PROGRAM REVENUES	(1,680,700)	(1,765,000)	(84,300)
NET GENERAL FUND CONTRIBUTION	0	78,874	78,874
PUBLIC ADMINISTRATOR STAFF YEARS:	45.25	45.33	0.08

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
PUBLIC WORKS - GENERAL FUND			
SALARIES AND BENEFITS	0	0	0
SERVICES AND SUPPLIES	1,143,717	2,418,351	1,274,634
OTHER CHARGES	0	0	0
FIXED ASSETS	14,700	106,200	91,500
TOTAL EXPENSE	1,158,417	2,524,551	1,366,134
PROGRAM REVENUES	(493,417)	(2,275,737)	(1,782,320)
NET GENERAL FUND CONTRIBUTION	665,000	248,814	(416,186)
PUBLIC WORKS - GENERAL FUND STAFF YEAR	0.00	0.00	0.00
PUBLIC WORKS - ROAD FUND			
SALARIES AND BENEFITS	23,849,223	26,869,868	3,020,645
SERVICES AND SUPPLIES	35,558,941	37,586,549	2,027,608
OTHER CHARGES	3,204,726	2,714,528	(490,198)
FIXED ASSETS	174,525	705,360	530,835
OPERATING TRANSFERS	706,461	657,400	(49,061)
TOTAL EXPENSE	63,493,876	68,533,705	5,039,829
PROGRAM REVENUES	(61,493,876)	(63,740,705)	(2,246,829)
FUND BALANCE - SPECIAL FUNDS	(2,000,000)	(4,793,000)	(2,793,000)
NET GENERAL FUND CONTRIBUTION	0	0	0
PUBLIC WORKS - ROAD FUND STAFF YEARS:	574.00	595.00	21.00
REGISTRAR OF VOTERS			
SALARIES AND BENEFITS	2,201,486	2,536,871	335,385
SERVICES AND SUPPLIES	1,752,510	3,073,526	1,321,016
OTHER CHARGES	51,232	14,000	(37,232)
FIXED ASSETS	139,785	57,050	(82,735)
TOTAL EXPENSE	4,145,013	5,681,447	1,536,434
PROGRAM REVENUES	(827,000)	(1,818,000)	(991,000)
NET GENERAL FUND CONTRIBUTION	3,318,013	3,863,447	545,434
REGISTRAR OF VOTERS STAFF YEARS:	93.15	104.29	11.14

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
SPECIAL AVIATION			
SERVICES AND SUPPLIES	8,593	141,891	133,298
OTHER CHARGES	0	0	0
OPERATING TRANSFERS	426,871	0	(426,871)
TOTAL EXPENSE	435,464	141,891	(293,573)
PROGRAM REVENUES	(252,582)	(119,138)	133,444
FUND BALANCE - SPECIAL FUNDS	(182,882)	(22,753)	160,129
NET GENERAL FUND CONTRIBUTION	0	0	0
SPECIAL AVIATION STAFF YEARS:	0.00	0.00	0.00
SURVEY REMONUMENT FUND			
SERVICES AND SUPPLIES	0	0	0
FIXED ASSETS	0	0	0
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	257,513	230,248	(27,265)
TOTAL EXPENSE	257,513	230,248	(27,265)
PROGRAM REVENUES	(120,000)	(140,000)	(20,000)
FUND BALANCE - SPECIAL FUNDS	(137,513)	(90,248)	47,265
NET GENERAL FUND CONTRIBUTION	0	0	0
SURVEY REMONUMENT FUND STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
COMMUNITY SERVICES SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	60,138,154	68,392,588	8,254,434
SERVICES AND SUPPLIES	51,468,399	57,190,822	5,722,423
OTHER CHARGES	11,752,843	12,998,994	1,246,151
FIXED ASSETS	1,316,901	2,210,494	893,593
VEHICLE/COMM. EQUIP.	38,200	585,790	547,590
REIMBURSEMENTS	0	0	0
CONTINGENCY RESERVE	300,000	300,000	0
OPERATING TRANSFERS	3,366,823	3,250,573	(116,250)
TOTAL EXPENSE	128,381,320	144,929,261	16,547,941
PROGRAM REVENUES	(104,239,977)	(115,954,207)	(11,714,230)
GENERAL REVENUES	0	0	0
RESERVE DESIGNATION REDUCTION	0	0	0
FUND BALANCE - SPECIAL FUNDS	(9,076,839)	(11,632,224)	(2,555,385)
TOTAL REVENUE	(113,316,816)	(127,586,431)	(14,269,615)
NET GENERAL FUND CONTRIBUTION	15,064,504	17,342,830	2,278,326
STAFF YEARS:	1,681.37	1,785.14	103.77

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
GENERAL GOVERNMENT			
ASSESSOR			
SALARIES AND BENEFITS	10,274,340	11,670,093	1,395,753
SERVICES AND SUPPLIES	613,870	511,649	(102,221)
OTHER CHARGES	19,685	0	(19,685)
FIXED ASSETS	0	239,996	239,996
TOTAL EXPENSE	10,907,895	12,421,738	1,513,843
PROGRAM REVENUES	(1,321,088)	(1,408,088)	(87,000)
NET GENERAL FUND CONTRIBUTION	9,586,807	11,013,650	1,426,843
ASSESSOR STAFF YEARS:	311.00	319.25	8.25
AUDITOR & CONTROLLER			
SALARIES AND BENEFITS	6,713,381	7,215,868	502,487
SERVICES AND SUPPLIES	284,888	355,288	70,400
OTHER CHARGES	5,250	5,250	5,250
FIXED ASSETS	43,511	46,336	2,825
REIMBURSEMENTS	0	0	0
TOTAL EXPENSE	7,047,030	7,622,742	580,962
PROGRAM REVENUES	(1,409,861)	(1,532,398)	(122,537)
NET GENERAL FUND CONTRIBUTION	5,637,169	6,090,344	458,425
AUDITOR & CONTROLLER STAFF YEARS:	197.75	201.00	3.25
BOARD OF SUPERVISORS DIST 1			
SALARIES AND BENEFITS	385,699	384,483	(1,216)
SERVICES AND SUPPLIES	11,170	15,000	3,830
FIXED ASSETS	0	12,550	12,550
TOTAL EXPENSE	396,869	412,033	15,164
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	396,869	412,033	15,164
BOARD OF SUPERVISORS DIST 1 STAFF YEARS	8.50	8.75	0.25

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
BOARD OF SUPERVISORS DIST 2			
SALARIES AND BENEFITS	472,992	508,953	35,961
SERVICES AND SUPPLIES	11,055	12,000	945
FIXED ASSETS	0	5,000	5,000
TOTAL EXPENSE	484,047	525,953	41,906
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	484,047	525,953	41,906
BOARD OF SUPERVISORS DIST 2 STAFF YEARS	10.00	10.00	0.00
BOARD OF SUPERVISORS DIST 3			
SALARIES AND BENEFITS	423,700	454,990	31,290
SERVICES AND SUPPLIES	10,000	15,875	5,875
FIXED ASSETS	0	0	0
TOTAL EXPENSE	433,700	470,865	37,165
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	433,700	470,865	37,165
BOARD OF SUPERVISORS DIST 3 STAFF YEARS	10.50	10.50	0.00
BOARD OF SUPERVISORS DIST 4			
SALARIES AND BENEFITS	417,183	450,327	33,144
SERVICES AND SUPPLIES	15,000	15,000	15,000
OTHER CHARGES	0	0	0
FIXED ASSETS	0	0	0
TOTAL EXPENSE	432,183	465,327	48,144
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	432,183	465,327	48,144
BOARD OF SUPERVISORS DIST 4 STAFF YEARS	10.00	10.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
BOARD OF SUPERVISORS DIST 5			
SALARIES AND BENEFITS	423,329	448,345	25,016
SERVICES AND SUPPLIES	11,000	11,605	605
OTHER CHARGES	0	0	0
TOTAL EXPENSE	434,329	459,950	25,621
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	434,329	459,950	25,621
BOARD OF SUPERVISORS DIST 5 STAFF YEARS	10.00	10.00	0.00
BOARD OF SUPERVISORS GENERAL			
SALARIES AND BENEFITS	89,636	91,636	2,000
SERVICES AND SUPPLIES	15,630	24,130	8,500
FIXED ASSETS	1,000	12,900	11,900
TOTAL EXPENSE	106,266	128,666	22,400
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	106,266	128,666	22,400
BOARD OF SUPERVISORS GENERAL STAFF YE	3.00	3.00	0.00
CHIEF ADMINISTRATIVE OFFICER			
SALARIES AND BENEFITS	5,806,077	6,459,689	653,612
SERVICES AND SUPPLIES	2,110,320	2,265,958	155,638
OTHER CHARGES	10,000	10,000	10,000
FIXED ASSETS	92,000	92,000	92,000
TOTAL EXPENSE	8,018,397	8,827,647	911,250
PROGRAM REVENUES	(903,552)	(998,650)	(95,098)
NET GENERAL FUND CONTRIBUTION	7,114,845	7,828,997	816,152
CHIEF ADMINISTRATIVE OFFICER STAFF YEARS	116.50	120.50	4.00

FY 1989–90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
CLERK BOARD OF SUPERVISORS			
SALARIES AND BENEFITS	1,323,765	1,465,940	142,175
SERVICES AND SUPPLIES	109,177	106,148	(3,029)
OTHER CHARGES	0	0	0
FIXED ASSETS	11,000	22,900	11,900
TOTAL EXPENSE	1,443,942	1,594,988	151,046
PROGRAM REVENUES	(136,471)	(110,971)	25,500
NET GENERAL FUND CONTRIBUTION	1,307,471	1,484,017	176,546
CLERK BOARD OF SUPERVISORS STAFF YEARS	42.06	42.39	0.33
COMMUNITY ENHANCEMENT PROGRAM			
OTHER CHARGES	1,096,300	1,446,300	350,000
NET GENERAL FUND CONTRIBUTION	1,096,300	1,446,300	350,000
COMMUNITY ENHANCEMENT STAFF YEARS:	0.00	0.00	0.00
COUNTY COUNSEL			
SALARIES AND BENEFITS	4,454,689	6,844,271	2,389,582
SERVICES AND SUPPLIES	2,465,582	2,750,562	284,980
OTHER CHARGES	0	0	0
FIXED ASSETS	67,200	165,950	98,750
TOTAL EXPENSE	6,987,471	9,760,783	2,773,312
PROGRAM REVENUES	(1,668,116)	(2,109,514)	(441,398)
NET GENERAL FUND CONTRIBUTION	5,319,355	7,651,269	2,331,914
COUNTY COUNSEL STAFF YEARS:	97.50	142.00	44.50
LAFCO ADMINISTRATION			
SALARIES AND BENEFITS	0	0	0
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	251,702	277,828	26,126
FIXED ASSETS	0	0	0
TOTAL EXPENSE	251,702	277,828	26,126
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	251,702	277,828	26,126
LAFCO ADMINISTRATION STAFF YEARS:	7.95	8.07	0.12

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
RECORDER			
SALARIES AND BENEFITS	1,794,410	2,114,258	319,848
SERVICES AND SUPPLIES	167,177	605,677	438,500
OTHER CHARGES	0	0	0
FIXED ASSETS	178,500	360,000	181,500
TOTAL EXPENSE	2,140,087	3,079,935	939,848
PROGRAM REVENUES	(3,868,291)	(4,986,639)	(1,118,348)
NET GENERAL FUND CONTRIBUTION	(1,728,204)	(1,906,704)	(178,500)
RECORDER STAFF YEARS:	69.00	75.50	6.50
TRANSBORDER AFFAIRS			
SALARIES AND BENEFITS	440,148	424,102	(16,046)
SERVICES AND SUPPLIES	23,000	28,000	5,000
FIXED ASSETS	1,725	8,500	6,775
TOTAL EXPENSE	464,873	460,602	(4,271)
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	464,873	460,602	(4,271)
TRANSBORDER AFFAIRS STAFF YEARS:	8.00	7.00	-1.00
TREASURER-TAX COLLECTOR			
SALARIES AND BENEFITS	3,286,028	3,677,095	391,067
SERVICES AND SUPPLIES	1,317,050	1,541,250	224,200
OTHER CHARGES	0	0	0
FIXED ASSETS	168,151	213,100	44,949
TOTAL EXPENSE	4,771,229	5,431,445	660,216
PROGRAM REVENUES	(2,609,804)	(3,545,025)	(935,221)
NET GENERAL FUND CONTRIBUTION	2,161,425	1,886,420	(275,005)
TREASURER-TAX COLLECTOR STAFF YEARS:	121.66	125.66	4.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
GENERAL GOVERNMENT SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	36,305,377	42,210,050	5,904,673
SERVICES AND SUPPLIES	7,164,919	8,258,142	1,093,223
OTHER CHARGES	1,382,937	1,739,378	356,441
FIXED ASSETS	563,087	1,179,232	616,145
VEHICLE/COMM. EQUIP.	0	0	0
REIMBURSEMENTS	0	0	0
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	0	0	0
TOTAL EXPENSE	45,416,320	53,386,802	7,970,482
PROGRAM REVENUES	(11,917,183)	(14,691,285)	(2,774,102)
RESERVE DESIGNATION REDUCTION	0	0	0
TOTAL REVENUE	(11,917,183)	(14,691,285)	(2,774,102)
NET GENERAL FUND CONTRIBUTION	33,499,137	38,695,517	5,196,380
STAFF YEARS:	1,023.42	1,093.62	70.20

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
SUPPORT & MISCELLANEOUS			
CAPITAL ASSET LEASING			
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	2,183,556	2,166,257	(17,299)
FIXED ASSETS	0	0	0
TOTAL EXPENSE	2,183,556	2,166,257	(17,299)
REIMBURSEMENTS	(312,998)	(376,983)	(63,985)
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	1,870,558	1,789,274	(81,284)
CAPITAL ASSET LEASING STAFF YEARS:	0.00	0.00	0.00
CIVIL SERVICE COMMISSION			
SALARIES AND BENEFITS	234,920	250,472	15,552
SERVICES AND SUPPLIES	8,444	8,444	8,444
FIXED ASSETS	2,800	0	(2,800)
TOTAL EXPENSE	246,164	258,916	21,196
PROGRAM REVENUES	(23,232)	(24,791)	(1,559)
NET GENERAL FUND CONTRIBUTION	222,932	234,125	19,637
CIVIL SERVICE COMMISSION STAFF YEARS:	4.50	4.50	0.00
DEPARTMENT OF HUMAN RESOURCES			
SALARIES AND BENEFITS	3,967,507	4,525,487	557,980
SERVICES AND SUPPLIES	1,913,482	2,810,729	897,247
OTHER CHARGES	19,400	98,900	79,500
FIXED ASSETS	35,200	184,800	149,600
TOTAL EXPENSE	5,935,589	7,619,916	1,684,327
PROGRAM REVENUES	(1,698,890)	(2,300,671)	(601,781)
NET GENERAL FUND CONTRIBUTION	4,236,699	5,319,245	1,082,546
HUMAN RESOURCES STAFF YEARS:	104.75	115.50	10.75

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
EQUAL OPPORTUNITY MGMT OFFICE			
SALARIES AND BENEFITS	440,948	446,559	5,611
SERVICES AND SUPPLIES	16,164	16,164	16,164
FIXED ASSETS	0	5,800	5,800
TOTAL EXPENSE	457,112	468,523	27,575
PROGRAM REVENUES	(58,739)	(57,487)	1,252
NET GENERAL FUND CONTRIBUTION	398,373	411,036	28,827
EQUAL OPPORTUNITY MGMT OFFICE STAFF YEARS:	11.00	11.00	0.00
EQUIPMENT ACQUISITION			
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	3,355,700	3,596,981	241,281
FIXED ASSETS	2,386,000	750,000	(1,636,000)
TOTAL EXPENSE	5,741,700	4,346,981	(1,394,719)
PROGRAM REVENUES	(225,000)	(545,000)	(320,000)
NET GENERAL FUND CONTRIBUTION	5,516,700	3,801,981	(1,714,719)
EQUIPMENT ACQUISITION STAFF YEARS:	0.00	0.00	0.00
GENERAL SERVICES			
SALARIES AND BENEFITS	15,005,430	16,709,386	1,703,956
SERVICES AND SUPPLIES	7,784,674	8,982,268	1,197,594
OTHER CHARGES	37,401		(37,401)
FIXED ASSETS	138,350	684,849	546,499
REIMBURSEMENTS	(1,465,472)	(2,045,471)	(579,999)
TOTAL EXPENSE	21,500,383	24,331,032	2,830,649
PROGRAM REVENUES	(2,983,459)	(3,337,015)	(353,556)
NET GENERAL FUND CONTRIBUTION	18,516,924	20,994,017	2,477,093
GENERAL SERVICES STAFF YEARS:	450.00	486.50	36.50

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
INFORMATION SERVICES			
SALARIES AND BENEFITS	12,194,296	13,718,047	1,523,751
SERVICES AND SUPPLIES	3,940,706	4,956,826	1,016,120
OTHER CHARGES	1,205,058	2,740,902	1,535,844
FIXED ASSETS	117,635	744,149	626,514
TOTAL EXPENSE	17,457,695	22,159,924	4,702,229
PROGRAM REVENUES	(1,359,899)	(1,848,722)	(488,823)
NET GENERAL FUND CONTRIBUTION	16,097,796	20,311,202	4,213,406
INFORMATION SERVICES STAFF YEARS:	329.16	333.16	4.00
INFORMATION SYSTEMS/EQUIPMENT			
SERVICES AND SUPPLIES	5,188,343	6,282,032	1,093,689
OTHER CHARGES	3,326,817	3,341,014	14,197
FIXED ASSETS	107,625	1,483,518	1,375,893
REIMBURSEMENTS	(302,782)	(302,782)	(302,782)
TOTAL EXPENSE	8,320,003	10,803,782	2,180,997
PROGRAM REVENUES	(127,063)	(100,922)	26,141
NET GENERAL FUND CONTRIBUTION	8,192,940	10,702,860	2,207,138
INFORMATION SYSTEMS/EQUIPMENT STAFF YEARS:	0.00	0.00	0.00
PROPERTY MANAGEMENT			
SERVICES AND SUPPLIES	5,889,880	7,839,939	1,950,059
OTHER CHARGES	0	57,000	57,000
FIXED ASSETS	173,000	244,400	71,400
TOTAL EXPENSE	6,062,880	8,141,339	2,078,459
PROGRAM REVENUES	(4,028,748)	(5,563,988)	(1,535,240)
NET GENERAL FUND CONTRIBUTION	2,034,132	2,577,351	543,219
PROPERTY MANAGEMENT STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
PUBLIC SERVICES UTILITIES			
SERVICES AND SUPPLIES	12,947,339	14,096,439	1,149,100
OTHER CHARGES	0	0	0
REIMBURSEMENTS	(599,040)	(599,040)	(599,040)
OPERATING TRANSFERS	1,184,322	1,184,322	1,184,322
TOTAL EXPENSE	13,532,621	14,681,721	1,734,382
PROGRAM REVENUES	(80,000)	(88,100)	(8,100)
NET GENERAL FUND CONTRIBUTION	13,452,621	14,593,621	1,726,282
PUBLIC SERVICES UTILITIES STAFF YEARS:	0.00	0.00	0.00
PURCHASING AND CONTRACTING			
SALARIES AND BENEFITS	1,623,749	1,852,315	228,566
SERVICES AND SUPPLIES	68,916	92,816	23,900
OTHER CHARGES	0	300,000	300,000
FIXED ASSETS	0	51,400	51,400
TOTAL EXPENSE	1,692,665	2,296,531	603,866
PROGRAM REVENUES	(343,720)	(343,720)	(343,720)
NET GENERAL FUND CONTRIBUTION	1,348,945	1,952,811	260,146
PURCHASING AND CONTRACTING STAFF YEARS:	54.00	56.00	2.00
RENTS AND LEASES			
SERVICES AND SUPPLIES	8,044,245	10,871,607	2,827,362
OTHER CHARGES	103,689	0	(103,689)
FIXED ASSETS	0	0	0
REIMBURSEMENTS	(1,052,515)	(1,411,749)	(359,234)
TOTAL EXPENSE	7,095,419	9,459,858	2,364,439
PROGRAM REVENUES	(1,227,495)	(1,869,864)	(642,369)
NET GENERAL FUND CONTRIBUTION	5,867,924	7,589,994	1,722,070
RENTS AND LEASES STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
REVENUE & RECOVERY			
SALARIES AND BENEFITS	7,304,008	6,922,033	(381,975)
SERVICES AND SUPPLIES	184,950	162,897	(22,053)
OTHER CHARGES	38,536	38,536	38,536
FIXED ASSETS	7,500	33,419	25,919
TOTAL EXPENSE	7,534,994	7,156,885	(339,573)
PROGRAM REVENUES	(185,506)	(123,952)	61,554
NET GENERAL FUND CONTRIBUTION	7,349,488	7,032,933	(278,019)
REVENUE & RECOVERY STAFF YEARS:	272.00	237.00	-35.00
CAPITAL OUTLAY FUND			
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	13,729,516	16,310,155	2,580,639
FIXED ASSETS	8,382,980	13,969,527	5,586,547
REIMBURSEMENTS	(82,150)	(33,300)	48,850
TOTAL EXPENSE	22,030,346	30,246,382	8,216,036
PROGRAM REVENUES	(21,530,346)	(30,246,382)	(8,716,036)
FUND BALANCE - SPECIAL FUNDS	(500,000)	0	500,000
NET GENERAL FUND CONTRIBUTION	0	0	0
CAPITAL OUTLAY FUND STAFF YEARS:	0.00	0.00	0.00
CONTRIBUTIONS TO C.O.F.			
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	467,041	0	(467,041)
FIXED ASSETS	0	0	0
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	16,450,244	23,179,367	6,729,123
PROGRAM REVENUES	0	0	0
GENERAL REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	16,917,285	23,179,367	6,262,082
CONTRIBUTIONS TO C.O.F. STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
COUNTY HEALTH COMPLEX			
OTHER CHARGES	2,509,800	2,534,800	25,000
FIXED ASSETS	0	0	0
OPERATING TRANSFERS	0	255,000	255,000
TOTAL EXPENSE	2,509,800	2,789,800	280,000
PROGRAM REVENUES	(2,509,800)	(2,534,800)	(25,000)
FUND BALANCE - SPECIAL FUNDS	0	(255,000)	(255,000)
NET GENERAL FUND CONTRIBUTION	0	0	0
COUNTY HEALTH COMPLEX STAFF YEARS:	0.00	0.00	0.00
JUSTICE FACILITY CONSTRUCTION			
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	7,326,554	7,895,547	568,993
FIXED ASSETS	1,712,327	6,117,000	4,404,673
TOTAL EXPENSE	9,038,881	14,012,547	4,973,666
PROGRAM REVENUES	(9,038,881)	(14,012,547)	(4,973,666)
NET GENERAL FUND CONTRIBUTION	0	0	0
JUSTICE CONSTRUCTION STAFF YEARS:	0.00	0.00	0.00
CASH BORROWING			
SERVICES AND SUPPLIES	5,000	5,000	5,000
OTHER CHARGES	9,495,000	11,245,000	1,750,000
NET GENERAL FUND CONTRIBUTION	9,500,000	11,250,000	1,755,000
CONTINGENCY RESERVE-GENERAL			
CONTINGENCY RESERVE	14,611,571	19,545,246	4,933,675
OPERATING TRANSFERS	0	0	0
PROGRAM REVENUES	0	0	0
NET GENERAL FUND CONTRIBUTION	14,611,571	19,545,246	4,933,675
CONTINGENCY RESERVE STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
EDGEMOOR DEVELOPMENT FUND			
OPERATING TRANSFERS	77,650	168,434	90,784
TOTAL EXPENSE	77,650	168,434	90,784
PROGRAM REVENUES	(57,000)	(75,000)	(18,000)
FUND BALANCE - SPECIAL FUNDS	(20,650)	(93,434)	(72,784)
NET GENERAL FUND CONTRIBUTION	0	0	0
EDGEMOOR DEVELOPMENT FUND STAFF YEARS:	0.00	0.00	0.00
GENERAL REVENUES			
OTHER CHARGES	2,500,000	0	(2,500,000)
GENERAL REVENUES	(408,395,025)	(488,044,752)	(79,649,727)
RESERVE DESIGNATION REDUCTION	(2,000,000)	0	2,000,000
FUND BALANCE - SPECIAL FUNDS	0	0	0
FUND BALANCE - GENERAL FUND	(18,237,265)	(24,449,646)	(6,212,381)
NET GENERAL FUND CONTRIBUTION	(426,132,290)	(512,494,398)	(86,362,108)
RESERVE DESIGNATIONS			
OTHER CHARGES	3,084	49,315	46,231
OPERATING TRANSFERS	70,460	70,460	70,460
PROGRAM REVENUES	0	0	0
RESERVE DESIGNATION REDUCTION	0	0	0
NET GENERAL FUND CONTRIBUTION	73,544	119,775	116,691
RESERVE DESIGNATIONS STAFF YEARS:	0.00	0.00	0.00
SHERIFF'S ASSET/FORFEITURES			
SERVICES AND SUPPLIES	100,000	300,000	200,000
FIXED ASSETS	400,000	700,000	300,000
OPERATING TRANSFERS	0	109,800	109,800
TOTAL EXPENSE	500,000	1,109,800	609,800
PROGRAM REVENUES	(500,000)	(1,109,800)	(609,800)
NET GENERAL FUND CONTRIBUTION	0	0	0
SHERIFF'S ASSET/FORFEITURES STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
SUPPORT SERVICES SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	40,770,858	44,424,299	3,653,441
SERVICES AND SUPPLIES	45,987,143	56,120,161	10,133,018
OTHER CHARGES	10,270,157	12,339,590	2,069,433
FIXED ASSETS	2,968,110	4,182,335	1,214,225
VEHICLE/COMM. EQUIP.	0	0	0
REIMBURSEMENTS	(3,732,807)	(4,736,025)	(1,003,218)
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	1,184,322	1,184,322	0
TOTAL EXPENSE	97,447,783	113,514,682	16,066,899
PROGRAM REVENUES	(12,341,751)	(16,204,232)	(3,862,481)
NET GENERAL FUND CONTRIBUTION	85,106,032	97,310,450	12,204,418
STAFF YEARS:	1,225.41	1,243.66	18.25

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
MISCELLANEOUS SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	0	0	0
SERVICES AND SUPPLIES	105,000	305,000	200,000
OTHER CHARGES	11,998,084	11,294,315	(703,769)
FIXED ASSETS	400,000	700,000	300,000
REIMBURSEMENTS	0	0	0
CONTINGENCY RESERVE	14,611,571	19,545,246	4,933,675
OPERATING TRANSFERS	148,110	348,694	200,584
TOTAL EXPENSE	27,262,765	32,193,255	4,930,490
PROGRAM REVENUES	(557,000)	(1,184,800)	(627,800)
GENERAL REVENUES	(408,395,025)	(488,044,752)	(79,649,727)
RESERVE DESIGNATION REDUCTION	(2,000,000)	(2,000,000)	2,000,000
FUND BALANCE - SPECIAL FUNDS	(20,650)	(93,434)	(72,784)
FUND BALANCE - GENERAL FUND	(18,237,265)	(24,449,646)	(6,212,381)
TOTAL REVENUE	(429,209,940)	(515,772,632)	(84,562,692)
NET GENERAL FUND CONTRIBUTION	(401,947,175)	(483,579,377)	(79,632,202)
STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
CAPITAL SUMMARY BY ACCOUNT			
SERVICES AND SUPPLIES	0	0	0
OTHER CHARGES	24,032,911	26,740,502	2,707,591
FIXED ASSETS	10,095,307	20,086,527	9,991,220
REIMBURSEMENTS	(82,150)	(33,300)	48,850
CONTINGENCY RESERVE	0	0	0
OPERATING TRANSFERS	16,450,244	23,434,367	6,984,123
TOTAL EXPENSE	50,496,312	70,228,096	19,731,784
PROGRAM REVENUES	(33,079,027)	(46,793,729)	(13,714,702)
GENERAL REVENUES	0	0	0
FUND BALANCE - SPECIAL FUNDS	(500,000)	(255,000)	245,000
TOTAL REVENUE	(33,579,027)	(47,048,729)	(13,469,702)
NET GENERAL FUND CONTRIBUTION	16,917,285	23,179,367	6,262,082
STAFF YEARS:	0.00	0.00	0.00

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
GENERAL FUND SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	472,943,754	562,128,648	89,184,894
SERVICES AND SUPPLIES	218,209,245	239,731,899	21,522,654
OTHER CHARGES	432,928,808	484,637,860	51,709,052
FIXED ASSETS	7,048,106	11,320,930	4,272,824
VEHICLE/COMM. EQUIP.	412,159	1,218,628	806,469
REIMBURSEMENTS	(3,732,807)	(4,736,025)	(1,003,218)
CONTINGENCY RESERVE	14,611,571	19,545,246	4,933,675
OPERATING TRANSFERS	17,745,204	25,743,474	7,998,270
TOTAL EXPENSE	1,160,166,040	1,339,590,660	179,424,620
PROGRAM REVENUES	(731,533,750)	(827,096,262)	(95,562,512)
GENERAL REVENUES	(408,395,025)	(488,044,752)	(79,649,727)
RESERVE DESIGNATION REDUCTION	(2,000,000)	0	2,000,000
FUND BALANCE - SPECIAL FUNDS	0	0	0
FUND BALANCE - GENERAL FUND	(18,237,265)	(24,449,646)	(6,212,381)
TOTAL REVENUE	(1,160,166,040)	(1,339,590,660)	(179,424,620)
STAFF YEARS:	13,525.09	15,081.30	1,556.21
SPECIAL FUNDS SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	29,073,107	32,286,267	3,213,160
SERVICES AND SUPPLIES	39,248,648	41,525,924	2,277,276
OTHER CHARGES	33,318,578	37,952,618	4,634,040
FIXED ASSETS	10,990,523	21,695,607	10,705,084
VEHICLE/COMM. EQUIP.	0	39,120	39,120
REIMBURSEMENTS	(82,150)	(33,300)	48,850
CONTINGENCY RESERVE	300,000	300,000	300,000
OPERATING TRANSFERS	3,404,295	2,474,482	(929,813)
TOTAL EXPENSE	116,253,001	136,240,718	20,287,717
PROGRAM REVENUES	(106,655,512)	(124,260,060)	(17,604,548)
GENERAL REVENUES	0	0	0
RESERVE DESIGNATION REDUCTION	0	0	0
FUND BALANCE - SPECIAL FUNDS	(9,597,489)	(11,980,658)	(2,383,169)
TOTAL REVENUE	(116,253,001)	(136,240,718)	(19,987,717)
STAFF YEARS:	782.62	799.92	17.30

FY 1989-90 ADOPTED BUDGET
SUMMARY OF TOTAL BUDGET

	1988-89 BUDGET	1989-90 BUDGET	INCREASE/ (DECREASE)
COUNTYWIDE SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	502,016,861	594,414,915	92,398,054
SERVICES AND SUPPLIES	257,457,893	281,257,823	23,799,930
OTHER CHARGES	466,247,386	522,590,478	56,343,092
FIXED ASSETS	18,038,629	33,016,537	14,977,908
VEHICLE/COMM. EQUIP.	412,159	1,257,748	845,589
REIMBURSEMENTS	(3,814,957)	(4,769,325)	(954,368)
CONTINGENCY RESERVE	14,911,571	19,845,246	4,933,675
OPERATING TRANSFERS	21,149,499	28,217,956	7,068,457
TOTAL EXPENSE	1,276,419,041	1,475,831,378	199,412,337
PROGRAM REVENUES	(838,189,262)	(951,356,322)	(113,167,060)
GENERAL REVENUES	(408,395,025)	(488,044,752)	(79,649,727)
RESERVE DESIGNATION REDUCTION	(2,000,000)	0	2,000,000
FUND BALANCE - SPECIAL FUNDS	(9,597,489)	(11,980,658)	(2,383,169)
FUND BALANCE - GENERAL FUND	(18,237,265)	(24,449,646)	(6,212,381)
TOTAL REVENUE	(1,276,419,041)	(1,475,831,378)	(199,412,337)
STAFF YEARS:	14,307.76	15,881.22	1,573.46

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

GENERAL REVENUES	1988-89 ADOPTED BUDGET	1989-90 ADOPTED BUDGET	INCREASE/ (DECREASE)
CURRENT PROPERTY TAXES			
SECURED	$ 233,270	$ 261,000	$ 27,730
UNSECURED	11,100	13,500	2,400
SUPPLEMENTAL ROLL (SB813)	3,960	4,300	340
SUBTOTAL CURRENT PROP. TAXES	$ 248,330	$ 278,800	$ 30,470
OTHER LOCAL TAXES			
PRIOR YEAR SECURED & UNSECURED	$ 7,400	$ 8,000	$ 600
PRIOR YEAR SUPPLEMENTAL SECURED & UNSECURED	7,400	8,900	1,500
PENALTIES & COSTS OF DELINQUENCIES	7,600	9,000	1,400
OTHER TAX - AIRCRAFT	500	500	0
SALES & USE TAX	9,600	9,500	(100)
TOURIST OCCUPANCY TAX	1,250	1,600	350
REAL PROP. TRANSFER TAX	7,300	10,400	3,100
FRANCHISES	2,450	2,450	0
SUBTOTAL OTHER LOCAL TAXES	$ 43,500	$ 50,350	$ 6,850
REVENUE FROM OTHER AGENCIES			
HOMEOWNERS' PROP. TAX REDEMPTION	6,650	7,200	550
TRIAL COURT FUNDING		35,800	35,800
STATE MANDATED COST REIMB. (SB90)	3,160	2,000	(1,160)
FEDERAL IN-LIEU TAX	300	300	0
OPEN SPACE LAND	100	100	0
MOTOR VEHICLE IN-LIEU TAX	82,200	88,907	6,707
TRAILER-IN-LIEU TAX	1,150	1,200	50
CIGARETTE TAXES	450	200	(250)
OTHER REVENUE	980	1000	20
SUBTOTAL REVENUE FROM OTHER AGENCIES	$ 94,990	$ 136,707	$ 41,717
MISCELLANEOUS			
COURT FINES & FORFEITURES	$ 6,500	$ 5,700	$ (800)
INTEREST ON DEPOSITS	13,150	15,000	1,850
INTERFUND TRANSFERS	950	300	(650)
COURT SETTLEMENTS/OTHER	975	1,188	213
SUBTOTAL MISCELLANEOUS	$ 21,575	$ 22,188	$ 613
TOTAL GENERAL REVENUES	$ 408,395	$ 488,045	$ 79,650
OTHER ADJUSTMENTS			
FUND BALANCE	18,237	24,449	6,212
SUBTOTAL OTHER ADJUSTMENTS	$ 18,237	$ 24,449	$ 6,212
TOTAL GENERAL REVENUES & ADJUSTMENTS	$ 426,632	$ 512,494	$ 85,862

* FUND BALANCE FOR FY 1988-89 INCLUDES $4.2 MILLION OF REBUDGETED ITEMS.
* FUND BALANCE FOR FY 1989-90 INCLUDES $1.5 MILLION OF REBUDGETED ITEMS.

PUBLIC PROTECTION

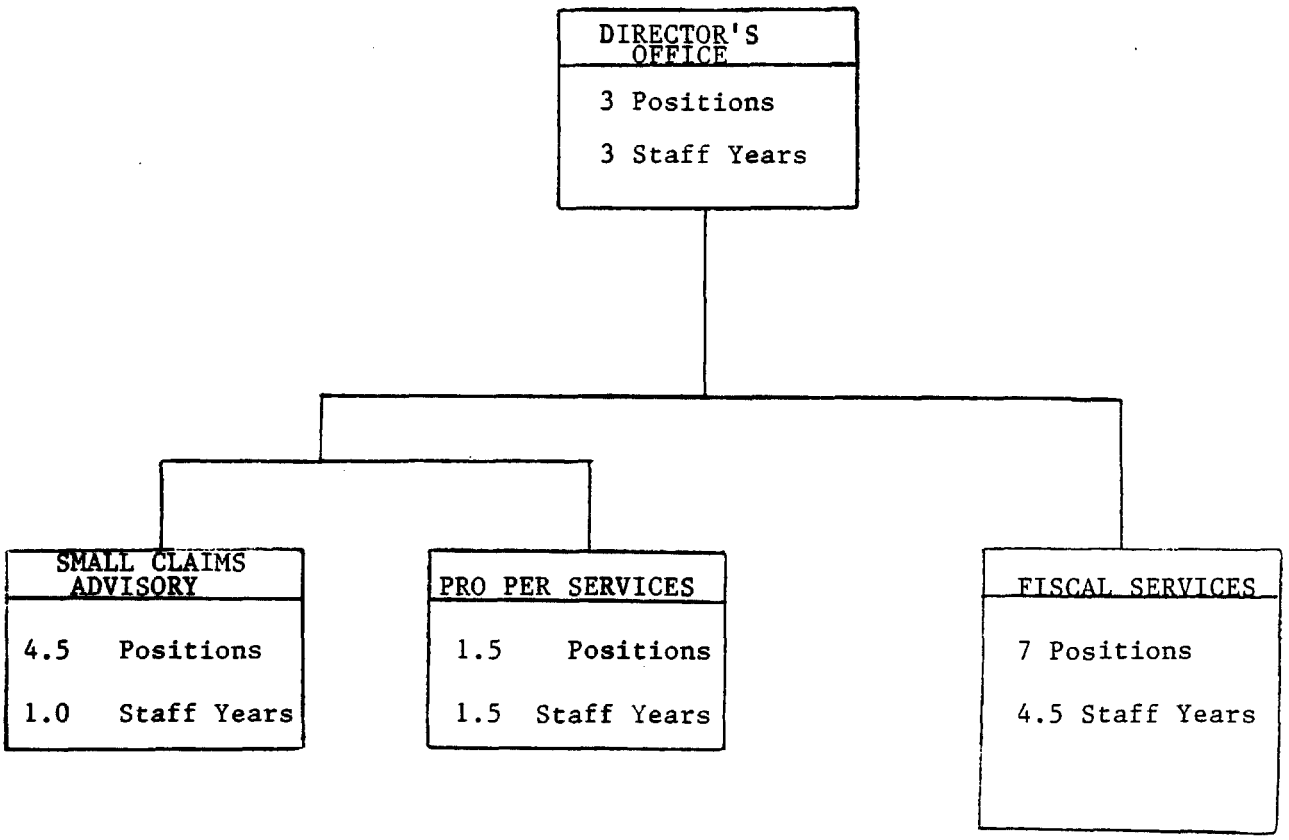
ALTERNATE DEFENSE COUNSEL

	1986-87* Actual	1987-88* Actual	1988-89 Actual	1988-89** Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Conflicts Administration	$0	$0	$12,419	$0	$8,936,053	$8,936,053	100.0
TOTAL DIRECT COST	$0	$0	$12,419	$0	$8,936,053	$8,936,053	100.0
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(224,443)	$(224,443)	100.0
NET GENERAL FUND COST	$0	$0	$12,419	$0	$8,711,610	$8,711,610	100.0
STAFF YEARS	0	0	3	0	10	10	100.0

* This is a new budget unit. All history of the Indigent Defense Services appears under the Department of Public Defender.

** This program was budget under the Department of Public Defender.

DEPARTMENT OF ALTERNATE DEFENSE COUNSEL



PROGRAM: CONFLICTS ADMINSTRATION

DEPARTMENT: ALTERNATE DEFENSE COUNSEL

PROGRAM #: 13021
MANAGER: ELLIOT G. LANDE

ORGANIZATION #: 2990
REFERENCE: 1989-90 Proposed Budget pg.40

AUTHORITY: This program was developed for the purpose of complying with Section 700 through 704 of the Administrative Code which defines the Director's duties and responsibilities in administering San Diego County Court Appointed Attorneys Program.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$10,633	$0	$325,212	100.0
Services & Supplies	0	0	1,786	0	8,583,639	100.0
Other Charges	0	0	0	0	0	100.0
Fixed Assets	0	0	0	0	27,202	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$0	$0	$12,419	$0	$8,936,053	100.0
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(224,443)	100.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$12,419	$0	$8,711,610	100.0
STAFF YEARS	0	0	3	0	10	100.0

PROGRAM DESCRIPTION: This program administers all attorneys appointed by the Courts for the defense of indigent defedants where the Department of Public Defender cannot represent them. The program also provides attorneys in the Juvenile Court to represent parents and minors on dependency and delinquency matters. Support services are also provided to Pro per and indigent defendants with retained attorney. This program also provides information and advice to citizens of their rights and the legal procedures in a Small Claims Court.

1988-89 BUDGET TO ACTUAL COMPARISON

There was no budget for this Department in FY 1988-89. When the Department was established on Dec. 13, 1988, a transfer of appropriation for $63,957 was made from the Department of Public Defender to this Department for start up costs. $31,957 of the amount transferred was appropriated for Salaries & Benefits of which only $10,632 was spent, because, of the five approved positions, two were not filled and the two other positions were filled on June 30, 1989. $1,786 of the $13,000 appropriated for Services and Supplies were spent mostly on office supplies. The remaining $19,000 of the appropriations was encumbered for purchase of furniture and micro computers.

1989-90 OBJECTIVES

1. To prepare policies and procedures manual concerning appointment of attorneys. This will also include six classification of crimes categorized according to severity of the charge(s), and a standard fee schedule for legal, investigative and supportive services necessary for the defense of case(s).

2. To maintain a large panel of highly qualified attorneys available for case assignment by:
   a. updating the list of panel attorneys.
   b. creating a list of qualifications that will require the minimum experience and training needed for an attorney to be placed in the panel.
   c. implementing the use of screening committees appointed by each judicial district to evaluate attorneys and to place applicants on the appropriate panel.
   d. continuous recruitment process.

3. To establish an automated data base system for providing attorneys to the Courts to insure fair and impartial appointment.

4. To fully staff the department with highly qualified and motivated employees in order to accomplish the goals both immediate and long term.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administering Court appointed attorneys (8.5 SY SY; E = $8,850,033 ; R = $224,443) including support personnel is:

   - Mandated/Mandated Service Level.
   - Provide attorneys to the Courts of 4 Judicial Districts for the representation of indigent defendants in cases where the Public Defender cannot represent them.
   - Provide counsel in the Juvenile Court in dependency actions, delinquency matters and mental health hearings with new assignment projected at 6,000 cases in addition to the open cases beginning of the year of about 12,000 cases.
   - Added 2 Legal Procedures Clerk II positions to serve as Legal runners for Pro Per cases.

2. Small claims advisory (1.5 SY; E = $86,020 ; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Respond to an average of 250 phone calls a day from citizens requesting information on their rights and assistance on legal procedures on a Small Claims Court.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Court Fees & costs- Crt. Appt. Atty	$0	$0	$224,443	$224,443
Sub-Total	$0	$0	$224,443	$224,443
Total	$0	$0	$224,443	$224,443

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$12,419	$0	$8,711,610	$8,711,610
Sub-Total	$12,419	$0	$8,711,610	$8,711,610
Total	$12,419	$0	$8,711,610	$8,711,610

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue projection was based on the ratio of the conflict cases to the total cases as allocated by the Public Defender based on prior years experience. Budgeted amount of $2,084,244 for 987.9 fund when expended is claimed from the State and revenue when received is shown under Org Unit 1084.

FIXED ASSETS

Item	Quantity	Cost
Miscellaneous Equipment	1 lot	$27,202
Total		$27,202

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Administration of Court Appointed Attorneys					
% OF RESOURCES: 97.5%					
WORKLOAD					
Number of serious felony cases	0	0	0	0	229
Number of Felony cases	0	0	0	0	1,833
Number of misdemeanor cases	0	0	0	0	1,626
Number of juvenile delinquency cases	0	0	0	0	766
Number of Juvenile dependency cases	0	0	0	0	6,000
EFFICIENCY					
Not applicable	$	$	$	$	$
EFFECTIVENESS					
Not applicable					
ACTIVITY B: Small claims Advisory					
% OF RESOURCES: 2.5%					
WORKLOAD					
Number of inquiries received	0	0	0	0	60,000
EFFICIENCY					
Not applicable	$	$	$	$	$
EFFECTIVENESS					
Not applicable					

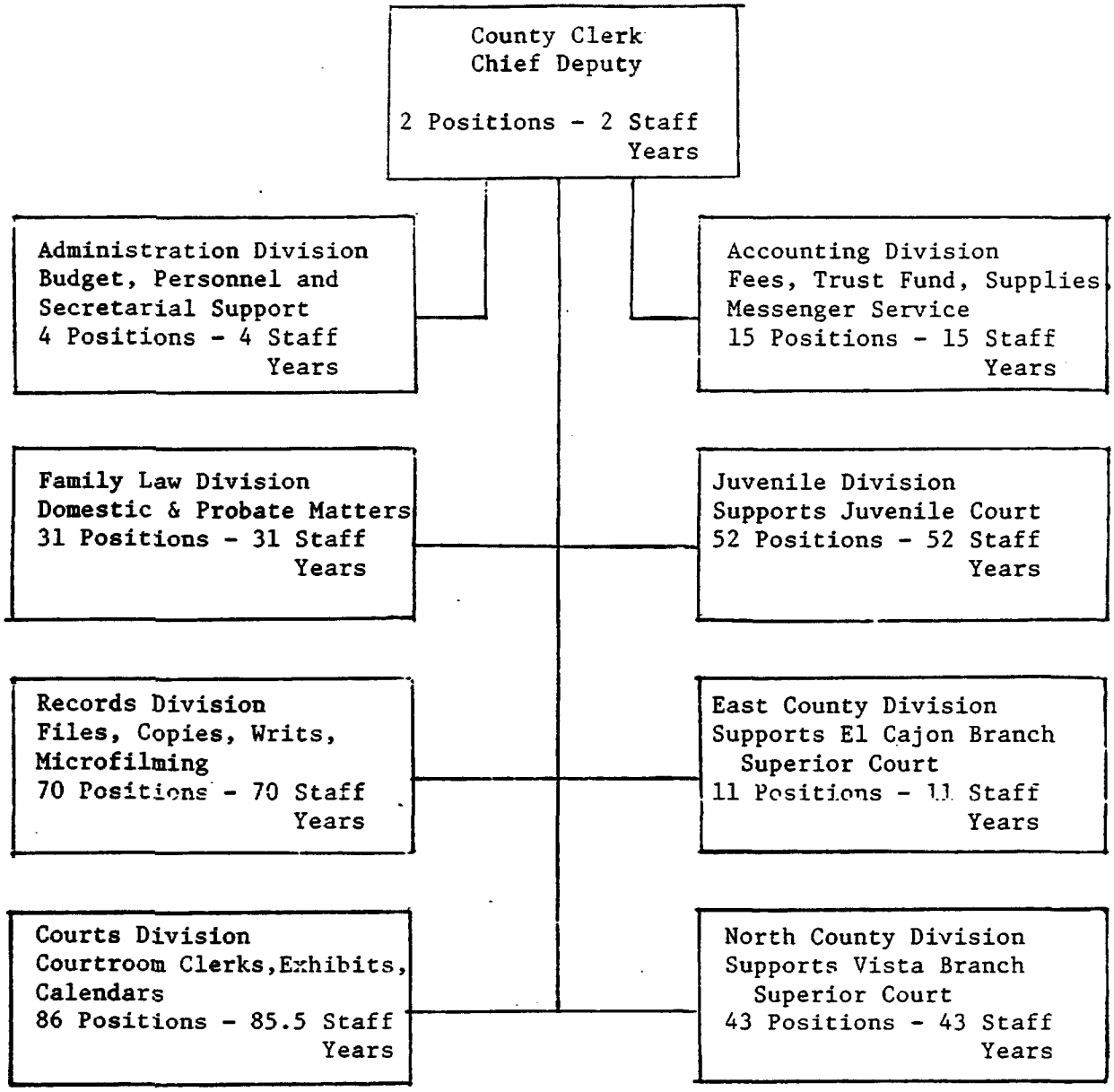
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
8801	Director	0	0	1	1.00	$0	$73,882
2403	AccountingTechnician	0	0	1	1.00	0	20,301
2425	Associate Accountant	0	0	1	1.00	0	28,275
2493	Intermediate Account Clerk	0	0	1	1.00	0	16,380
2510	Senior Account Clerk	0	0	1	1.00	0	18,876
2758	Administrative Secretary III	0	0	1	1.00	0	22,766
3934	Small Claims Advisory Attorney	0	0	1	1.00	0	27,227
3935	Legal Assistant I	0	0	2	2.00	0	43,786
9999	Temporary Extra Help	0	0	7	1.00	0	0
	Total	0	0.00	16	10.00	$0	$251,493
Salary Adjustments:						$0	$22,444
Premium/Overtime Pay:						0	0
Employee Benefits:						0	51,388
Salary Savings:						(0)	(113)
	Total Adjustments					$0	$73,719
Program Totals		0	0.00	16	10.00	$0	$325,212

COUNTY CLERK

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
County Clerk Services	$6,470,239	$7,438,063	$7,905,701	$7,743,045	$9,584,679	$1,841,634	23.8
TOTAL DIRECT COST	$6,470,239	$7,438,063	$7,905,701	$7,743,045	$9,584,679	$1,841,634	23.8
PROGRAM REVENUE	$(5,467,046)	$(5,925,428)	$(6,105,879)	$(6,594,857)	$(6,711,626)	$(116,769)	1.8
NET GENERAL FUND COST	$1,003,193	$1,512,635	$1,799,822	$1,148,188	$2,873,053	$1,724,865	150.2
STAFF YEARS	213.41	234.29	251.80	251.00	313.50	63	25.1

County Clerk's Department



NOTES ON STAFFING CHANGES:

1. 18 New Superior Court Positions
2. 23 New Legal Procedures Clerk II Positions
3. 20 New Legal Procedures Clerk I Positions (One Half Year funded)
4. 1 New Interpreter Court Clerk
5. 1 New Assistant Chief Deputy County Clerk

All the above positions were added to meet the requirements of Trial Court Funding.

PROGRAM: County Clerk Services

DEPARTMENT: COUNTY CLERK

PROGRAM #:13038
MANAGER: Robert D Zumwalt

ORGANIZATION #: 2800
REFERENCE: 1989-90 Proposed Budget Page A-3

AUTHORITY: Government Code Section 28600 ET SEQ. Mandates all activities of the County Clerk.]

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$6,100,681	$6,969,309	$7,503,317	$7,388,132	$9,112,997	23.3
Services & Supplies	284,375	336,676	361,477	309,386	426,155	37.7
Other Charges	21,922	16,953	21,103	23,529	23,527	(0.0)
Fixed Assets	63,261	115,125	19,804	22,000	22,000	0.0
Vehicle/Comm. Equip.						100.0
Less Reimbursements	()	()	()	()	()	100.0
Operating Transfers						100.0
TOTAL DIRECT COST	$6,470,239	$7,438,063	$7,905,701	$7,743,047	$9,584,679	23.8
PROGRAM REVENUE	$(5,467,044)	$(5,925,428)	$(6,105,879)	$(6,594,857)	$(6,711,626)	1.8
NET GENERAL FUND CONTRIBUTION	$1,003,195	$1,512,635	$1,799,822	$1,148,190	$2,873,053	150.2
STAFF YEARS	213.41	234.29	251.80	251.00	313.50	24.9

PROGRAM DESCRIPTION
The County Clerk is an elected official who is responsible for custody 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 offices 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 judgement by default by Clerk of the 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 weddings, filing of fictitious name statements and registration of notaries public.]

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and Budget exceeded budget as did Services and Supplies. The reason for this is that during the year the county opted into Trial Cost Funding, which increased the number of Superior Court departments; which in turn required additional staff and supplies for their support.

1989-90 OBJECTIVES

Provide for the orderly transfer of the functions of this department to other departments.

1989-90 SUB PROGRAM ACTIVITIES

1. Downtown Court-Provides support to the Superior Court departments located in the Downtown Court House] SY; E = $4,801,924 ; R = $4,087,903) including support personnel is:

   - Mandated/Descretionary Service Level.

     Provides clerical support for those Superior Court departments located in the Downtown Court House.

2. Juvenile Court (56.0 SY; E = $1,715,657 ; R = $0) including support personnel is:

   - Mandated/Descretionary Service Level.
   - Provides clerical support to the Juvenile Court.

3. North County Court (46.2 SY; E = $1,408,948 ; R = $1,202,324) including support personnel is:

   - Mandated/Descretionary Service Level.
   - Provides clerical support for the Superior Court departments located in the Vista Branch Court House.

4. Family Law Court (33.7 SY; E = $1,025,561 ; R = $876,990) including support personnel is:

   - Mandated/Descretionary Service Level.
   - Provides support to the family law and probate departments of the Superior Court.

5. East County Court (12.0 SY; E = $364,218 ; R = $311,190) including support personnel is:

   - Mandated/Descretionary Service Level.
   - Provides support to the Superior Courts located in the El Cajon Court House.

6. Marriage Licenses (8.7 SY; E = $268,371 ; R = $233,219) including support personnel is:

   - Mandated/Descretionary Service Level.
   - Issues marriage licenses to the public.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Filing fees	5,679,287	6,052,709	6,376,668	323,959
Transcript Fees	68,522	58,311	58,311	0
Sub-Total	$5,747,809	$6,111,020	$6,434,979	$323,959
LICENSES:				
Marriage Licenses	$237,961	$233,219	$233,219	$0
Sub-Total	$237,961	$233,219	$233,219	$0
AID FROM OTHER GOVERNMENTAL AGENCIES:				
State Aid	$82,165	$207,190	$0	$(207,190)
Sub-Total	$82,165	$207,190	$0	$(207,190)
OTHER REVENUE:				
Sale of Forms	$35,592	$43,428	$43,428	$0
Miscellaneous	2,352	0	0	0
Sub-Total	$37,944	$43,428	$43,428	$0
Total	$6,105,879	$6,594,857	$6,711,626	$116,769

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NET GENERAL FUND COST:				
General Fund	$1,799,822	$1,148,188	$2,873,053	$1,724,865
Sub-Total	$1,799,822	$1,148,188	$2,873,053	$1,724,865
Total	$1,799,822	$1,148,188	$2,873,053	1,724,865

EXPLANATION/COMMENT ON PROGRAM REVENUES: These revenues except for Marriage Licenses will be transferred to the state under Trial Court Funding.

FIXED ASSETS

Item	Quantity	Cost
Typewriter	32	$1,760
Copy Machine	1	4,400
Total		$22,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Court Support Services					
% OF RESOURCES: 97%					
WORKLOAD					
New Cases	62,188	64,779	70,087	64,629	71,443
Clerical Weighted Case Load	456,255	492,930	535,818	482,425	533,288
EFFICIENCY					
New Cases/Staff Years	299	285	287	265	234
Case Load/Staff Years	2,192	2,169	2,198	1,981	1,746
Cost Per New Case	$100.66	$114.82	$109.41	$119.81	$130.13
EFFECTIVENESS					
ACTIVITY B: General Support Services					
% OF RESOURCES: 3%					
WORKLOAD					
Marriage Licenses	23,332	23,496	23,879	22,801	23,929
EFFICIENCY					
Licenses/Staff Year	3,333	3,342	2,985	3,028	2,991
EFFECTIVENESS					

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0130	County Clerk	1	1.00	1	1.00	$67,420	$67,163
0230	Chief Deputy County Clerk	1	1.00	1	1.00	60,175	63,946
8800	Asst. Chief Deputy County Clerk		0.00	1	1.00		- 0 -
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2897	Division Chief - Branch Opers.	2	2.00	2	2.00	76,338	79,094
2935	Supervising Superior Ct. Clk.	1	1.00	1	1.00	38,169	38,974
2901	Division Chief - Records	1	1.00	1	1.00	38,159	39,547
2909	Division Chief - Family Law	1	1.00	1	1.00	37,601	39,547
3898	Asst. Supervising Superior Ct.Clk.	2	2.00	2	2.00	65,860	53,876
2894	Asst. Div. Chief -Branch Opers.	2	2.00	2	2.00	65,860	68,228
2891	Asst. Div. Chief - Family Law	2	2.00	2	2.00	65,595	68,228
2895	Asst. Div. Chief - Records	1	1.00	1	1.00	32,932	34,058
2500	Junior Accountant			1	1.00	- 0 -	22,795
2916	Superior Court Clerk	88	88.00	106	106.00	2,366,144	3,002,675
2906	Legal Procedures Clerk III	5	5.00	5	5.00	118,642	123,085
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
2403	Accounting Technician	3	3.00	2	2.00	65,435	50,847
2712	Interpreter, Court Clerk	1	1.00	2	2.00	20,367	49,092
2757	Administrative Secretary II	2	2.00	2	2.00	45,100	43,379
5788	Exhibits Custodian	3	3.00	3	3.00	62,952	65,592
2660	Storekeeper I	1	1.00	1	1.00	19,524	20,343
2907	Legal Procedures Clerk II	47	47.00	70	70.00	968,253	1,422,961
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
2510	Senior Account Clerk	3	3.00	3	3.00	58,782	64,869
2430	Cashier	4	4.00	4	4.00	75,003	78,741
2903	Legal Procedures Clerk I	40	40.00	60	59.50	709,289	1,049,479
3040	Microfilm Operator	2	2.00	2	2.00	31,801	40,250
2650	Stock Clerk	2	2.00	2	2.00	32,606	34,784
2700	Intermediate Clerk Typist	16	16.00	16	16.00	257,733	274,115
3039	Mail Clerk Driver	1	1.00	1	1.00	16,643	18,732
2709	Department Clerk	5	5.00	5	5.00	64,199	69,727
2710	Junior Clerk Typist	10	10.00	10	10.00	130,950	138,323
	Total	251	251.00	314	313.50	$5,717,021	$7,253,340
Salary Adjustments:						$0	$(96,613)
Premium/Overtime Pay:						18,300	14,180
Employee Benefits:						1,820,936	2,110,295
Salary Savings:						(168,125)	(168,125)
	Total Adjustments					$1,671,111	$1,859,737
Program Totals		251	251.00	314	313.50	$7,388,132	$9,113,077

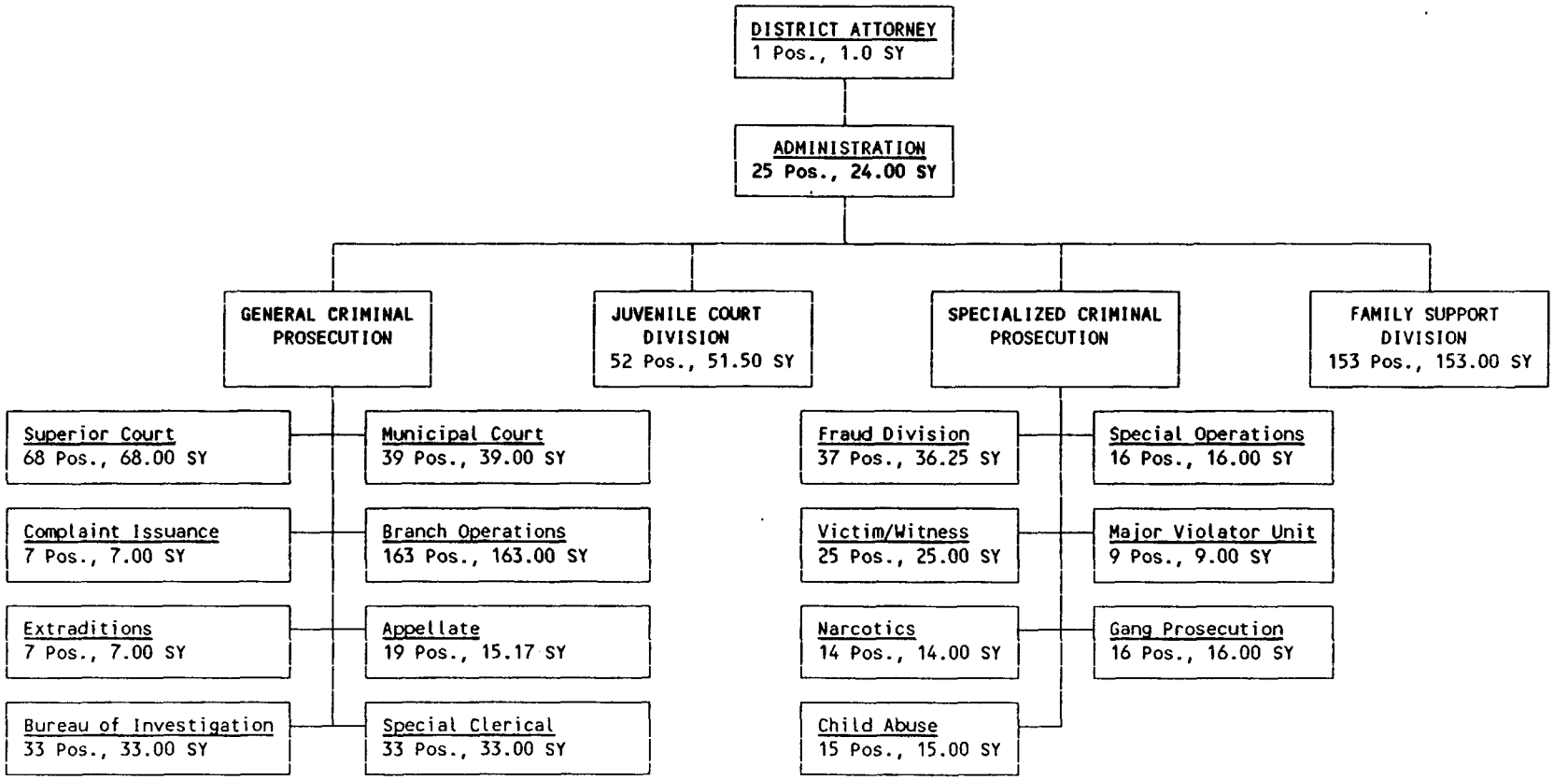
DISTRICT ATTORNEY

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
General Criminal Prosc.	$12,680,402	$15,099,192	$15,967,259	$15,891,981	$18,968,486	$3,076,505	19.4
Juvenile Court Serv.	1,350,559	1,898,252	2,238,254	2,338,569	2,726,291	387,722	16.6
Specialized Criminal	5,188,455	6,141,357	6,539,552	5,240,308	6,565,035	1,324,727	25.3
Family Support Enf.	3,398,665	4,085,774	4,179,244	5,313,874	6,036,087	722,213	13.6
Department Overhead	1,209,258	1,529,146	1,722,870	1,475,014	1,351,642	(123,372)	(8.4)
TOTAL DIRECT COST	$23,827,339	$28,753,721	$30,647,179	$30,259,746	$35,647,541	$5,387,795	17.8
PROGRAM REVENUE	$(10,148,414)	$(12,453,501)	$(12,721,994)	$(12,035,242)	$(12,615,500)	$(580,258)	4.8
Reduction in Designation	$(128,147)	$(483,825)	$(0)	$(0)	$(0)	$(0)	0
NET GENERAL FUND COST	$13,550,778	$15,816,395	$17,925,185	$18,224,504	$23,032,041	$4,807,537	26.4
STAFF YEARS	558.79	590.79	635.49	633.17	725.92	92.75	14.7

1989-90

DISTRICT ATTORNEY'S OFFICE - 2900

	Positions	Staff Years
Total Permanent	727	724.75
Non Permanent	5	1.17
TOTAL DEPARTMENTAL EMPLOYEES	732	725.92



PROGRAM: General Criminal Prosecution

DEPARTMENT: DISTRICT ATTORNEY

PROGRAM #: 13033

ORGANIZATION #: 2900

MANAGER: Edwin L. Miller, Jr., District Attorney

REFERENCE: 1989-90 Proposed Budget - Pg: 2D

AUTHORITY: Mandates prosecution of criminal cases; Government Code 26500-26502; mandates processing of criminal fugitives: Penal Code section 1548-1558.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$11,408,790	$13,454,546	$14,381,473	$14,399,108	$17,132,660[1]	19.0
Services & Supplies	1,174,668	1,492,265	1,515,381	1,301,557	1,428,057	9.7
Other Charges	65,677	26,692	17,497	108,728	108,728	0.0
Fixed Assets	31,267	88,489	52,908	60,588	186,041	207.1
Vehicle/Comm. Equip.	0	37,200	0	22,000	113,000	413.6
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$12,680,402	$15,099,192	$15,967,259	$15,891,981	$18,968,486	19.4
PROGRAM REVENUE	$(221,083)	$(157,535)	$(136,796)	$(229,300)	$(144,000)	(37.2)
NET GENERAL FUND CONTRIBUTION	$12,459,319	$14,941,657	$15,830,463	$15,662,681	$18,824,486	20.2
STAFF YEARS	288.18	298.51	321.93	307.17	365.17	18.9

1. Salary settlement for Deputies District Attorney were unknown and thus not included.

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.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual staff years exceeded budgeted by 14.76 due to hiring of temporary extra help. Services and supplies exceeded budgeted by $167,728, excluding prior year expenditures. Other charges (lease purchase) and fixed assets were under-expended by $91,231 and $7,680 respectively. Revenues were over-estimate by $92,504 primarily due to unanticipated decreases in revenues associated with extraditions.

1989-90 OBJECTIVES

1. To continue to manage the demands in the issuing of 104,484 felony and misdemeanor cases projected county-wide during FY 1989-90.

2. To continue to manage the increasing demands of representing the People in preliminary hearings for a projected 15,053 defendants set during FY 1989-90.

3. To continue to provide an adequate level of service in representing the People in the 484 Superior Court jury trials projected for FY 1989-90.

4. To represent the People in the 5,640 contested hearings and motions projected for FY 1989-90.

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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Superior Court (68 SY (est.); E = $4,266.899; R = $0) including support personnel is:

   - Mandated/Mandated Service Level.
   - 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.
   - Budget/administrative actions implementing the above activity include:

     Adding four positions funded full year to prosecute the increasing homicide caseload. Additional staffing includes one Deputy District Attorney I, one Investigator I, one Investigative Specialist II, and one Legal Secretary II.

     Adding 10 staff years approved mid-year in FY 1988-89 to provide prosecutorial staffing for two downtown Superior Courts opened due to Trial Court Funding. Additional staffing includes four Deputies District Attorney I, two Investigators I, two Investigative Specialists II, and two Legal Procedures Clerks II.

     Adding 10 staff years to provide prosecutorial staffing for two downtown Superior Courts due to Trial Court Funding. Additional staffing includes four Deputies District Attorney I, two Investigators I, two Investigative Specialists II, and two Legal Procedures Clerks II.

2. Municipal Court (39 SY (est.); E = $2,336,680; R = $20,000) including support personnel is:

   - Mandated/Mandated Service Level.
   - Presents evidence at preliminary hearings of felony cases filed in the San Diego Municipal Court. Evaluates all felony cases filed in 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.

- Budget/administrative actions implementing the above activity include:

  Adding 15 staff years to provide prosecutorial staffing for three downtown Municipal Courts due to Trial Court Funding. Additional staffing includes six Deputies District Attorney I, three Investigators I, three Legal Procedures Clerks II, and three Investigative Specialists II.

3. Branch Offices (163 SY (est.); E = $7,948,726; R = $10,000) including support personnel is:

   - Mandated/Mandated Service Level.
   - Issues and prosecutes all cases set for trial in the Superior and Municipal Courts located in East County, North County and South Bay.
   - Budget/administrative actions implementing the above activity include:

     Adding five staff years to full-year fund four Deputies District Attorney I, one Investigator I, two Investigative Specialists II, and three Legal Procedures Clerks II, approved for half-year funding in FY 1988-89.

     Adding five staff years to provide prosecutorial staffing for one North County Municipal Court due to Trial Court Funding. Additional staffing includes two Deputies District Attorney I, one Investigator I, one Investigative Specialist II, and one Legal Procedures Clerk II.

     Adding three staff years to handle the increased discovery workload due to the formation of a Public Defender Office. Additional staffing includes three Legal Procedures Clerks II, one each at North County, South Bay and East County.

4. Complaint Issuance (7 SY (est.); E = $490,166; R = $0) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for the issuance and review of all felony cases submitted to the main office for prosecution. Drafts search warrants and processes emergency daytime telephone search warrants.

5. Extradition Division (7 SY (est.); E = $382,353; R = $100,000) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for the extradition of fugitives from and to the State of California.

6. Appellate Division (15.17 SY (est.); E = $970,792; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 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.

7. Bureau of Investigation (33 SY (est.); E = $1,705,202; R = $14,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 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.
   - Budget/administrative actions implementing the above activity include:

     Adding three staff years to include one Investigator IV and two Investigators III transferred from Administration, to comply with the State Child Support Bureau's requirements for the Indirect Cost Rate Proposal (ICRP).

8. Special Clerical Support (33 SY (est.); E = $867,668; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level.

- Provides clerical support including criminal records filing, subpoena issuance, and stenographic assistance to operating divisions of the office.

- Budget/administrative actions implementing the above activity include:

  Adding one staff year to handle the increased discovery workload due to the formation of a Public Defender Office. Additional staffing includes one Legal Procedures Clerk II.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Aid From Other Governmental Agencies				
Otay Prison Prosecution Costs	$5,814	$13,300	$0	$(13,300)
Sub-Total	$5,814	$13,300	$0	$(13,300)
CHARGES FOR CURRENT SERVICES:				
Extradition	$66,236	$180,000	$100,000	$(80,000)
Training Peace Officers - POST	23,016	14,000	14,000	0
Other Miscellaneous	41,616	22,000	30,000	8,000
Sub-Total	$130,868	$216,000	$144,000	$(72,000)
OTHER REVENUE:				
Other Miscellaneous	$114	$0	$0	$0
Sub-Total	$114	$0	$0	$0
Total	$136,796	$229,300	$144,000	$(85,300)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$15,830,463	$15,680,381	$18,824,486	$3,144,105
Sub-Total	$15,830,463	$15,680,381	$18,824,486	$3,144,105
Total	$15,830,463	$15,680,381	$18,824,486	3,144,105

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue derived from Extradition of Prisoners was below budget due to the utilization of private vendors by the State of California for transportation of prisoners. Because of the increase in requests for discovery material, miscellaneous revenue was $19,616 over budget and is budgeted at a higher level in FY 1989-90.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	25	$25,000
Shotgun	12	3,600
Office Furniture	4	2,400
Desk	44	35,200
Credenza	2	1,400
Conference Table	2	2,400
Shredder	1	400
Dictaphone	17	5,100
Photo Copier	3	52,500
Photo Copier	1	19,000
Televideo Set	1	1,500
Investigative Equipment	Lot	22,000
Typewriter	17	13,600
Facsimile Equipment	3	1,941
Total		$186,041

Vehicles/Communication Equipment

Item	Quantity	Cost
Pager	7	$7,000
Mobile Radio	25	25,000
Vehicle	9	81,000
Total		$113,000

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
WORKLOAD					
Misdemeanor Cases Issued	72,871	76,989	78,871	75,900	79,600
Felony Cases Issued	13,967	16,421	16,641	18,130	18,188
Preliminary Hearings Set	11,382	13,226	13,533	14,450	15,052
Superior Court Jury Trials	331	416	553	345	484
Contested Hearings & Motions	4,409	4,709	5,017	4,928	5,640

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3925	Deputy DA V	18	18.00	18	18.00	$1,327,140	$1,321,638
3926	Deputy DA IV	17	17.00	17	17.00	1,112,208	1,140,448
3927	Deputy DA III	55	55.00	56	56.00	2,919,967	3,079,260
5760	DA Invest. Forensic	1	1.00	1	1.00	50,443	53,214
3928	Deputy DA II	14	14.00	14	14.00	601,879	609,133
5721	Documents Examiner	1	1.00	1	1.00	40,421	43,325
2302	Admin. Asst. III	1	1.00	1	1.00	37,613	35,907
5754	DA Investigator IV	6	6.00	7	7.00	268,347	330,426
2896	Super. Legal Serv. Clk.	1	1.00	1	1.00	28,043	29,052
5753	DA Investigator III	23	23.00	25	25.00	929,326	1,080,249
5755	DA Investigator II	1	1.00	1	1.00	33,976	39,451
5756	DA Investigator I	5	4.50	14	14.00	152,988	452,504
2337	Public Inform. Spec.	1	1.00	1	1.00	32,137	33,291
3929	Deputy DA I	28	26.00	44	44.00	851,110	1,521,676
2899	Princ. Legal Supp. Serv. Clk.	3	3.00	3	3.00	100,117	106,668
5749	Invest. Spec. III	0	0.00	8	8.00	0	199,192
5751	Invest. Spec. II	22	21.00	23	23.00	521,767	616,414
3935	Legal Assistant	3	3.00	3	3.00	72,146	73,157
2765	Legal Secretary III	3	3.00	3	3.00	60,342	82,959
2763	Legal Secretary II	6	6.00	7	7.00	127,363	170,010
2906	Legal Proced. Clk. III	13	13.00	13	13.00	290,479	318,512
2762	Legal Secretary I	3	3.00	3	3.00	62,183	67,707
2907	Legal Procedures Clk. II	44	41.00	56	56.00	845,222	1,166,155
2808	Sr. Radio/Tele. Oper.	1	1.00	1	1.00	21,257	21,099
2800	Radio/Tele. Oper.	1	1.00	1	1.00	20,213	21,362
2760	Stenographer	1	1.00	1	1.00	19,524	20,635
2903	Legal Proced. Clk. I	40	40.00	40	40.00	703,270	726,978
8802	DA Dispatcher	1	0.50	1	1.00	8,206	17,462
9999	Temporary Extra Help	5	1.17	5	1.17	40,000	40,000
	Total	318	307.17	369	365.17	$11,277,687	$13,417,884
Salary Adjustments:						$334,342	$490,195
Premium/Overtime Pay:						0	0
Employee Benefits:						3,019,890	3,630,308
Salary Savings:						(232,811)	(405,727)
	Total Adjustments					$3,121,421	$3,714,776
Program Totals		318	307.17	369	365.17	$14,399,108	$17,132,660

PROGRAM: Juvenile Court Services

DEPARTMENT: DISTRICT ATTORNEY

PROGRAM #: 13012

ORGANIZATION #: 2900

MANAGER: Edwin L. Miller, Jr., District Attorney

REFERENCE: 1989-90 Proposed Budget - Pg: 2F

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,284,571	$1,673,402	$1,873,083	$1,898,321	$2,270,543[1]	19.6
Services & Supplies	50,542	79,291	89,972	98,059	98,059	0.0
Other Charges	9,232	108,922	260,115	335,989	335,989	0.0
Fixed Assets	6,214	26,837	15,084	6,200	21,700	250.0
Vehicle/Comm. Equip.	0	9,800	0	0	0	0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$1,350,559	$1,898,252	$2,238,254	$2,338,569	$2,726,291	16.6
PROGRAM REVENUE	$(438,519)	$(799,225)	$(1,116,200)	$(1,136,680)	$(1,089,356)	(4.2)
NET GENERAL FUND CONTRIBUTION	$912,040	$1,099,027	$1,122,054	$1,201,889	$1,636,935	36.2
STAFF YEARS	33.24	40.19	44.34	47.50	51.50	8.4

1. Salary settlement for Deputies District Attorney were unknown and thus not included.

PROGRAM DESCRIPTION

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).

There will be an orderly transition of representation in dependency cases from the District Attorney to County Counsel in the first six months of FY 1989-90.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual staff years were under budget by 3.16 due to hiring delays. Salaries and benefits were under budget by only $25,238. Actual fixed assets were over-expended by $8,884; however, actual services and supplies were under-expended by $75,874. These funds help offset over-expenditures in other program units.

1989-90 OBJECTIVES

1. To review and process referrals within the due process guidelines as required by law which are estimated to be 8,125 for FY 1989-90 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 1,669 for FY 1989-90 for W&I 300 (dependency) cases. The District Attorney will be phasing out of dependency cases starting January 1990.

3. To maintain increased demands upon staff for attendance in both W&I 602 and 300 hearings projected at 32,200 for FY 1989-90.

4. To manage the 1,460 cases prepared for trial projected for FY 1989-90 for W&I 602 (delinquency) cases.

5. To manage the 1,263 cases prepared for trial projected for FY 1989-90 for W&I 300 (dependency) cases.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Juvenile Court Division (51.50 SY (est.); E = $2,726,291; R = $1,089,356) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Prosecutes juveniles accused of criminal mistreatment/neglect or who are physically dangerous to the public. Vertically prosecute juvenile gang members involved with drugs through the JUDGE unit.
   - Budget/administrative actions implementing the above activity include:

     Adding one position funded one-half year to handle case tracking and filing for the JUDGE unit. This position is 100% grant funded. Additional staffing includes one Legal Procedures Clerk II.

     Full-year funding for two Deputies District Attorney I funded half-year in FY 1988-89, and two Legal Procedures Clerks II funded half-year in FY 1988-89 related to an eighth court.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM OTHER GOVERNMENTAL AGENCIES:				
SHO Grant (14.285% match required)*	$89,013	$95,126	$89,079	$(6,047)
AB-90 Subvention	447,448	431,362	447,448	16,086
JUDGE Grant	570,814	610,192	552,829	(57,363)
Sub-Total	$1,107,275	$1,136,680	$1,089,356	$(47,324)
CHARGES FOR CURRENT SERVICES:				
Other Miscellaneous	$8,925	$0	$0	$0
Sub-Total	$8,925	$0	$0	$0
Total	$1,116,200	$1,136,680	$1,089,356	$(47,324)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM OTHER GOVERNMENTAL AGENCIES:				
SHO Grant (14.285% budgeted match)	$14,846	$4,754	$14,846	$10,092
Sub-Total	$14,846	$4,754	$14,846	$10,092
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,107,208	$1,197,135	$1,622,089	$424,954
Sub-Total	$1,107,208	$1,197,135	$1,622,089	$424,954
Total	$1,122,054	$1,201,889	$1,636,935	435,046

EXPLANATION/COMMENT ON PROGRAM REVENUES: FY 1988-89 SHO Grant revenue was budgeted at prior year level while actual funding was reduced due to State changes in the required match. The AB-90 funding increase was recommended by the AB-90 Advisory Board in order to recognize increased prosecutorial costs This was the first increase since FY 1982-83. The JUDGE grant revenue was underrealized since allocated grant funds were not fully expended by outside agencies in the grant because of hiring delays. FY 1989-90 projection reflects a six-month grant period. Miscellaneous revenues of $8,925 were realized for discovery material requested by the defense.

* There have been changes in required match in the last three years.

FIXED ASSETS

Item	Quantity	Cost
Photo Copier	1	$17,500
Typewriter	4	3,200
Videotape Player/Recorder	1	500
Videotape Monitor	1	500
Total		$21,700

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
N/A	0	0
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
602 Referrals/Submit for Review	8,263	8,685	9,110	8,450	8,125
602 Cases/Prepared for Trial	1,214	1,302	1,342	1,314	1,460
300 Referrals/Submit for Review	2,519	2,838	3,143	2,885	1,669*
300 Cases/Prepared for Trial	1,365	1,644	2,111	1,690	1,263*
Hearings Attended	33,528	37,519	40,395	38,590	32,200*

*The District Attorney will be phasing out of dependency cases by January 1990. This accounts for the drop in statistics for these performance indicators.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3926	Deputy DA IV	3	3.00	3	3.00	$204,347	$195,744
3927	Deputy DA III	9	8.00	13	13.00	431,062	693,064
5754	DA Investigator III	2	2.00	2	2.00	82,620	87,140
3929	Deputy DA I	9	8.00	5	5.00	257,734	190,533
2899	Princ. Legal Supp. Serv. Clk.	1	1.00	1	1.00	33,741	34,959
5751	Invest. Spec. II	5	4.50	4	4.00	109,236	109,832
2763	Legal Secretary II	1	1.00	1	1.00	21,107	25,204
5749	Investigative Specialist III	0	0.00	1	1.00	0	24,899
2906	Legal Procedures Clerk III	1	1.00	1	1.00	23,763	24,617
2907	Legal Procedures Clerk II	10	9.00	11	10.50	178,215	219,887
2903	Legal Procedures Clerk I	7	7.00	7	7.00	121,933	127,542
2896	Super. Legal Serv. Clk.	1	1.00	1	1.00	24,459	28,364
2762	Legal Secretary I	1	1.00	1	1.00	23,673	23,923
5752	Investigative Specialist I	1	1.00	1	1.00	22,549	24,038
	Total	51	47.50	52	51.50	$1,534,439	$1,809,746
Salary Adjustments:						$(13,812)	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						381,528	465,007
Salary Savings:						(3,834)	(4,210)
	Total Adjustments					$363,882	$460,797
Program Totals		51	47.50	52	51.50	$1,898,321	$2,270,543

PROGRAM: Specialized Criminal Prosecution **DEPARTMENT: DISTRICT ATTORNEY**

PROGRAM #: 13032 **ORGANIZATION #: 2900**
MANAGER: Edwin L. Miller, Jr., District Attorney **REFERENCE: 1989-90 Proposed Budget - Pg: 2H**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$4,981,936	$5,910,504	$6,242,705	$4,999,670	$6,048,905[1]	21.0
Services & Supplies	197,377	205,523	255,859	215,238	288,886	34.2
Other Charges	928	0	0	0	91,882	100.0
Fixed Assets	8,214	25,330	40,988	15,400	50,662	229.0
Vehicle/Comm. Equip.	0	0	0	10,000	84,700	747.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$5,188,455	$6,141,357	$6,539,552	$5,240,308	$6,565,035	25.3
PROGRAM REVENUE	$(1,199,784)	$(1,866,753)	$(1,640,170)	$(1,585,127)	$(1,916,846)	20.9
NET GENERAL FUND CONTRIBUTION	$3,988,671	$4,274,604	$4,899,382	$3,655,181	$4,648,189	27.2
STAFF YEARS	105.13	109.45	120.04	106.50	131.25	23.2

1. Salary settlement for Deputies District Attorney were unknown and thus not included.

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.

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

2. The Special Operations staff conducts 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 monies 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. Enhanced techniques in the prosecution of such cases are expected to result in fewer pretrial releases on bail, reduced plea bargains, greater forfeiture of assets and more prison commitments.

PROGRAM DESCRIPTION: (continued)

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.

1988-89 BUDGET TO ACTUAL COMPARISON

It was necessary to reassign staff from other programs as well as hire extra help to assist in prosecution of gangs and narcotics cases. Due to this reassignment program expenditures for salaries exceeded budgeted by $730,869 and actual benefits exceeded budgeted by $512,165. However, this was partially offset by mid-year appropriations totalling $469,419 due to salary settlements. Actual staff years exceeded budgeted by 13.54 and is reflected in the above salary and benefit figures.

Actual fixed assets exceeded budgeted by $23,383 but $18,169 was attributed to prior year expenditures.

1989-90 OBJECTIVES

1. To maintain the present level of response to the 14,100 requests anticipated for investigative assistance and review from law enforcement officers, public officials, grand jury and other agencies.

2. To continue the present level of service needed to adequately represent the People in 360 preliminary hearings.

3. To represent the People in the 140 Superior Court jury and 28 court trials.

4. To successfully represent the People in the 2,480 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 and perpetrators of fraudulent automobile insurance claims.

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 1989-90 under the Victim/Witness Protection Program.

8. To manage the significant increase in case load anticipated in the Narcotics Prosecution Unit. To represent the People in a new Drug Court created to handle a drug revocation pilot program in conjunction with the Probation Department and the courts.

9. To continue 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Fraud Division (36.25 SY(est); E = $1,938,988; R = $322,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Investigates and prosecutes criminal and civil consumer frauds, automobile insurance fraud, real estate and business frauds, corporate security violations, environmental matters, and other frauds of a complex and sophisticated nature.
   - Budget/administrative actions implementing the above activity include:

     Adding three positions and 2.25 staff years due to SB 2344 which funds automobile insurance fraud prosecution. Additional staffing includes one Deputy District Attorney V, one Investigator IV, and one Legal Secretary II.

2. Special Operations Division (16 SY (est); E = $1,005,308; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level
   - 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.

3. Victim/Witness Assistance (25 SY (est); E = $868,589; R = $662,976) including support personnel is:

   - Mandated/Discretionary Service Level
   - 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.

4. Major Violator Unit (9 SY (est); E = $643,093; R = $271,650) including support personnel is:

   - Mandated/Mandated Service Level
   - 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.

5. Narcotics Prosecution Unit (14 SY (est); E = $564,486; R = $173,577) including support personnel is:

   - Mandated/Mandated Service Level
   - Responsible for the prosecution of intermediate and high level narcotic distributors and drug abatement enforcement. Ultimate goal is to aid in reducing the flow of narcotics from and through San Diego County.
   - Budget/administrative actions implementing the above activity include:

     Adding two staff years to full-year fund four positions approved in FY 1988-89 for half-year funding.

     Adding five staff years to handle the increase in major drug traffic cases and asset seizure cases Additional staffing include two Deputies District Attorney I, one Investigator I, one Investigative Specialist II, and one Legal Secretary II.

     Adding two staff years but no funding for salary and benefits to form a Drug Abatement Unit within the Narcotics Unit. Supervisor Bailey will provide further instruction in order to add funding for the two positions. Positions include one Deputy District Attorney III and one Investigator I.

6. Gang Prosecution Unit (16 SY (est); E = $902,587; R = $335,754) including support personnel is:

   - Mandated/Mandated Service Level
   - Responsible for vigorously prosecuting gang-related crimes and ultimately reducing gang association and criminal activities.
   - Budget/administrative actions implementing the above activity include:

     Adding two staff years to full-year fund four positions approved in FY 1988-89 for half-year funding.

     Adding five staff years to handle gang-related homicide cases. Additional staffing includes two Deputies District Attorney I, one Investigator I, one Investigative Specialist II, and one Legal Secretary II.

     Adding three staff years to establish a multi-agency unit within the Gang Unit and funded by the US Department of Justice, Bureau of Justice Assistance. The unit will target young adult street gang leaders involved in drug trafficking for apprehension and prosecution. Additional staffing includes two Deputies District Attorney I and one Legal Procedures Clerk II.

7. Child Abuse Unit (15 SY (est); E = $641,984; R = $150,889) including support personnel is:

   - Mandated/Mandated Service Level
   - Provides for enhanced prosecution of child abuse cases through vertical prosecution Ultimately hopes to reduce incidents of such abuse.
   - Budget/administrative actions implementing the above activity include:

     Adding 2.50 staff years to full-year fund five positions approved in FY 1988-89 for half-year funding.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FINES, FORFEITURES:				
Fines and Other Penalties	$255,844	$250,000	$0	$(250,000)
Sub-Total	$255,844	$250,000	$0	$(250,000)
AID FROM OTHER GOVERNMENTAL AENCIES:				
Narcotic Prosecution Grant	$173,577	$154,103	$173,577	$19,474
Gang Prosecution Grant (25% required match)	85,754	76,225	85,754	9,529
Child Abuse Unit Grant	150,889	150,889	150,889	0
Major Violator Grant (10% required match)	271,649	271,650	271,650	0
Victim/Witness Assistance	599,977	612,260	662,976	50,716
Urban Street Gang Grant	0	0	250,000	250,000
Sub-Total	$1,281,846	$1,265,127	$1,594,846	$329,719
CHARGES FOR CURRENT SERVICES:				
Damages for Fraud	$97,250	$70,000	$70,000	$0
Other Miscellaneous	3,216	0	252,000	252,000
Sub-Total	$100,466	$70,000	$322,000	$252,000
OTHER REVENUE:				
Prior Year Aid from Governmental Agencies	$2,014	$0	$0	$0
Sub-Total	$2,014	$0	$0	$0
Total	$1,640,170	$1,585,127	$1,916,846	$331,719

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM OTHER GOVERNMENTAL AGENCIES:				
Gang Prosecution (25% budgeted match)	38,113	$38,113	$28,588	$(9,525)
Major Violator Unit (10% budgeted match)	27,165	27,165	27,165	0
Sub-Total	$65,278	$65,278	$55,753	$(9,525)
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	4,834,104	3,589,903	4,592,436	1,002,533
Sub-Total	$4,834,104	$3,589,903	$4,592,436	$1,002,533
Total	$4,899,382	$3,655,181	$4,648,189	993,008

EXPLANATION/COMMENT ON PROGRAM REVENUES: The final settlement of $250,000 for the Telink case was received in FY 1988-89. Grant funding for both Narcotics and Gangs was increased in FY 1988-89. A federally funded Urban Street Gang Grant will be effective July 1, 1989. The Joint Powers Agreement with the State Board of Control,Victims of Crime Program was increased for FY 1989-90 even though funds were not fully utilized in FY 1988-89 as reflected by the underrealized revenue.

Damages for fraud revenue was $27,250 over budget due to unanticipated revenue associated with settlement of fraud-related cases. Budgeted revenue for FY 1989-90 remains at $70,000 due to difficulty in predicting cases to be settled.

Passage of Senate Bill 2344, which provides for assessment of annual fee for insurance companies, will generate approximately $252,000 for the prosecution of fraudulent insurance claims.

FIXED ASSETS

Item	Quantity	Cost
Personal Computer and Software	3	$18,612
Personal Computer	1	1,500
Personal Computer	1	5,000
Desk	18	14,400
Dictaphone	5	1,500
Typewriter	8	6,400
VCR	1	625
Monitor	1	625
Facsimile	1	2,000
Total		$50,662

Vehicles/Communication Equipment

Item	Quantity	Cost
Pager	4	$700
Mobile Radio	8	8,000
Hand-Held Communication Unit	4	4,000
Vehicle	8	72,000
Total		$84,700

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
Cases Investigated/Legal Opinions	11,171	13,057	13,365	13,500	14,100
Preliminary Hearing Bindovers	373	347	421	350	360
Court/Jury Trials	26/97	12/100	18/101	12/89	28/140
Contested Hearings & Motions	2,122	2,619	2,411	2,800	2,480

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3925	Deputy DA V	9	9.00	10	9.75	$663,570	$707,840
3926	Deputy DA IV	5	5.00	5	5.00	319,243	334,048
3927	Deputy DA III	7	7.00	12	12.00	414,680	642,310
5753	DA Investigator IV	4	4.00	5	4.75	183,136	223,924
2413	Analyst III	1	1.00	1	1.00	37,969	38,963
5754	DA Investigator III	14	14.00	14	14.00	578,340	605,860
2425	Associate Accountant	2	2.00	2	2.00	60,006	67,120
5756	DA Investigator I	3	2.50	6	6.00	87,091	193,297
3931	VW Program Manager	1	1.00	1	1.00	33,702	42,039
3929	Deputy DA I	16	13.00	18	18.00	501,904	645,032
5768	Supv. Invest. Spec.	0	0.00	2	2.00	0	53,516
5749	Invest. Spec. III	0	0.00	2	2.00	0	49,798
5751	Invest. Spec. II	19	19.00	18	18.00	494,904	483,936
2765	Legal Secretary III	1	1.00	1	1.00	24,201	27,653
2763	Legal Secretary II	8	8.00	11	10.75	183,798	262,484
2907	Legal Procedures Clerk II	2	2.00	3	3.00	38,636	61,155
2762	Legal Secretary I	7	4.00	7	7.00	78,816	158,605
2903	Legal Procedures Clerk I	10	10.00	10	10.00	184,236	189,610
2403	Account Technician	0	0.00	3	3.00	0	60,903
2700	Intermediate Clk. Typist	1	1.00	1	1.00	17,330	18,057
2493	Intermediate Acct. Clk.	3	3.00	0	0.00	48,652	0
	Total	113	106.50	132	131.25	$3,950,214	$4,866,150
Salary Adjustments:						$5,029	$(50,902
Premium/Overtime Pay:						0	0
Employee Benefits:						1,196,109	1,400,403
Salary Savings:						(151,682)	(166,746)
	Total Adjustments					$1,049,456	$1,182,755
Program Totals		113	106.50	132	131.25	$4,999,670	$6,048,905

PROGRAM: Family Support Enforcement | DEPARTMENT: DISTRICT ATTORNEY

PROGRAM #: 13017 | ORGANIZATION #: 2900

MANAGER: Edwin L. Miller, Jr., District Attorney | REFERENCE: 1989-90 Proposed Budget - Pg 2J

AUTHORITY: Mandated Child Support: 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$3,245,418	$3,760,004	$3,835,900	$4,597,708	$5,192,174[1]	12.9
Services & Supplies	120,429	238,737	278,695	364,362	474,962	30.4
Other Charges	0	0	0	0	0	0
Fixed Assets	32,818	70,533	64,649	347,804	328,951	(5.4)
Vehicle/Comm. Equip.	0	16,500	0	4,000	40,000	900.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$3,398,665	$4,085,774	$4,179,244	$5,313,874	$6,036,087	13.6
PROGRAM REVENUE	$(8,287,771)	$(9,629,988)	$(9,828,828)	$(9,084,135)	$(9,465,298)	4.2
REDUCTION IN DESIGNATION	$(128,147)	$(483,825)	$0	$0	$0	0
NET GENERAL FUND CONTRIBUTION	$(4,889,106)	$(5,544,214)	$(5,649,584)	$(3,770,261)	$(3,429,211)	(9.0)
STAFF YEARS	109.06	117.60	122.45	144.00	153.00	6.3

1. Salary settlement for Deputies District Attorney were unknown and thus not included.

PROGRAM DESCRIPTION

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

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

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual salaries and benefits for FY 1988-89 were below budget by $761,808, primarily due to delay in filling newly approved positions. Services and Supplies were under expended by $85,667. Fixed assets were $269,455 under budget in the absence of State/Federal computerization guidelines. Increase in State and Federal SEIF, FSD Recovered Costs and prior year revenues all contributed to $744,693 in overrealized revenues for this program.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Family Support Division (153SY (est.); E = $6,036,087; R = $9,465,298) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for obtaining child support for 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.
   - Offset 100% by Program Revenue.
   - Budget/administrative actions implementing the above activity include:

     Adding two staff years for FSD automation, to include one Senior Systems Analyst and one Legal Secretary II.

     Adding four staff years to augment the Child Stealing Unit in the Family Support Division. Additional staffing includes one Deputy District Attorney I, two Investigators I, and one Legal Secretary II.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM GOVERNMENTAL AGENCIES:				
State SEIF	$1,061,813	$905,160	$930,202	$25,042
Federal SEIF	2,074,774	1,520,475	1,810,611	290,136
IV-D Administrative Claim (32% required match)	5,654,119	5,990,060	6,036,045	45,985
Sub-Total	$8,790,706	$8,415,695	$8,776,858	$361,163
CHARGES FOR CURRENT SERVICES:				
Blood Testing Fees Recovered	$36,314	$0	$20,000	$20,000
FSD Recovered Costs	675,274	603,440	603,440	0
Food Stamp Fraud Prosecution	75,209	65,000	65,000	0
Other Miscellaneous	5,565	0	0	0
Sub-Total	$792,362	$668,440	$688,440	$20,000
OTHER REVENUE:				
Prior Year Aid From Governmental Agencies	$232,528	$0	$0	$0
Other Miscellaneous	13,232	0	0	0
Sub-Total	$245,760	$0	$0	$0
Total	$9,828,828	$9,084,135	$9,465,298	$381,163

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM GOVERNMENTAL AGENCIES:				
IV-D Administrative Claim (32% Budgeted Match)	$2,660,762	$2,818,852	$2,840,492	$21,640
Sub-Total	$2,660,762	$2,818,852	$2,840,492	$21,640
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$(8,310,346)	$(6,606,813)	$(6,269,703)	$337,110
Sub-Total	$(8,310,346)	$(6,606,813)	$(6,269,703)	$337,110
Total	$(5,649,584)	$(3,787,961)	$(3,429,211)	358,750

EXPLANATION/COMMENT ON PROGRAM REVENUES: .....

The Department of Revenue & Recovery actuals for total FY 1988-89 child support collections exceeded the budget amount of $31,500,000 by $1 million. The aid-related (AFDC) percentage of total collections was 47% compared to 53% for non-AFDC. 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 AFDC and non-AFDC. State SEIF payments are 7.5% of AFDC collections only.

It is anticipated that collections will increase in FY 1989-90; hence, State and Federal SEIFs are budgeted at a higher level.

FY 1988-89 program expenditures were below budget, causing offsetting revenues realized under the IV-D Administrative Claim to be under budget. However, with increased budgeted expenditures associated with new and reclassified positions, revenues will increase.

Prior year revenues include one-time bonus incentives of $170,000. All other revenue sources are budgeted at last year's level.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	lot	$303,104
Computer and Printer	2	5,000
Microcomputer and Printer	1	5,000
Office Furniture	2	1,200
Desk	8	6,400
Shredder	1	400
Typewriter	9	7,200
Facsimile Equipment	1	647
Total		$328,304

Vehicles/Communication Equipment

Item	Quantity	Cost
Mobile Radio	4	$4,000
Vehicle	4	36,000
Total		$40,647

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
Cases Referred	26,790	28,145	29,448	28,750	33,728
Legal Actions Filed	13,728	16,425	17,101	18,200	15,540
Cases on Calendar/Subject for Review	8,843	9,100	9,016	8,500	8,344
Welare Fraud/Referred from DSS	823	761	591	850	528
Welfare Fraud/Complaints Filed	666	575	291	500	424

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3925	Deputy DA V	1	1.00	1	1.00	$73,730	$73,446
3927	Deputy DA III	5	5.00	7	7.00	293,783	377,620
3928	Deputy DA II	2	2.00	2	2.00	85,825	88,540
3929	Deputy DA I	4	4.00	4	4.00	122,076	126,284
5753	DA Investigator IV	1	1.00	1	1.00	45,784	48,285
2525	Senior Systems Analyst	0	0.00	1	1.00	0	43,554
2427	Assoc. Systems Analyst	1	1.00	2	2.00	38,156	78,250
5754	DA Investigator III	3	3.00	3	3.00	118,652	130,710
5717	Sr. Field Invest.	1	1.00	1	1.00	35,351	36,834
5719	Field Investigator	1	1.00	1	1.00	31,866	33,205
5756	DA Investigator I	0	0.00	4	4.00	0	127,190
2896	Superv. Legal Supp. Serv. Clk.	1	1.00	1	1.00	24,459	29,052
2405	Asst. Accountant	1	1.00	1	1.00	29,126	26,699
5768	Superv. Invest. Spec.	0	0.00	7	7.00	0	187,306
5767	Sr. Invest. Spec.	9	9.00	0	0.00	250,101	0
5749	Invest. Spec. III	0	0.00	2	2.00	0	49,798
5751	Invest. Spec. II	34	34.00	32	32.00	873,078	871,921
5752	Invest. Spec. I	10	10.00	10	10.00	239,880	241,239
2906	Legal Procedures Clk. III	4	4.00	4	4.00	92,973	98,414
3008	Sr. Word Processor Oper.	1	1.00	1	1.00	21,880	23,125
2763	Legal Secretary II	0	0.00	3	3.00	0	64,713
3009	Word Processor Oper.	1	1.00	1	1.00	17,709	20,142
2907	Legal Procedures Clk. II	21	21.00	21	21.00	401,153	452,082
2762	Legal Secretary I	1	1.00	1	1.00	21,552	22,447
2660	Storekeeper I	1	1.00	1	1.00	19,524	18,364
2760	Stenographer	1	1.00	1	1.00	19,524	20,635
2903	Legal Procedures Clk. I	26	26.00	26	26.00	462,565	466,673
2700	Intermediate Clerk	9	9.00	9	9.00	155,970	167,949
2800	Radio Telephone Operator	1	1.00	1	1.00	20,213	21,362
2899	Principal Legal Supp. Serv. Clk.	1	1.00	1	1.00	32,882	31,536
3935	Legal Assistant	1	1.00	1	1.00	21,143	25,958
2650	Stock Clerk	1	1.00	1	1.00	15,336	16,782
5236	Department Aide	1	1.00	1	1.00	10,709	11,766
	Total	144	144.00	153	153.00	$3,575,000	$4,031,881
Salary Adjustments:						$40,016	$135,040
Premium/Overtime Pay:						0	0
Employee Benefits:						1,022,870	1,069,438
Salary Savings:						(40,178)	(44,185)
	Total Adjustments					$1,022,708	$1,160,293
Program Totals		144	144.00	153	153.00	$4,597,708	$5,192,174

PROGRAM: District Attorney Overhead

DEPARTMENT: DISTRICT ATTORNEY

PROGRAM #: 92101

ORGANIZATION #: 2900

MANAGER: Edwin L. Miller, Jr., District Attorney

REFERENCE: 1989-90 Proposed Budget - Pg 2L

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,134,642	$1,381,633	$1,506,435	$1,344,874	$1,224,802	(8.9)
Services & Supplies	63,906	135,027	207,292	97,191	90,591	(6.8)
Other Charges	7,701	1,678	7,552	27,949	27,949	0.0
Fixed Assets	3,009	10,808	1,591	5,000	8,300	66.0
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$1,209,258	$1,529,146	$1,722,870	$1,475,014	$1,351,642	(8.4)
PROGRAM REVENUE	$(1,257)	$(0)	$(0)	$(0)	$(0)	0
NET GENERAL FUND CONTRIBUTION	$1,208,001	$1,529,146	$1,722,870	$1,475,014	$1,351,642	(8.4)
STAFF YEARS	23.18	24.87	26.73	28.00	25.00	(10.7)

PROGRAM DESCRIPTION

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

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

1988-89 BUDGET TO ACTUAL COMPARISON

Actual salaries and benefits exceeded budgeted by $161,561, primarily due to a lack of salary savings and underfunding of benefits by $71,414.

Services and supplies were over-expended by $93,254, excluding prior year expenditures. Over-expenditures occurred primarily in Prof-Spec Services, Special Department Expense, and District Attorney Special Appropriations. However, other charges and Fixed Assets were under-expended by $23,806.

1989-90 OBJECTIVES

Executive management of the criminal justice system is at a watershed period as we enter the 1990s. It mandates innovative administration of an extraordinarily large law firm and law enforcement agency in the context of overcrowded court calendars, increasingly complex case law, heightened defense capability and rising public demand for effective and efficient delivery of public safety services. Meeting those varied challenges are our management objectives for the coming year.

Specifically, those objectives include but are not limited to:

1. Enhancing our ability to offer the People a high quality of representation in criminal matters in the magistrates' and general trial courts. This enhancement involves obtaining, training and properly supervising adequate numbers of competent and dedicated prosecutorial attorneys for trial court assignments, including the reviewing, issuance and presentation of cases, as well as the protection of the integrity of those cases through effective representation at motions hearings. In part, meeting this objective will result from additional attorney and support positions provided by Trial Court funding monies, and in part from continual management oversight by the District Attorney and his realignment of prosecutorial resources as changing situations require.

2. Enhancing public safety from gang-related violence by means of an augmented staff for prosecution of gang crime and effective counseling of and partnership with police gang investigators.

3. Increased prosecution of narcotics offenses. This objective involves operation of the prosecutorial function in the new Drug court, continued extensive participation in cross-designated investigation and prosecution of complex drug conspiracy cases in federal court, augmented drug prosecution staff for state courts, and partnership with federal, state and local law enforcement agencies. In this context, it should be noted that the District Attorney is as well addressing the demand reduction side of the drug epidemic, through civic participation and education and through participation in the White House formation of a national drug strategy.

4. Comprehensive protection of the family. During the coming year, it is the objective of the District Attorney to create a Domestic Violence Unit responsible for the vertical prosecution of domestic violence misdemeanor and felony cases countywide, and in cooperation in the City of San Diego with the City Attorney's office. It is the additional objective of the District Attorney to incorporate that unit into a comprehensive Family Protection Division which will encompass investigation and prosecution of child abuse, child abduction, child molestation, spousal abuse, spousal rape, violence against the elderly and related matters.

These objectives rest upon the bedrock of aggressive meeting of our primary responsibility to represent the People at every state of a criminal case from the inception of the investigation, in appropriate cases, through case issuance, preliminary proceedings, mental competency determinations, trial, sentencing, probation revocation and life term inmate parole hearings. This responsibility encompasses the entire spectrum of criminal activity, ranging from misdemeanor, public irritant and nuisance cases to matters involving homicide, drug trafficking, organized crime, political corruption and white collar crime.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration (25SY (est.); E = $1,351,642; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level
   - 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.
   - Budget/administrative actions implementing the above activity include:

     Transferring one Investigator IV and two Investigators III from Administration to the Bureau of Investigations to comply with the State Child Support Bureau's requirements for the indirect cost rate proposal.

PROGRAM: District Attorney Overhead **DEPARTMENT:** DISTRICT ATTORNEY

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,722,870	$1,475,014	$1,351,642	$(123,372)
Sub-Total	$1,722,870	$1,475,014	$1,351,642	$(123,372)
Total	$1,722,870	$1,475,014	$1,351,642	(123,372)

EXPLANATION/COMMENT ON PROGRAM REVENUES: No revenues are realized for this program.

FIXED ASSETS

Item	Quantity	Cost
Laptop Computer	2	$6,600
Credenza	1	700
Cellular Telephone	1	1,000
Total		$8,300

Vehicles/Communication Equipment

Item	Quantity	Cost
N/A	0	0
Total		$0

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0140	District Attorney	1	1.00	1	1.00	$96,698	$107,306
0240	Assistant DA	1	1.00	1	1.00	87,906	97,863
0245	Chief Deputy DA	1	1.00	1	1.00	85,004	73,799
0342	Special Investigator	2	2.00	2	2.00	116,906	132,070
0343	Confidential Invest. II	1	1.00	1	1.00	33,096	37,281
5715	Chief Investigator	1	1.00	1	1.00	56,540	68,837
0344	Chief Investigator	1	0.00	1	0.00	0	0
0345	Asst. Chief Invest.	1	1.00	1	1.00	57,502	57,048
5753	DA Investigator IV	1	1.00	0	0.00	45,784	0
5754	DA Investigator III	2	2.00	0	0.00	82,620	0
2369	Admin. Svc. Man. II	1	1.00	1	1.00	43,091	48,028
2469	Dept. EDP Coordinator	1	1.00	1	1.00	33,861	39,615
2525	Sr. Systems Analyst	1	1.00	1	1.00	42,041	48,022
2303	Admin. Assistant II	1	1.00	1	1.00	35,433	36,708
2307	Dept. Personnel Officer III	1	1.00	1	1.00	37,613	45,306
2899	Princ. Legal Supp. Serv. Clk.	1	1.00	1	1.00	33,557	34,959
0346	Confidential Secretary	1	1.00	1	1.00	29,256	31,472
2725	Principal Clerk	1	1.00	1	1.00	26,917	28,450
2759	Admin. Secretary IV	1	1.00	1	1.00	26,163	29,052
2765	Legal Secretary III	1	1.00	1	1.00	26,163	27,653
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
2763	Legal Secretary II	1	1.00	1	1.00	23,673	25,578
2762	Legal Secretary I	1	1.00	1	1.00	20,998	22,447
2511	Senior Payroll Clerk	1	1.00	1	1.00	18,676	21,983
2320	Personnel Aide	1	1.00	1	1.00	23,386	24,228
2658	Storekeeper II	1	1.00	1	1.00	21,484	22,389
2730	Senior Clerk	1	1.00	1	1.00	17,858	21,623
	Total	29	28.00	26	25.00	$1,145,238	$1,105,805
Salary Adjustments:						$(11,469)	$(97,859)
Premium/Overtime Pay:						0	0
Employee Benefits:						332,916	350,705
Salary Savings:						(121,811)	(133,849)
	Total Adjustments					$199,636	$118,997
Program Totals		29	28.00	26	25.00	$1,344,874	$1,224,802

GRAND JURY

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Grand Jury Proceedings	$128,824	$145,020	$185,413	$153,405	$155,666	$2,261	1.5
TOTAL DIRECT COST	$128,824	$145,020	$185,413	$153,405	$155,666	$2,261	1.5
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	$0	0
NET GENERAL FUND COST	$128,824	$145,020	$185,413	$153,405	$155,666	$2,261	1.5
STAFF YEARS	0	1.00	1.00	1.00	1.00	0	0.0

PROGRAM: GRAND JURY PROCEEDINGS

DEPARTMENT: GRAND JURY

PROGRAM #: 13031
MANAGER: Grand Jury Foreman

ORGANIZATION #: 2700
REFERENCE: 1989-90 Proposed Budget - Pg. 3c

AUTHORITY: Pursuant to Section 888 et seq. of the California Penal Code, at least one Grand Jury in each County shall be drawn and impaneled each year, and charged and sworn to investigate or inquire into county matters of civil concern.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$28,581	$45,720	$45,608	$47,869	5.0
Services & Supplies	128,824	113,128	139,693	107,797	107,797	0
Fixed Assets	0	3,311	0	0	0	0.0
TOTAL DIRECT COST	$128,824	$145,020	$185,413	$153,405	$155,666	1.5
PROGRAM REVENUE	0	0	0	0	0	0.0
NET GENERAL FUND CONTRIBUTION	$128,824	$145,020	$185,413	$153,405	$155,666	1.5
STAFF YEARS	0	1	1	1	1	0.0

PROGRAM DESCRIPTION

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

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed budget by $32,008, of which $31,896 is Services and Supplies. A $35,000 appropriation transfer from the General Fund was provided in May 1989. The majority of the overexpenditure occurred in Jury and Witness Expenses.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

Grand Jury Proceedings (1.00 S.Y.; E=155,666; R=0)

* Mandated/Discretionary Service Level
* Responsible for investigating operations of governmental agencies of San Diego County and reporting its findings.

PROGRAM: GRAND JURY PROCEEDINGS DEPARTMENT: GRAND JURY

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None	0	0	0	0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	185,413	153,405	155,666	2,261
Total	$185,413	$153,405	$155,666	2,261

EXPLANATION/COMMENT ON PROGRAM REVENUES: N/A

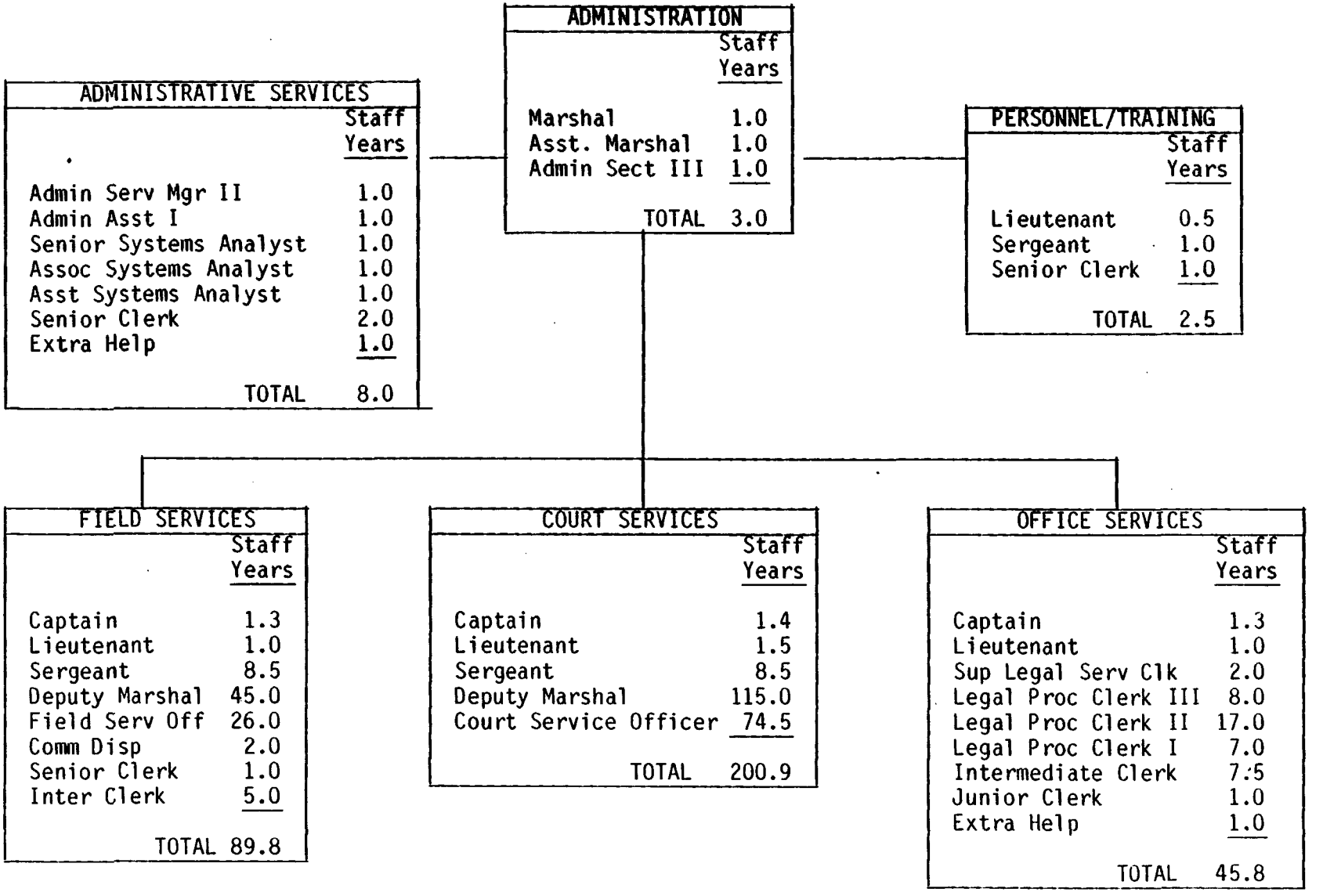
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0515	Judicial Secretary	1	1.00	1	1.00	33,106	34,738
	Total	1	1.00	1.00	1.00	33,106	34,738
Salary Adjustments:						12,443	4
Premium/Overtime Pay:						0	0
Employee Benefits:						59	13,127
Salary Savings:						0	0
	Total Adjustments					$12,502	$13,131
Program Totals		1	1.00	1	1.00	$45,608	$47,869

MARSHAL

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
MARSHAL	$11,837,824	$12,826,288	$13,339,968	$12,564,062	$15,112,601	$2,548,539	20.3
TOTAL DIRECT COST	$11,837,824	$12,826,288	$13,339,968	$12,564,062	$15,112,601	$2,548,539	20.3
PROGRAM REVENUE	$(1,488,273)	$(1,694,860)	$(2,161,363)	$(1,961,434)	$(2,364,434)	$(403,000)	20.6
NET GENERAL FUND COST	$10,349,551	$11,131;428	$11,178,605	$10,602,628	$12,748,167	$2,145,539	20.2
STAFF YEARS	297.5	317.7	325.7	308.0	350.0	42	13.6

DEPARTMENT OF THE MARSHAL
(Headquarters Location: San Diego County Courthouse)
FY 89-90



PROGRAM: MARSHAL **DEPARTMENT: MARSHAL**

PROGRAM #: 13020 **ORGANIZATION #: 2500**
MANAGER: Michael Sgobba **REFERENCE: 1989-90 Proposed Budget - Pg. 5C**

AUTHORITY: This is a mandated program developed in compliance with California's Government Code Sections 71264-71265, 72114 and 74361, requiring that the Marshal shall attend the Superior and Municipal Courts, provide for the safety and security of the Courts and serve all process delivered by the Courts.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$11,548,752	$12,569,854	$13,019,658	$12,275,855	$14,621,832	19.1
Services & Supplies	238,649	241,147	283,048	264,900	373,661	41.1
Other Charges	4,681	10,877	18,276	16,507	10,308	(37.6)
Fixed Assets	45,742	4,410	18,987	6,800	106,800	1,470.6
TOTAL DIRECT COST	$11,837,824	$12,826,288	$13,339,969	$12,564,062	$15,112,601	20.3
PROGRAM REVENUE	$(1,488,273)	$(1,694,860)	$(2,161,363)	$(1,961,434)	$(2,364,434)	20.5
NET GENERAL FUND CONTRIBUTION	$10,349,551	$11,131,428	$11,178,606	$10,602,628	$12,748,167	20.2
STAFF YEARS	297.5	317.7	325.7	308.0	350.0	13.6

PROGRAM DESCRIPTION

The Department of the Marshal performs a variety of duties essntial to the proper and efficient functioning of the San Diego County Municipal and Superior Courts. These duties include serving warrants of arrest and civil process issued by the courts, maintaining the County's Want/Warrrant System, transporting in-custody defendants for trial, and serving as bailiff and security officer for the 148 Superior and Municipal Courts in the County.

The Department is organized into four operational areas with a centralized administrative support unit. Offices are located in San Diego (2), Kearny Mesa (2), El Cajon, Chula Vista, Escondido, San Marcos, and Vista.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual expenditures exceed the 1988-89 budget by $775,907, which includes $743,803 in salaries and benefits, $18,148 in services and supplies, $1,769 in other charges and $12,187 in fixed assets. Included in these amounts are prior year carryovers of $15,231 in services and supplies and $1,601 in fixed assets.

The over-expenditures in salaries and benefits and services and supplies were the result of the implementation of Trial Court Funding effective January 1, 1989. With the possibility of as many as 23 new and additional judicial positions being added, additional deputies and court service officers were hired and trained. Also, additional uniform and safety equipment was purchased.

Revenue from the Marshal's Asset Forfeiture Fund and Writ Disbursement Fee Fund were appropriated mid-year to purchase hand-held radios and sirens for field vehicles.

Over-realized revenue ($199,929) was used to offset a portion of the increased expenditures.

1989-90 OBJECTIVES

1. To provide bailiffs to all courtrooms as mandated by Government Code Section 71264.

2. To process adequately and efficiently in excess of 135,000 prisoners through the courts, thereby ensuring the safety and security of the judges and the public.

3. To limit the occurrence of violence in the County court facilities by providing, in addition to bailiffs, non-courtroom security during business hours.

4. To process in excess of 95,000 civil process, 270,000 warrants and 100,000 criminal subpoenas as mandated by Government Code Section 71264.

5. To continue to coordinate with the Municipal Court, the automation of the Small Claims process.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration (3 SY; E = $270,577; R = $0)

   - o Mandated/Discretionary Service Level.
   - o Includes Marshal and Assistant Marshal and related support staff.

2. Administrative Services (8 SY; E = $821,634; R = $145,134)

   - o Mandated/Discretionary Service Level.
   - o Provides payroll, purchasing and budgeting functions for department staff.
   - o Includes all services and supplies, other charges, and fixed asset expenditures.

3. Personnel and Training (2.5 SY; E = $ 103,395; R = $58,000)

   - o Mandated/Discretionary Service Level.
   - o Includes all personnel and training functions.

4. Court Services (200.9 SY; E = $8,308,839; R =$0)

   - o Mandated/Discretionary Service Level
   - o Includes bailiff services to 148 courts in nine locations throughout the County for a total of more than 26,000 court days per year.
   - o Includes court security and prisoner control.
   - o Processes in excess of 125,000 prisoners through the courts per year.
   - o Includes 13 additional deputy positions (13 staff years) and 34 court service officer positions (27.5 staff years) added upon implementation of Trial Court Funding.

5. Field Services (89.8 SY; E = $3,713,956; R = $2,060,000)

- o Mandated/Discretionary Service Level
- o Includes enforcement of warrants of arrest, temporary restraining orders, mental health protection orders and execution of civil process, including subpoenas, levies and wage garnishments.
- o Receives in excess of 100,000 civil process, 51,000 felony warrants, and 90,000 criminal subpoenas for service per year.
- o Includes clerical staff previously assigned to office services for the processing of the mailed subpoena program.

6. Office Services (45.8 SY; E = $1,894,200; R = $101,300)

- o Mandated/Discretionary Service Level
- o Provides clerical and technical processing support for field activities.
- o Maintains the county-wide Want/Warrant repository.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Civil Process Service	$1,868,510	$1,806,000	$2,060,000	$254,000
Federal Warrant Service	986	1,300	1,300	0
Failure to Provide Warrants	4,500	5,100	5,100	0
Sub-Total	$1,873,996	$1,812,400	$2,066,400	$254,000
OTHER REVENUE:				
Vehicle Code Fine	$616	$1,600	$1,600	$0
Writ Disbursement Fee Fund	108,360	0	100,000	100,000
Asset Forfeiture Fund	7,828	0	0	0
Automated Warrant Fund	71,173	101,434	138,434	37,000
POST Training Reimbursement	70,702	46,000	58,000	12,000
Other Recovered Expenses	28,688	0	0	0
Sub-Total	$287,367	$149,034	$298,034	$149,000
Total	$2,161,363	$1,961,434	$2,364,434	$403,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$11,178,605	$10,602,628	$12,748,167	$2,145,539
Sub-Total	$11,178,605	$10,602,628	$12,748,167	$2,145,539
Total	$11,178,605	$10,602,628	$12,748,167	2,145,539

EXPLANATION/COMMENT ON PROGRAM REVENUES: Projected increase in civil process fees is based on projected increase in the number of civil process received for service.

Increases in other revenue include $100,000 from the Writ Disbursement Fee Trust Fund which will be used to purchase communications equipment, and $37,000 from the Automated Warrant Trust Fund which will be used to provide training and other services to enhance the Want/Warrant system. Increased training reimbursement from POST ($12,000) will offset mandated training for additional deputies and court service officers.

FIXED ASSETS

Item	Quantity	Cost
Desk	1	$600
Photocopier	1	4,700
Typewriter	3	1,500
Total		$6,800

Vehicles/Communication Equipment

Item	Quantity	Cost
Communications Equipment	1 Lot	$100,000
Total		$100,000

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: MARSHAL SERVICES					
% OF RESOURCES: 100%					
WORKLOAD					
Number of Courts	116	122	140	122	144
Prisoners Handled	108,765	119,773	125,576	124,000	138,000
Civil Process Entered	98,197	96,377	96,676	108,000	97,000
Active Warrants	417,458	500,376	587,359	500,000	687,000
Items for Field Service	258,471	276,136	248,297	304,000	250,000
Extradition Days	570	550	130	0	130
EFFICIENCY					
Staff Hours/Prisoner Handled	.69	.64	.75	.63	.75
Staff Hours/Field Service	.59	.59	.65	.57	.65
Clerical Hours/Process Served	.54	.49	.43	.48	.43
Clerical Hours/Warrant Cleared	.13	.13	.11	.15	.11
EFFECTIVENESS					
Total Civil Process Cleared	101,334	99,848	99,660	108,000	97,000
Total Warrants Cleared	277,087	292,321	270,386	310,000	270,000

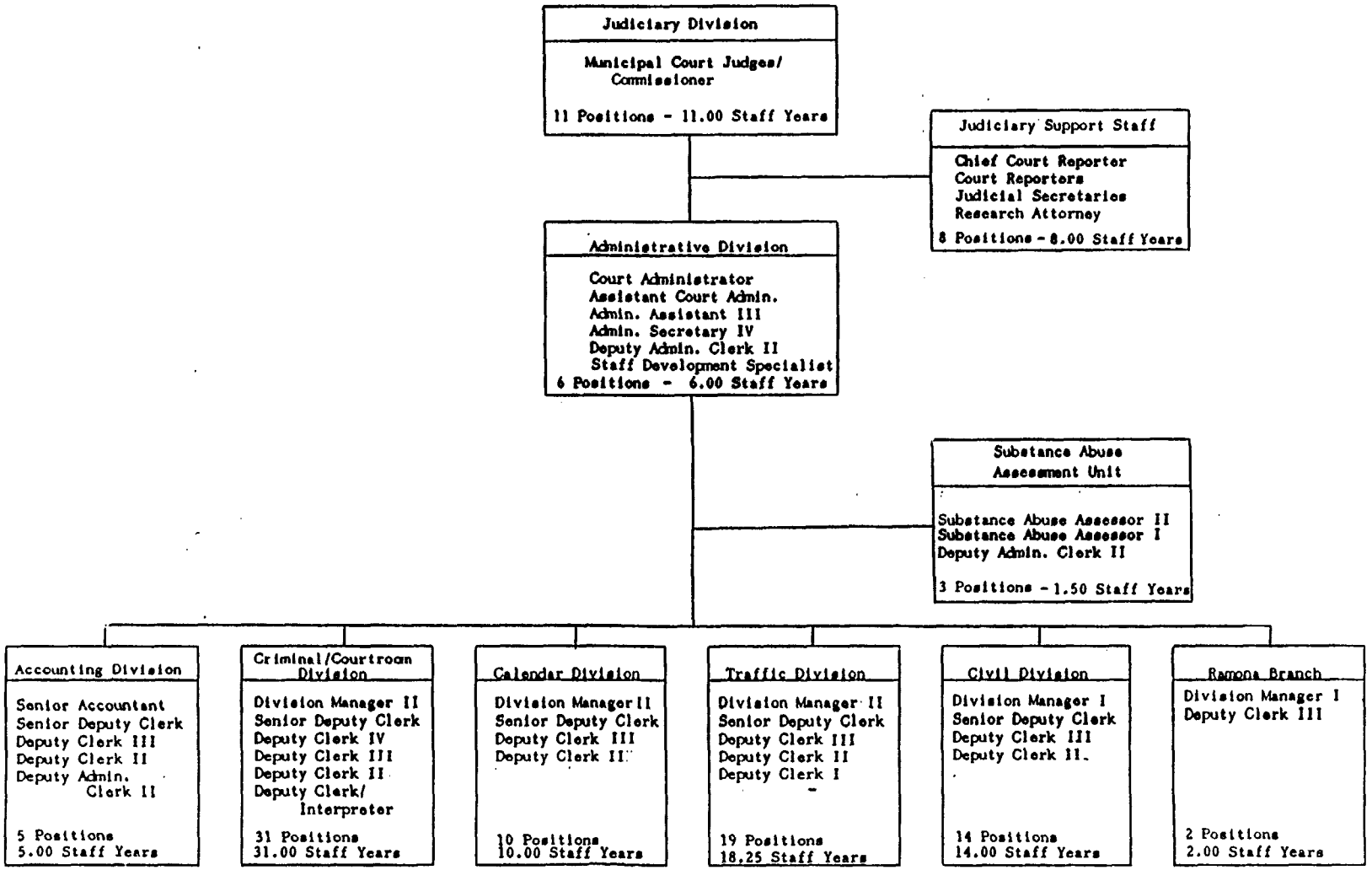
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0621	Marshal	1	1.00	1	1.00	$85,632	$90,611
0622	Assistant Marshal	1	1.00	1	1.00	71,369	75,398
0623	Captain	4	4.00	4	4.00	211,884	235,768
0641	Lieutenant	4	4.00	4	4.00	187,668	208,836
0643	Sergeant	18	18.00	18	18.00	751,138	818,924
0631	Deputy Marshal	147	147.00	160	160.00	4,996,818	5,856,576
0629	Court Service Officer	47	47.00	81	74.50	1,071,140	1,713,134
0628	Field Service Officer	26	26.00	26	26.00	423,760	451,449
0638	Dispatcher	2	2.00	2	2.00	40,262	42,560
0625	Admin. Service Mgr. II	1	1.00	1	1.00	44,576	49,955
0647	Admin. Assistant I.	1	1.00	1	1.00	29,858	32,165
0637	Admin. Secretary III	1	1.00	1	1.00	26,056	28,077
0642	Supv. Legal Service Clerk	0	0.00	2	2.00	0	56,900
0633	Legal Procedure Clerk III	8	6.50	8	8.00	154,323	196,936
0632	Legal Procedure Clerk II	17	17.00	17	17.00	351,448	359,156
0634	Legal Procedure Clerk I	7	7.00	7	7.00	129,362	133,023
0630	Senior Clerk	4	4.00	4	4.00	87,989	92,990
0636	Intermediate Typist	18	12.50	18	12.50	208,983	223,602
0626	Junior Clerk	1	1.00	1	1.00	14,321	15,431
0649	Assistnt Systems Analyst	1	1.00	1	1.00	30,908	36,100
0639	Associate Systems Analyst	1	1.00	1	1.00	42,055	45,326
0644	Senior Systems Analyst	1	1.00	1	1.00	43,091	48,035
0624	Principal Clerk	2	2.00	0	0.00	53,834	0
9999	Temporary Help	2	2.00	2	2.00	40,000	43,004
	Total	315	308.00	362	350.00	$9,096,475	$10,853,956
Salary Adjustments:						$260,544	$421,508
Premium/Overtime Pay:						60,000	60,000
Employee Benefits:						3,109,381	3,708,482
Salary Savings:						(250,545)	(422,114)
	Total Adjustments					$3,179,380	$3,767,876
Program Totals		315	308.00	362	350.00	$12,275,855	$14,621,832

MUNICIPAL COURT SERVICES - EL CAJON

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
El Cajon Municipal Court	$ 3,536,011	$ 3,594,752	$ 3,996,064	$ 3,897,405	$ 4,732,570	$835,165	21.4
TOTAL DIRECT COST	$3,536,011	$3,594,752	$3,996,064	$3,897,405	$4,732,570	$835,165	21.4
PROGRAM REVENUE	$(1,054,588)	$(1,264,286)	$(1,615,853)	$(1,477,500)	$(1,665,585)	$(188,085)	12.7
NET GENERAL FUND COST	$2,481,423	$2,330,466	$2,380,211	$2,419,905	$3,066,985	$647,080	26.7
STAFF YEARS	87.75	92.54	97.75	92.75	106.75	14.00	15.1

EL CAJON MUNICIPAL COURT



PROGRAM: Municipal Court Services - El Cajon

DEPARTMENT: EL CAJON MUNICIPAL COURT

PROGRAM #: 13035

ORGANIZATION #: 2100

MANAGER: Frederick W. Lear

REFERENCE: 1989-90 Proposed Budget, Pg. 6

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 3,095,609	$ 3,359,708	$ 3,666,356	$ 3,510,955	$ 4,366,379	24.4
Services & Supplies	429,551	220,425	292,278	340,750	348,949	2.4
Other Charges	0	0	1,050	0	0	0.0
Fixed Assets	10,851	14,619	36,380	45,700	17,242	(62.3)
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	0	0	0	0	0	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$3,536,011	$3,594,752	$3,996,064	$3,897,405	$4,732,570	21.4
PROGRAM REVENUE	$(1,054,588)	$(1,264,286)	$(1,615,853)	$(1,477,500)	$(1,665,585)	12.7
NET GENERAL FUND CONTRIBUTION	$2,481,423	$2,330,466	$2,380,211	$2,419,905	$3,066,985	26.7
STAFF YEARS	87.75	92.54	97.75	92.75	106.75	15.1

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 of the El Cajon Municipal Court.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual expenditures exceeded the budget by $98,659 which includes the costs of negotiated salary increases and the cost of positions/staff years added as a result of Trial Court Funding. These direct costs were offset by $138,353 of overrealized program revenue. Included in the overrealized revenue is $51,852 in State Justice Institute grant funds appropriated midyear.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Municipal Court Services (105.25 SY; E=$4,679,482; R=$1,612,497)

   Mandated Activity/Discretionary Service Level

   Provides all municipal court services for the El Cajon Judicial District

   Adding 1.00 SY Commissioner to relieve existing trial backlog.

   Adding 2.00 SY Deputy Clerk IV to provide a courtroom clerk for the new commissioner and to provide a second relief courtroom clerk for the Judges and Commissioner.

   Adding 1.00 SY Judicial Secretary to process workload increase of over 100%.

   Adding 1.00 SY Court Reporter to decrease the Court's dependence on per diem court reporters.

   Adding 4.00 SY Deputy Clerk III to process workload increases and/or reduce backlogs in the Traffic, Civil/Small Claims Divisions.

   Adding 2.00 SY Deputy Clerk II to process workload increases and/or reduce backlogs in Calendar and Civil/Small Claims Divisions.

   Adding .50 SY Deputy Clerk Administrative Clerk II to provide full year funding for the position.

   Adding 1.00 SY Staff Development Specialist to develop and coordinate training activities for all municipal courts.

   Reclassing 3.00 Division Managers I to Division Manager II; 5.00 Deputy Clerks IV toi Senior Deputy Clerk; 1.00 Research Attorney I to Research Attorney II; 1.00 Court Reporter to Chief Court Reporter; 1.00 Administrative Assistant II to Administrative Assistant III; and 1.00 Associate Accountant to Senior Accountant.

2. Substance Abuse Assessment Unit (1.50 SY; E=$53,088; R=$53,088)

   Discretionary Activity/Discretionary Service Level

   Responsible for assessing the level of substance abuse involvement of persons convicted of crimes in which alcohol and/or drug abuse was a contributing factor.

   Makes recommendations to Judges regarding terms of probation.

   Is funded by a State Justice Institute grant through December, 1989.

   Adding .50 SY Deputy Clerk Substance Abuse Assessor II to conduct assessments and supervise the assessment unit.

   Adding .50 SY Deputy Clerk Substance Abuse Assessor I to conduct assessments.

   Adding .50 SY Deputy Clerk Administrative Clerk II to provide necessary clerical support for the substance abuse assessment unit.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
9162 Night Court Assessment	$47,807	$50,000	$46,000	$(4,000)
9713 Returned Check Fee	5,101	4,000	5,000	1,000
9821 Filing Documents	481,981	445,000	475,000	30,000
9822 Jury Fees	1,875	0	0	0
9827 Costs for Courts	7,298	2,000	35,000	33,000
9832 Traffic School	205,802	175,000	200,000	25,000
9833 Administrative Fee	386,659	425,000	440,000	15,000
9967 Duplicating Documents	13,704	10,000	13,000	3,000
9979 Other Miscellaneous	408,949	361,500	393,300	31,800
9995 Other Miscellaneous	51,852	0	53,085	53,085
9996 Sales of Forms	4,825	5,000	5,200	200
Sub-Total	$1,615,853	$1,477,500	$1,665,585	$188,085
Total	$1,615,853	$1,477,500	$1,665,585	$188,085

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$2,380,211	$2,419,905	$3,066,985	647,080
Sub-Total	$2,380,211	$2,419,905	$3,066,985	647,080
Total	**$2,380,211**	**$2,419,905**	**$3,066,985**	647,080

EXPLANATION/COMMENT ON PROGRAM REVENUES: The differences between the 1988-89 budgeted and the 1988-89 actual revenue are primarily the result of the Robbins-McAllister Financial Responsibility Act reenactment, and its' enforcement for the full year. Other revenue changes can be attributed to an increase in traffic school referrals and civil filings, and an increase in civil filing fees.

The differences between the 1988-89 estimated actual and the 1989-90 adopted revenues are primarily the result of increased enforcement 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 and assumes no change in legislation. Other revenue changes can be attributed to continuing increases in traffic school referrals, continuing increases in civil filings, the DMV tie, and several new fees enacted by the Court. The $53,085 of revenue in the 9995 account is the grant funds from the State Justice Institute (SJI). The only match required for any of the Court's program revenue is in kind support for the SJI grant.

PROGRAM: Municipal Court Services - El Cajon **DEPARTMENT: EL CAJON MUNICIPAL COURT**

FIXED ASSETS

Item	Quantity	Cost
Personal Computers	4	$10,000
Laser Printers	3	5,250
Typewriters	4	1,992
Total		$17,242

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Municipal Court Services - El Cajon					
% OF RESOURCES: 100%					
WORKLOAD					
Municipal Court Clerical Weighted Caseload	7,348,011	7,170,929	7,400,676	7,948,700	8,019,400
Municipal Court Judicial Weighted Caseload	812,216	786,207	803,044	878,312	867,415
Felonies	2,271	2,069	2,052	2,600	2,500
Group A	6,586	6,712	6,940	6,600	6,700
Group B	612	672	536	1,000	750
Group C	5,330	4,848	4,833	5,800	5,200
Group D	12,758	10,075	11,689	13,000	12,000
Criminal Infractions	615	881	1,024	900	4,000
Traffic Infractions	89,820	92,620	93,023	95,000	95,000
Parking	447	329	417	400	500
Civil	7,471	8,265	8,618	9,000	9,000
Small Claims	8,039	7,867	8,038	8,500	9,000
Criminal	1,154	1,070	693	1,100	700
Personal Injury	279	295	564	350	900
Other Civil	1,164	1,607	1,977	1,850	2,000
Family Law	1,415	1,837	1,884	2,000	2,300
EFFICIENCY					
Direct Cost per Clerical Weighted Caseload Unit	$.44	$.50	$.54	$.49	$.59
Net Direct Cost per Clerical Weighted Caseload Unit	$.30	$.32	$.32	$.30	$.38
EFFECTIVENESS					
Clerical Weighted Caseload per Non-Judicial Staff Year	107,663	96,198	96,426	114,783	91,389
Judicial Weighted Caseload per Non-Judicial Staff	11,901	10,547	10,463	12,683	9,885
Judicial Weighted Caseload per Judicial Staff Year	85,496	78,621	78,346	87,813	78,856
Staffing Ratio Clerical Staff/Judicial Position	7.3	7.45	7.49	6.9	7.98

Performance indicators do <u>not</u> include Superior Court work. Judicial and clerical weighted caseloads reflect Municipal Court work only.

STAFFING SCHEDULE

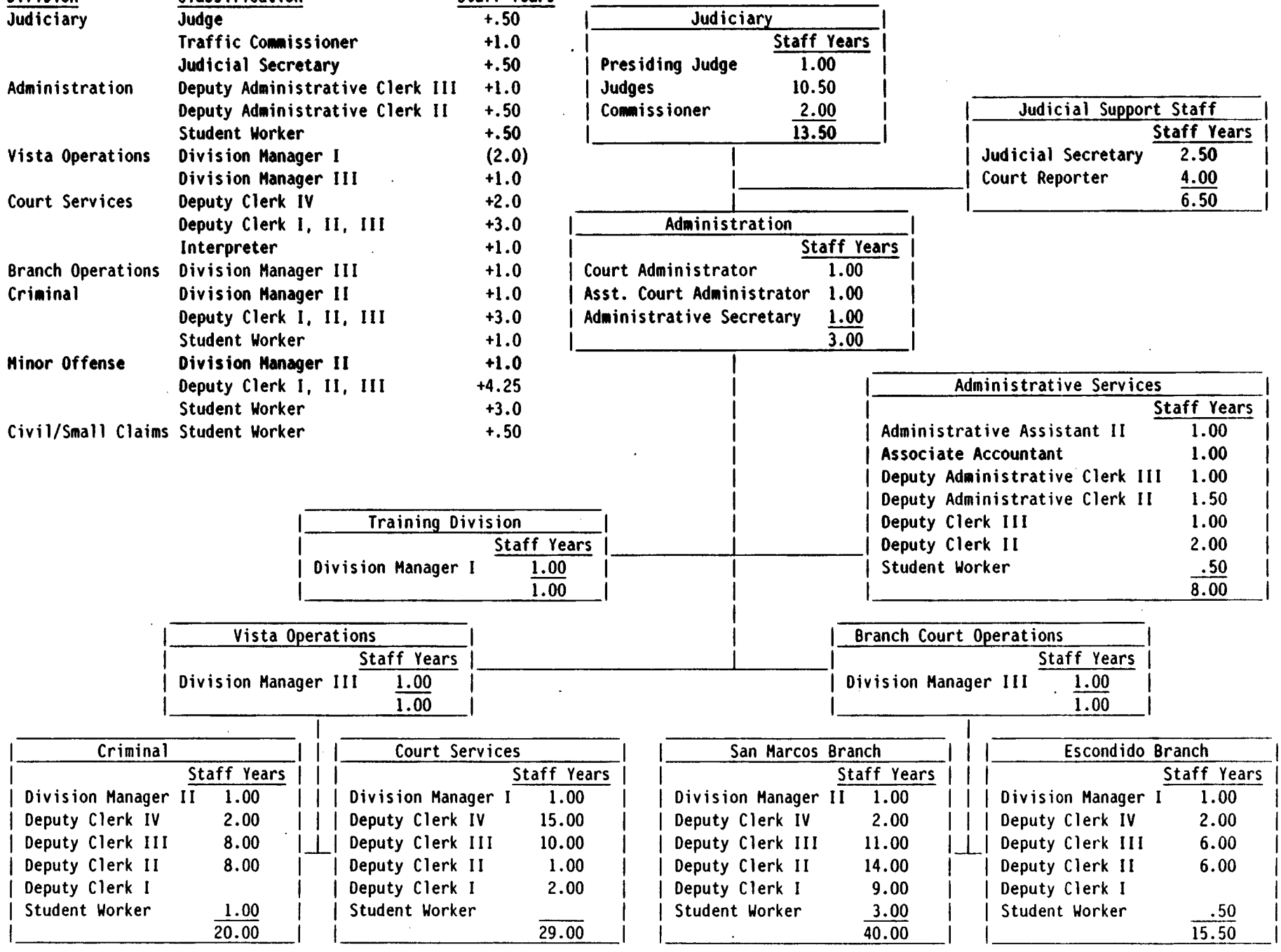
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0580	Judges, Municipal Court	10	10.00	10	10.00	$ 774,340	$ 817,540
0590	Commissioner	0	0.00	1	1.00	0	61,312
0650	Court Administrator	1	1.00	1	1.00	61,785	73,428
0609	Asst. Court Administrator	1	1.00	1	1.00	46,204	60,532
0543	Chief Reporter	0	0.00	1	1.00	0	56,694
0544	Court Reporter	3	3.00	3	3.00	137,619	147,537
0614	Judicial Secretary	2	2.00	3	3.00	56,086	90,657
0617	Deputy Clerk Adm. Sec. IV	1	1.00	1	1.00	28,043	30,219
0669	Division Manager II	0	0.00	3	3.00	0	117,081
0670	Division Manager I	5	5.00	2	2.00	165,070	75,234
0604	Senior Deputy Clerk	0	0.00	5	5.00	0	154,955
0610	Deputy Clerk IV	17	17.00	14	14.00	446,584	411,798
0611	Deputy Clerk III	25	25.00	29	29.00	548,592	705,492
0612	Deputy Clerk II	22	20.25	24	22.25	386,626	478,813
0613	Deputy Clerk I	2	2.00	2	2.00	30,194	37,888
0605	Deputy Clerk-Interpreter	1	1.00	1	1.00	22,446	24,912
0593	Deputy Admin Clerk II	2	1.50	3	2.50	29,834	60,209
2505	Senior Accountant	0	0.00	1	1.00	0	38,220
0672	Deputy Clerk-Assoc. Acct.	1	1.00	0	0.00	32,050	0
0663	Adm. Assistant III	0	0.00	1	1.00	0	40,479
0664	Adm. Assistant II	1	1.00	0	0.00	34,093	0
0553	Research Attorney II	0	0.00	1	1.00	0	48,278
0530	Research Attorney I	1	1.00	0	0.00	31,953	0
2365	Staff Development Specl	0	0.00	1	1.00	0	30,961
8803	D/C Subs. Abuse Assessor II	0	0.00	1	0.50	0	16,485
8804	D/C Subs. Abuse Assessor I	0	0.00	1	0.50	0	15,001
9999	Temporary Extra Help					20,000	30,000
	Total	95	92.75	110	106.75	$2,851,519	$3,623,725
Salary Adjustments:						$ 61,123	$ 42,181
Premium/Overtime Pay:						0	0
Employee Benefits:						634,667	774,375
Salary Savings:						(36,354)	(73,902)
	Total Adjustments					$659,436	$742,654
Program Totals		95	92.75	110	106.75	$3,510,955	$4,366,379

NORTH COUNTY MUNICIPAL COURT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
	$4,040,505	$4,333,901	$4,824,490	$4,596,864	$5,863,103	1,266,239	27.5
TOTAL DIRECT COST	$4,040,505	$4,333,901	$4,824,490	$4,596,864	$5,863,103	$1,266,239	27.5
PROGRAM REVENUE	$(1,377,546)	$(1,730,164)	$(2,346,337)	$(1,939,773)	$(2,211,046)	(271,273)	14.0
NET GENERAL FUND COST	$2,702,959	$2,603,737	$2,478,153	$2,657,091	$3,652,057	$994,966	37.4
STAFF YEARS	102.80	110.00	123.00	114.75	138.5	23.75	20.7

NORTH COUNTY MUNICIPAL COURT

Division	Classification	Staff Years
Judiciary	Judge	+.50
	Traffic Commissioner	+1.0
	Judicial Secretary	+.50
Administration	Deputy Administrative Clerk III	+1.0
	Deputy Administrative Clerk II	+.50
	Student Worker	+.50
Vista Operations	Division Manager I	(2.0)
	Division Manager III	+1.0
Court Services	Deputy Clerk IV	+2.0
	Deputy Clerk I, II, III	+3.0
	Interpreter	+1.0
Branch Operations	Division Manager III	+1.0
Criminal	Division Manager II	+1.0
	Deputy Clerk I, II, III	+3.0
	Student Worker	+1.0
Minor Offense	Division Manager II	+1.0
	Deputy Clerk I, II, III	+4.25
	Student Worker	+3.0
Civil/Small Claims	Student Worker	+.50



PROGRAM: NORTH COUNTY MUNICIPAL COURT

DEPARTMENT: NORTH COUNTY MUNICIPAL COURT

PROGRAM #: 13034
MANAGER: PATRICIA M. JOHNS

ORGANIZATION #: 2200
REFERENCE: 1989-90 Proposed Budget - Pg. 6F

AUTHORITY: This program was established pursuant to Government Code section 71040; Penal Code sections 1462, 976; and Code of Civil Procedure sections 89, 395 and 117. Under State mandate, these code sections prescribe the jurisdiction of municipal courts in the state on all felony, civil, traffic and small claims cases.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$3,679,973	$3,994,518	$4,358,190	$4,174,961	$5,347,104	28.1
Services & Supplies	310,730	305,216	434,146	351,738	497,033	41.3
Other Charges	42,757	34,167	0	36,700	0	(100.0)
Fixed Assets	7,045	0	32,154	33,465	18,966	(43.3)
Vehicle/Comm. Equip.						
Less Reimbursements						
Operating Transfers						
TOTAL DIRECT COST	$4,040,505	$4,333,901	$4,824,490	$4,596,864	$5,863,103	27.5
PROGRAM REVENUE	$(1,337,546)	(1,730,164)	(2,346,337)	(1,939,773)	(2,211,046)	14.0
NET GENERAL FUND CONTRIBUTION	$2,702,959	$2,603,737	$2,478,153	$2,657,091	$3,652,057	37.4
STAFF YEARS	102.8	110.0	123.00	114.75	138.5	20.7

PROGRAM DESCRIPTION

The North County Municipal 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. In addition, the court's staff provides administrative support to all court operations 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 of and distribution of fines, forfeitures and bail.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $227,626. The implementation of Trial Court Funding began on January 1, 1989 and resulted in expenditure increases. Overrealized revenue offset all but $178,938 of the increased expenditures.

1989-90 OBJECTIVES

1. To actively participate with the County in promoting legislation which benefits the public, the court and the County of San Diego.

2. To fulfill the mandates of the court in a fiscally responsible manner--operating within our approved budget.

3. To provide prompt and efficient service to the public, by reducing response time and by improving staff development.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

North County Municipal Court Staff (138.5 SY; E = 5,863,103; R = 2,211,046)

1. JUDICIARY (13.5 SY; E = $1,100,000)

   - o Mandated/Mandated Service Level.
   - o Responsible for the adjudication of all cases filed with the court.
   - o Adding 1.50 SY Judge and 1.00 SY Commissioner.
   - o Adding staff years needed to offset increase in filings.

2. ADMINISTRATIVE SERVICES (18.50 SY; E = $810,500) Includes accounting, budgeting, payroll, personnel, purchasing services and court reporting services and administrative support to judiciary.

   - o Mandated/Discretionary Service Level.
   - o Provides support to other operating divisions.
   - o Realigning Administration resulting in the addition of 1.0 SY Deputy Administrative Clerk III, 1.00 SY Deputy Administrative Clerk II, .50 SY Judicial Secretary, .50 SY Student Worker, 1.00 SY Associate Accountant and .50 SY Administrative Assistant III and deleting 1.00 SY Assistant Accountant and .50 SY Administrative Assistant II.

3. CIVIL/SMALL CLAIMS (15.5 SY; E = $480,900)

   - o Mandated/Discretionary Service Level.
   - o All case processing is done manually.
   - o Adding .50 SY Student Worker.
   - o Adding staff to offset annual increase in workload.

4. PUBLIC OFFENSES (91.00 SY; E = $2,955,704) Provides all case processing support for public offenses and includes two major divisions.

   A. CRIMINAL (50.00 SY; E = $1,727,015)

      - o Mandated/Discretionary Service Level.
      - o Reporting services provided by felony cases only.
      - o Felony and more serious misdemeanor cases including driving under the influence.
      - o Adding 1.00 SY Division Manager III and 1.00 SY Division Manager II and deleting 2.00 SY Division Manager I.

- o Adding 2.00 SY Deputy Clerks IV and 5.00 SY Deputy Clerks I, II and III.
- o Adding 1.00 SY Deputy Clerk Interpreter.
- o Adding 1.00 SY Student Worker.
- o Increasing staff to offset annual increase in workload.

B. TRAFFIC/MINOR OFFENSES (41.00 SY; E = $1,228,689)

- o Mandated/Discretionary Service Level.
- o Bail forfeitable misdemeanor cases and both criminal and traffic infractions.
- o Adding 1.00 SY Division Manager III and 1.00 SY Division Manager II.
- o Adding 4.25 SY Deputy Clerks I, II, III.
- o Adding 3.0 SY Student Workers.
- o Increasing staff to offset increase in traffic case filings.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Fines, Forfeitures and Penalties	$75,238	$74,000	$74,000	$0
Criminal Justice Facility	26,212	0	0	0
Return Check Fee	7,143	5,000	5,000	0
Court Fees - Filings	697,491	576,000	692,046	116,046
Court Fees - Jury	6,197	1,000	4,000	3,000
Court Costs	1,076	0	0	0
Traffic School Fees	436,274	384,773	400,000	15,227
Court Fees Administration	586,948	437,000	540,000	103,000
Duplication Fees	7,586	4,000	6,000	2,000
Other Miscellaneous	502,172	458,000	490,000	32,000
Total	$2,346,337	$1,939,773	$2,211,046	$271,273

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$2,478,152	$2,657,091	$3,652,057	$994,966
Total	$2,478,152	$2,657,091	$3,652,057	$994,966

EXPLANATION/COMMENT ON PROGRAM REVENUES: Projections are based on prior experience. Actual amounts may vary based upon changes in workload or legislation.

FIXED ASSETS

Item	Quantity	Cost
Personal Computer	1	$3,866
Laser Printer	1	2,500
Couch	1	900
Judge's Desk	1	2,800
Credenza	1	2,600
Clerical Desk	2	1,500
Sony Recorder	2	4,800
Total		$18,966

Vehicles/Communication Equipment

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
% OF RESOURCES: 100%					
WORKLOAD					
Clerical Weighted Caseload	9,402,832	10,635,267	10,933,164	11,332,600	11,300,000
Judicial Weighted Caseload	997,791	1,159,043	1,129,981	1,244,921	1,200,000
Felonies	2,919	3,514	3,113	4,100	3,400
Misdemeanors Group A	7,967	9,649	8,893	10,500	9,300
Group B	625	884	1,121	750	2,873
Group C	5,473	6,332	6,210	6,250	6,300
Group D	13,685	16,373	19,489	17,000	19,489
Criminal Infractions	4,304	3,953	3,731	5,500	4,000
Traffic Infractions	127,796	135,226	141,325	133,500	141,550
Parking	835	668	764	700	800
Civil	10,509	11,420	12,807	11,150	12,807
Small Claims	9,325	10,572	9,956	12,250	10,000
Total Filings	183,271	198,661	207,409	201,700	210,519
EFFICIENCY					
Direct Cost Per Clerical Weighted Case Load Unit	.43	.41	.44	.41	.52
Net Cost Per Clerical Weighted Case Load Unit	.29	.25	.23	.23	.32
Productivity					
Clerical Weighted Case Load Per Non-Judicial Staff*	105,650	114,666	104,124	119,291	97,835
Judicial Weighted Case Load Per Judicial Staff	90,708	105,368	102,725	113,175	88,888
Staffing Ratio					
Clerical/Judicial*	8.09	8.43	9.13	8.26	8.88

* Excludes Judges, Commissioners, Judicial Secretaries, Court Reporters and Interpreters.

STAFFING SCHEDULE

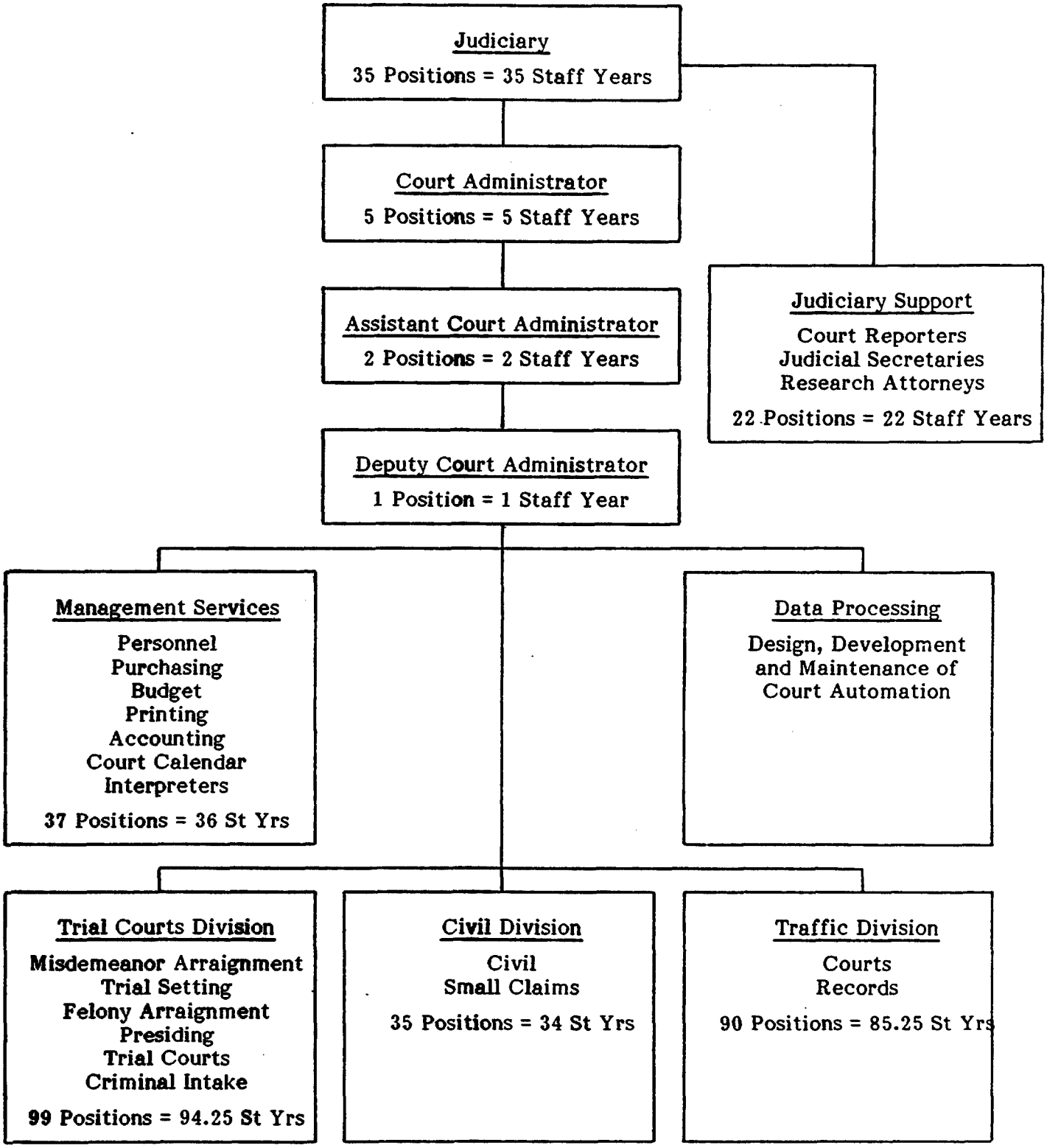
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0580	Judge	10	10.00	13*	11.50	$774,340	$940,170
0591	Commissioner	1	1.00	2	2.00	58,087	118,048
0653	Court Administrator	1	1.00	1	1.00	61,785	73,878
0606	Assistant Court Administrator	1	1.00	1	1.00	46,458	63,807
0544	Court Reporter	4	4.00	6	4.00	183,492	219,367
0602	Judicial Secretary	2	2.00	3	2.50	53,544	69,856
0617	D/C Admin. Secretary	1	1.00	1	1.00	26,863	30,219
0668	Division Manager III	0	0.00	2	2.00	0	80,940
0669	Division Manager II	0	0.00	2	2.00	0	75,490
0670	Division Manager I	5	5.00	3	3.00	165,070	112,851
0610	Deputy Clerk IV	19	19.00	21	21.00	512,916	620,046
0611	Deputy Clerk III	33	33.00	38	36.00	730,816	885,412
0612	Deputy Clerk II	25	23.75	34	31.00	454,926	674,621
0613	Deputy Clerk I	9	9.00	9	9.00	146,267	141,836
0615	Deputy Clerk Interpreter	2	2.00	5	3.00	44,728	73,851
0592	Deputy Admin. Clerk III	0	0.00	1	1.00	0	26,567
0593	Deputy Admin. Clerk II	1	1.00	2	1.50	21,026	34,440
0672	Associate Accountant	0	0.00	1	1.00	0	32,456
0663	Dep. Clerk Admin. Assist. III	0	0.00	1	.50	0	18,377
0664	Deputy Clerk Admin. Assist. II	1	1.00	1	.50	29,881	17,658
0673	Assistant Accountant	1	1.00	0	0.00	24,588	0
	Extra Help/Student Worker	0	0.00	12	5.00	0	62,700
	Total	116	114.75	159	139.50	$3,334,787	$4,372,590
Salary Adjustments:						94,858	109,640
Premium/Overtime Pay:						33,700	68,000
Employee Benefits:							
County Contributions and Benefits						716,450	904,084
Salary Savings:						(4,834)	(107,210)
	Total Adjustments					$840,174	$974,514
Program Totals		116	114.75	159	139.50	$4,174,961	$5,347,104

* Two Judges were budgeted (.25 staff years each) but were not approved by the Legislature.

SAN DIEGO MUNICIPAL COURT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
MUNICIPAL COURT	$10,408,600	$11,029,060	$11,748,649	$11,610,697	$13,515,181	$1,904,484	16.4
TOTAL DIRECT COST	$10,408,600	$11,029,060	$11,748,649	$11,610,697	$13,515,181	$1,904,484	16.4
PROGRAM REVENUE	$(2,782,240)	$(3,088,333)	$(3,620,260)	$(3,790,645)	$(3,636,795)	$153,850	(4.1)
NET GENERAL FUND COST	$7,626,360	$7,940,727	$8,128,389	$7,820,052	$9,878,386	$2,058,334	26.3
STAFF YEARS	290.75	290.00	289.00	293.25	314.50	21.25	7.2

SAN DIEGO MUNICIPAL COURT



PROGRAM: SAN DIEGO MUNICIPAL COURT

DEPARTMENT: SAN DIEGO MUNICIPAL COURT

PROGRAM #: 13036
MANAGER: D. KENT PEDERSEN

ORGANIZATION #: 2300
REFERENCE: 1989-90 Proposed Budget - Pg. 6L

AUTHORITY: Article 6 Sections I & II of the State Constitution provide for municipal courts, and 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$9,468,211	$10,087,614	$10,494,080	$10,322,834	$12,173,740	17.9
Services & Supplies	912,235	916,550	1,141,832	1,146,628	1,258,222	9.7
Other Charges	3,222	12,551	20,818	19,425	33,219	71.0
Fixed Assets	24,932	12,345	91,919	121,810	50,000	(59.0)
Vehicle/Comm. Equip.						
Less Reimbursements						
Operating Transfers						
TOTAL DIRECT COST	$10,408,600	$11,029,060	$11,748,649	$11,610,697	$13,515,181	16.4
PROGRAM REVENUE	$(2,782,240)	$(3,088,333)	$(3,620,260)	$(3,790,645)	$(3,636,795)	(4.1)
NET GENERAL FUND CONTRIBUTION	$7,626,360	$7,940,727	$8,128,389	$7,820,052	$9,878,386	26.3
STAFF YEARS	290.75	290.00	289.00	293.25	314.50	7.2

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 Superior Court judges. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Expenditures exceeded budget by $137,952 due to the implementation of Trial Court Funding on January 1, 1989.

1989-90 OBJECTIVES

1. Automation of the Civil/Small Claims operations.
2. Relocation of Civil/Small Claims Division, including courtrooms, to an off-site location.
3. Prepare for implementation of mandated Trial Court Delay Reduction Act time standards.
4. 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

Services and Supplies:
The increase of $111,594 in services and supplies over 1988-89 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.

1. Judiciary (57.00 SY; E = $4,460,685 ; R = $1,200,325) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Responsible for the adjudication of all cases filed with this court.
   - Adding: 3.00 SY, Municipal court judge; 3.00 SY, Commissioner; 1.00 SY, Judicial secretary; 1.00 SY, Research Attorney II.
2. Administrative Services (14.00 SY; E = $745,362 ; R = $200,569) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Provides administrative support to judges and the Court's operating divisions, including budgeting, payroll, personnel, and purchasing.
   - Adding: 1.00 SY, Administrative Services Manager II; 1.00 SY, DC-Principal Administrative Analyst; 1.00 SY, DC-Analyst III.
3. Accounting/Cashiering (28.00 SY; E = $977,418 ; R = $263,013) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Provides accounting, bookkeeping and cashiering services to the Court's operating divisions.
4. Civil/Small Claims (35.00 SY; E = $1,388,550 ; R = $373,644) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Non-judicial functions associated with the filing of civil and small claims cases.
   - Able to process 54,150 civil (jurisdiction of less than $25,000) and small claims cases annually.
   - Adding: 1.00 SY, Deputy Clerk IV; 1.00 SY, Deputy Clerk III.
5. Categories A and B Misdemeanors (66.00 SY; E = $2,046,334 ; R = $550,647) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Non-judicial functions associated with the filing and processing of non-traffic misdemeanors.
   - Processes over 55,500 cases of non-traffic misdemeanors annually pursuant to California Penal Code.
   - Adding: 1.00 SY, Deputy Clerk IV; 1.00 SY, Deputy Clerk III.

6. Parking/Traffic Infractions (44.00 SY; E = $1,539,649 ; R = $414,304) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Non-judicial functions associated with the filing and processing of traffic and parking citations in the San Diego Judicial District.
   - Able to process 237,500 persons charged with traffic infractions including 7,500 parking citations.
   - Adding: 1.00 SY, Deputy Clerk IV; 1.00 SY, Deputy Clerk III.

7. Felony Case Processing (18.50 SY; E = $669,407 ; R = $180,130) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Non-judicial functions associated with the filing and processing of felony complaints.
   - Process in excess of 9,200 defendants accused of felony offenses annually.
   - Adding: 1.00 SY, Deputy Clerk IV; .25 SY, Deputy Clerk III.

8. Categories C and D Misdemeanors (37.00 SY; E = $1,245,694 ; R = $335,203) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Non-judicial functions associated with the filing and processing of traffic misdemeanors.
   - Process over 35,250 traffic misdemeanors annually.
   - Adding: 1.00 SY, Deputy Clerk IV.

9. Criminal Infractions (15.00 SY; E = $442,082 ; R = $118,960) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Non-judicial functions associated with the filing and processing of criminal infractions.
   - Processes approximately 18,000 criminal infractions annually.
   - Adding: 1.00 SY, Deputy Clerk IV.

Additional classifications and adjustments were made as follows:

Title	Staff Years
Deputy Administrative Clerk III	1.00
Deputy Administrative Clerk II	1.00
Deputy Administrative Clerk I	1.00
Senior Deputy Clerk	10.00
Deputy Clerk V	5.00
Deputy Clerk IV	(15.00)
Deputy Clerk II	(3.00)
DC Interpreter	(1.00)
Systems Analyst Trainee	1.00
Chief Administrative Services	(1.00)
Deputy County Administrator	1.00
Associate Accountant	1.00
Assistant Accountant	(1.00)
Analyst III	1.00
Interpreter Coordinator	1.00
Analyst II	(1.00)

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Night Court Assessment	$107,559	$114,045	$114,045	$0
Returned Check Fee	23,382	12,000	12,000	0
Civil Filings	1,435,808	1,301,000	1,301,000	0
Jury Fees	7,672	5,000	5,000	0
Reporters Fees	3,681	3,000	3,000	0
Court Fees	25,761	52,000	52,000	0
Administrative Fee	987,096	1,224,800	1,135,950	(88,850)
Traffic School	503,615	424,000	424,000	0
Court Administrative	500,676	633,500	568,500	(65,000)
Duplicating Forms	18,353	15,000	15,000	0
Sales of Forms	6,282	6,300	6,300	0
Other	375	0	0	0
Sub-Total	$3,620,260	$3,790,645	$3,636,795	$(153,850)
Total	$3,620,260	$3,790,645	$3,636,795	$(153,850)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$8,128,389	$7,820,052	$9,878,386	2,058,334
Sub-Total	$8,128,389	$7,820,052	$9,878,386	$2,058,334
Total	$8,128,389	$7,820,052	$9,878,386	2,058,334

EXPLANATION/COMMENT ON PROGRAM REVENUES: The San Diego Municipal Court did not realize budgeted revenues as a result of fewer collections in the areas of Financial Responsibility (Account 9831) and Prior Records (Account 9833). The 1989-90 budgeted revenue is lower than the prior budget and more accurately reflects projected revenue.

FIXED ASSETS

Item	Quantity	Cost
Computer, Laptop	2	$9,000
Projector, Video	1	2,500
Sofa	10	13,000
Copier	1	5,500
Paper Cutter	1	12,000
Typewriter, Electric	10	8,000
Total		$50,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: SAN DIEGO MUNICIPAL COURT					
% OF RESOURCES: 100%					
WORKLOAD					
Judicial Weighted Caseload	2,818,244	2,877,192	2,794,076	3,110,275	3,110,275
Clerical Weighted Caseload	23,893,541	24,271,785	24,201,958	26,324,400	26,324,400
Felonies	7,989	9,466	9,234	9,200	9,200
Non-Traffic, Group A	33,609	32,135	29,442	36,000	36,000
Non-Traffic, Group B	15,805	14,376	14,096	19,500	19,500
Non-Traffic, Criminal Infraction	16,167	16,453	18,478	18,000	18,000
Traffic, Group C	10,944	10,244	9,801	11,250	11,250
Traffic, Group D	21,739	24,250	25,903	24,000	24,000
Traffic, Infractions	220,799	230,787	230,952	230,000	230,000
Parking	7,353	6,826	6,925	7,500	7,500
Small Claims	22,200	21,028	21,632	29,900	29,900
Civil	23,091	24,722	26,024	24,250	24,250
Superior Court Cases*	3,814	4,601	6,247	4,600	5,700
EFFICIENCY					
Direct Costs/Clerical Weighted Caseload Unit	0.43	0.45	0.49	0.44	0.51
Net Direct Costs/Clerical Weighted Caseload Unit	0.32	0.33	0.34	0.30	0.38
Clerical Weighted Caseload/Non-Judicial Staff Year	93,568	92,995	83,744	99,714	92,366
Judicial Weighted Caseload/Non-Judicial Staff Year	11,222	11,024	12,095	11,781	10,913
Judicial Weighted Caseload/Judicial Staff Year	96,704	99,214	96,347	107,251	88,865
Clerical Staff/Judicial Positions	9.2	9.1	8.0	9.1	8.1

* Superior Court cases heard in Municipal Court.

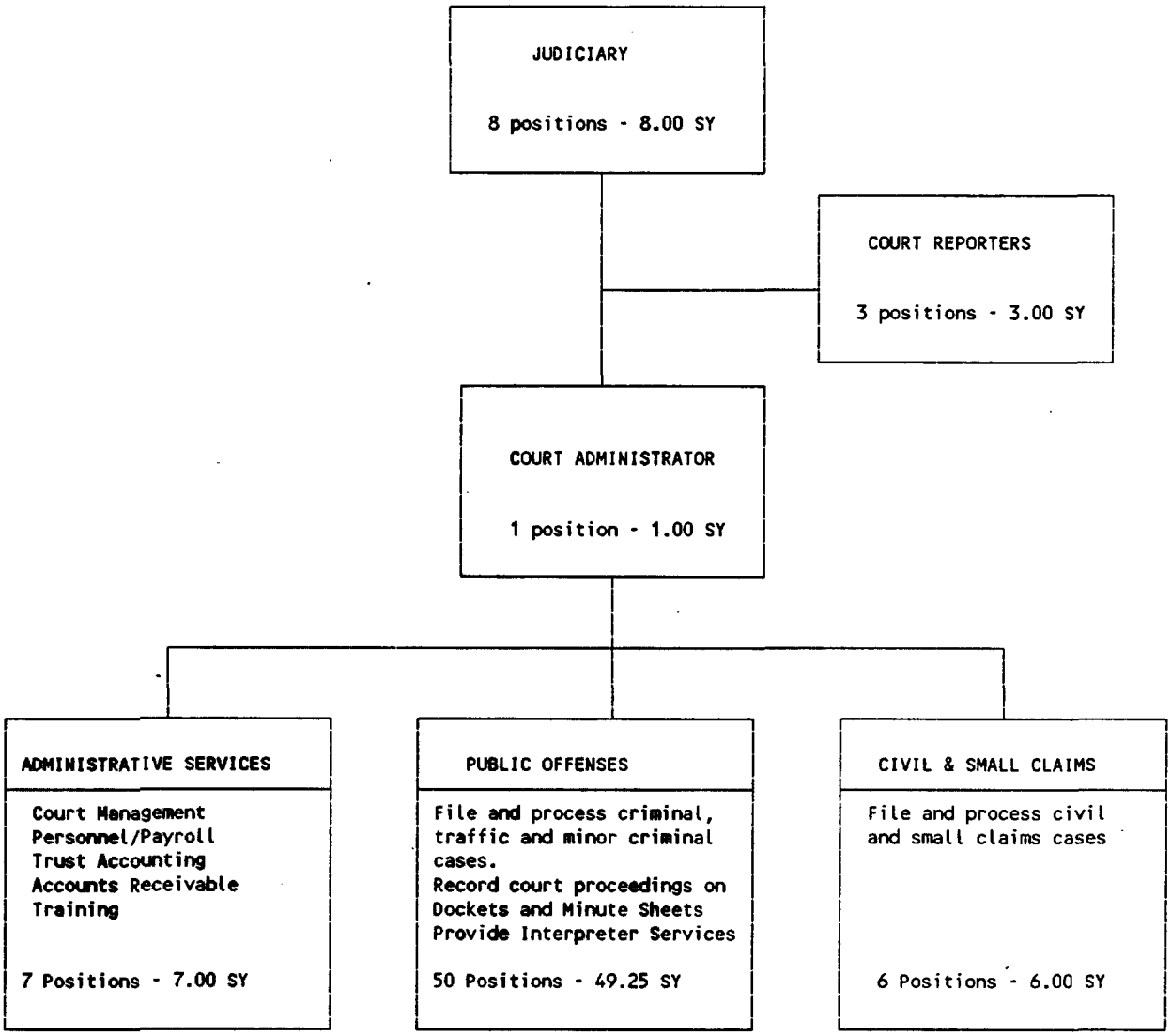
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0580	Muni Court Judge	25	25.00	28	28.00	$1,935,853	$2,289,112
0590	Commissioner	4	4.00	7	7.00	232,252	424,120
0678	Research Atty I	2	2.00	2	2.00	57,255	62,412
0680	Research Atty II	0	0.00	1	1.00	0	49,004
0601	Court Administrator	1	1.00	1	1.00	76,485	84,802
0600	Asst Court Admin	1	1.00	1	1.00	54,481	59,610
0667	DC Dep. Court Admin.	0	0.00	1	1.00	0	51,062
2369	Admin. Services Mgr. II	0	0.00	1	1.00	0	47,332
0684	DC Princ. Admin. Analyst	0	0.00	1	1.00	0	45,760
0662	DC Ch. Administrative Svcs.	1	1.00	0	0.00	44,576	0
0668	Division Manager III	3	3.00	3	3.00	123,208	126,967
0669	Division Manager II	5	5.00	5	5.00	169,772	187,426
0683	DC Analyst III	0	0.00	2	2.00	0	73,510
2412	Analyst II	1	1.00	0	0.00	29,881	0
0617	DC Admin Secty IV	1	1.00	1	1.00	28,043	30,219
0672	DC Associate Accountant	0	0.00	1	1.00	0	28,275
0673	DC Assistant Accountant	1	1.00	0	0.00	28,171	0
0592	Dep Admin Clerk III	0	0.00	1	1.00	0	25,542
0593	Dep Admin Clerk II	0	0.00	1	1.00	0	23,105
0594	Dep Admin Clerk I	0	0.00	1	1.00	0	18,980
0604	Senior Deputy Clerk	0	0.00	10	10.00	0	251,380
0607	DC Data Entry Supv	1	1.00	1	1.00	20,856	19,594
0608	Deputy Clerk V	6	6.00	11	11.00	178,277	344,679
0610	Deputy Clerk IV	47	47.00	38	38.00	1,254,791	1,118,792
0611	Deputy Clerk III	71	71.00	75	74.25	1,558,939	1,779,634
0612	Deputy Clerk II	74	67.25	71	64.25	1,280,743	1,372,336
0613	Deputy Clerk I	26	26.00	26	26.00	392,522	435,581
0615	DC Interpreter	8	8.00	7	7.00	165,000	150,367
0618	DC Court Worker	10	0.00	10	0.00	0	0
0620	DC Trainee	3	3.00	3	3.00	37,452	40,215
0658	DC Systems Analyst Trainee	0	0.00	1	1.00	0	26,397
0659	DC Printer	1	1.00	1	1.00	22,517	24,251
0676	DC Student Worker II	10	0.00	10	0.00	0	0
0685	DC Interpreter Coordinator	0	0.00	1	1.00	0	30,617
0543	Chief Court Reporter	1	1.00	1	1.00	52,766	56,695
0544	Court Reporter	11	11.00	11	11.00	497,403	534,674
0661	Chief Judicial Secty.	1	1.00	1	1.00	35,056	37,768
0614	Judicial Secretary	5	5.00	6	6.00	140,215	179,863
9999	Extra Help	4	0.00	4	0.00	48,000	48,000
	Total	324	293.25	346	314.50	$8,464,514	$10,078,081
Salary Adjustments:						$255,195	$312,988
Premium/Overtime Pay:						111,500	111,500
Employee Benefits:						1,882,963	2,121,981
Salary Savings:						(391,338)	(450,810)
	Total Adjustments					$1,858,320	$2,095,659
Program Totals		324	293.25	346	314.50	$10,322,834	$12,173,740

SOUTH BAY MUNICIPAL COURT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Municipal Court Services	$2,473,547	$2,550,015	$2,914,351	$2,653,937	$3,230,669	$576,732	21.7
TOTAL DIRECT COST	$2,473,547	$2,550,015	$2,914,351	$2,653,937	$3,230,669	$576,732	21.7
PROGRAM REVENUE	$(571,496)	$(736,672)	$(960,810)	$(830,184)	$(1,007,300)	$(177,116)	21.3
NET GENERAL FUND COST	$1,902,051	$1,813,343	$1,953,541	$1,823,753	$2,223,369	$399,616	21.9
STAFF YEARS	60.25	62.50	69.25	62.75	74.25	11.50	18.3

SOUTH BAY MUNICIPAL COURT



PROGRAM: MUNICIPAL COURT SERVICES-SOUTH BAY

DEPARTMENT: SOUTH BAY MUNICIPAL COURT

PROGRAM #: 13037
MANAGER: STEPHEN THUNBERG

ORGANIZATION #: 2250
REFERENCE: 1989-90 Proposed Budget, Pg. 6V

AUTHORITY: Article 6 Sections I & V of the Sta Constitution provide for municipal courts and for the legislature to enact such other laws as may be necessary tc arry out the provision of the constitution. Various statutes exist which mandate the functions of this program.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,168,045	$2,261,002	$2,574,274	$2,373,715	$2,867,682	20.8
Services & Supplies	302,273	285,478	322,495	260,222	349,187	34.2
Other Charges	0	0	0	0	0	0
Fixed Assets	3,229	3,535	17,582	20,000	13,800	(31.0)
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$2,473,547	$2,550,015	$2,914,351	$2,653,937	$3,230,669	21.7
PROGRAM REVENUE	$(571,496)	$(736,672)	$(960,810)	$(830,184)	$(1,007,300)	21.3
NET GENERAL FUND CONTRIBUTION	$1,902,051	$1,813,343	$1,953,541	$1,823,753	$2,223,369	21.9
STAFF YEARS	60.25	62.50	69.25	62.75	76.25	21.5

PROGRAM DESCRIPTION

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

Municipal Courts have original jurisdiction on a misdemeanors and infractions, civil cases involving $25,000 or less and small claims cases. Municipal Court Judges : o preside over preliminary hearings in felony cases. These hearings are held to determine whether there is sufficien vidence to hold a defendant to answer the felony charges. The Clerk of the Court and deputies provide administrativ nd clerical support to the Court and are responsible for all court support functions. The South Bay Judicial Dis ict includes the cities of Chula Vista, Coronado, Imperial Beach, National City, the most Southern portion of San iego and certain adjacent unincorporated areas.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $260,414 which includes $200,559 in salaries and benefits and $62,273 in services and supplies. These expenditures are attributable to salary settlement costs and negotiated increases in appropriations as a result of Trial Court Funding. The total direct costs were offset by an additional $130,626 in program revenue in the following categories: Penalty Assessment, Night Court; Returned Check Fee; Filing Documents; Jury Fees; Other Miscellaneous Court Costs; Traffic School Fees, and, Duplicating and Filing Documents.

1989-90 SUB PROGRAM ACTIVITIES

The Adopted Budget includes 11.5 additional staff years and $13,800 for the purchase of a medium volume copier and an electronic typewriter. The activities of this program are summarized as follows:

1. JUDICIARY (8.00 SY; E = $679,587; R = $0) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for the adjudication of all cases filed with the Court.
   - Adding 1.00 SY Commissioner and deleting .25 SY Judge.

2. ADMINISTRATIVE SERVICES (8.00 SY; E = $439,564; R = $108,500) including accounting, budgeting, payroll, personnel, training, purchasing services, and administrative support to the Judiciary.

   - Mandated/Discretionary Service Level.
   - Provides part-time clerical support to other operating divisions.
   - Adding 1.00 SY, Deputy Clerk - Administrative Secretary I to provide adequate secretarial support to the 8 judicial positions and 7 administrative staff; 1.00 SY Deputy Clerk - Administrative Clerk II to process additional workload associated with processing accounts receivables; 1.00 SY Administrative Clerk II; and 1.00 SY Administrative Clerk II. Deleting 1.00 SY Deputy Clerk II and 1.00 SY Deputy Clerk III.

3. PUBLIC OFFENSES (52.25 SY; E = $1,920,544; R = $592,000) provides all case processing support and reporting services for public offenses and is responsible for two major case classifications.

   A. CRIMINAL (23.75 SY; E = $858,291)

   - Mandated/Discretionary Service Level.
   - Reporting services provided on felony cases only.
   - Felony and the more serious misdemeanor cases including driving under the influence.
   - Adding .75 SY Deputy Clerk IV to provide clerical support for Commissioner; 1.00 SY Court Reporter to handle an increase in preliminary hearings; 2.00 SY Deputy Clerk III, to provide adequate staffing to the Court's Bail Units; and 1.00 SY Division Manager II (and deleting 1.00 SY Division Manager I).

   B. TRAFFIC/MINOR OFFENSES (28.75 SY; E = $1,062,253)

   - Mandated/Discretionary Service Level.
   - Bail Forfeitable misdemeanor cases and both criminal and traffic infractions.
   - Adding 5.00 SY Deputy Clerk II to process additional workload in the Calendar/Data Processing and the Reception Units and 3.00 SY Senior Deputy Clerk and deleting 3.00 SY Deputy Clerk IV.

4. CIVIL/SMALL CLAIMS (6.00 SY; E = $190,974; R = $306,800) including support personnel is:

   - Mandated/Discretionary Service Level.
   - All case processing is done manually making this program a prime target for automation upon completion of the automated minor offense system (THESYS).

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
PROGRAM REVENUE:				
9162 Night Court Assessment	$35,238	$33,000	$33,000	0
9713 Returned Check Fee	2,793	2,500	2,500	0
9821 Filing Documents	282,874	270,000	300,000	30,000
9822 Court Cost - Jury	2,779	2,500	2,500	0
9823 Court Reporter Trans. Fee	744	1,800	1,800	0
9827 Cost for Courts	8,926	3,000	5,000	2,000
9831 Other Court Cost	298,541	270,000	300,000	30,000
9832 Traffic School	144,432	100,000	150,000	50,000
9833 Administrative Fee	181,140	145,384	210,000	64,616
9967 Duplicating Documents	2,659	2,000	2,500	500
9979 Miscellaneous	684	0	0	0
Total	**$960,810**	**$830,184**	**$1,007,300**	**$177,116**

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund support Costs:	**$1,934,129**	**$1,823,753**	**$2,223,369**	**$399,616**
Total	$1,934,129	$1,823,753	$2,223,369	$399,616

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Revenues are expected to increase $177,116 over the FY 1988-89 budgeted amount. This increase is primarily the result of the State financial responsibility statute, and increase in Civil/Small Claims filings, an increase in the number of defendants requesting traffic school referrals, and an increase in other miscellaneous court cost categories including Accounts Receivable and Prior Violation fees.

FIXED ASSETS

Item	Quantity	Cost
Electronic Typewriter	1	$650
Copier	1	13,150
Total		$13,800

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: MUNICIPAL COURT SERVICES - South Bay					
% OF RESOURCES: 100%					
WORKLOAD					
Filings:					
Felonies	1,769	2,152	2,347	2,300	2,500
Non-Traffic					
Group A Misdemeanors	4,696	4,661	5,073	4,800	5,000
Group B Misdemeanors	682	728	434	950	470
Infractions	11,991	13,175	14,019	14,000	15,000
Traffic					
Group C Misdemeanors	3,608	3,276	3,312	3,225	3,200
Group D Misdemeanors	8,072	9,408	9,640	10,000	10,000
Infractions	51,882	54,721	54,100	56,000	55,000
Parking	6,052	531	447	500	450
Small Claims	5,441	5,645	5,573	5,600	5,800
Civil	4,399	4,763	4,950	4,800	5,400
Total Filings	98,592	99,060	99,985	102,175	102,820
Clerical Weighted Csld	5,819,044	6,168,531	6,350,566	6,394,775	6,567,010
Judicial Weighted Csld	605,297	637,895	671,293	661,590	689,434
EFFICIENCY					
Unit Costs: (1)					
Direct cost per clerical wcsld	$.40	$.40	$.44	$.40	$.49
Net direct cost per clerical wcsld	$.30	$.29	$.29	$.27	$.34
EFFICIENCY					
Productivity Indices: (2)					
Clerical wcsld per non-Jud. Staff	119,365	120,952	125,729	127,896	108,996
Judicial wcsld per non-Jud. Staff	12,416	12,547	13,290	13,232	11,443
Judicial wcsld per Judicial Staff	86,471	91,414	92,592	91,254	86,179
Clerical Staff/Judicial Position	7.0:1	7.7:1	7.0:1	7.0:1	7.5:1

(1) Unit Costs exclude: Juror pay.

(2) Excludes: Judges, Reporters, Judicial Secretaries, and two Interpreters; includes temporary, extra help.

STAFFING SCHEDULE

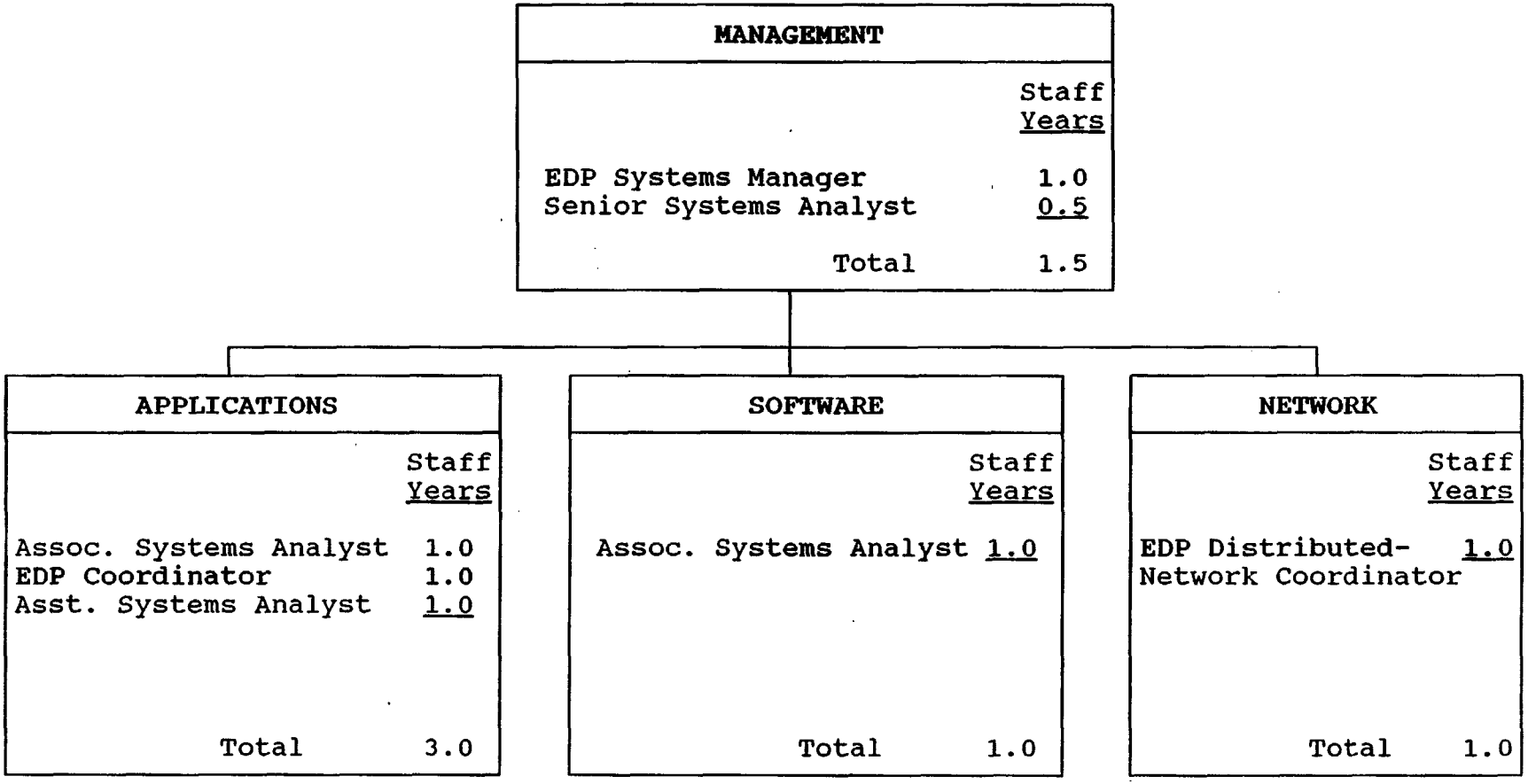
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0580	Municipal Court Judge	8*	7.25	7	7.00	$561,330	$572,278
0590	Court Commissioner	0	0.00	1	1.00	0	58,055
0651	Court Administrator	1	1.00	1	1.00	61,785	73,428
0603	DC-Admin. Svcs. Mgr. II	1	1.00	1	1.00	46,354	49,955
0544	Court Reporter	2	2.00	3	3.00	91,746	147,537
0668	Division Manager III	1	1.00	1	1.00	39,921	40,440
0669	Division Manager II	0	0.00	1	1.00	0	35,099
0670	Division Manager I	3	3.00	2	2.00	97,782	69,590
0672	DC-Assoc. Accountant	1	1.00	1	1.00	32,690	33,560
0604	Senior Deputy Clerk	0	0.00	3	3.00	0	75,414
0617	DC-Admin. Sec. IV	1	1.00	1	1.00	28,043	30,219
0610	Deputy Clerk IV	11	10.25	8	8.00	271,910	230,739
0592	DC-Admin. Clerk III	0	0.00	1	1.00	0	26,808
0605	DC-Interpreter	2	2.00	2	2.00	44,278	42,962
0611	Deputy Clerk III	15	15.00	16	16.00	329,738	391,539
0593	DC-Admin. Clerk II	0	0.00	2	2.00	0	49,158
0612	Deputy Clerk II	17	16.25	21	20.25	303,096	436,970
0598	DC-Admin. Sec. I	0	0.00	1	1.00	0	18,006
0613	Deputy Clerk I	1	1.00	1	1.00	15,097	16,798
	Extra Help	1	1.00	1	1.00	15,000	15,000
	Total	65	62.75	75	74.25	$1,938,770	$2,413,555
Salary Adjustments:						$50,648	$(527)
Premium/Overtime Pay:						9,000	9,000
Bilingual Pay:						2,520	2,520
Employee Benefits:						426,187	478,881
Salary Savings:						(53,410)	(35,747)
	Total Adjustments					$434,945	$454,127
Program Totals		65	62.75	75	74.25	$2,373,715	$2,867,682

* One judicial position was added to the 1988-89 Budget, but not added by the Legislature.

MUNICIPAL COURTS-EDP SERVICES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
MUNICIPAL COURT-EDP SERVICES	$109,484	$670,065	$1,440,754	$1,331,954	$1,178,118	$(153,836)	(11.5)
TOTAL DIRECT COST	$109,484	$670,065	$1,440,754	$1,331,954	$1,178,118	$(153,836)	(11.5)
PROGRAM REVENUE	$(88,215)	$(388,017)	$(792,426)	$(717,111)	$(818,286)	$(101,175)	14.1
NET GENERAL FUND COST	$21,269	$282,048	$648,328	$614,843	$359,832	$(255,011)	(41.5)
STAFF YEARS	0.00	.75	5.00	6.50	6.50	0	0.0

MUNICIPAL COURT-EDP SERVICES



PROGRAM: FISCAL AND PUBLIC PROTECTION SERVICES

DEPARTMENT: MUNICIPAL COURTS-EDP SERVICES

PROGRAM #: 01000
MANAGER: D. Kent Pedersen

ORGANIZATION #: 2350
REFERENCE: 1989-90 Proposed Budget - Pg. 6x

AUTHORITY: Article 6 Sections I & II of the State Constitution provide for municipal courts, and the legislature to enact such other laws as may be necessary to carry out the provisions of the Constitution.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$35,653	$253,448	$270,387	$336,279	24.4
Services & Supplies	602	271,932	383,165	491,040	308,419	(37.2)
Other Charges	108,882	356,690	450,372	482,221	448,517	(7.0)
Fixed Assets	0	5,790	353,769	88,306	84,903	(3.9)
Vehicle/Comm. Equip.						0.0
Less Reimbursements						0.0
Operating Transfers						0.0
TOTAL DIRECT COST	$109,484	$670,065	$1,440,754	$1,331,954	$1,178,118	(11.5)
PROGRAM REVENUE	$(88,215)	$(388,017)	$(792,426)	$(717,111)	$(818,286)	14.1
NET GENERAL FUND CONTRIBUTION	$21,269	$282,048	$648,328	$614,843	$359,832	(41.5)
STAFF YEARS	0.00	0.75	5.00	6.50	6.50	0.0

PROGRAM DESCRIPTION

To provide timely and cost effective technological solutions for the four Municipal Courts of San Diego County. This program, administered by the Clerk of the San Diego Municipal Court, provides 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 among the municipal courts.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $108,800. Appropriations were adjusted by $326,590 in Services and Supplies approved by the Board of Supervisors to cover increased contract costs for development of the Automated Minor Offense System and a $25,000 administrative transfer from Lease/Purchase appropriations to cover increased Local Area Network costs. There were also a 1987-88 fixed asset prior year encumbrance for the purchase of Local Area Network Servers, addtional mid-year fixed asset appropriations to support the opening of the North County San Marcos Facility, and additional appropriations to purchase cashiering equipment. These increases in expenditures were partially offset by underexpenditures in salaries and benefits and services and supplies.

1989-90 OBJECTIVES

1. Complete the installation of Fiber Optic Local Area Network cabling systems for the four Municipal Courts.
2. Complete the detailed design of the new Automated Minor Offense System.
3. Implement cost effective and operational enhancements to the Automated Court Accounting System.
4. Continue participation in the Integrated Justice Information System project.
5. Develop electronic abstracting to the Department of Motor Vehicles.
6. Evaluate Civil and Small Claims case processing systems.
7. To plan the integration of intelligent work stations into the Municipal Courts LAN.
8. Develop a 3 year Business Automation Plan for the Municipal Courts.
9. Assume the maintenance responsibility for the Automated Court Accounting System developed for the courts under contract, enabling quicker and more cost effective system enhancements.

1989-90 PROGRAM ACTIVITIES

Municipal Courts-EDP Services (6.50 SY; E=$1,178,118; R=$818,286) This program provides timely and cost effect data processing services to the four Municipal Courts of San Diego County and is

Discretionary Activity/Discretionary Service Level

Adding .50 SY Senior Systems Analyst and 1.00 SY EDP Distributed Network Coordinator and deleting 1.00 SY Deputy Clerk II and .50 SY Extra Help.

Budgeting $448,517 in appropriations to cover 1989/90 Lease/Purchase obligations for computer equipment approved by the Board. This reflects a minor reduction over the 1988-89 actuals.

Budgeting fixed assets appropriations which include additional equipment for the Marshal and replacement equipment for the Municipal Courts. The final budget includes $220,000 of fixed asset appropriations in the Department of Information Services to facilitate the installation of LAN Cabling Systems.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Filing Documents	$162,896	$213,257	$150,000	$(63,257)
Criminal Justice Facilities	227,571	108,895	509,186	400,291
Micro-Automation Fee	398,054	327,259	55,100	(272,159)
Recovered Expenditures	3,905	67,700	104,000	36,300
Sub-Total	$792,426	$717,111	$818,286	$101,175
Total	$792,426	$717,111	$818,286	$101,175

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$648,328	$614,843	$359,832	$(255,011)
Sub-Total	$648,328	$614,843	$359,832	$(255,011)
Total	$648,328	$614,843	$359,832	(255,011)

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Filing Documents: the 1989/90 projections are based on 1988/89 actuals.

Criminal Justice Facilities: this includes $299,186 in AB189 Revenue and $210,000 in SB668 Revenue ($60,000 for LAN Cabling and a $150,000 administrative adjustment)

Micro-Automation Fee: on January 1, 1989 the filing fee was reduced from $7 to $1 pursuant to AB3131.

Recovered Expenditures: this is estimated on budgeted expenditures for expansion of the Automated Want Warrant System which is 100% revenue offset by AB2989 funds.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	LOT	$10,903
Computer Equipment-Marshal	LOT	59,000
Terminal Servers	3	15,000
Total		$84,903

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0666	DC-EDP Systems Manager	1	1.00	1	1.00	$51,133	$59,227
0654	DC-Senior Systems Analyst	0	0.00	1	0.50	0	21,777
0655	DC-Associate Systems Analyst	2	2.00	2	2.00	70,936	90,652
0657	DC-EDP Coordinator	1	1.00	1	1.00	32,743	40,193
0656	DC-Assistant Systems Analyst	1	1.00	1	1.00	29,881	34,643
2487	DC-EDP Dist. Network Coordinator	0	0.00	1	1.00	0	36,752
0612	Deputy Clerk II	1	1.00	0	0.00	16,284	0
9999	Non-Permanent Positions	1	0.50	0	0.00	10,520	0
	Total	7	6.50	7	6.50	$211,497	$283,244
Salary Adjustments:						$18,549	$(876)
Premium/Overtime Pay:						5,000	0
Employee Benefits:						40,749	53,911
Salary Savings:						(5,408)	0
	Total Adjustments					$58,890	$53,035
Program Totals		7	6.50	7	6.50	$270,387	$336,279

PROBATION

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Adult Field Services	$11,669,175	$13,234,249	$13,684,528	$13,576,691	$15,610,122	$2,033,431	15.0
Adult Institutional Services	8,156,466	8,322,106	8,738,665	8,789,918	9,331,601	541,683	6.2
Juvenile Field Services	6,273,268	6,966,946	7,177,106	6,955,979	7,164,741	208,762	3.0
Juvenile Institutional Services	8,569,079	9,438,530	9,854,334	9,845,072	10,360,019	514,947	5.2
Special Operations	0	0	130,316	165,794	1,141,572	975,778	588.6
Overhead	1,773,135	1,951,346	2,031,792	1,967,574	2,250,748	283,174	14.4
TOTAL DIRECT COST	$36,441,123	$39,913,177	$41,616,741	$41,301,028	$45,858,803	$4,557,775	11.0
PROGRAM REVENUE	$(5,296,864)	$(6,395,004)	$(6,906,467)	$(5,935,525)	$(6,661,336)	$(725,811)	12.2
NET GENERAL FUND COST	$31,144,259	$33,518,173	$34,710,274	$35,365,503	$39,197,467	$3,831,964	10.8
STAFF YEARS	969.50	981.50	997.00	1,001.00	1,049.50	49	4.9

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: 409 Staff Years 390.5

SPECIAL OPERATIONS
PROBATION DIRECTOR
THOMAS PAUTLER

Responsible for administration of the Gang Suppression Unit (GSU) and Jurisdictions Unified for Drug Gang Enforcement (J.U.D.G.E.) Task Force. Coordinates with Federal, State and local agencies concerning gang and drug activity. Participates in vertical prosecution and surveillance of gang/drug offenders on probation.

Positions: 26 Staff Years 25.5

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: 193 Staff Years: 187.5

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 juveniles ordered on probation.

Positions: 170 Staff Years 168

JUVENILE INSTITUTIONAL SERVICES
DEPUTY CHIEF PROBATION OFFICER
JAMES C. POE

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: 243 Staff Years: 239

ADMINISTRATIVE SERVICES
DEPUTY CHIEF PROBATION OFFICER
CARL DARNELL

Provides administrative support to the Chief Probation Officer for all operational 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 | **DEPARTMENT: PROBATION**

PROGRAM #: 17009 | **ORGANIZATION #: 3600**
MANAGER: Barbara Frank | **REFERENCE: 1989-90 Proposed Budget - Pg 7E**

AUTHORITY: Penal Code Sections 1000 et. seq., 1192.4-1192.7, 1202.8, 1203-1205.5, 1208-1209, 1213-12-15, 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 Audit Criminal Courts.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$11,259,090	$12,838,571	$13,261,975	$13,139,605	$14,962,456	13.9
Services & Supplies	326,257	319,907	378,606	387,813	562,662	45.1
Other Charges	63,928	70,641	0	5,773	5,773	0.0
Fixed Assets	19,900	5,130	43,947	43,500	79,231	82.1
TOTAL DIRECT COST	$11,669,175	$13,234,249	$13,684,528	$13,576,691	$15,610,122	15.0
PROGRAM REVENUE	$(1,370,732)	$(1,477,958)	$(1,607,332)	$(1,374,369)	$(1,716,800)	24.9
NET GENERAL FUND CONTRIBUTION	$10,298,443	$11,756,291	$12,077,196	$12,202,322	$13,893,322	13.9
STAFF YEARS	343.50	345.25	360.00	363.00	390.50	7.6

PROGRAM DESCRIPTION

This program provides investigation services to the County's Adult Criminal Courts. Probation officers will conduct approximately 25,717 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 19,054 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.

1988-89 BUDGET TO ACTUAL COMPARISON

This program had no significant variations from budget. Total expenditures were within budget level by $125,126 or 1.0%.

Superior Court investigations were significantly over budget level by 1,685 or 17.0%. Total investigations were under budget level by 3,010 cases or 10.5%, due to a decrease in lower weight, misdemeanor referrals. There were no significant changes in supervision workloads.

1989-90 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 55% for probationers in completing their periods of probation.

3. To return failing probationers to court with recommendations aimed at maintaining a revocation rate of 45%.

4. To make recommendations aimed at maintaining an early successful completion rate of 31%.

1989-90 SUB PROGRAM ACTIVITIES

This program includes two activities:

1. Investigation (224 SY; E = $8,575 ; R = $341,370) includes investigation of Superior and Municipal Court referrals. This activity is:

   - Mandated/Mandated Service Level.
   - Mandated/Discretionary Service Level for misdemeanor referrals.
   - Offset 4.0% by an estimated $341,370 in revenue from charges for investigation and supervision services.
   - Able to conduct 27,717 investigations.

2. Supervision (166.5 SY; E = $7,034,967 ; R = $1,375,430) includes supervision of all offenders placed on formal probation/diversion by the Superior Courts. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 19.6% by $1,375,430 in AB 90 revenues for intensive supervision of high risk offenders.
   - Able to supervise 19,054 adult offenders.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AB90 - Supervision of High Risk Offenders	$1,160,494	$1,032,999	$1,375,430	$342,431
Cost of Investigation/Supervision	446,838	341,370	341,370	0
Sub-Total	$1,607,332	$1,374,369	$1,716,800	$342,431
Total	$1,607,332	$1,374,369	$1,716,800	$342,431

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Cost	$12,077,196	$12,202,322	$13,893,322	$1,691,000
1691000	0	0	0	0
Sub-Total	$12,077,196	$12,202,322	$13,893,322	$1,691,000
Total	$12,077,196	$12,202,322	$13,893,322	1,691,000

EXPLANATION/COMMENT ON PROGRAM REVENUES:

The revenue associated with the fees collected for the cost of investigations and supervision exceeded budget level by $105,468 or 30.9%. The unanticipated increase in revenue is a result of an increase in the number of investigations conducted and the number of cases supervised. State revenue in the amount of $1,375,430 has been allocated to this program to offset the cost of supervising high risk offenders.

PROGRAM: Adult Field Services **DEPARTMENT: PROBATION**

FIXED ASSETS

Item	Quantity	Cost
Terminals, Computer	10	$12,000
Desks, Jr. Exec.	25	25,000
Desks, Executive	15	16,500
Firearms	20	5,000
Sofa	1	900
Typewriters	17	14,450
Computer Equipment	1	1,781
Printer, Computer	3	3,600
Total		$79,231

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Investigation					
% OF RESOURCES:	50%	50%	50%	51%	55%
WORKLOAD					
Superior Ct. Investigations Conducted	8,165	9,273	11,583	9,898	14,916
Other Investigations conducted	13,349	15,355	14,209	18,904	10,801
EFFICIENCY					
Unit Cost (Direct Cost/Workload)					
Cost/Superior Ct. Investigation	$553	$612	$538	$516	$512
Cost/Other Investigation	$100	$ 73	$ 83	$101	$ 87
Productivity (Workload/Staff Years)					
Superior Ct. Investigations/Staff year	59	62	72	71	73
Other Investigations/Staff year	329	518	465	361	442
EFFECTIVENESS					
A. Meetings with Superior and Municipal Ct. Judges to determine effectiveness of Pre-Sentence Investigations	18	16	12	12	12
B. Amount Collected from Cost of Investigation/Supervision	308,780	444,959	446,838	341,370	341,370
ACTIVITY B: Supervision					
% OF RESOURCES: 50%					
WORKLOAD					
High Risk Felonies Supervised	3,951	4,488	5,401	4,810	5,306
Other Cases Supervised	12,346	14,171	13,588	14,628	13,748
EFFICIENCY					
Unit Cost (Direct Cost/Workload)					
Cost/High Risk Felony Supervised	$848	$728	$819	$811	$862
Cost/Other Case Supervised	$200	$214	$136	$181	$179
Productivity (Workload/Staff Years)					
High Risk Felonies/Staff years	$42	$53	$45	$48	$49
Other Cases/Staff Year	$176	$180	$268	$214	$234

PROGRAM: Adult Field Services **DEPARTMENT: PROBATION**

EFFECTIVENESS

A. Supervision Cases Closed	7,888	8,269	7,980	8,495	8,325
% of Successful Completions	47%	495	55%	48%	55%
% of Early completions	22%	23%	31%	28%	31%
% of Revocations	53%	51%	45%	52%	45%
B. Amount Collected for Victim Restitution	1,345,855	1,423,190	1,948,303	1,291,193	1,948,303

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2291	Deputy Chief Probation Officer	1	1.00	1	1.00	$ 53,684	$ 63,253
2700	Intermediate Clerk Typist	17	17.00	17	17.00	266,280	302,210
2710	Jr. Clerk	4	4.00	4	4.00	51,248	56,555
2714	Int. Transcriber Typist	32	31.50	37	36.50	571,025	672,727
2715	Records Clerk	40	40.00	40	40.00	798,632	730,097
2724	Sr. Transcriber Typist	1	1.00	2	1.50	16,495	46,358
2725	Principal Clerk	1	1.00	1	1.00	25,571	21,907
2726	Principal Clerk II	1	1.00	1	1.00	26,917	24,831
2730	Senior Clerk	13	13.00	13	13.00	262,875	276,137
2745	Supervising Clerk	5	5.00	6	6.00	117,007	129,495
2756	Admin. Secretary I	1	1.00	1	1.00	16,643	16,643
2757	Admin. Secretary II	1	1.00	1	1.00	22,550	23,024
2758	Admin. Secretary III	1	1.00	1	1.00	26,056	26,074
2760	Stenographer	1	1.00	1	1.00	17,033	20,635
3008	Senior Word Proc. Oper.	1	1.00	1	1.00	21,880	23,125
3009	Word Proc. Oper.	10	10.00	10	10.00	185,591	205,424
3010	Word Proc. Center Supv.	1	1.00	1	1.00	26,144	27,629
3039	Mail Clerk Driver	3	3.00	3	3.00	50,914	56,196
5065	Deputy Probation Officer	170	159.00	192	178.50	5,117479	6,030,050
5084	Probation Direction	5	5.00	5	5.00	226,235	234,400
5090	Senior Probation Officer	45	44.00	47	44.00	1,572,658	1,681,971
5115	Supervising Probation Officer	22	21.00	24	23.00	826,925	970,128
	Total	376	362.50	409	390.50	$10,299,842	$11,638,869
	Salary Adjustments:					$3,088,880	$3,419,304
	Premium/Overtime Pay:					10,959	186,057
	Employee Benefits:					0	10,959
	Salary Savings:					(260,076)	(292,733)
	Total Adjustments					$2,839,763	$3,323,587
	Program Totals	376	362.50	409	390.50	$13,139,605	$14,962,456

PROGRAM: Adult Institutional Services

DEPARTMENT: PROBATION

PROGRAM #: 17007
MANAGER: Vicki K. Markey

ORGANIZATION #: 3600
REFERENCE: 1989-90 Proposed Budget - Pg. 7f

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.

	1,986-87 Actual	1,987-88 Actual	1,988-89 Actual	1,988-89 Budget	1,989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$6,714,062	$7,095,176	$7,285,960	$7,218,730	$7,693,058	6.6
Services & Supplies	1,247,857	1,197,534	1,337,298	1,444,242	1,495,076	3.5
Other Charges	68,773	15,548	75,993	83,750	101,147	20.8
Fixed Assets	125,774	13,848	23,814	27,596	39,320	42.5
Vehicle/Comm. Equip.	0	0	15,600	15,600	3,000	(80.8)
TOTAL DIRECT COST	$8,156,466	$8,322,106	$8,738,665	$8,789,918	$9,331,601	6.2
PROGRAM REVENUE	$(1,511,865)	$(2,168,497)	$(2,390,733)	$(1,871,104)	$(2,130,592)	13.9
NET GENERAL FUND CONTRIBUTION	$6,644,601	$6,153,609	$6,347,932	$6,918,814	$7,201,009	4.1
STAFF YEARS	189.50	195.50	185.50	185.50	187.50	1.1

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. Over the course of the year, approximately 4,100 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 1989-90, inmates in probation facilities and on Work Project will provide an estimated 235,000 days of labor to the County of the following types of projects: Fire fighting, fire prevention, disaster relief, park construction, park and bench maintenance, road beautification and anti-litter. This labor represents a cost avoidance to the public in excess of 47 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, a high school diploma program and job training. Another 1,400 inmates will graduate from a 50 hour substance abuse education program operated within the camp system.

The 1989-90 fiscal year program includes an Electronic Home Surveillance component which may, at any given time, involve up to 80 persons sentenced by the Court.

1988-89 BUDGET TO ACTUAL COMPARISON

Overall, there was no significant change between 1988-89 budget and actual total direct cost. By year-end, a total of $51,253 was saved or .06% of final budget. Significantly, revenue exceeded budget by $519,629 or by 27.8% due principally to revenue offset work crew activity and State Department of Forestry fire crew reimbursement.

1989-90 OBJECTIVES

1. To provide minimum security confinement of 4,100 male inmates.

2. To provide 165,000 days of inmate labor with an indirect savings to the taxpayer of $5,610,000 based on minimum wage.

3. To provide 70,000 days of Work Project participant labor with an indirect savings to the taxpayer of $2,380,000.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Rural Camps (140 SY; E = $7,540,860 ; R = $1,345,247) includes four rural camps - Barrett, West Fork, Morena and La Cima - and is:

   - Discretionary/Discretionary Service Level.
   - Offset 18% by program revenue.

2. Work Furlough (31 SY; E = $1,235,783 ; R = $675,345) provides minimum security custody in-town, allowing residents to maintain employment within the community and is:

   - Discretionary/Discretionary Service Level.
   - Offset 55% by program revenue.

3. Work Program (16.5 SY; E = $554,958 ; 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 20% by program revenue.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State Aid Corrections-Forestry	$ 385,705	$229,289	$229,289	$0
State Meal Subvention	74,351	54,500	54,500	0
County Justice System Subvention Program AB90	525,918	492,012	564,856	72,844
Institutional Care & Services	647,928	673,345	673,345	0
Charges to Other Gov't Agencies	737,027	418,358	605,002	186,644
Other Miscellaneous	19,804	3,600	3,600	0
Sub-Total	$2,390,733	$1,871,104	$2,130,592	$259,488
Total	$2,390,733	$1,871,104	$2,130,592	$259,488

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Contribution	$6,347,932	$6,918,814	$7,201,009	$282,195
Sub-Total	$6,347,932	$6,918,814	$7,201,009	$282,195
Total	$6,347,932	$6,918,814	$7,201,009	282,195

EXPLANATION/COMMENT ON PROGRAM REVENUES:

There is an increase of $259,488 (14%) in total revenues from FY 1988-89 budget to FY 1989-90 adopted budget due to a $72,844 increase in County Justice System Subvention Program (AB 90) and by $186,644 in revenue from other governmental agencies for inmate crew work.

- State Aid Corrections - Forestry. This revenue source involves state aid for fire fighting activities in support of the State Department of Forestry.
- State Meal Subvention. This revenue is provided for nutritional enhancement for the inmate population between 18 and 21 years of age.
- County Justice System Subvention Program (AB90). State revenue in the amount of $564,856 has been allocated to this program to offset the operation of Camp Westfork for the County Justice System Program priority to provide adult rehabilitative services.
- Institutional Care and Services. The Institutional Care and Services revenue results from collected fees for room and board from inmates of the Work Furlough Center and from participants in Electronic Home Surveillance.
- Charges to other Governmental Agencies. This source reflects revenue to be generated by work crews from the Rural Camps and Work Project. Charges to other governmental agencies for work crew supervision will result in $186,644 in the 1989-90 fiscal year and will offset the cost of crew supervision and materials.
- 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.

FIXED ASSETS

Item	Quantity	Cost
Vacuum Sweeper	1	$ 520
Computer Disc Drive (85 MB)	1	5,300
Computer Tape Drive (01C)	1	3,800
Coffee Urn	1	2,000
Gas Appliance (Deep Fryer)	1	1,500
Industrial Clothes Washer	2	10,000
Industrial Clothes Dryer	1	2,000
Safe	1	1,000
Offset Printing Press	1	8,000
Offset Printing Platemaker	1	3,500
Electric Typewriter	2	1,700
Total		$39,320

Vehicles/Communication Equipment

Item	Quantity	Cost
Hand-Held Portable Radios	3	$ 3,000
Total		$3,000

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Adult Institutional					
% OF RESOURCES: 100%					
WORKLOAD					
ADA - Camp	748	749	778	862	766
ADA - Work Program	193	187	194	200	200
EFFICIENCY					
Unit Cost: (Total Direct Cost Workload/365 Days)					
Camp Program	$ 28	$ 29	$ 29	$ 26	$ 31
Work Program	$ 6	$ 8	$ 9	$ 7	$ 8
Productivity: (Workload/Staff Years)					
Camp Program	4.2	4.2	4.6	4.9	4.5
Work Program	11.4	10.6	11.8	11.4	12.1
EFFECTIVENESS					
Camp Program					
Admissions	3,992	3,742	3,659	4,100	4,100
Days of labor	157,188	139,156	158,738	165,000	165,000
Dollar Value (minimum wage $4.25 per hour)	$5,344,392	$4,731,304	$5,397,092	$5,510,000	$5,610,000
Work Program					
Referrals	21,508	21,785	21,044	23,000	21,000
Days of Labor	$70,591	$68,102	$68,409	$72,000	$70,000
Dollar Value -	$2,400,094	$2,315,468	$2,325,906	$2,448,000	$2,380,000
Total Days of Labor	227,779	207,258	227,147	237,000	235,000
Total Dollar Value	$7,744,486	$7,046,772	$7,722,998	$8,058,000	$7,990,000

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 53,684	$ 63,253
2658	Storekeeper II	1	1.00	1	1.00	21,445	22,389
2700	Intermediate Clerk Typist	4	4.00	4	4.00	62,258	67,897
2715	Records Clerk	3	3.00	3	3.00	51,407	56,038
2720	Correctional Facility Clerk	7	7.00	7	7.00	121,611	128,164
2728	Detention Proc. Supervisor	1	1.00	1	1.00	23,763	25,118
2730	Senior Clerk	3	3.00	3	3.00	60,708	62,799
2745	Supervising Clerk	1	1.00	1	1.00	22,682	25,118
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
4459	Chief, Food Services	1	1.00	1	1.00	38,169	39,547
5065	Deputy Probation Officer	16	16.00	16	16.00	551,205	555,874
5069	Asst. DPO III	21	21.00	23	23.00	615,350	722,411
5070	Asst. DPO II	69	63.50	69	63.50	1,450,037	1,544,145
5071	Asst. DPO I	10	10.00	10	10.00	214,219	223,623
5084	Probation Director	6	6.00	6	6.00	271,482	281,280
5090	Senior Probation Officer	15	15.00	15	15.00	498,379	590,628
5115	Supervising Probation Officer	14	14.00	14	14.00	592,287	630,742
6405	Food Services Supervisor	5	5.00	5	5.00	142,812	128,270
6410	Senior Cook	12	12.00	12	12.00	250,223	254,912
	Total	191	185.50	193	187.50	$5,067,777	$5,449,206

Employee Benefits:	$1,426,600	$1,500,086
Special Payments:		
Standby Pay:	101,835	101,835
Bilingual Premium:	13,067	13,067
Shift Differential:	39,945	39,945
Call Back:	19,368	20,337
Premium Overtime:	181,667	190,751
Staff Fire Pay (Reimbursable)	192,567	194,363
Resident Fire & Conservation Pay (Reimbursable)	201,878	212,777
Resident Wages:	116,729	119,687
Salary Savings	(142,703)	(148,996)
Total Adjustments	$2,150,953	$2,243,852

Program Totals	191	185.50	193	187.50	$7,218,730	$7,693,058

PROGRAM: Juvenile Field Services

DEPARTMENT: PROBATION

PROGRAM #: 17005
MANAGER: Douglas Willingham

ORGANIZATION #: 3600
REFERENCE: 1989-90 Proposed Budget - Pg. 7J

AUTHORITY: W & I Code, Articles 14-22, sections 601-827. These codes sections require the County Probation Officer to receive referrals regarding juvenile delinquencies 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.

	1,986-87 Actual	1,987-88 Actual	1,988-89 Actual	1,988-89 Budget	1,989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,616,732	$6,266,797	$6,485,443	$6,398,862	$6,611,624	3.3
Services & Supplies	291,249	502,425	536,436	377,617	377,617	0.0
Other Charges	339,287	188,164	152,474	175,500	175,500	0.0
Fixed Assets	26,000	9,560	2,753	4,000	0	(100.0)
TOTAL DIRECT COST	$6,273,268	$6,966,946	$7,177,106	$6,955,979	$7,164,741	3.0
PROGRAM REVENUE	$(663,076)	$(756,775)	$(789,864)	$(735,576)	$(756,674)	2.9
NET GENERAL FUND CONTRIBUTION	$5,610,192	$6,210,171	$6,387,242	$6,220,403	$6,408,067	3.0
STAFF YEARS	171.00	169.50	173.50	173.50	168.00	(3.2)

PROGRAM DESCRIPTION

Approximately 8,482 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The significant difference between 1988/89 budget and actual expenditures is an overexpenditure in Services & Supplies ($158,819). The overexpenditure involves court-ordered medical and psychological evaluations and payments for the transportation and placement of court wards.

There is a six percent increase (486 cases) between 1988/89 budget and actual delinquent referrals due to an increasing juvenile population. The increase in referrals resulted in proportionate increases in investigations (5.5%) and regular supervision cases (7.8%).

1989-90 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 Courts 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Juvenile Intake and Investigation (86.5 SY; E = $3,479,001 ; R = $85,133) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Offset 2.4% by $85,133 in revenue from charges for stepparent adoptions and revenues from the Police Athletic League Delinquency Prevention grant.
   - Able to process 8,482 Intake referrals; conduct investigations and prepare Court reports on approximately 3,848 of these referrals; and divert 1,500 individuals through informal supervision programs.

2. Juvenile Supervision (81.5 SY; E = $3,685,740 ; R = $671,541) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Offset 18.2% by $671,541 in AB90 revenues for Intensive Supervision of high-risk offenders and revenues for the support and care of juvenile wards.
   - Able to supervise an average of 3,679 wards per month.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Charges for Current Services	$62,058	$40,000	$40,000	$0
County Justice System Subvention Program AB90	589,371	589,371	589,371	0
Support and Care of Persons	59,910	33,705	33,705	0
Police Athletic League Delinquency Prevention Grant	36,516	72,500	45,133	(27,367)
Grossmont High School Revenue Contract	42,009	0	48,465	48,465
Sub-Total	$789,864	$735,576	$756,674	$21,098
Total	$789,864	$735,576	$756,674	$21,098

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$6,387,242	$6,220,403	$6,408,067	$187,664
Sub-Total	$6,387,242	$6,220,403	$6,408,067	$187,664
Total	$6,387,242	$6,220,403	$6,408,067	187,664

EXPLANATION/COMMENT ON PROGRAM REVENUES:

There is net increase of $21,098 (2.8%) in total revenue from FY 1988-89 to FY 1989-90 budget due to the following:

- o A decrease of $27,367 in revenue from the Police Athletic League Delinquency Prevention Grant.
- o An increase of $48,465 from a revenue contract with Grossmont Unified School District.

All revenues associated with the Juvenile Drug Offender Grant ($161,756) have been transferred to the new Special Operations program.

There is no match required for each funding source.

PROGRAM: Juvenile Field Services **DEPARTMENT: PROBATION**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Intake & Investigation					
% OF RESOURCES:	47%	47%	43%	46%	48.5%
WORKLOAD					
Intake Referrals Processed	7,958	8,149	8,316	7,996	8,482
Investigations Conducted	3,668	3,630	3,803	3,646	3,848
Informal Cases Supervised	475	653	684	572	716
EFFICIENCY					
Unit Cost (Direct Cost/Workload)					
Cost/Referral	$104	$107	$115	$121	$130
Cost/Investigation	$256	$548	$520	$583	$576
Cost/Informal Supervision	$420	$281	$292	$255	$218
Productivity (Workload/Staff Years)					
Referrals/Staff Years	337	316	309	309	309
Investigations/Staff Year	67	66	68	64	70
Informal Supervision/Staff Year	84	151	140	147	184
EFFECTIVENESS					
Petitions File	2,586	2,395	2,588	2,586	2,640
% Petitions Filed on Referrals	32.5	29.4%	31.1%	32.3%	31.1%
ACTIVITY B: Supervision					
% OF RESOURCES: 53%					
WORKLOAD					
Regular Cases Supervised	2,449	2,518	2,758	2,710	2,603
Intensive Cases Supervised	450	481	484	475	360
EFFICIENCY					
Unit Cost (Direct Cost/Workload)					
Cost/Regular Supervision	$932	$909	$1,026	$1,004	$1,109
Cost/Intensive Supervision	$2,291	$2,201	$2,639	$2,432	$2,221
Productivity (Workload/Staff Years)					
Regular Cases Supervised/Staff Year	41	43	46	43	41
Intensive Cases Supervised/Staff Years	17	18	18	18	20
EFFECTIVENESS					
Amount Collected for Victim Restitution	$146,382	$163,845	$263,810	$163,845	$263,810

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 53,684	$ 63,253
2700	Intermediate Clerk Typist	12	12.00	12	12.00	197,951	209,435
2709	Departmental Clerk	4	4.00	0	0.00	49,936	0
2710	Junior Clerk Typist	0	0.00	4	4.00	0	52,788
2715	Records Clerk	9	9.00	9	9.00	156,869	169,026
2724	Sr. Transcriber Typist	4	4.00	4	4.00	76,301	83,626
2726	Principal Clerk II	1	1.00	1	1.00	26,917	24,831
2730	Senior Clerk	8	8.00	8	8.00	157,932	167,990
2745	Supervising Clerk	2	2.00	0	0.00	47,526	0
2810	Telephone Operator	2	2.00	2	2.00	30,825	34,440
3009	Word Processor Operator	19	19.00	19	19.00	348,580	368,922
3010	Word Processor Ctr. Supervisor	0	0.00	2	2.00	0	50,236
3039	Mail Clerk Driver	1	1.00	1	1.00	17,724	18,732
5065	Deputy Probation Officer	72	70.00	68	66.50	2,276,050	2,348,877
5069	Asst. DPO III	5	5.00	5	5.00	134,962	142,409
5084	Probation Director	3	3.00	2	2.00	135,741	93,255
5090	Senior Probation Officer	20	19.50	20	19.50	701,229	755,756
5115	Supervising Probation Officer	11	11.00	10	10.00	436,659	427,470
5120	Transportation Officer	1	1.00	1	1.00	29,684	31,558
5125	Prob. Youth Athletic Dir.	1	1.00	1	1.00	39,696	40,064
	Total	176	173.50	170	168.00	$4,918,266	$5,082,668

Employee Benefits:	$1,485,476	$1,531,777
Bilingual Pay:	8,430	8,430
Regular Overtime:	118,325	124,553
Salary Savings:	(131,635)	(135,804)
Total Adjustments	$1,480,596	$1,528,956

Program Totals	176	173.50	170	168.00	$6,398,862	$6,611,624

PROGRAM: Juvenile Institutional Services **DEPARTMENT: PROBATION**

PROGRAM #: 17004 **ORGANIZATION #: 3600**
MANAGER: James C. Poe **REFERENCE: 1989-90 Proposed Budget - Pg. 7H**

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.

	1,986-87 Actual	1,987-88 Actual	1,988-89 Actual	1,988-89 Budget	1,989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$7,611,193	$8,685,811	$8,963,094	$8,880,391	$9,388,893	5.7
Services & Supplies	940,496	737,873	876,375	928,426	928,426	0.0
Other Charges	0	9,515	4,423	3,700	3,700	0.0
Fixed Assets	17,390	5,331	10,442	32,555	29,880	(8.2)
Communications/Vehicles	0	0	0	0	9,120	100.0
TOTAL DIRECT COST	$8,569,079	$9,438,530	$9,854,334	$9,845,072	$10,360,019	5.2
PROGRAM REVENUE	$(1,308,294)	$(1,496,221)	$(1,525,577)	$(1,349,823)	$(1,410,917)	4.5
NET GENERAL FUND CONTRIBUTION	$7,260,785	$7,942,309	$8,328,757	$8,495,249	$8,949,102	5.3
STAFF YEARS	229.50	234.75	239.00	239.00	239.00	0.0

PROGRAM DESCRIPTION

Juvenile Hall is a County operated institution mandated by the Juvenile Court law for the temporary secure detention of youth 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 pending court proceedings. Capacity is 219. While detained, the youths attend school, assist in house-keeping, 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-arrests" 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 1989-90, 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 106 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 which is cooperative effort between the Court Schools and community-based organizations, the Center focuses on the youth's transition back into the community.

1988-89 BUDGET TO ACTUAL COMPARISON

Savings in Services & Supplies and Fixed Assets as well as a significant overrealization in revenue due to payment of the cost of institutionalization by parents and guardians allowed this program to end the 1988-89 fiscal year $166,492 under budgeted net county cost.

1989-90 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 program.
3. To provide a minimum security sentencing option to the court of 572 juvenile offenders.
4. To provide 15,600 of ward labor days out-of-camp to indirectly reduce County cost by $530,400.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Juvenile Institutional Corrections (83 SY; E = $3,860,245 ; R = $611,111) includes the boys facilities, Rancho del Campo and Rancho del Rayo, Girls Rehabilitation Center, and the Youth Day Center. This activity is:
   - o Discretionary/Mandated Service Level.
   - o Offset 15.9% by program revenue.
   - o A local sentencing option to the Court as an alternative to California Youth Authority, private 24-hour schools and boarding homes.
2. Juvenile Detention (156 SY; E = $6,499,774 ; R = $799,806) includes detention services for the Court and local law enforcement agencies. This activity is:
   - o Mandated/Mandated Service Level.
   - o Offset 12.3% by program revenue.
   - o The only juvenile detention facility for use by the Court and local law enforcement agencies.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State Meal Subvention	$466,708	$459,479	$459,479	$0
County Justice System Subvention Program AB90	421,595	439,129	425,223	(13,906)
Charges for Institutional Care	545,370	392,715	467,715	75,000
Charges to Other Government Agencies	91,904	58,500	58,500	0
Sub-Total	$1,525,577	$1,349,823	$1,410,917	$61,094
Total	$1,525,577	$1,349,823	$1,410,917	$61,094

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$8,328,757	$8,495,249	$8,949,102	$453,853
Sub-Total	$8,328,757	$8,495,249	$8,949,102	$453,853
Total	$8,328,757	$8,495,249	$8,949,102	453,853

EXPLANATION/COMMENT ON PROGRAM REVENUES:

A net increase of $61,094 is anticipated in the 1989-90 fiscal year due to increase cost recovery for daily institutional care of minors from parents and/or guardians. A reduction in AB90 revenue reflects discontinuance of a $13,906 one-time program augmentation in the 1988-89 fiscal year.

FIXED ASSETS

Item	Quantity	Cost
Sofa	6	$1,800
Color Television	3	1,950
Lawn Mower	1	600
Electronic Appliances	3	2,880
Commercial Clothes Washers	6	4,698
Commercial Clothes Dryers	6	3,702
Polaroid Camera - 4 Frame	1	1,100
Recreational Mats	6	2,700
Refrigerator	1	700
Heat Pumps/Coolers	2	1,800
Fire Equipment - Hose Carts	5	6,250
Sewing Machine	1	1,200
Video Recorder	1	500
Total		$29,880

Vehicles/Communication Equipment

Item	Quantity	Cost
Portable Hand-Held Radios	8	$5,120
Mobile Radios	4	4,000
Total		$9,120

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Juvenile Institutions					
% OF RESOURCES:	97%				
WORKLOAD					
Average Daily Attendance					
Juvenile Hall	313	266	317	290	305
Rancho del Rayo	105	101	100	100	106
Girls Rehab. Facility	20	20	20	20	20
Rancho del Campo	50	49	45	50	50
Admissions	6,010	5,100	5,548	5,032	5,032
Rancho del Rayo	307	349	362	340	352
Girls Rehab. Facility	70	81	90	70	70
Rancho del Campo	137	203	177	150	150
EFFICIENCY					
Unit Cost: (Direct Cost/Workload)					
Juvenile Hall	$45	$59	$51	$56	$53
Juvenile Rehab. Facilities	$49	$55	$60	$56	$54
Productivity:					
Juvenile Hall ADA/SY	2.19	1.82	1.91	1.81	1.90
Juvenile Rehab. ADA/SY	2.19	2.13	2.19	2.13	2.21
EFFECTIVENESS					
Rancho del Rayo & Rancho del Campo					
% of Program Completions	65%	69%	62%	64%	64%
Ward Labor Days	13,934	14,025	16,453	13,800	15,600
$ Value/Labor (based on minimum wage of $4.25)	$473,756	$476,782	$559,402	$469,200	$530,400
Girls Rehab. Facility					
% of Program Completions	63%	63%	58%	64%	64%
ACTIVITY B: Home Supervision					
% OF RESOURCES:	3%				
WORKLOAD					
Assignments to Home Supervision	980	951	1,055	968	1,000
Average Daily Cases	62	63	64	62	63
EFFICIENCY					
Unit Costs:					
Daily Cost of Home Supv.	$12	$13	$13	$13	$13
Productivity:					
Avg. Daily Cases/SY	6.52	6.94	7.05	6.95	6.95
EFFECTIVENESS					
% to Court without JH Detention	87%	84%	83%	84%	84%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 53,684	$ 63,253
2511	Sr. Payroll Clerk	1	1.00	1	1.00	18,062	19,738
2650	Stock Clerk	1	1.00	1	1.00	14,990	15,620
2658	Storekeeper II	2	2.00	2	2.00	37,490	41,921
2700	Intermediate Clerk Typist	2	1.50	2	1.50	24,192	24,304
2720	Correctional Facility Clerk	3	3.00	4	4.00	49,882	52,728
2728	Detention Proc. Supv.	1	1.00	1	1.00	23,763	25,118
2730	Senior Clerk	2	2.00	2	2.00	39,558	42,802
2758	Admin. Sec. III	1	1.00	1	1.00	22,728	23,546
3002	Booking clerk	13	9.50	13	9.50	174,991	203,556
5065	Deputy P.O.	23	23.00	23	23.00	762,282	795,565
5069	Asst. DPO III	30	30.00	30	30.00	868,110	926,092
5070	Asst. DPO II	65	65.00	65	65.00	1,535,996	1,555,316
5071	Asst. DPO I	21	21.00	21	21.00	442,700	462,812
5084	Probation Director	4	4.00	4	4.00	180,988	187,015
5090	Senior P.O.	40	40.00	40	40.00	1,502,623	1,555,896
5115	Supervising Probation Officer	15	15.00	15	15.00	629,765	658,092
6405	Food Services Supervisor	2	2.00	2	2.00	44,570	51,308
6410	Senior Cook	10	10.00	10	10.00	198,114	216,024
6415	Food Services Worker	3	3.00	3	3.00	27,104	40,531
7530	Sew. Room Supervisor	2	2.00	2	2.00	34,032	35,802
	Total	242	238.00	243	239.00	$6,685,624	$6,997,039
	Employee Benefits:					$1,854719	$1,963,731
	Temporary Help:					119,214	125,174
	Standby:					39,420	41,391
	Bilingual Pay:					21,835	21,960
	Shift Differential:					54,913	57,658
	Callback:					141,011	148,060
	Premium Overtime:					73,827	141,019
	Holiday Premium:					71,025	74,574
	Salary Savings:					(181,197)	(181,713)
	Total Adjustments					$2,194,767	$2,391,854
	Program Totals	242	238.00	243	239.00	$8,880,391	$9,388,893

PROGRAM: Special Operations **DEPARTMENT: PROBATION**

PROGRAM #: 17001 **ORGANIZATION #: 3600**
MANAGER: Gerard Williams **REFERENCE: 1989-90 Proposed Budget - Pg. N/A**

AUTHORITY: W & I Code, Articles 14-22, Sections 601-827. These code sections require a County Probation Officer to receive referrals regarding juvenile delinquents, 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. Penal Code Sections 1202.7, 1202.8, 1203-1205.5, and 1213-1215. This program carries out mandates in referenced Code which require the Probation Officer to provide supervision services to the Adult Criminal Courts.

	1,986-87 Actual	1,987-88 Actual	1,988-89 Actual	1,988-89 Budget	1,989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 105,293	$ 130,628	$ 992,038	659.4
Services & Supplies	0	0	19,204	35,166	76,294	117.0
Other Charges	0	0	0	0	56,300	100.0
Fixed Assets	0	0	5,819	0	13,250	100.0
Vehicle/Comm. Equip.	0	0	0	0	3,690	100.0
TOTAL DIRECT COST	$0	$0	$130,316	$165,794	$1,141,572	588.5
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(161,756)	$(161,756)	0.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$130,316	$4,038	$979,816	24,164.9
STAFF YEARS	0.00	0.00	3.00	3.00	25.5	750.0

PROGRAM DESCRIPTION

Special Operations is a newly formed program aimed to targeting high-risk, gang and drug involved adult and juvenile offenders. This program consists of the Gang Suppression Unit, Jurisdictions Unified for Gang and Drug Enforcement Unit (J.U.D.G.E.), and the Border Youth Project.

The Gang Suppression Unit was established to combat crime-oriented gangs that have overrun many San Diego communities. One adult and one juvenile unit provide intensive supervision to a monthly average of 720 adult and juvenile gang members on probation.

The J.U.D.G.E. Unit is a grant-funded multi-jurisdictional task force established to combat adult and juvenile involvement in drug use and gang violence through a program of surveillance, arrest, prosecution and intensive supervision.

The Border Youth Project facilitates the return of Mexican national juvenile offenders to Mexican authorities. The identification and return of Mexican nationals to Mexico for prosecution and institutionalization contribute to a reduction in crime and re-arrest rates on both sides of the border.

1988-89 BUDGET TO ACTUAL COMPARISON

The significant difference between 1988-89 budget and actual expenditures is a net underexpenditure of $35,478 (27.2%) in direct costs. There are underexpenditures of $25,335 (24%) in Salaries & Benefits and $15,962 (83%) in Services & Supplies, and an overexpenditure of $5,819 in Fixed Assets accounts.

1989-90 OBJECTIVES

1. To provide intensive supervision by conducting face-to-face interviews at least twice a month on 90% of all available adult and juvenile probationers assigned to the Gang Suppression Unit.

2. To provide a level and quality of supervision to adult and juvenile probationers so that at least 50% of those active during the year will be returned to court for further action on violations.

3. To meet with J.U.D.G.E. interagency task force at least once a month for the purpose of identifying probation violators, developing arrest strategies and assisting in the arrest of probation violators.

4. To return Mexican national juvenile offenders to Mexican authorities and maintain the re-arrest rate at or below 15%.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Gang Suppression Unit (21 SY; E = $855,864 ; R = $0) includes intensive supervision of 720 adult and juvenile gang members on probation.

   - Mandated/Discretionary Service Level.
   - Able to supervise a monthly average of 400 adult and 320 juvenile high-risk, gang involved offenders.

2. Jurisdictions Unified for Gang and Drug Enforcement Unit (J.U.D.G.E) (4 SY; E = $229,408 ; R = $161,756) The Probation component of this activity is:

   - Mandated/Discretionary Service Level.
   - Part of a grant-funded multi-jurisdictional task force established to combat adult and juvenile involvement in drug use and gang violence.
   - Offset 70.5% by $161,756 in revenues from the Juvenile Drug Offender grant.
   - Increasing by one (1) staff year to include the intensive supervision and surveillance of adult gang members and drug offenders.

3. Border Youth Project (.5 SY; E = $56,300 ; R = $0) This activity is:

   - Discretionary/Discretionary Service Level.
   - Able to facilitate the return of approximately 100 Mexican national juvenile offenders to Mexican authorities per year.

PROGRAM: Special Operations **DEPARTMENT: PROBATION**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Juvenile Drug Offender Program Grant	$130,316	$161,756	$161,756	$ 0
Sub-Total	$130,316	$161,756	$161,756	$ 0
Total	$130,316	$161,756	$161,756	$ 0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Contribution Cost	$ 0	$4,038	$979,816	$975,778
Sub-Total	$ 0	$4,038	$979,816	$975,778
Total	$ 0	$4,038	$979,816	975,778

EXPLANATION/COMMENT ON PROGRAM REVENUES:

There is not difference in total revenue from FY 88-89 to FY 89-90 budget.

FIXED ASSETS

Item	Quantity	Cost
Desks, Junior Executive	10	$10,000
Firearms	13	3250
Total		$13,250

Vehicles/Communication Equipment

Item	Quantity	Cost
Portable radios	5	$3,690
Total		$3,690

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
% OF RESOURCES:	0%	0%	0%	0%	75%
WORKLOAD					
Intensive Cases Supervised	0	0	0	0	720
EFFICIENCY					
Unit Cost (Direct Cost/Workload) Cost/Intensive Supervision	$0	$0	$0	$0	$1,189
Productivity (Workload/Staff Years) Intensive Cases Supervised/Staff Year	$0	$0	$0	$0	$34
EFFECTIVENESS					
# Cases revoked	0	0	0	0	360
% Cases revoked	0	0	0	0	50%
ACTIVITY B: J.U.D.G.E. Unit					
% OF RESOURCES:	0%	0%	100%	100%	20%
WORKLOAD					
# Interagency meetings attended	0	0	16	12	12
# Target offenders profiled	0	0	119	110	144
# Probation violations reported to Court	0	0	86	81	86

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2730	Senior Clerk	1	1.00	3	3.00	$ 16,000	$ 45,873
5065	Deputy Probation Officer	0	0.00	15	14.50	0	396,358
5084	Probation Director	1	0.00	1	1.00	0	46,880
5090	Senior Probation Officer	2	2.00	5	5.00	61,542	171,028
5115	Supervising Prob. Officer	0	0.00	2	2.00	0	42,747
	Total	4	3.00	26	25.50	$77,542	$702,886
	Employee Benefits:					$ 16,438	$227,241
	Special Payments:						
	Regular Overtime:					36,548	61,911
	Total Adjustments					$52,986	$289,152
	Program Totals	4	3.00	26	25.50	$130,528	$992,038

PROGRAM: Department Overhead

DEPARTMENT: PROBATION

PROGRAM #: 91000
MANAGER: Cecil H. Steppe

ORGANIZATION #: 3600
REFERENCE: 1989-90 Proposed Budget - Pg. 7L

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.

	1,986-87 Actual	1,987-88 Actual	1,988-89 Actual	1,988-89 Budget	1,989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,427,003	$1,612,958	$1,659,272	$1,645,353	$1,909,178	16.0
Services & Supplies	311,852	285,761	308,573	299,021	320,470	7.2
Other Charges	34,280	52,627	59,775	20,000	20,000	0.0
Fixed Assets	0	0	4,172	3,200	1,100	(65.6)
TOTAL DIRECT COST	$1,773,135	$1,951,346	$2,031,792	$1,967,574	$2,250,748	14.4
PROGRAM REVENUE	$(442,897)	$(495,553)	$(462,645)	$(442,897)	$(484,597)	9.4
NET GENERAL FUND CONTRIBUTION	$1,330,238	$1,455,793	$1,569,147	$1,524,677	$1,766,151	15.8
STAFF YEARS	36.00	36.50	38.00	39.00	39.00	0.0

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 1,049.5 staff years associated with four operational program components located in more than 19 facilities and offices throughout the County.

In addition, the Chief Probation Officer acts as the coordinator for the County Justice System Subvention Program (AB90) providing direct staff support to the 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The significant difference between 1988-89 budget and actual expenditures is an overexpenditure in Other Charges ($39,775). The overexpenditure is a result of two factors: (1) higher than anticipated lease-to-purchase payments ($16,375); and (2) payment of $23,400 for services provided by the Border Youth Project.

1989-90 OBJECTIVES

1. To provide 48,468 training hours for administrative, institutional and field service personnel.

2. To ensure selection and promotion of at least 30 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Office of the Chief Probation Officer (4 SY; E = $270,333 ; R = $0) includes the Chief Probation Officer, his Assistant, and secretarial support. 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 $46 million budget.

2. Administrative Services (33 SY; E = $1,885,018 ; R = $389,200) includes administrative and technical support services to the Department's four operational programs. This activity is:

   - Discretionary/Discretionary Service Level.
   - Offset 21.2% by program revenue.
   - Able to provide 48,468 training hours and 30,000 hours of volunteer service.

3. Criminal Justice System Subvention Program (2 SY; E = $95,397 ; 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 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 REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Standard in Training for Corrections (SB924)	$394,750	$347,500	$389,200	$41,700
County Justice System Subvention Program AB90	67,895	95,397	95,397	0
Sub-Total	$462,645	$442,897	$484,597	$41,700
Total	$462,645	$442,897	$484,597	$41,700

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$1,569,147	$1,524,677	$1,766,151	$241,474
Sub-Total	$1,569,147	$1,524,677	$1,766,151	$241,474
Total	$1,569,147	$1,524,677	$1,766,151	241,474

EXPLANATION/COMMENT ON PROGRAM REVENUES:

The $41,700 increase in revenue associated with Standards in Training for Corrections is due to a higher number of new hires within the Department which incorporates the more expensive State reimbursable Core training.

PROGRAM: Department Overhead **DEPARTMENT: PROBATION**

FIXED ASSETS

Item	Quantity	Cost
Desks	1	$1,100
Total		$1,100

Vehicles/Communication Equipment: N/A

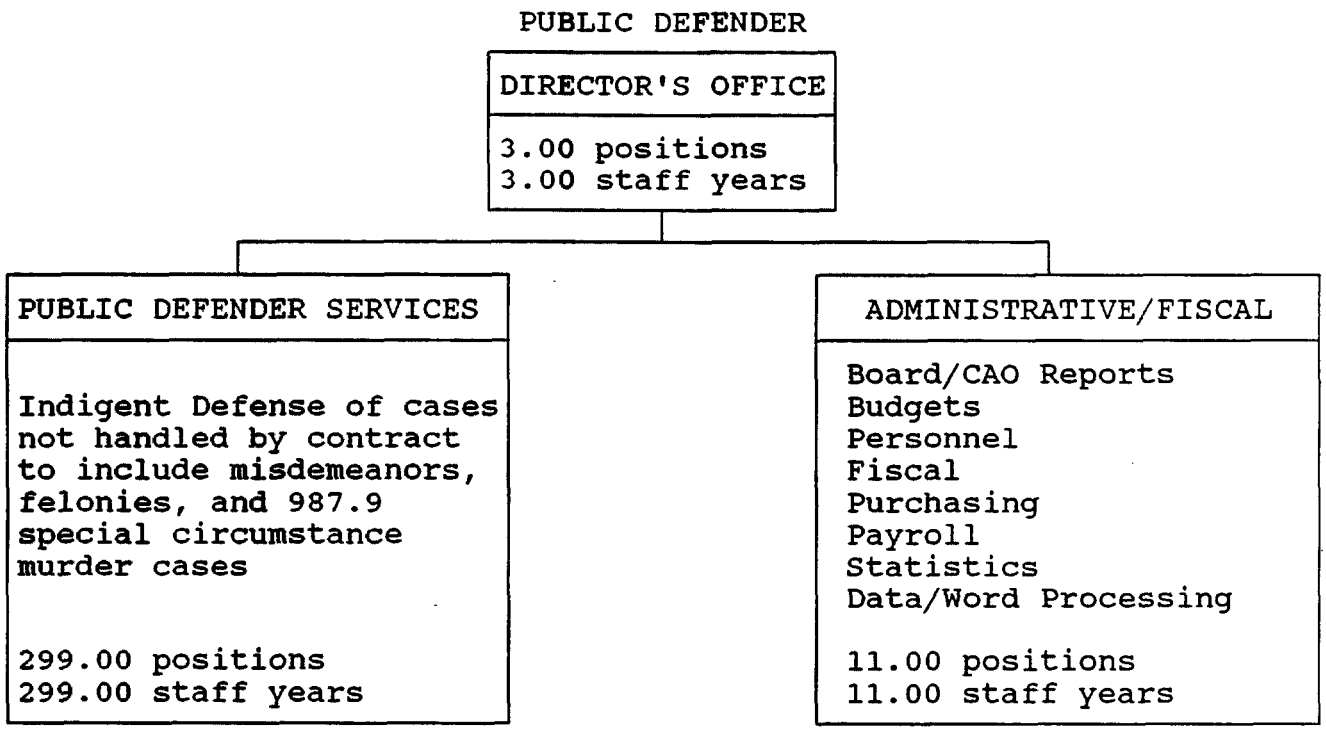
Item	Quantity	Cost
Total		$

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2157	Chief Probation Officer	1	1.00	1	1.00	$ 76,901	$ 87,217
2265	Asst. Chief Probation Officer	1	1.00	1	1.00	73,558	78,401
2266	Deputy Chief P.O. Mgmt. Svcs.	1	1.00	1	1.00	52,678	56,605
2304	Administrative Assistant I	1	1.00	1	1.00	26,041	28,331
2306	Administrative Trainee	1	1.00	1	1.00	25,160	26,066
2312	Dept. Personnel & Training Adm.	1	1.00	1	1.00	45,269	50,416
2320	Personnel Aid	1	1.00	1	1.00	22,410	24,228
2365	Staff Development Specialist	2	2.00	2	2.00	70,866	68,739
2395	Mgr. Prob. Program Planning	1	1.00	1	1.00	45,269	50,416
2412	Analyst II	4	4.00	4	4.00	135,717	142,155
2413	Analyst III	3	3.00	3	3.00	117,318	121,554
2469	Dept. EDP Coordinator	1	1.00	1	1.00	33,861	42,138
2511	Senior Payroll Clerk	3	3.00	3	3.00	61,528	65,026
2537	Department Budget Manager	1	1.00	1	1.00	45,269	50,416
2658	Storekeeper II	1	1.00	1	1.00	21,484	22,389
2730	Senior Clerk	3	3.00	3	3.00	61,386	64,869
2745	Supervising clerk	1	1.00	1	1.00	23,461	25,118
2757	Admin. Secretary II	1	1.00	1	1.00	22,550	23,024
2758	Admin. Secretary III	1	1.00	1	1.00	21,979	26,998
2759	Admin. Secretary IV	1	1.00	1	1.00	25,248	27,521
2764	Office Manager	1	1.00	1	1.00	25,305	26,744
3008	Senior Word Proc. Operator	1	1.00	1	1.00	21,880	20,167
3009	Word Processing Operator	1	1.00	1	1.00	18,950	21,026
5031	Chaplain Coordinator	1	1.00	1	1.00	28,043	29,052
5065	Deputy P.O.	1	1.00	1	1.00	33,101	31,984
5090	Senior P.O,	3	3.00	3	3.00	66,032	110,966
5115	Supervising Probation Officer	1	1.00	1	1.00	35,099	42,747
	Total	39	39.00	39	39.00	$1,236,363	$1,364,313
	Salary Adjustments:						
	Regular Overtime (SB 924 reimbursed)					$155,387	$183,407
	Employee Benefits:					286,656	414,769
	Salary Savings:					(33,053)	(53,311)
	Total Adjustments					$408,990	$544,865
	Program Totals	39	39.00	39	39.00	$1,645,353	$1,909,178

PUBLIC DEFENDER

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Indigent Defense	$18,893,027	$23,125,329	$27,764,596	$23,098,054	$16,837,388	$(6,260,666)	(27.1)
TOTAL DIRECT COST	$18,893,027	$23,125,329	$27,764,596	$23,098,054	$16,837,388	$(6,260,666)	(27.1)
PROGRAM REVENUE	$(921,734)	$(1,273,924)	$(1,299,609)	$(1,078,266)	$(853,823)	$224,443	(20.8)
NET GENERAL FUND COST	$17,971,293	$21,851,405	$26,464,987	$22,019,788	$15,983,565	$(6,036,223)	(27.4)
STAFF YEARS	36.22	38.16	159.23	174.25	313.00	138.75	79.6


PUBLIC DEFENDER
DIRECTOR'S OFFICE
3.00 positions
3.00 staff years
PUBLIC DEFENDER SERVICES
Indigent Defense of cases not handled by contract to include misdemeanors, felonies, and 987.9 special circumstance murder cases
299.00 positions
299.00 staff years
ADMINISTRATIVE/FISCAL
Board/CAO Reports
Budgets
Personnel
Fiscal
Purchasing
Payroll
Statistics
Data/Word Processing
11.00 positions
11.00 staff years

PROGRAM: Indigent Defense

DEPARTMENT: PUBLIC DEFENDER

PROGRAM #: 13023

ORGANIZATION #: 2950

MANAGER: Francis J. Bardsley

REFERENCE: 1988-89 Final Budget-pg A 122

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,685,722	$1,865,784	$6,956,736	$7,145,629	$14,451,950	102.2
Services & Supplies	105,394	466,520	1,806,328	1,416,274	2,176,685	53.7
Other Charges	17,101,911	20,787,786	18,856,981	14,356,998		(100.0)
Fixed Assets		5,239	144,551	179,153	208,753	16.5
Vehicle/Comm. Equip.						100.0
Less Reimbursements						100.0
Operating Transfers						100.0
TOTAL DIRECT COST	$18,893,027	$23,125,329	$27,764,596	$23,098,054	$16,837,388	(27.1)
PROGRAM REVENUE	$(921,734)	$(1,273,924)	$(1,299,609)	$(1,078,266)	$(853,823)	(20.8)
NET GENERAL FUND CONTRIBUTION	$17,971,293	$21,851,405	$26,464,987	$22,019,788	$15,983,565	(27.4)
STAFF YEARS	36.22	38.16	159.23	174.25	313.00	79.6

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. Where a conflict of interest exists between the Public Defender and its client, the Public Defender will declare a conflict and the case will be assigned to the Department of Conflict Administration.

In addition to criminal cases, the Public Defender provides legal defense for a juvenile, parent, or guardian who is unable to afford counsel, when ordered by the Juvenile Court under California Welfare and Institution Code.

1988-89 BUDGET TO ACTUAL COMPARISON

In the 1988-89 budget to actual comparison the acutal costs were over budget by $4,666,542. The primary reasons that the budget was exceeded were that Juvenile Dependency contract attorneys were $1,361,565 over budget, the amount of prior year expenditures for contract attorneys versus the amount budgeted was exceeded by approximately $3,000,000, and the amount of Account 2500 prior year encumbrances increased in Fiscal Year 1987-88 from $1,023,399 to $1,492,284 in Fiscal Year 1988-89 requiring an additional $468,885 in appropriations. The budgeted overages, due to the high cost of contract attorneys, required the addition of appropriations to the 1988-89 budget which was approved by your Board on May 16, 1989 (57) and July 5, 1989 (9).

1989-90 OBJECTIVES

1. To provide an adequate level of defense to all indigent defendants except when a conflict exists.

2. To reduce as much as possible the number of contract Juvenile Dependency cases.

3. To coordinate with other justice system agencies means to efficiently and expediously process criminal cases for the purpose of reducing costs.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration (14.0 SY; E = $638,488 ; R = $0) including all administrative support staff and Director's office is:

   - Mandated/Descretionary Service Level.
   - Administrative support.
   - Accounting support and reports.
   - Budgeting responsibilities.
   - EDP systems.
   - Personnel, payroll and employee performance.
   - Planning, long term and short term.
   - Purchasing and stores.
   - Travel for attorneys and investigators.
   - Funded by General Fund.

2. Legal Services (299.0 SY; E = $15,990,147 ; R = $853,823) including all legal support and investigators is:

   - Mandated/Descretionary Service Level.
   - Provide a high level of defense to indigent clients on criminal matters in Municipal Court and Superior Court.
   - Provide attorney services in delinquency and dependency issues.
   - Provide mental health legal services to clients.
   - Provide legal support to staff of 180 attorneys.
   - Provide investigative services to all attorneys.
   - Writs and appeals service to attorneys when necessary.
   - Funded by General Fund.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AB90 Subvention Funds	$69,203	$66,612	$69,203	$2,591
Court Fees and Costs, Court Appointed Attorneys	1,224,023	1,011,504	784,620	(226,884)
Other Revenue	6,383	150	0	(150)
Sub-Total	$1,299,609	$1,078,266	$853,823	$(224,443)
Total	$1,299,609	$1,078,266	$853,823	$(224,443)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$26,464,597	$22,019,788	$15,983,565	$(6,036,223)
Sub-Total	$26,464,597	$22,019,788	$15,983,565	$(6,036,223)
Total	$26,464,597	$22,019,788	$15,983,565	(6,036,223)

EXPLANATION/COMMENT ON PROGRAM REVENUES: There is a $2,591 increase in AB90 Subvention Funds due to increases in State allocation of funds. The estimated $226,884 decrease in revenues in Court Fees and Costs, Court Appointed Attorneys is due to the transfer of Juvenile Dependency contracts to the Department of Conflict Administration.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$55,411
Computer Lap-Top	1	3,317
Office Furniture, Couch	1	1,750
Desks	50	28,000
Credenza	11	6,600
Dictaphone/Transcriber	20	7,000
Photocopiers	4	63,200
Cameras	10	4,000
Binding Machine	1	600
Facsimile Equipment	5	17,500
Typewriters	25	13,750
Videotape Player Recorder	5	2,500
Videotape Camera	1	1,250
Videotape/T.V. Monitor	5	3,875
Total		$208,753

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Client Representation					
% OF RESOURCES: 100.00%					
WORKLOAD					
Total Case Load Assigned	55,792	64,722	83,339	65,000	94,200*
Serious Felonies	1,547	1,597	1,591	1,755	1,701
% of Total Cases	2.8	2.5	1.9	2.7	1.8
Other Felonies	13,875	17,216	17,088	17,216	15,063
% of Total Cases	24.9	26.6	20.5	26.5	16.0
Misdemeanors	27,351	30,926	49,685	31,000	68,136
% of Total Cases	49.0	47.8	59.6	47.7	72.3
Juvenile Cases	9,927	10,882	10,840	11,000	4,800
% of Total Cases	17.8	16.8	13.0	16.9	5.1
Mental Health	3,092	4,101	4,135	4,029	4,500
% of Total Cases	5.5	6.3	5.0	6.2	4.8

* This column excludes conflict cases which are now represented by private attorneys budgeted in the Department of Conflicts Administration.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0339	Chief Pub. Def. Invest.			1	1.00	$	$59,505
2124	Public Defender	1	.75	1	1.00	60,228	101,607
2201	Assistant Public Defender	1	1.00	1	1.00	75,325	75,667
2302	Admin. Assistant III	1	1.00			36,365	
2303	Admin. Assistant II			1	1.00		30,961
2307	Dept. Personnel Officer III			1	1.00		41,498
2370	Admin. Services Manager III	1	1.00	1	1.00	47,537	52,977
2403	Accounting Technician	1	1.00	1	1.00	19,411	24,088
2425	Associate Accountant			1	1.00		28,275
2427	Associate Systems Analyst			1	1.00		36,752
2493	Intermediate Account Clerk			2	2.00		31,668
2505	Senior Accountant	1	1.00			32,815	
2511	Senior Payroll Clerk	1	1.00	1	1.00	18,062	20,038
2700	Intermediate Clerk Typist	2	2.00	2	2.00	29,192	34,734
2709	Departmental Clerk			1	1.00		12,766
2710	Junior Clerk Typist	1	1.00	1	1.00	12,071	17,782
2712	Interpreter Court Clerk			2	2.00		49,092
2714	Inter. Transcriber Typist	9	6.75	9	9.00	109,140	165,181
2724	Senior Transcriber Typist	2	1.50	2	2.00	28,630	43,000
2758	Admin. Secretary III	1	.75			16,556	
2759	Admin. Secretary IV			1	1.00		24,513
2763	Legal Secretary II	2	1.50	2	2.00	30,815	46,588
2896	Supv. Legal Services Clerk	1	1.00			23,648	
2903	Legal Procedures Clerk I	20	15.00	10	10.00	236,162	184,259
2904	Interpreter Clerk	1	.50			9,786	
2906	Legal Procedures Clerk III	1	1.00	6	6.00	20,035	128,372
2907	Legal Procedures Clerk II	6	3.00	17	17.00	53,652	338,929
3910	Deputy Public Defender I	31	23.25	33	33.00	609,834	1,109,722
3911	Deputy Public Defender II	54	27.00	56	56.00	981,822	2,443,241
3912	Deputy Public Defender III	42	21.00	57	57.00	950,383	3,086,440
3913	Deputy Public Defender IV	22	16.50	23	23.00	870,462	1,475,988
3914	Deputy Public Defender V	10	5.00	10	10.00	299,312	692,088
3934	Small Claims Advisory Atty	1	1.00			26,280	
3935	Legal Assistant	13	6.50	13	13.00	138,492	294,476
5235	Social Worker I	8	6.00			124,954	
5266	Social Worker IV			4	4.00		105,164
5750	Supv. Public Defender Invest.	1	1.00			35,855	
5764	Public Defender Invest. I	17	12.75	17	17.00	352,304	493,993
5765	Public Defender Invest. II	17	8.50	22	22.00	253,059	821,928
5766	Public Defender Invest. III	10	5.00	11	11.00	164,570	467,901
8801	Chief Trial Deputy			1	1.00		75,002
8803	Legal Office Trainer			1	1.00		34,966
	Total	279	174.25	313	313.00	$5,666,757	$12,649,161
Salary Adjustments:						$260,555	$(17,604)
Premium/Overtime Pay:						251,354	-
Employee Benefits:						1,093,255	2,205,578
Salary Savings:						(126,692)	(385,185)
	Total Adjustments					$1,478,872	$1,802,789
Program Totals		279	174.25	313	313.00	$7,145,629	$14,451,950

SHERIFF'S DEPARTMENT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Detention Facility Services	$32,862,049	$37,616,751	$45,644,853	$40,963,186	$52,587,798	$11,624,612	28.4
Law Enforcement Services	38,386,494	45,549,073	44,250,572	40,972,174	48,500,885	7,528,711	18.4
Administrative Services	6,601,703	6,932,837	6,943,742	6,930,136	7,671,375	741,239	10.7
Office of the Sheriff	1,563,455	1,699,346	1,711,553	1,654,392	2,040,129	385,737	23.3
TOTAL DIRECT COST	$79,413,701	$91,798,007	$98,550,720	$90,519,888	$110,800,187	$20,280,299	22.4
PROGRAM REVENUE	$(18,002410)	$(21,705611)	$(22,378,404)	$(22,345,141)	$(26,468,104)	$(4,122,963)	18.5
NET GENERAL FUND COST	$61,411,291	$70,092,396	$76,172,316	$68,174,747	$84,332,083	$16,157,336	23.7
STAFF YEARS	1,689.50	1,769.50	1,930.08	1,930.08	2,181.25	251	13.0
POSITIONS	1,699	1,926	1,953	1,953	2,184	231	11.8

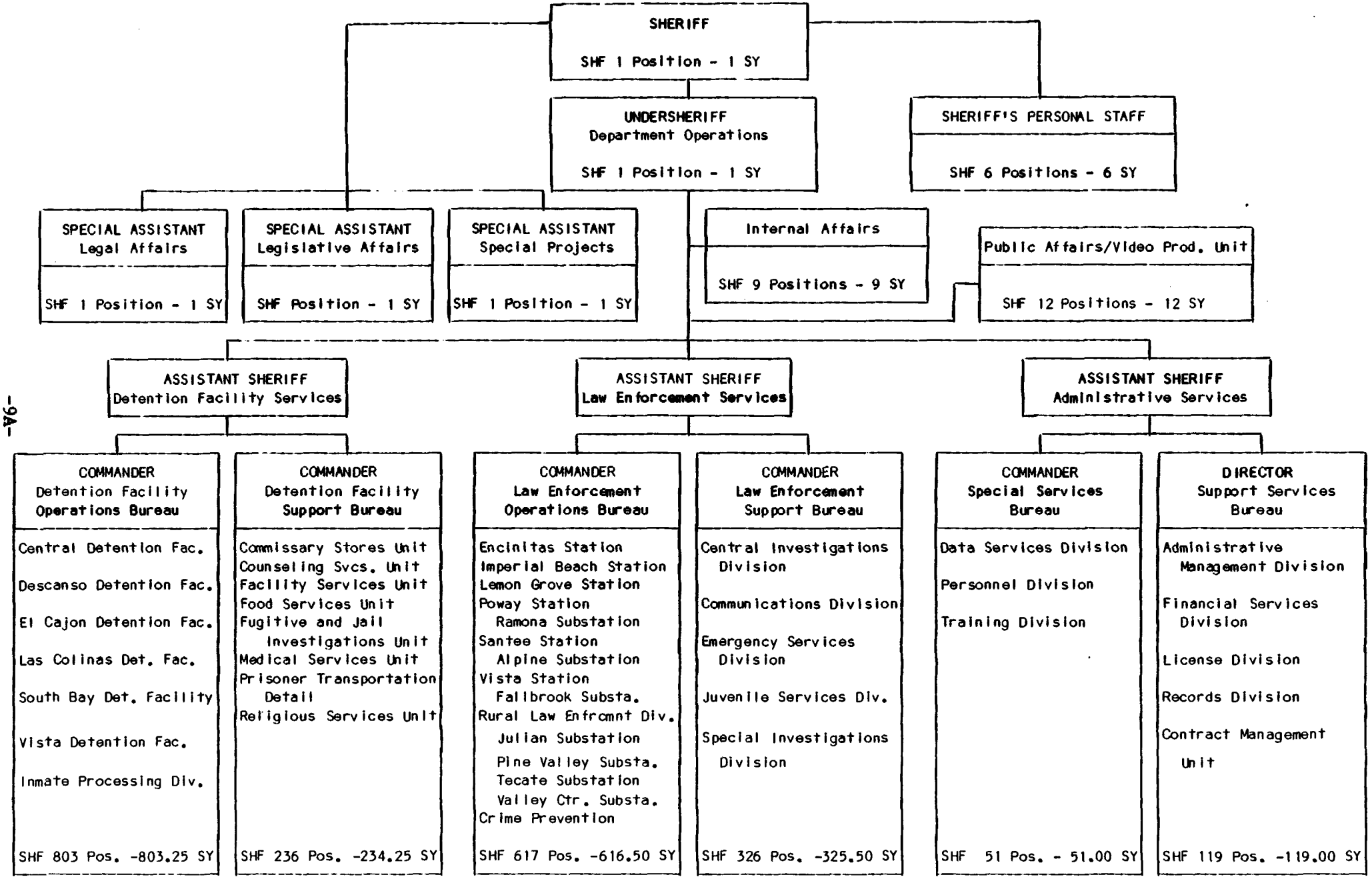
Note: All 3000 accounts included in Services and Supplies.

Sheriff's Asset Forfeiture Program

Total Direct Cost	$0	$911,307	$197,053	$500,000	$1,109,000	$609,800	121.9
Funding	$0	$(911,307)*	$(997,499)	$(500,000)	$(1,109,000)	$(609,800)	121.9
Net Program Cost	$0	$0	$(800,446)	$0	$0	$0	0

* Funding includes fund balance and revenues.

1989-90 FINAL BUDGET
Sheriff Department



PROGRAM: Detention Facility Services | **DEPARTMENT: SHERIFF**

PROGRAM #: 15001 | **ORGANIZATION #: 2400**
MANAGER: C. K. Wigginton, Assistant Sheriff | **REFERENCE: 1989-90 Proposed Budget - Pg. 9F**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$26,575,049	$35,034,169	$35,034,169	$33,870,454	$42,034,015	24.1
Services & Supplies	6,161,694	7,231,803	10,454,385	6,936,433	10,257,245	47.9
Other Charges	0	0	0	0	0	0
Fixed Assets	88,919	63,138	61,540	61,540	168,498	89.7
Vehicles/Communications	36,387	0	94,759	94,759	128,040	35.1
Less Reimbursements	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$32,862,049	$45,644,853	$45,644,853	$40,963,186	$52,587,798	28.4
PROGRAM REVENUE	$(4,310,210)	$(2,870,733)	$(1,688,260)	$(1,680,583)	$(2,004,976)	19.3
NET GENERAL FUND CONTRIBUTION	$28,551,839	$43,956,593	$43,956,593	$39,282,603	$50,582,822	28.8
STAFF YEARS	719.50	749.25	889.25	889.25	1,037.25	16.6
POSITIONS	722	890	890	890	1,039	16.7

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 3,100 inmates annually to the Probation Department and utilizes about 1,200 person days monthly on this out-of-custody work release program.

The Sheriff's Detention Facility Services Program is directed by an Assistant Sheriff and includes seven 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 have recently been expanded. The State Board of Corrections has rated these seven facilities with a combined capacity of just over 2,369 inmates. The inmate population currently exceeds 4,300 and is growing steadily. It is projected that the Sheriff will process about 120,000 persons who are received from the various law enforcement agencies and Courts in FY 1989-90.

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, counseling services, religious services, prisoner transportation, and the investigation of escapes, attempted escapes, and other crimes committed by inmates in custody. Over six million meals are prepared annually and over 215,000 prisoners are transported annually to courts, other local detention facilities, hospitals, or State institutions.

1988-89 BUDGET TO ACTUAL COMPARISON

The increase from budgeted to actual Salaries and Benefits includes salary increases and an increase in overtime costs.

Services and Supplies exceeded budget due primarily to food, bedding and inmate hospitalization costs.

Staff years reflect the same as budgeted amounts.

1989-90 OBJECTIVES

1. To provide efficient and timely transportation of over 215,000 inmates between courts, other facilities and prisons.
2. To provide program-wide security to ensure the safety of staff and inmates.
3. To provide and serve over six million well-balanced nutritious meals throughout the system.
4. To provide a systematic approach to processing inmates, better cash control, and a means of checks and balances.
5. To provide increased medical services to all inmates by:
   (a) Increasing physician coverage.
   (b) Adding sufficient nursing staff to allow 24-hour coverage at all facilities.
6. To reduce overcrowding.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Detention Facilities Operations Bureau (803 SY; E = $34,085,569 ; R = $986,000):

   Mandated/Discretionary Service Level.

   Responsible for housing prisoners in seven detention facilities as mandated by Government Code 26605.

   The inmate population currently exceeds 4,300.

   Added 91 SY full year funding for Vista expansion to staff new facility.

   - Added 5 SY for Las Colinas Psychiatric Unit.

2. Detention Facility Support Bureau (234.25 SY; E = $18,502,229 ; R = $1,018,976):

   Mandated/Discretionary Service Level.

   Responsible for providing support services for inmates to include food services, medical services, laundry services, counseling services, religious services, prisoner transportation and the investigation of escapes, attempted escapes and other crimes committed by inmates in custody.

   Over six million meals are prepared annually.

   Over 215,000 prisoners are transported annually to courts, other local detention facilities, hospitals, or State institutions.

   Added 47 SY full year funding for Vista expansion to staff new facility.

   - Added 5 SY for Jail Stores (revenue offset) due to increased workload.
   - Increase of $2,225,000 in Medical Support and Care of Persons (Hospitalization), $800,000 in the Food Account, and $400,000 in the Hospital Guard Contract.

FIXED ASSETS

Item	Quantity	Cost
Compressor, Aid H. D.	2	$4,380
Terminal Monochrome	35	18,900
Printer, IBM	4	12,000
Printer, Laser	4	12,000
Modem	34	18,700
Work Station	4	1,600
Chair	1	310
Desk	5	3310
Time Stamp	2	900
Copier	1	8,418
Autophoto Machine	2	10,300
Cameras, CCTV	10	2,650
Televisions	3	1,200
TV Closed Circuit	20	3,000
Personal Locker	5	2,500
Survivairs	7	8,050
Typewriter, Electric	19	12,700
Radio w/Siren	1	3,000
Buffer, Floor Polisher	4	3,000
Vacuum, Commercial	4	1,400
Computer Equipment	1	9,100
Dot Matrix Printer	12	18,000
Steel Table	1	280
Medical Carts	4	6,000
Meat Slicer	2	5,000
Washer, 16 lb. Capacity	1	500
Dryer, 16 lb. Capacity	1	500
Pallet Jack	1	800
Total		$168,498

Vehicles/Communication Equipment

Item	Quantity	Cost
Single Unit Charger	6	$1,500
Handi-Talkies w/Charger	37	67,340
Base Station w/Pager	1	2,000
Van, 15-Passenger	1	20,600
Compact Car	3	36,600
Total		$128,040

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM OTHER GOVERNMENTAL AGENCIES:				
(No match required)				
State Aid - AB 8	$593,269	$593,269	$593,269	$0
State AB-90	22,144	22,144	0	(22,144)
Sub-Total	$615,413	$615,413	$593,269	$(22,144)
CHARGES FOR CURRENT SERVICES:				
(No match required)				
Charges in Internal Service Fund (Acct 9786)	$248,470	$227,306	$396,607	$169,301
Transportation of Prisoners (Acct 9851)	10,217	14,000	15,000	1,000
Institutional Care of Federal/City Prisoners (Acct 9944)	123,517	189,364	135,000	54,364
Institutional Care - County (Acct 9945)	13,382	10,500	11,000	500
Institutional Care - State (Acct 9946)	658,006	600,000	828,000	228,000
Other Miscellaneous (Acct 9979)	5,430	12,000	12,000	0
Communication Services (Acct 9720)	35	0	0	0
Jury or Witness Fees	86	0	0	0
Sub-Total	$1,059,143	$1,053,170	$1,397,607	$344,437
OTHER REVENUE:				
(No match required)				
Recovered Expenditure (Acct 9989)	$11,232	$2,000	$2,000	$0
Other Miscellaneous (Acct 9995)	2,472	10,000	0	(10,000)
Sub-Total	$13,704	$12,000	$2,000	$(10,000)
OTHER FINANCING SOURCES:				
(No match required)				
Operating Transfer from Asset Forfeiture (Acct 9816)	$0	$0	$12,100	$12,100
Sub-Total	$0	$0	$12,100	$12,100
Total	$1,688,260	$1,680,583	$2,004,976	$324,393

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS				
General Fund Support Costs	$43,956,593	$39,282,603	$50,582,822	$11,300,219
Sub-Total	$43,956,593	$39,282,603	$50,582,822	$11,300,219
Total	$43,956,593	$39,282,603	$50,582,822	$11,300,219

EXPLANATION/COMMENT ON PROGRAM REVENUES: The decrease in the category, Aid From Other Agencies, is due to discontinuance of AB-90 funds for the Las Colinas Education Program.

The Charges for Current Services category will increase in Jail Stores Revenue (Acct 9786), Transportation of Prisoners (Acct 9851), the Marshal and City Board Bill (Acct 9944), Work Furlough (Acct 9945) and the Parole Board Bill - Department of Corrections for housing state prisoners (Acct 9946).

Other Revenue (Miscellaneous, Acct 9995) will decrease due to the discontinuance of aluminum recycling.

Other Financial Sources reflects an increase of $12,100 (Asset Forfeiture Transfer).

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Central Detention Facility					
% OF RESOURCES: 36.4%					
WORKLOAD					
Bookings	73,420	87,842	78,783	92,230	82,300
Average Daily Inmate Population	895	1,006	1,209	750	1,050
EFFECTIVENESS					
Escapes	1	9	2	0	0
Assaults	220	287	450	0	0
ACTIVITY B: South Bay Detention Facility					
% OF RESOURCES: 9.5%					
WORKLOAD					
Bookings	6,145	6,039	6,073	6,340	6,500
Average Daily Inmate Population	604	661	875	382	700
EFFECTIVENESS					
Escapes	1	4	0	0	0
Assaults	62	124	194	0	0
ACTIVITY C: Las Colinas Women's Detention Facility					
% OF RESOURCES: 21.5%					
WORKLOAD					
Bookings	15,553	18,036	18,260	18,940	19,500
Average Daily Inmate Population	352	415	487	448	500
EFFECTIVENESS					
Escapes	0	6	5	0	0
Assaults	58	111	246	0	0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY D: Las Colinas Men's Temporary Facility					
% OF RESOURCES: %					
WORKLOAD					
Bookings	0	0	0	0	0
Average Daily Inmate Population	0	0	207	580	600
EFFECTIVENESS					
Escapes	0	0	3	0	0
Assaults	0	0	88	0	0
ACTIVITY E: Vista Detention Facility					
% OF RESOURCES: 11.3%					
WORKLOAD					
Bookings	35,173	29,041	8,329	30,490	50,000
Average Daily Inmate Population	414	439	0	1,000	400
EFFECTIVENESS					
Escapes	0	0	0	0	0
Assaults	160	144	18	0	0
ACTIVITY F: Descanso Detention Facility					
% OF RESOURCES: 11.3%					
WORKLOAD					
Bookings	0	0	0	0	5,000
Average Daily Inmate Population	390	419	437	461	500
EFFECTIVENESS					
Escapes	1	0	3	0	0
Assaults	48	43	50	0	0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY G: El Cajon Detention Facility					
% OF RESOURCES: 10.0%					
WORKLOAD					
Bookings	4,808	4,079	9,039	4,280	4,500
Average Daily Inmate Population	413	479	640	241	550
EFFECTIVENESS					
Escapes	0	0	0	0	0
Assaults	39	76	247	0	0

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0265	Assistant Sheriff	1	1.00	1	1.00	$71,369	$77,143
2303	Admin. Assistant II	2	2.00	4	4.00	69,181	135,338
2403	Accounting Technician	1	1.00	1	1.00	20,688	21,746
2650	Stock Clerk	9	9.00	11	11.00	142,960	178,306
2660	Storekeeper I	3	3.00	3	3.00	55,526	57,840
2700	Int. Clerk Typist	12	12.00	12	12.00	197,987	219,564
2710	Junior Clerk Typist	0	0.00	6	6.00	0	78,081
2725	Principal Clerk	0	0.00	1	1.00	0	23,988
2727	Sheriff's Det. Proc. Manager	1	1.00	1	1.00	32,320	34,164
2728	Det. Proc. Supervisor	0	0.00	10	10.00	0	236,548
2730	Senior Clerk	2	2.00	1	1.00	40,924	21,623
2745	Supervising Clerk	11	11.00	5	5.00	257,665	113,746
2756	Administrative Secretary I	2	2.00	3	3.00	34,896	55,626
2757	Administrative Secretary II	6	6.00	6	6.00	124,521	133,022
3001	Jail Clerk	51	51.00	58	58.00	930,245	1,106,879
3002	Booking Clerk	73	73.00	88	88.00	1,464,444	1,829,422
4101	Medical Services Administrator	1	1.00	1	1.00	54,977	56,956
4170	Dentist	1	.25	1	.25	12,446	11,352
4192	Senior Physician	2	2.00	3	2.00	114,404	130,048
4459	Chief, Food Services	1	1.00	1	1.00	37,750	39,547
4460	Assistant Chief, Food Services	1	1.00	1	1.00	27,469	31,095
4517	Certified Nurse Practitioner	2	2.00	2	2.00	74,332	78,558
4538	Staff Nurse II	41	41.00	41	41.00	1,198,719	1,328,299
4539	Staff Nurse I	0	0.00	8	8.00	0	214,360
4544	Supervising Nurse	1	1.00	1	1.00	36,562	39,223
4615	Nurses Assistant	9	9.00	13	13.00	147,363	205,870
5050	Correctional Counselor	12	12.00	15	15.00	426,052	551,356
5051	Supv. Correctional Counselor	1	1.00	1	1.00	40,221	42,727
5236	Departmental Aide	13	13.00	20	20.00	147,048	234,341
5746	Deputy Sheriff	419	419.00	469	469.00	12,650,414	15,129,809
5775	Sheriff's Captain	6	6.00	6	6.00	317,802	353,652
5778	Sheriff's Commander	2	2.00	2	2.00	119,180	132,616
5780	Sheriff's Lieutenant	15	15.00	19	19.00	666,816	949,537
5782	Correctional Deputy II	100	100.00	120	120.00	2,187,800	3,029,711
5789	Sheriff's Comm. Stores Supv.	1	1.00	1	1.00	24,889	27,240
5790	Sheriff's Sergeant	42	42.00	47	47.00	1,739,157	2,118,380
6405	Food Services Supervisor	6	6.00	6	6.00	139,794	153,468
6410	Senior Cook	29	29.00	36	36.00	549,729	731,143
6510	Laundry Supervisor	3	3.00	4	4.00	60,492	83,203
6530	Laundry Worker III	4	4.00	4	4.00	71,399	74,081
7030	Senior Custodian	3	3.00	4	4.00	54,180	69,958
7530	Sewing Room Supervisor	1	1.00	1	1.00	17,016	17,901
8803	Sheriff's Standards Comp. Mgr.	0	0.00	1	1.00	0	49,191
9999	Extra Help					598,725	970,783
	Total	890	889.25	1,039	1,037.25	$24,957,462	$31,177,441
Salary Adjustments:						$0	$35,880
Premium/Overtime Pay:						2,349,596	2,387,297
Employee Benefits:						7,611,210	9,684,004
Salary Savings:						(1,047,814)	(1,250,607)
	Total Adjustments					$8,912,992	$10,856,574
Program Totals		890	889.25	1,039	1,037.25	$33,870,454	$42,034,015

PROGRAM: Law Enforcement Services **DEPARTMENT: SHERIFF**

PROGRAM #: 12002 **ORGANIZATION #: 2400**
MANAGER: J. M. Drown, Assistant Sheriff **REFERENCE: 1989-90 Proposed Budget, Pg. 9K**

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 and 51304) authorizes intergovernmental agreements for the provision of law enforcement services.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$36,374,434	$41,512,575	$41,641,397	$37,929,513	$45,118,731	19.0
Services & Supplies	1,618,329	1,996,220	2,025,442	2,458,928	2,452,496	(1.0)
Other Charges	0	0	0	0	0	0
Fixed Assets	105,833	1,887,228	320,133	320,133	220,358	23.1
Vehicle/Comm. Equip.	287,898	153,050	263,600	263,600	709,300	103.1
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$38,386,494	$45,549,073	$44,250,572	$40,972,174	$48,500,885	18.3
PROGRAM REVENUE	$(12,945,288)	$(17,732,912)	$(19,453,886)	$(19,383,838)	$(23,017,800)	18.7
NET GENERAL FUND CONTRIBUTION	$25,441,206	$27,116,161	$24,796,686	$21,588,336	$25,483,085	18.0
STAFF YEARS	790.00	832.00	847.83	847.83	942.00	11.1
POSITIONS	797	843	870	870	943	8.3

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 700,000 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 communities of Warner Springs, Ranchita, Borrego Springs, Jacumba, and Boulevard.

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

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. The same division also includes the Sheriff's Regional Crime Lab which conducts crime scene searches and forensic examinations involving the use of sophisticated scientific instrumentation for analysis of criminal evidence. The Juvenile Services Division is responsible for the investigation of crimes against children, such as child abuse, and for follow-up investigation, case clearance, property recovery, and diversion/referral disposition decisions on all arrested juveniles. The division also operates as part of the Sheriff's Juvenile Diversion Program. The Sheriff's Special Investigations Division is responsible for covert or semi-covert investigations of gambling, prostitution, child pornography, narcotics violations and trafficking, street gang activities and criminal intelligence.

1988-89 BUDGET TO ACTUAL COMPARISON

The increase from budgeted to Actual Salaries and Benefits includes salary increases and an increase in overtime costs. The decrease in Services and Supplies reflects internal constraints implemented by Law Enforcement Management. The increase in revenue was for State Grants. Staff years reflect the same as budgeted amounts.

1989-90 OBJECTIVES

1. To increase the Crime Lab service efficiency and timeliness.
2. To ensure the overall crime rate (FBI index offenses) in the Sheriff's direct service area remains below the countywide average.
3. To successfully file 85% of felony arrests as determined by District Attorney issuances.
4. To provide an increased level of law enforcement services to the unincorporated area of the County, contract cities and County residents as a whole.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Law Enforcement Operations Bureau (616.50 SY; E = $31,325,118* ; R = $20,844,092) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Responsible for all law enforcement in the unincorporated area of San Diego County and the nine contract cities.
   - 1989-90 increased staff of 23 SY to provide adequate law enforcement coverage to the unincorporated area.
   - 1989-90 increased staff of 28.67 SY to improve quality of law enforcement for contract cities.
   - 1989-90 increased staff of 14.5 SY for clerical support and full year funding of Crime Prevention staff.
   - 1989-90 Fixed Asset increase of $345,925 primarily associated with additional contract cities staffing.
   - In 1988-89 processed 285,000 calls for service.
2. Law Enforcement Support Bureau (325.50 SY; E = $17,175,767 ; R = $2,173,708) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Responsible for all law enforcement support in the unincorporated area of San Diego County and the nine contract cities.
   - 1989-90 increased staff years of 28.0 for additional and full year funding of Communications Dispatchers and one Deputy Sheriff for the Narcotics Task Force to combat the war against drugs.
   - In 1988-89 processed approximately 629,000 calls for service.

PROGRAM: Law Enforcement Services **DEPARTMENT: SHERIFF**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES :				
Law Enforcement Services-Other Govt. Agencies	$17,510,422	$17,125,709	$20,868,517	$3,742,808
Communication Services	25,170	27,300	30,000	2,700
Charges in Internal Service Funds	86,000	86,000	86,000	0
Jury or Witness Fees	1,176	1,050	1,050	0
Alcohol Lab Test and Service	475,662	577,500	577,500	0
H & S Lab Tests	384,600	31,500	31,500	0
Sub-Total	$18,483,030	$17,849,059	$21,594,567	$3,745,508
OTHER REVENUE:				
Miscellaneous	$175,389	$189,780	$300,323	$110,543
Recovered Expenditures	112,126	36,100	40,000	3,900
Sub-Total	$287,515	$225,880	$237,630	$11,750
AID FROM OTHER GOVERNMENTAL AGENCIES:				
State Grants - Other	$280,849	$208,280	$282,387	$74,107
State - Other Subvention AB90	198,201	190,096	0	(190,096)
Federal Grants	103,114	60,523	60,523	0
Other Government Agencies	101,177	850,000	740,000	(110,000)
Sub-Total	$683,341	$1,308,899	$1,185,603	$(123,296)
Total	$19,453,886	$19,383,838	$23,017,800	$3,633,962

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$24,796,686	$21,588,336	$25,483,085	$3,894,749
Sub-Total	$24,796,686	$21,588,336	$25,483,085	$3,894,749
Total	$24,796,686	$21,588,336	$25,483,085	$3,894,749

EXPLANATION/COMMENT ON PROGRAM REVENUES: The major increase in revenue for the Law Enforcement Services Program is the increase in charges for Contract Cities law enforcement in the amount of $3,742,808.

The only decrease in revenue for the Law Enforcement Services Program in the amount of $225,989 is due to a decrease in grant funds, primarily AB-90 funding.

FIXED ASSETS

Item	Quantity	Cost
Plotter	1	$15,000
Scanner	1	19,434
Color Printer	1	16,108
650 Watt Generator	1	600
Handgun	1	300
Rifle Sniper Scope	2	600
Aimpoint Scope	2	600
Laser Sights	5	1,750
Desk	3	1,590
4-Drawer File	1	230
Steel Cabinet	1	200
Steel Table	1	270
Desk	1	1,000
DC Power Supply	2	5,000
Digital Balance	1	4,000
Microscope	1	10,000
Microcentrifuge	1	2,500
Refrigerated Recircular Bath	2	8,000
Stereo Microscope	2	5,000
Bullet Recovery Tank	1	12,500
Transcriber Dictaphone	1	250
Transcriber	2	1,260
Transcriber Recorder	1	2,940
Data Back for Camera	1	400
B/W Photo Enlarger	1	2,500
Camera Bodies	3	825
Camera 35 MM w/Cases	1	1,000
Ballistic Helmet	22	2,860
Gyro Stabilization	1	2,000
Collins Light	2	1,400
Teletype Device Deaf	1	609
Ballistic Shield	4	3,200
Bomb Robot	1	30,000
Vehicle Alarm	4	1,772
Video Recorder VHS	1	1,500
Handguns	32	8,800
Shotgun	15	5,250
Desks	3	1,620
Desk	1	500
Desk	6	4,020
Safe	1	250
Copy Machine	2	12,350
Copy Machine	1	20,000
Camera 35 MM w/Accessories	2	900
Camera w/Accessories	1	780
Camera	1	1,390
Refrigerator	1	300
Typewriter	3	2,250
Typewriter	5	4,750
Total		$220,358

Vehicles/Communication Equipment

Item	Quantity	Cost
Handi-Talkie	8	$16,000
Mobile Radio	1	2,000
Body Wire Transmitter	1	2,625
Vehicular Charger	2	500
Recharger Battery	4	800
Aircraft Radio	1	2,575
Loran C	1	800
Hostage Telephone	1	1,000
Undercover Sedan 2-Door	1	13,500
Handi-Talkie w/Accessories	46	100,000
Scanner Mobile A/C D Cap	8	11,900
Pager w/Charger	1	450
M/C Headset Set Cam	3	1,050
Radio Mobile Siren	23	69,000
Phoenix Radio	11	11,000
Multi-Charger H/T	2	900
Base Station	3	6,000
Multi-Charge	2	1,200
Sedan	1	12,000
Sedan	4	63,200
Motorcycle	2	14,000
Vehicle	5	67,500
Van	11	137,500
Patrol Vehicle	11	173,800
Total		$709,300

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Law Enforcement Operations - Contract					
% OF RESOURCES: 32%					
WORKLOAD					
Calls for Service	127,000	154,626	167,352	162,400	175,400
Reports Taken	24,000	32,193	34,433	33,800	37,000
Total Arrests	9,700	11,157	12,047	11,700	12,800
Citations Issued	51,500	73,208	82,737	76,900	95,000
EFFICIENCY					
Calls per 8-1/2 Hour Patrol/Traffic Unit	1,580	1,549	1,601	1,550	1,670
EFFECTIVENESS					
Response Time (Priorities 1-3 From EDP)	10.7	10.8	11.2	10.0	11.0
Population Per 24-Hr Patrol/Traffic Unit	8,624	8,884	8,885	8,887	9,250
ACTIVITY B: Law Enforcement Operations - Unincorporated					
% OF RESOURCES: 29%					
WORKLOAD					
Calls for Service	136,605	116,740	129,917	122,600	136,800
Reports Taken	24,400	22,978	25,394	24,100	27,000
Total Arrests	9,100	8,168	7,545	8,600	8,000
Citations Issued	18,000	11,277	14,122	11,800	15,000
EFFICIENCY					
Calls Per 8-1/2 Hr. Patrol Unit	1,531	1,256	1,368	1,300	1,287
EFFECTIVENESS					
Response Time (Priorities 1-3 from EDP)	13.5	14.1	13.8	14.1	12.1
Population per 24-Hr Patrol Unit	11,783	11,685	12,030	12,050	11,140

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY C: Law Enforcement Support					
% OF RESOURCES: 28%					
WORKLOAD					
Calls for Service	575,000	603,000	623,000	629,000	648,000
Criminological Examinations	40,150	49,000	51,357	49,500	53,411
Crime Investigations	6,037	6,641	6,178	6,700	6,548
ASTREA Assists	6,752	7,500	2,200	7,700	4,000
EFFICIENCY					
Productivity Index (total workload/staff years)	2,195	2,346	2,253	2,286	2,184
EFFECTIVENESS					
Not applicable					
ACTIVITY D: Juvenile Services					
% OF RESOURCES: 6%					
WORKLOAD					
Calls for Service	17,000	20,000	18,786	21,500	20,000
Investigations	3,000	3,000	3,572	3,200	3,700
Evidentiary Examinations	360	384	250	410	375
Juvenile Intervention	13,160	13,200	7,944	13,400	14,000
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY E: Street Gangs					
% OF RESOURCES: 2%					
WORKLOAD					
Crime Investigations	85	240	22	264	60
Arrests	231	130	12	143	40
Gang Activity Interventions	40	65	10	71	25
Number of Gang Members Documented	2,000	2,720	3,264	2,992	4,460
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY F: Street Narcotics					
% OF RESOURCES: 1%					
WORKLOAD					
Number of Investigations	335	335	36	400	450
Number of Arrests	385	284	75	325	400
Search Warrants	84	84	36	84	100
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY G: Crime Prevention					
% OF RESOURCES: 1%					
WORKLOAD					
Neighborhood Watch Groups	3,049	3,096	3,274	800	3,600
Programs & Presentations	2,218	1,620	5,868	600	6,400
Security Inspections	5,005	3,462	2,517	2,000	2,750
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 H: CAL-ID					
% OF RESOURCES: 1%					
WORKLOAD					
Total Cases Completed	N/A	N/A	2,880	1,032	3,000
Person Crimes Fingerprint Searches	N/A	N/A	134	37	140
Property Crimes Fingerprint Searches	N/A	N/A	2,746	995	2,860
Total Case Hits	N/A	N/A	277	97	300
Person Crimes Fingerprint Identification	N/A	N/A	17	4	18
Property Crimes Fingerprint Identification	N/A	N/A	260	93	282
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
CAL-ID has been partially staffed since July 1988					

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0265	Assistant Sheriff	1	1.00	1	1.00	$71,369	$77,143
2302	Administrative Assistant I	1	1.00	1	1.00	38,680	40,518
2303	Administrative Assistant II	5	5.00	7	7.00	160,341	236,651
2671	Estate Mover	2	2.00	2	2.00	40,110	42,252
2700	Intermediate Clerk Typist	48	47.00	44	43.00	782,221	781,727
2710	Junior Clerk Typist	2	2.00	1	1.00	26,771	14,019
2730	Senior Clerk	10	10.00	8	8.00	199,526	169,862
2756	Administrative Secretary I	13	13.00	17	17.00	245,036	317,609
2757	Administrative Secretary II	9	9.00	10	10.00	200,562	225,313
2761	Group Secretary	1	1.00	1	1.00	18,603	21,752
2801	Sheriff's Comm. Dispatcher I	17	10.00	17	17.00	121,128	332,107
2803	Sheriff's Comm. Dispatcher II	29	29.00	49	49.00	605,352	1,083,183
2805	Sr. Sheriff's Comm. Dispatcher	29	29.00	28	28.00	723,797	740,919
2806	Supv. Sheriff's Comm. Dispatcher	6	6.00	7	7.00	164,593	199,906
2907	Legal Procedures Clerk II	1	1.00	1	1.00	21,008	21,765
4317	Clinical Lab. Technician	3	3.00	3	3.00	92,778	96,120
4330	Lab. Assistant	1	1.00	1	1.00	19,147	19,840
5236	Departmental Aide	9	9.00	8	8.00	103,408	98,343
5605	Estate Property Manager	1	1.00	1	1.00	30,300	32,177
5721	Document Examiner	2	2.00	2	2.00	80,842	86,650
5734	Supv. Criminalist	1	1.00	1	1.00	46,313	49,640
5736	Criminalist III	1	1.00	1	1.00	41,697	44,693
5737	Criminalist II	9	9.00	9	9.00	345,768	370,872
5739	Latent Fingerprint Examiner	4	4.00	4	4.00	93,551	101,100
5744	Crime Prevention Specialist	18	6.50	18	18.00	132,522	386,181
5745	Sr. Crime Prevention Specialist	5	3.00	5	5.00	67,266	120,170
5746	Deputy Sheriff	521	520.33	554	554.00	17,468,132	20,480,549
5774	Chief Comm. Supervisor	1	1.00	1	1.00	34,597	35,844
5775	Sheriff's Captain	10	10.00	10	10.00	529,710	589,396
5778	Sheriff's Commander	2	2.00	2	2.00	119,180	132,616
5780	Sheriff's Lieutenant	27	27.00	27	27.00	1,250,456	1,409,591
5785	Sheriff's Prop. Invest.	1	1.00	1	1.00	22,656	24,058
5790	Sheriff's Sergeant	79	79.00	82	82.00	3,292,524	3,736,564
5748	Community Services Officer	0	0.00	11	11.00	0	202,631
5865	Disaster Prep. Oper Officer II	1	1.00	1	1.00	31,826	31,001
8805	Sheriff's Serv. Prop. Clerk	0	0.00	1	1.00	0	22,411
8806	Sheriff's Prop/Evid Clerk	0	0.00	6	6.00	0	92,112
	Total	861	847.83	943	942.00	$27,221,770	$32,467,285
	Salary Adjustments:						
	Premium/Overtime Pay:					2,648,725	2,613,083
	Employee Benefits:					$9,231,826	$11,362,188
	Salary Savings:					(1,172,808)	(1,323,825)
	Total Adjustments					$10,707,743	$12,651,446
	Program Totals	861	847.83	943	942.00	$37,929,513	$45,118,731

PROGRAM: Administrative Services **DEPARTMENT: SHERIFF**

PROGRAM #: 12006 **ORGANIZATION #: 2400**
MANAGER: R. W. Reed, Assistant Sheriff **REFERENCE: 1989-90 Proposed Budget - Pg. 9P**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,323,045	$5,472,402	$5,574,049	$5,554,424	$6,255,822	12.6
Services & Supplies	1,080,178	1,410,590	1,328,875	1,334,894	1,357,439	1.7
Other Charges	0	0	0	0	0	0
Fixed Assets	198,480	39,345	40,818	40,818	58,114	42.4
Vehicle/Comm. Equip.	0	10,500	0	0	0	0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$6,601,703	$6,932,837	$6,943,742	$6,930,136	$7,671,375	10.7
PROGRAM REVENUE	$(738,312)	$(1,098,132)	$(1,222,184)	$(1,267,720)	$(1,418,228)	11.9
NET GENERAL FUND CONTRIBUTION	$5,863,391	$5,834,705	$5,721,558	$5,662,416	$6,253,147	10.4
STAFF YEARS	152.00	159.75	165.00	165.00	170.00	3.0
POSITIONS	152	165	165	165	170	3.0

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 department-wide 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 Adminstrative 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 2,154 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, payroll, 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.

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

The Contract Management Unit is responsible for negotiating and maintaining contracts with various incorporated cities for which the Sheriff's Department provides law enforcement services.

1988-89 BUDGET TO ACTUAL COMPARISON

The increase from budgeted to actual in Salaries and Benefits was due to salary increases and an increase in overtime costs. The $6,019 reduction in Services and Supplies was the result of conserving funds to offset other department increases.

1989-90 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 investigation of 2,142 prospective departmental employees.

3. To maintain the capability to train 250 new entry level peace officers, correctional deputies, and reserve candidates.

4. To continue to provide 452,400 records' services and efficiently handle arrest/booking operations, crime report processing and Automated Regional Justice Information System (ARJIS) entry and CAL-ID.

5. To maintain the capability to provide 133,380 license services.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Special Services Bureau (51.00 SY; E = $3,746,295 ; R = $986,328) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for the recruitment of well qualified Deputy Sheriff's and hiring of personnel in every classification and affirmative action.
   - Provides training program for regular and reserve Deputies and other employees.
   - Responsible for planning coordinating implementing and managing the data processing needs of the Department.
   - Added 1.00 staff year due to expansion in the Sheriff's Data Services Network.

2. Support Services Bureau (119.00 SY; E = $3,925,080; R = $431,900) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for budget preparation, monitoring of expenditures, inventory control, payroll and record keeping.
   - Responsible for licensing over 100 different kinds of businesses in the unincorporated area.
   - Responsible for issuing all permits to carry concealed weapons in San Diego County.
   - Responsible for providing records that serve the entire county criminal justice system--police detentions, prosecutors, courts, probation and state and federal agencies.
   - Responsible for maintenance of the contracts with Incorporated Cities for which the Sheriff's Department provides law enforcement services.
   - Added 2.00SY as 1988/89 midyear change for increase in the workload in both Payroll and Financial Services due to the opening of the remodeled Vista Detention Facility.

     Added 2.00SY to create the Contract Management Unit.

PROGRAM: Administrative Services **DEPARTMENT: SHERIFF**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Law Enforcement Services--Official Documents and Fingerprints	$230,606	$165,000	$220,000	$55,000
Other--Jury or Witness Fees	0	0	500	500
Training Peace Officer--P.O.S.T.	343,702	407,850	464,228	56,378
Other Miscellaneous	130,597	140,000	29,000	(111,000)
Return Check Fee	300	0	0	0
Sub-Total	$705,205	$712,850	$713,728	$878
LICENSES, PERMITS AND FRANCHISES:				
Business Licenses--Taxicab and Operators	$53,906	$85,000	$60,000	$(25,000)
Business Licenses--Other	55,718	47,300	75,000	27,700
Other Licenses and Permits--Explosive	495	770	900	130
Other Licenses and Permits--Miscellaneous	37,725	43,000	45,000	2,000
Other Licenses and Permits--Alarm	28,120	19,800	30,000	10,200
Sub-Total	$175,964	$195,870	$210,900	$15,030
AID FROM OTHER GOVERNMENTAL AGENCIES:				
SB924--Miscellaneous	$318,234	$359,000	$443,500	$84,500
Sub-Total	$318,234	$359,000	$443,500	$84,500
OTHER REVENUE:				
Revenue--Approximately per year--Other	$18,930	$0	$0	$0
Recovered Expenditures	2,923	0	0	0
Other--Miscellaneous	928	0	500	500
Sub-Total	$22,781	$0	$500	$500
OTHER FINANCING SOURCES:				
Operational Transfer from Asset Forfeiture	$0	$0	$49,600	$49,600
Sub-Total	$0	$0	$49,600	$49,600
Total	$1,222,184	$1,267,720	$1,418,228	$150,508

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$5,721,558	$5,662,416	$6,253,147	$630,731
Sub-Total	$5,721,558	$5,662,416	$6,253,147	$630,731
Total	$5,721,558	$5,662,416	$6,253,147	630,731

EXPLANATION/COMMENT ON PROGRAM REVENUES:

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 increased. The reduction in Average Daily Attendance is money that will be retained by Southwestern College to use as the County's initial installation costs for relocatable classrooms and administratives offices. These reductions will continue for the next three years.

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Licenses Permits:

The change in revenue is due to a reduction in the fees for Taxicab permits. There has been an increase in 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 new Corrections Deputy Sheriffs.

Other Revenues:

There has been an increase in revenue because additional categories have been added.

Other Financial Sources:

The addition of an Associate Systems Analyst to the Data Services Division is being financed through Asset Forfeiture.

FIXED ASSETS

Item	Quantity	Cost
Typewriter	7	$4,610
Desks	2	1,340
Credenza	2	1,400
Computer Equipment	1lot	9,600
Camera, Polaroid Idenfitication System	1	2,000
Laser Printers	2	6,000
Shotguns	5	1,170
Semi-Automatic Pistols	35	11,394
Trash Compactor	1	500
Polaroid Camera	1	995
Monochromme Terminals	9	4,500
Printer	1	1,500
Microfiche Reader/Printer	1	2,105
Line/Protocol Test Equipment	1	10,000
Facsimile Machine	1	1,000
Total		$58,114

Vehicles/Communication Equipment

Item	Quantity	Cost
N/A	0	$0
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Personnel					
% OF RESOURCES: 13%					
WORKLOAD					
Employment Interviews	1,405	1,342	1,336	1,520	2,180
Background Investigations	972	1,068	1,246	1,230	2,142
Polygraph Examinations	576	632	886	740	1,235
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY B: Training					
% OF RESOURCES: 24%					
WORKLOAD					
Entry Level Peace Officers Trained*	87	130	141	150	140
Correction Deputies Trained*	0	66	50	90	80
Reserves Trained (Entry Level)*	85	25	28	50	30
In-Service Employees Trained POST/STC**	2,374	3,466	3,200	3,500	3,600
In-Service Training Hours POST/STC**	40,011	73,710	85,000	100,000	96,000
Firearms Qualification	3,705	2,646	3,600	4,500	4,400
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					

* Includes outside agencies as well as Deputy Sheriffs.

** Includes sworn and nonsworn, regular/reserve and outside agencies. Also one employee attending more than one course would reflect a multiple statistic.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY C: Data Services					
% OF RESOURCES: 12%					
WORKLOAD					
SUN Transactions	11,960,000	12,637,905	13,528,222	13,000,000	14,000,000
Devices on Computer Network	80	105	153	140	229
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY D: Records					
% OF RESOURCES: 25%					
WORKLOAD					
Bookings*	135,000	144,693	126,000	146,000	126,000
Case Reports	65,216	65,328	73,000	70,000	73,000
Arrest Disposition Reports	8,716	8,000	8,000	8,000	8,000
ARJIS Entry**	175,000	163,057	186,000	170,000	186,000
CAL-ID Fingerprint Entry	0	0	0	59,400	59,400
EFFICIENCY					
Unit Cost: Total Cost / Total Workload	$7.01	$7.59	$9.58	$8.17	$9.58
Productivity: Total Workload / Total Staff Years Allocations	3,265	3,114	2,957	3,200	2,957
EFFECTIVENESS					
Not applicable					

* Jails no longer book misdeamenors.

** Due to the asbestos problem, the Automated Fingerprint Image System (AFIS) has not been installed. Installation of AFIS is expected in FY 1989/90. This was a new workload indicator in 1988/89.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY E: Administrative Management/Financial Services					
% OF RESOURCES: 22%					
WORKLOAD					
EIR's Law Enforcement Impact	367	193	250	250	250
Revenue Contracts	17(11,527,208)	18(16,074,410)	18(21,162,517)	18(17,464,973)	18(21,162,517)
Requisitions Prepared	7,795	7,903	8,450	8,200	8,450
Inventory Maintained	386,500	388,000	398,000	390,000	398,000
Payroll Records Maintained	1,900	2,077	2,363	2,160	2,363
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY F: License					
% OF RESOURCES: 4%					
WORKLOAD					
Permits, Licenses, Photos Fingerprinting	54,720	67,666	74,340	74,500	74,340
Services to Other Agencies Criminal File/Records Checks	56,905	55,145	53,040	57,903	53,040
Criminal File Searches*	53,010	37,373	0	39,241	0
Photos, Fingerprinting*	0	0	6,000	0	6,000
EFFICIENCY					
Unit Cost: Total Cost / Total Workload	$2.67	$1.87	$2.44	$1.78	$2.41
Productivity: Total Workload / Total Staff Years Allocations	13,720	14,562	12,125	15,604	12,125
EFFECTIVENESS					
Not applicable					

* Change in workload indicators to better reflect the actual workload.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0265	Assistant Sheriff	1	1.00	1	1.00	$71,369	$77,143
0980	Sheriff's Personnel Manager	1	1.00	1	1.00	50,445	52,768
2302	Administrative Assistant III	1	1.00	1	1.00	38,537	40,518
2303	Administrative Assistant II	3	3.00	3	3.00	100,747	105,534
2307	Dept. Personnel Officer III	0	0.00	1	1.00	0	45,760
2367	Principal Adm. Analyst	1	1.00	1	1.00	43,676	45,751
2370	Adm. Services Manager III	1	1.00	1	1.00	51,132	52,977
2403	Accounting Technician	2	2.00	3	3.00	42,423	67,161
2414	Analyst IV	2	2.00	1	1.00	90,538	46,902
2425	Associate Accountant	2	2.00	2	2.00	62,122	66,139
2427	Associate System Analyst	1	1.00	3	3.00	42,055	112,528
2493	Intermediate Account Clerk	4	4.00	4	4.00	64,857	67,421
2499	Principal System Analyst	1	1.00	1	1.00	55,204	54,245
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2510	Senior Account Clerk	7	7.00	7	7.00	137,914	147,404
2511	Senior Payroll Clerk	4	4.00	5	5.00	84,379	109,219
2525	Senior System Analyst	2	2.00	2	2.00	88,069	96,056
2650	Stock Clerk	1	1.00	1	1.00	17,182	15,922
2660	Storekeeper I	1	1.00	1	1.00	17,608	19,262
2700	Intermediate Clerk Typist	5	5.00	5	5.00	84,106	88,525
2701	Sheriff's Sup. Records Clerk	2	2.00	2	2.00	49,904	53,248
2702	Sheriff's Records Manager	1	1.00	1	1.00	30,880	32,642
2703	Sheriff's Records Clerk II	14	14.00	14	14.00	292,262	325,366
2705	Sheriff's Records Clerk I	53	53.00	53	53.00	953,316	1,018,517
2730	Senior Clerk	3	3.00	3	3.00	55,717	63,256
2745	Supervising Clerk	2	2.00	2	2.00	41,105	50,236
2756	Administrative Secretary I	1	1.00	2	2.00	17,448	35,136
2757	Administrative Secretary II	2	2.00	2	2.00	40,524	43,551
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,953
2896	Sup. Legal Services Clerk	1	1.00	1	1.00	28,043	29,052
2903	Legal Procedures Clerk I	1	1.00	1	1.00	17,310	19,276
2906	Legal Procedures Clerk III	1	1.00	1	1.00	23,763	24,617
2907	Legal Procedures Clerk II	8	8.00	8	8.00	160,777	169,991
3020	Computer Operator	2	2.00	1	1.00	41,232	22,997
3072	Senior Computer Operator	1	1.00	1	1.00	22,756	24,322
5706	Assis. Weapons Trng. Coordinator	1	1.00	1	1.00	24,222	25,961
5746	Deputy Sheriff	16	16.00	16	16.00	548,949	611,272
5775	Sheriff's Captain	1	1.00	1	1.00	52,971	58,942
5778	Sheriff's Commander	1	1.00	1	1.00	59,590	66,308
5780	Sheriff's Lieutenant	2	2.00	2	2.00	93,834	104,418
5790	Sheriff's Sergeant	5	5.00	5	5.00	208,920	228,920
7098	Security Guard	5	5.00	0	0.00	90,578	0
8807	Sheriff Range Guard	0	0.00	5	5.00	0	86,925
8808	Sheriff Contract Manager	0	0.00	1	1.00	0	60,000
	Reclassifications	0	0.00	0	0.00	0	0
	Total	165	165.00	170	170.00	$4,061,421	$4,533,871
Salary Adjustments:						$49,268	$91,385
Premium/Overtime Pay:						308,236	338,236
Employee Benefits:						1,305,671	1,479,007
Salary Savings:						(170,172)	(186,677)
	Total Adjustments					$1,493,003	$1,721,951
Program Totals		165	165.00	170	170.00	$5,554,424	$6,255,822

PROGRAM: Office of the Sheriff **DEPARTMENT: SHERIFF**

PROGRAM #: 92101 **ORGANIZATION #: 2400**
MANAGER: R. E. Sandberg, Undersheriff **REFERENCE: 1989-90 Proposed Budget, Pg.9T**

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 chielf 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,450,175	$1,568,148	$1,596,049	$1,465,563	$1,784,890	21.8
Services & Supplies	99,102	118,798	115,504	188,829	195,007	3.3
Other Charges	0	0	0	0	0	100.0
Fixed Assets	14,178	12,400	0	0	15,232	100.0
Vehicle/Comm. Equip.	0	0	0	0	45,000	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$1,563,455	$1,699,346	$1,711,553	$1,654,392	$2,040,129	23.3
PROGRAM REVENUE	$(8,600)	$(3,834)	$(14,074)	$(13,000)	$(27,100)	108.5
NET GENERAL FUND CONTRIBUTION	$1,554,855	$1,695,512	$1,697,479	$1,641,392	$2,013,029	22.6
STAFF YEARS	28.00	28.00	28.00	28.00	32.00	14.3
POSITIONS	28	28	28	28	32	14.3

PROGRAM DESCRIPTION

The Office of the Sheriff is the executive unit of the Sherrif'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 Undersherrif, 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.

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

1988-89 BUDGET TO ACTUAL COMPARISON

The increase of $130,486 in Salaries and Benefits was due in part to increased overtime costs. The $73,325 reduction in Services and Supplies was the result of conserving funds to offset other department increases.

1989-90 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.
4. To increase Internal Affairs caseload by 30 percent and reduce the average case investigative time to approximately 30 days.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Office of the Sheriff (32 SY; E = $2,040,129 ; R = $27,100) including support personnel is:

   Mandated/Discretionary Service Level.

   Responsible for the overall management of the department.

   Responsible for the coordination of all news media contacts for the department.

   Responsible for investigating any complaints of misconduct or negligence regarding employees in the department.

   Added 4.00SY for Internal Affairs staffing due to increased workload.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER REVENUE :				
Other Miscellaneous	$14,074	$13,000	$15,000	$2,000
Sub-Total	$14,074	$13,000	$15,000	$2,000
OTHER FINANCING SOURCES:				
Operating Transfer from Asset Forfeiture	$0	$0	$12,100	$12,100
Sub-Total	$0	$0	$12,100	$12,100
Total	$14,074	$13,000	$27,100	$14,100

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,697,479	$1,641,392	$2,013,029	$371,637
Sub-Total	$1,697,479	$1,641,392	$2,013,029	$371,637
Total	$1,697,479	$1,641,392	$2,013,029	371,637

EXPLANATION/COMMENT ON PROGRAM REVENUES: Other Revenue will increase due to anticipated donations towards the Sheriff's Video Production Unit.

Other Financing Sources reflects an increase of $12,100 (Asset Forfeiture Transfer).

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$9,600
Handguns	3	900
Desks	4	3,112
Typewriter	1	720
Television, Color	1	500
VCR, Portable	1	400
Total		$15,232

Vehicles/Communication Equipment

Item	Quantity	Cost
Mobile Radios	3	$9,000
Sedan, Detective	3	36,000
Total		$45,000

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Office of the Sheriff					
% OF RESOURCES: 42%					
WORKLOAD					
Total Appropriations	$79,413,701	$91,798,007	98,550,720	$90,519,888	$110,800,187
Total Staff Years	1,689.50	1,769.50	1,930.08	1,930.08	2,181.25
Population Unincorporated Area	391,200	339,400	357,600	357,600	376,600
Population Contract Cities	216,644	295,557	309,500	309,500	324,300
Unincorporated Area - Square Miles	3,639	3,614	3,614	3,614	3,614
Contract Cities - Square Miles	136	127	127	127	127
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY B: Internal Affairs/Public Affairs					
% OF RESOURCES: 58%					
WORKLOAD					
Complaint Investigations	250	246	237	300	260
Claims Against County	225	207	163	250	180
Discovery Proceedings	40	16	24	40	30
EFFICIENCY					
Cost per Investigation	$542	$517	$530	$589	$673
EFFECTIVENESS					
Not applicable					

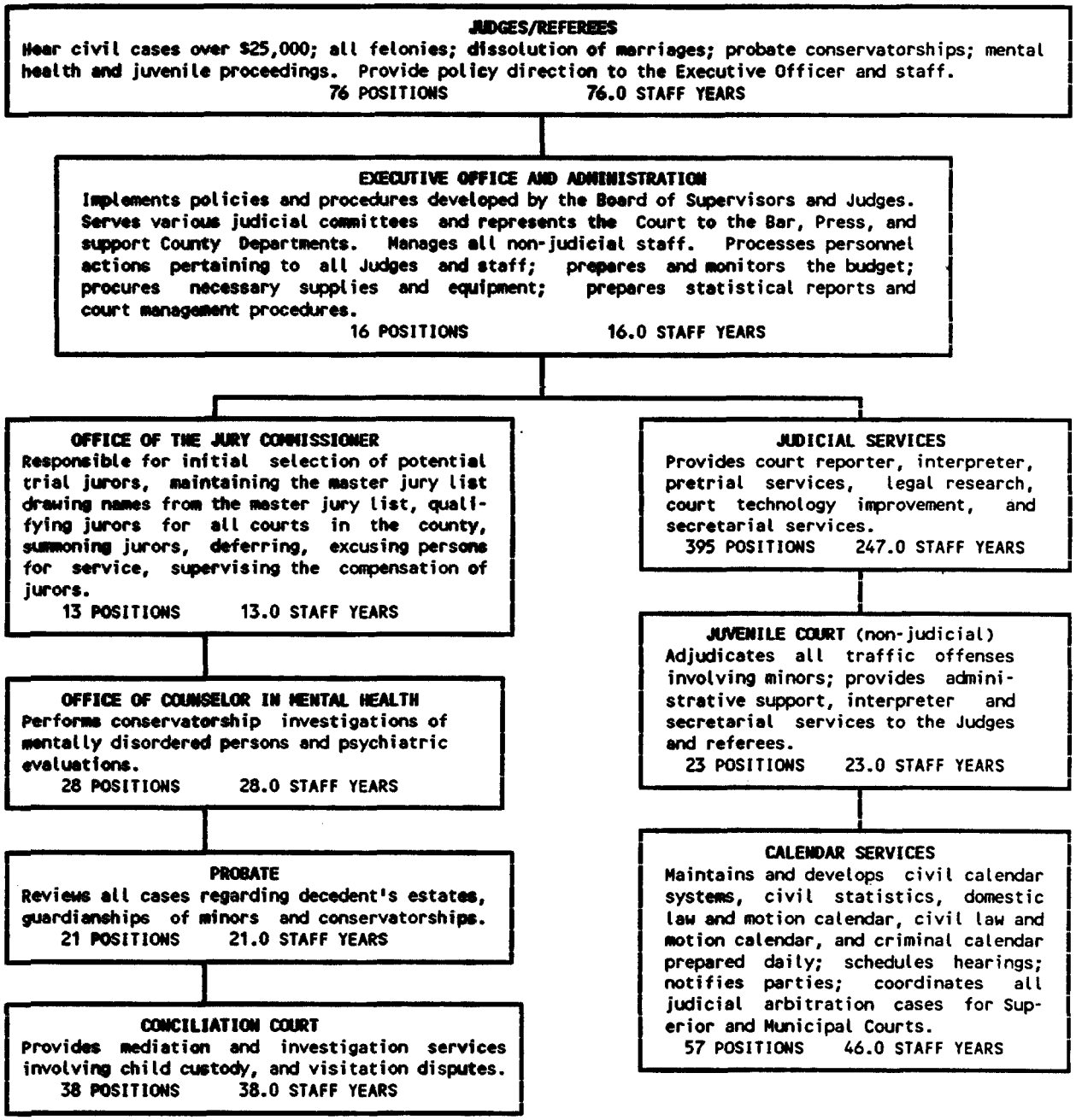
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0160	Sheriff	1	1.00	1	1.00	$88,885	$93,328
0260	Undersheriff	1	1.00	1	1.00	77,589	82,064
0362	Special Assistant	3	3.00	3	3.00	152,655	175,590
2304	Admin. Assistant I	1	1.00	1	1.00	29,858	30,928
2337	Public Inf. Specialist	1	1.00	1	1.00	32,137	33,291
2700	Int. Clerk Typist	2	2.00	3	3.00	34,660	51,395
2757	Admin. Secretary II	1	1.00	1	1.00	20,162	23,024
2758	Admin. Secretary III	2	2.00	2	2.00	48,922	52,749
2759	Admin. Secretary IV	1	1.00	1	1.00	28,043	28,955
2763	Legal Secretary II	1	1.00	1	1.00	21,611	25,578
5746	Deputy Sheriff	7	7.00	7	7.00	247,331	269,457
5780	Sheriff's Lt.	2	2.00	2	2.00	93,834	104,418
5790	Sheriff's Sergeant	5	5.00	8	8.00	207,980	349,680
	Total	28	28.00	32	32.00	$1,083,667	$1,320,457
Salary Adjustments:						$10,823	$21,332
Premium/Overtime Pay:						11,802	11,802
Employee Benefits:						404,310	484,230
Salary Savings:						(45,039)	(52,931)
	Total Adjustments					$381,896	$464,433
Program Totals		28	28.00	32	32.00	$1,465,563	$1,784,890

SUPERIOR COURT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Operations	$11,933,638	$14,237,309	$15,957,604	$15,435,199	$20,430,184	$4,994,985	32.4
Family Court Services	1,215,857	1,370,467	1,391,077	1,341,877	1,724,053	382,176	28.5
Mental Health Counselor	811,812	937,694	963,757	972,365	1,169,558	197,193	20.3
Administration	416,374	565,922	644,982	397,939	746,001	348,062	87.5
TOTAL DIRECT COST	$14,377,681	$17,111,392	$18,957,420	$18,147,380	$24,069,796	$5,922,416	32.6
PROGRAM REVENUE	$(3,822,857)	$(4,860,365)	$(3,443,785)	$(3,923,008)	$(2,608,008)	1,315,000	(33.5)
NET GENERAL FUND COST	$10,554,824	$12,251,027	$15,513,635	$14,224,372	$21,461,788	$7,237,416	50.9
STAFF YEARS	336.70	367.20	373.72	397.00	508.00	111	28.0

SAN DIEGO SUPERIOR COURT 1989-90 BUDGET



PROGRAM: OPERATIONS | **DEPARTMENT: SUPERIOR COURT**

PROGRAM #: 130391 | **ORGANIZATION #: 2011**
MANAGER: Kenneth E. Martone | **REFERENCE: 1989-90 Proposed Budget - Pg. 10 D**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$8,408,687	$10,615,293	$11,541,600	$11,478,998	$15,575,266	35.7
Services & Supplies	3,368,852	3,460,037	4,238,605	3,792,801	4,297,165	13.3
Other Charges	46,467	13,951	18,811	65,000	65,000	0.0
Fixed Assets	109,632	148,028	158,588	98,400	472,753	380.4
Vehicles/Comm Equipment	0	0	0	0	20,000	100.0
TOTAL DIRECT COST	$11,933,638	$14,237,309	$15,957,604	$15,435,199	$20,430,184	32.4
PROGRAM REVENUE	$(2,608,077)	$(3,363,519)	$(2,240,177)	$(2,687,658)	$(1,389,192)	(48.3)
NET GENERAL FUND CONTRIBUTION	$9,325,561	$10,873,790	$13,717,427	$15,435,199	$19,040,992	23.4
STAFF YEARS	275.70	300.10	304.03	332.00	426.00	28.3

PROGRAM DESCRIPTION

The Superior Court serves all the citizens of San Diego County through the operation of seventy-six court departments. 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, and El Cajon Regional Center. All juvenile hearings are conducted at the Juvenile Court in Linda Vista.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The Board opted into the State Trial Court Funding Program for the period January through June, 1989. The Court added 94 positions to Operations and began hiring mid-year. Salaries and benefits were over budget by $62,602. Services and supplies were overexpended by $353,674 due to higher than budgeted costs of interpreters, books and publications, travel and employee auto expense.

1989-90 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) hearing associated with AB3300 by 30% to lessen the amount of judgeship time required.
3. To operate the Regional Juvenile Information System (REJIS) and to insure full utilization of the system.
4. To establish a Probation Revocation Court to expedite the processing of criminal cases, thereby reducing the need for additional Criminal Judges.
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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

- (426.00 S.Y.; E = $20,430,184; R = $1,389,192)
- adding 13.00 Superior Court Judges and 2.00 Pro Tem Referees to handle increased workload.
- adding 16.00 S.Y. Court Reporters to support additional judicial officers.
- adding 4.00 S.Y. to Juvenile Court to support implementation of direct calendaring and increased workload.
- adding 26.00 S.Y. in Calendar to handle increased caseload filings and expansion of branch court operations.
- adding 27.00 S.Y. to support increased workload in the areas of legal research, systems development and implementation, and secretarial services.
- adding 3.00 S.Y. to handle increased demands on the Office of the Jury Commissioner.
- adding 3.00 S.Y. in Probate to accommodate increased probate filings and requirements for conservatorship investigations.
- adding fixed assets and services and supplies to support the staff years added in the 89-90 budget.

In addition to the classes discussed above, the following classes and staff year changes occurred:

Supervising Research Attorney	1.00
Executive Director	1.00
Research Attorney III	1.00
Suprvng. Court Systems Analyst	2.00
Supr. Juv. Traf. Hearing Officer	1.00
Juv. Traffic Hearing Officer	(1.00)
Coordinator, Space Planning	1.00
Court Systems Analyst II	(1.00)
Research Attorney II	7.00
Chief, Judicial Services	(1.00)
Coord., Calendar Services	2.00
Court Systems Analyst I	5.00
Public Information Specialist	1.00
Analyst II	1.00
Probate Examiner II	1.00
Court Services Clerk IV	5.00
Judicial Secretary	3.00
Court Computer Oper. Specialist	4.00
Interpreter Clerk	1.00
Deputy Jury Commissioner II	3.00
Court Services Clerk III	18.00
Court Services Clerk II	8.00

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Judge Block Grant	$870,000	$1,740,000	$0	$(1,740,000)
Traffic School Fees	76,139	50,745	50,745	0
Court Fees & Costs-Admin. Fee	3,679	5,000	5,000	0
Court Reporter Fees	765,415	810,000	826,534	16,534
Juvenile Record Sealing Fees	13,398	12,000	12,000	0
Recovered Expenditures	92,379	69,913	69,913	0
Jury Fees	252,671	0	300,000	300,000
Fines, Forfeitures & Penalties	165,286	0	125,000	125,000
Other Sales	1,060	0	0	0
Other Miscellaneous	150	0	0	0
Total	$2,240,177	$2,687,658	$1,389,192	$(1,298,466)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund	$13,717,427	$12,747,541	$19,040,992	$6,293,451
Total	$13,717,427	$12,747,541	$19,040,992	$6,293,451

EXPLANATION/COMMENT ON PROGRAM REVENUES

The actual revenue from the Judge Block Grant was less than budgeted. This State grant was provided for certain Superior Court judicial positions and ended on December 31, 1988, when the County opted into the State's Trial Court Funding Program. Trial Court Funding participants were required to forego this grant as a condition of participation in Trial Court Funding.

The unbudgeted fines, forfeitures and penalties resulted from sanctions imposed in the Court's Fast Track system.

FIXED ASSETS

Item	Quantity	Cost
Printer	32	$37,088
Personal Computer	73	170,455
Sofa	18	16,200
Desk, Wood	58	51,388
Credenza, Wood	18	18,000
Time Stamp, Electric	1	522
Postage Meter Machine	1	3,000
Copier	8	144,000
Film Projector	1	500
Telephone, Cellular	1	2,000
Facsimile Machine	3	4,200
Telephone Answering Device	2	4,000
Typewriter, Electric	30	18,000
Video Recorder	3	1,200
Video Monitor	4	1,600
Lift, Hydraulic	1	600
Total		$472,753

Vehicles/Communication Equipment

Item	Quantity	Cost
Van	1	$20,000
Total		$20,000

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
Total Filings	63,457	66,440	72,106	76,909	74,238
Weighted Units	7,655,895	7,317,218	8,070,417	8,146,630	8,727,216
Weighted Units per Judicial Staff Year (State Standard 94,170)	143,100	126,159	134,507	133,551	114,832
% Understaffed	52%	34%	43%	42%	22%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0570	Judge, Superior Court	58	58.00	71	71.00	$699,248	$855,976
0538	Referee	3	3.00	3	3.00	199,274	197,673
0537	Referee, Pro Tem	25	0.00	27	2.00	0	78,000
0559	Supervising Research Attorney	0	0.00	1	1.00	0	67,544
8813	Executive Director	2	2.00	3	3.00	100,019	201,051
0558	Research Attorney III	1	1.00	2	2.00	53,917	114,549
8802	Director, Planning & Research	1	1.00	1	1.00	52,640	52,225
0513	Suprvng. Court Systems Analyst	1	1.00	3	3.00	52,367	154,839
0496	Supr. Juv. Traf. Hearing Officer	0	0.00	1	1.00	0	50,671
0516	Juv. Traffic Hearing Officer	4	4.00	3	3.00	182,652	150,573
0540	Court Reporter	66	66.00	82	82.00	2,989,450	3,976,388
8805	Coordinator, Space Planning	0	0.00	1	1.00	0	48,028
0501	Court Systems Analyst II	4	4.00	3	3.00	170,870	142,846
0553	Research Attorney II	15	15.00	22	22.00	665,954	1,044,579
0541	Court Reporter - Pro Tem	70	6.00	70	6.00	249,558	272,460
8804	Chief, Judicial Services	1	1.00	0	0.00	44,133	0
0514	Coord., Calendar Services	3	3.00	5	5.00	123,699	220,753
0525	Coordinator, Jury Services	1	1.00	1	1.00	39,800	42,880
0523	Chief Probate Examiner	1	1.00	1	1.00	41,465	42,357
0526	Probate Examiner III	2	2.00	2	2.00	71,797	74,792
0511	Chief Arbitration Clerk	2	2.00	2	2.00	69,194	74,544
0529	Coord., Court Reporter Services	1	1.00	1	1.00	34,597	37,272
0531	Chief Calendar Clerk	1	1.00	1	1.00	34,597	37,272
0503	Court Systems Analyst I	1	1.00	6	6.00	40,518	222,680
8806	Public Information Specialist	0	0.00	1	1.00	0	36,711
0545	Pretrial Services Manager	1	1.00	1	1.00	38,169	35,856
0522	Deputy Jury Comm. III	1	1.00	1	1.00	34,597	35,844
0530	Research Attorney I	8	8.00	8	8.00	225,586	285,048
8809	Analyst II	0	0.00	1	1.00	0	33,304
0512	Chief Judicial Secretary	1	1.00	1	1.00	35,056	32,960
0521	Conservatorship Investigator	2	2.00	2	2.00	62,728	64,988
0547	Supv. Detention Review Officer	4	4.00	4	4.00	137,322	127,176
0527	Probate Examiner II	8	8.00	9	9.00	237,650	278,348
0546	Detention Review Officer	9	9.00	9	9.00	285,774	270,486
0554	Court Services Clerk IV	4	4.00	9	9.00	117,336	267,189
0515	Judicial Secretary	15	15.00	18	18.00	427,134	519,114
8803	Court Computer Oper. Specialist	2	2.00	6	6.00	54,200	160,374
0561	Legal Assistant	2	2.00	2	2.00	40,656	48,944
0599	Interpreter Clerk	3	3.00	4	4.00	60,725	95,760
0535	Deputy Jury Commissioner II	8	8.00	11	11.00	190,104	259,189
0555	Court Services Clerk III	11	11.00	40	29.00	239,115	635,066
0556	Court Services Clerk II	51	51.00	59	59.00	968,446	1,171,010
0560	Law Clerk	4	4.00	4	4.00	67,112	71,912
0557	Court Services Clerk I	5	5.00	5	5.00	70,841	81,395
9999	Temporary Extra Help	80	19.00	64	19.00	285,331	304,028
	Total	482	332.00	571	426.00	$9,493,631	$12,974,654
Salary Adjustments:						$0	$414
Premium/Overtime Pay:						51,360	51,360
Employee Benefits:						2,018,852	2,638,006
Salary Savings:						(84,845)	(89,168)
	Total Adjustments					$1,985,367	$2,600,612
Program Totals		482	332.00	571	426.00	$11,478,998	$15,575,266

PROGRAM: COUNSELOR IN MENTAL HEALTH | **DEPARTMENT: SUPERIOR COURT**

PROGRAM #: 130181 | **ORGANIZATION #: 2031**
MANAGER: William D. Miller | **REFERENCE: 1989-90 Proposed Budget - Pg. 10 H**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$767,158	$900,607	$913,426	$925,685	$1,125,678	21.6
Services & Supplies	42,106	37,087	42,632	43,880	43,880	0.0
Other Charges	0	0	7,698	0	0	0.0
Fixed Assets	2,548	0	0	2,800	0	(100.0)
TOTAL DIRECT COST	$811,812	$937,694	$963,756	$972,365	$1,169,558	20.3
PROGRAM REVENUE	$(707,808)	$(714,816)	$(715,176)	$(731,350)	$(714,816)	(2.3)
NET GENERAL FUND CONTRIBUTION	$104,004	$222,878	$248,580	$241,015	$454,742	88.7
STAFF YEARS	24.00	23.80	23.85	25.00	28.00	12.0

PROGRAM DESCRIPTION

The Office of Counselor in Mental Health (1) conducts investigations and makes recommendations to the Superior Court regarding conservatorships of the person pursuant to Section 5350 of the Welfare & Institutions Code, (2) serves as Temporary Conservator of the person for all persons in San Diego County for whom conservatorships have been filed, (3) conducts investigations and takes 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) provides counseling, referral and information regarding mental health and the law, and (5) conducts and administers "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.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and benefits were underexpended by $12,258; overall budget was underexpended by $8,608.

1989-90 OBJECTIVES

To increase the percent of private conservators appointed from 39% to 40% and alleviate County costs associated with the appointment of a Public Conservator.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

- (28.00 S.Y.; E = $1,169,588; R = $714,816)
- Mandated/Discretionary Service Level
- Adding 2.00 S.Y. Deputy Counselor in Mental Health II and 1.00 S.Y. Court Services Clerk II to conduct admission hearings and support for the 300 beds which were added to the County Mental Health System.

PROGRAM: COUNSELOR IN MENTAL HEALTH **DEPARTMENT: SUPERIOR COURT**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Short Doyle Funds (10% Match Required)	$714,816	$731,350	$714,816	$(16,534)
Recovered Expenditures	360	0	0	0
Total	$715,176	$731,350	$714,816	$(16,534)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund	$248,580	$241,015	$452,742	$211,727
Total	$248,580	$241,015	$452,742	$211,727

EXPLANATION/COMMENT ON PROGRAM REVENUES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
Conservatorship Investigations	1,628	1,555	1,587	1,700	1,600
Mental Health Hearings	1,970	1,678	1,932	2,000	2,200
Juvenile Hearings	N/A	97	92	295	100
Involuntary Psychiatric Evaluations	343	342	379	460	390
% Private Conservators Appointed	31%	37%	39%	36%	40%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0548	Director, M. H. Services	1	1.00	1	1.00	$52,437	$57,957
0552	Mental Health Counselor III	1	1.00	1	1.00	41,951	52,335
0549	Mental Health Counselor II	12	12.00	14	14.00	435,343	566,212
0554	Court Services Clerk IV	1	1.00	1	1.00	29,858	32,165
0555	Court Services Clerk III	1	1.00	1	1.00	23,763	24,617
0556	Court Services Clerk II	9	9.00	10	10.00	182,566	203,710
	Total	25	25.00	28	28.00	$765,918	$936,996
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						1,560	1,654
Employee Benefits:						177,318	208,111
Salary Savings:						(19,111)	(21,083)
	Total Adjustments					$159,767	$188,682
Program Totals		25	25.00	28	28.00	$925,685	$1,125,678

PROGRAM: FAMILY COURT SERVICES | **DEPARTMENT: SUPERIOR COURT**

PROGRAM #: 130401 | **ORGANIZATION #: 2021**
MANAGER: Murray Bloom | **REFERENCE: 1989-90 Proposed Budget - Pg. 10 G**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,185,207	$1,330,915	$1,361,349	$1,307,652	$1,689,828	29.2
Services & Supplies	26,497	29,201	32,233	34,225	34,225	0.0
Other Charges	0	10,351	0	0	0	0.0
Fixed Assets	4,153	0	0	0	0	0.0
TOTAL DIRECT COST	$1,215,857	$1,370,467	$1,393,582	$1,341,877	$1,724,053	28.5
PROGRAM REVENUE	$(506,972)	$(502,423)	$(488,432)	$(504,000)	$(504,000)	0.0
NET GENERAL FUND CONTRIBUTION	$708,885	$868,044	$905,150	$837,877	$1,220,053	45.6
STAFF YEARS	31.00	32.50	32.04	31.00	38.00	22.6

PROGRAM DESCRIPTION

In FY 1987-88 there were 15,882 domestic filings in San Diego County. During and after the dissolution process, the parties may argue over child custody and visitation. Disputed child visitation/custody cases normally go to trial court. Family Court Services 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 the El Cajon Regional Center. The process used consists of individual, couple and family group methods, mediation and investigation procedures.

Staff includes mediation counselors (licensed marriage, family, child counselors), child custody investigators, plus interns and necessary clerical staff.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and benefits were $53,696 more than budgeted due to the implementation of Trial Court Funding which added 7.00 staff years to the program.

1989-90 OBJECTIVES

1. Utilize the Domestic Violence Clinic offered through Family Counseling Services to reduce the need for additional Domestic Courts.

2. Continue to develop and maintain group Parent Education-Parent Orientation programs.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

- (38.00 S.Y.; E = $1,724,053; R = $504,000)

- Mandated/Discretionary Service Level.

- Adding 5.00 S.Y. Conciliation Counselor II and 2.00 S.Y. Court Services Clerk II to handle the increasing number of domestic filings resulting in requirements for custody investigations and family mediation.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Marriage License Fees	$114,465	$110,000	$110,000	$0
Filing Document Fees	337,918	364,000	364,000	$0
Recovered Expenditures	36,049	30,000	30,000	$0
Total	**$488,432**	**$504,000**	**$504,000**	**$0**

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund	$905,150	$837,877	$1,220,053	$382,176
Total	**$905,150**	**$837,877**	**$1,220,053**	**$382,176**

EXPLANATION/COMMENT ON PROGRAM REVENUES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
Child Custody/ Visitation Mediation Hearings	8,394	9,616	8,538	9,900	9,248
% Mediation Settlements	71%	71%	71%	71%	71%
Guardianship Investigations	92	215	277	270	324

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0505	Director, Conciliation Ct.	1	1.00	1	1.00	$52,437	$57,957
0507	Conciliation Counselor IV	2	2.00	2	2.00	92,302	104,670
0506	Conciliation Counselor III	9	9.00	9	9.00	372,534	427,740
0518	Conciliation Counselor II	8	8.00	13	13.00	291,856	490,819
0554	Court Services Clerk IV	1	1.00	1	1.00	29,858	32,165
0555	Court Services Clerk III	2	2.00	2	2.00	47,526	49,234
0556	Court Services Clerk II	8	8.00	10	10.00	163,328	205,430
	Total	31	31.00	38	38.00	$1,049,841	$1,368,015
	Salary Adjustments:					$0	$0
	Premium/Overtime Pay:					4,740	5,024
	Employee Benefits:					277,033	348,096
	Salary Savings:					(23,962)	(31,307)
	Total Adjustments					$257,811	$321,813
	Program Totals	31	31.00	38	38.00	$1,307,652	$1,689,828

PROGRAM: ADMINISTRATION

DEPARTMENT: SUPERIOR COURT

PROGRAM #: 921011
MANAGER: Kenneth E. Martone

ORGANIZATION #: 2001
REFERENCE: 1989-90 Proposed Budget - Pg. 10 I

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$402,226	$506,024	$640,534	$397,939	$746,001	87.5
Services & Supplies	14,148	59,898	4,449	0	0	0
Other Charges	0	0	0	0	0	0
Fixed Assets	0	0	0	0	0	0
TOTAL DIRECT COST	$416,374	$565,922	$644,983	$397,939	$746,001	87.5
PROGRAM REVENUE	$0	$(279,607)	$0	$0	$0	0.0
NET GENERAL FUND CONTRIBUTION	$416,374	$286,315	$644,983	$397,939	$746,001	87.5
STAFF YEARS	6.00	10.80	13.80	9.00	16.00	77.8

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 and implementation of staff training. This program is also responsible for supplies, 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The County opted into the State Trial Court Funding beginning in January, 1989. The implementation of Trial Court Funding resulted in a $242,594 overexpenditure of salaries and benefits. A mid-year appropriation adjustment from the General Fund took place in the Spring of 1989 to cover costs of these positions.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

- (16.00 S.Y.; E = $746,001; R = $0)
- Mandated/Discretionary Service Level.
- Adding a total of 7.00 S.Y. to provide administrative support in the areas of fiscal accountability, revenue and expenditure monitoring, recruitment and hiring of qualified employees, development of classifications, examinations, training plans, and clerical assistance.

The following class and staff year changes occurred:

Executive Director	1.00
Dir., Staff Judicial Services	(1.00)
Admin. Services Manager I	2.00
Dept. Personnel Officer II	2.00
Admin. Assistant II	1.00
Court Services Clerk III	1.00
Administrative Secretary II	1.00

PROGRAM: ADMINISTRATION DEPARTMENT: SUPERIOR COURT

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund	$644,983	$397,939	$746,001	$348,062
Total	$644,983	$397,939	$746,001	$348,062

EXPLANATION/COMMENT ON PROGRAM REVENUES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY					
Ratio of Administrative Staff to Direct Staff	0.022	0.037	0.033	0.037	0.033

STAFFING SCHEDULE

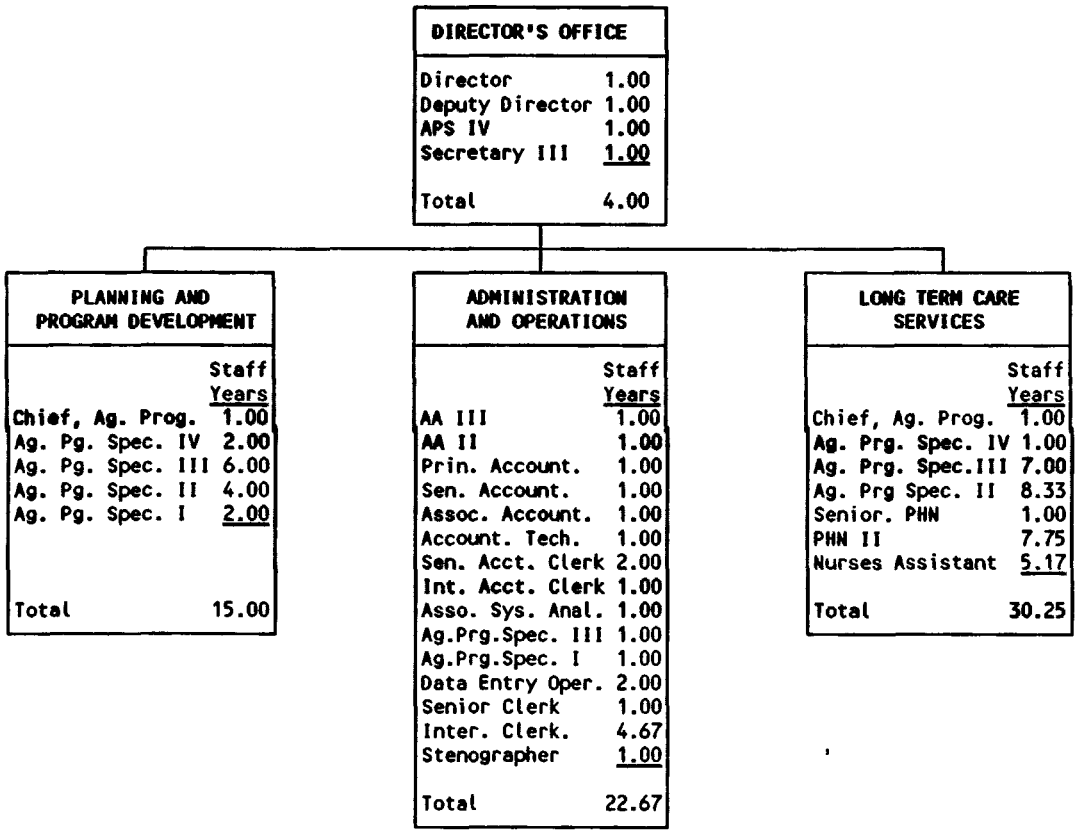
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0520	Executive Officer	1	1.00	1	1.00	$77,029	$79,040
0519	Assistant Executive Officer	1	1.00	1	1.00	63,034	73,532
8813	Executive Director	0	0.00	1	1.00	0	67,017
0534	Dept. Personnel Officer III	1	1.00	1	1.00	41,054	47,592
8802	Dir., Staff Judicial Services	1	1.00	0	0.00	44,133	0
0551	Admin. Services Manager I	0	0.00	2	2.00	0	82,996
8807	Dept. Personnel Officer II	0	0.00	2	2.00	0	99,464
0524	Admin. Assistant II	0	0.00	1	1.00	0	30,961
0555	Court Services Clerk III	2	2.00	3	3.00	47,137	67,042
0556	Court Services Clerk II	3	3.00	3	3.00	59,620	59,844
0502	Administrative Secretary II	0	0.00	1	1.00	0	19,408
	Total	9	9.00	16	16.00	$332,007	$626,896
Salary Adjustments:						$(13,767)	$(15,441)
Premium/Overtime Pay:						0	0
Employee Benefits:						85,872	150,596
Salary Savings:						(6,173)	(16,050)
	Total Adjustments					$65,932	$119,105
Program Totals		9	9.00	16	16.00	$397,939	$746,001

HEALTH & SOCIAL SERVICES

AREA AGENCY ON AGING

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Area Agency on Aging	$8,018,182	$8,416,545	$8,250,064	$8,695,303	$10,170,255	$1,474,952	17.0
TOTAL DIRECT COST	$8,018,182	$8,416,545	$8,250,064	$8,695,303	$10,170,255	$1,474,952	17.0
PROGRAM REVENUE	$(7,463,080)	$(7,777,588)	$(7,752,901)	$(8,107,928)	$(9,452,876)	$(1,344,948)	16.6
NET GENERAL FUND COST	$555,102	$638,957	$497,163	$587,375	$717,379	$130,004	22.1
STAFF YEARS	65.78	67.59	64.97	65.00	71.92	7	10.8

AREA AGENCY ON AGING



PROGRAM: Area Agency on Aging | **DEPARTMENT: AREA AGENCY ON AGING**

PROGRAM #: 27014 | **ORGANIZATION #: 3700**
MANAGER: Daniel L. Laver | **REFERENCE: 1989-90 Proposed Budget - Pg. 11D**

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 the 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,335,904	$2,503,492	$2,463,080	$2,476,743	$2,925,764	18.1
Services & Supplies	5,669,384	5,884,073	5,749,811	6,215,560	7,243,591	16.5
Other Charges	9,984	5,820	2,910	3,000	0	(100.0)
Fixed Assets	2,910	23,160	34,263	0	900	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$8,018,182	$8,416,545	$8,250,064	$8,695,303	$10,170,255	17.0
PROGRAM REVENUE	$(7,463,080)	$(7,777,588)	$(7,752,901)	$(8,107,928)	$(9,452,876)	16.6
NET GENERAL FUND CONTRIBUTION	$555,102	$638,957	$497,163	$587,375	$717,379	22.1
STAFF YEARS	65.78	67.59	64.97	65.00	71.92	10.6

PROGRAM DESCRIPTION

There are approximately 369,124 persons 60 years and older, and 113,231 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The increase in salaries and benefits is the result of mid-year salary settlements. Services and supplies were less than anticipated primarily due to underexpenditure in contracted services. Fixed assets were computer equipment purchased with grant funds.

1989-90 OBJECTIVES

1. Secure 7,700 hours of volunteer service in the Nursing Home Ombudsman Program.
2. Process 45,000 requests for information or referrals to service through AAA operated Senior Information and Referral.
3. Maintain a long term care daily caseload of at least 800 clients.
4. Participate in at least four (4) regional senior employment fairs providing information and job counseling for 1,500 senior.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Information and Referral (2.33 SY; E = $116,996 ; R = $112,369) including support personnel is:
   - o Discretionary/Discretionary Service Level.
   - o Offset 96% by program revenue.
   - o Expected to handle 45,000 requests for information or referral services in 1989-90.
2. Nursing Home Ombudsman Program (4.38 SY; E = $216,338 ; R = $160,729) including support personnel is:
   - o Discretionary/Mandated Service Level.
   - o Offset 74.3% by program revenue.
   - o Expected to make 825 site visits to nursing homes in 1989-90.
3. Program Development (6.14 SY; E = $338,544 ; R = $182,833) including support personnel is:
   - o Discretionary/Discretionary Service Level.
   - o Offset 54% by program revenue.
   - o Adding a resource development position in 1989-90.
4. Grant/Contract Administration (11.60 SY; E = $5,973,324 ; R = $5,803,744) including support personnel is:
   - o Discretionary/Discretionary Service Level.
   - o Offset 97% by program revenue.
   - o Adding a fiscal monitor position in 1989-90.
5. Long Term Care (52.43 SY; E = $4,843,339 ; R = $4,521,436) including support personnel is:
   - o Discretionary/Discretionary Service Level.
   - o Offset 93% by program revenue.
   - o Expected to manage a caseload of 800 clients in 1989-90.
   - o Adding an AIDS Waiver Program, modeled after other department long term care programs, to serve those afflicted with Acquired Immune Deficiency Syndrome.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
Title III-B (17% of admin. and direct service)	$1,941,879	$1,745,238	$1,947,263	$202,025
Title III-C1 (33% of admin. and direct service)	1,604,858	1,890,971	1,695,789	(195,182)
Title III-C2 (33% of admin. and direct service)	409,269	422,761	437,930	15,169
United States Department of Agriculture	763,351	796,184	796,184	0
State Support Services	95,810	95,810	95,810	0
Title V	400,212	393,822	393,822	0
City of San Diego	136,641	136,641	136,641	0
State Congregate Nutrition	376,516	356,034	356,034	0
State Home Delivered Nutrition	447,917	447,917	447,917	0
Community Development Block Grant	19,864	34,300	0	(34,300)
Title XIX	1,159,339	1,325,000	1,339,001	14,001
State General Fund	265,719	324,000	324,000	0
AIDS Case Management	3,253	0	1,328,235	1,328,235
State Ombudsman	91,985	91,985	91,985	0
Johnson Vs. Rank	2,641	5,000	0	(5,000)
Respite Care Pilot Project	2,194	0	0	0
Respite Care Registry	4,325	2,265	2,265	0
May Foundation (OASIS)	15,000	15,000	15,000	0
Mercy Hospital and Medical Center	12,128	25,000	25,000	0
Wagner-Peyser	0	0	20,000	20,000
Sub-Total	$7,752,901	$8,107,928	$9,452,876	$1,344,948
Total	$7,752,901	$8,107,928	$9,452,876	$1,344,948

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs:				
General Fund Support Costs	$279,769	$370,600	$505,270	$134,670
Sub-Total	$279,769	$370,600	$505,270	$134,670
BUDGETED MATCH:				
Title III-B (17%)	$134,165	$133,546	$129,267	$(4,279)
Title III - C1 (33%)	67,677	67,677	67,296	(381)
Title III - C2 (33%)	15,552	15,552	15,546	(6)
Sub-Total	$217,394	$216,775	$212,109	$(4,666)
Total	$497,163	$587,375	$717,379	130,004

EXPLANATION/COMMENT ON PROGRAM REVENUES: Required and budgeted match are the same. Cash match is required as a percentage of Title III administration and direct services. The County is also legally liable for any contractor match not sustained by an audit. General fund support costs would be substantial in those instances.

FIXED ASSETS

Item	Quantity	Cost
Printer Spooler	2	$900
Total		$900

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Senior Nutrition					
% OF RESOURCES: 20%					
WORKLOAD					
Number of meals	1,284,454	1,316,579	1,353,440	1,325,000	1,325,000
EFFICIENCY					
Meal cost	$2.75	$2.66	$2.40	$2.69	$2.75
EFFECTIVENESS					
Unduplicated nutrition clients	15,528	15,650	17,122	15,600	15,600
ACTIVITY B: Long Term Care					
% OF RESOURCES: 34%					
WORKLOAD					
Assessments/Reassessments	2,885	2,200	2,860	2,200	2,400
EFFICIENCY					
Cost/client day	$7.24	$8.53	$10.66	$10.98	$10.95
EFFECTIVENESS					
Unduplicated clients	1,325	1,400	1,560	1,200	1,400
ACTIVITY C: Senior Legal Services					
% OF RESOURCES: 1%					
WORKLOAD					
Legal services hours	17,070	17,910	16,230	15,200	15,200
EFFICIENCY					
Cost/legal service hour	$7.08	$6.71	$7.25	$7.74	$7.53
EFFECTIVENESS					
Unduplicated clients	7,159	8,120	9,918	5,000	5,000

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2119	Director	1	1.00	1	1.00	$55,436	$62,419
5207	Chief, Aging Programs	3	3.00	3	3.00	139,062	144,066
2497	Principal Accountant	1	1.00	1	1.00	44,160	45,751
5206	Aging Program Specialist IV	3	3.00	4	4.00	117,318	158,309
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2412	Analyst II	1	0.25	0	0.00	8,960	0
2303	Administrative Assistant II	1	1.00	1	1.00	35,433	36,708
5205	Aging Program Specialist III	10	10.00	12	12.00	340,750	424,056
4567	Senior Public Health Nurse	1	1.00	1	1.00	34,661	37,046
2425	Associate Accountant	1	1.00	2	2.00	32,050	61,835
4565	Public Health Nurse II	5	5.00	9	7.75	163,164	252,302
5204	Aging Program Specialist II	10	10.00	13	12.33	287,587	380,631
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
5203	Aging Program Specialist I	7	7.00	4	4.00	169,920	101,760
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
2320	Personnel Aide	0	0.00	1	1.00	0	16,594
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
2510	Senior Account Clerk	1	1.00	2	2.00	19,411	39,790
2760	Stenographer	1	1.00	1	1.00	19,524	18,724
3030	Data Entry Operator	2	2.00	2	2.00	34,660	35,604
2700	Intermediate Clerk	5	5.00	5	4.67	86,136	78,954
2493	Intermediate Account Clerk	1	1.00	1	1.00	17,792	16,632
4615	Nurses Assistant	6	6.00	6	5.17	100,284	92,843
2427	Associate Systems Analyst	0	0.00	1	1.00	0	36,708
9999	Extra Help	0	0.00	0	0.00	103,852	68,414
	Total	65	64.25	75	71.92	$1,957,697	$2,263,103
Salary Adjustments:						$18,331	$73,687
Premium/Overtime Pay:						0	0
Employee Benefits:						551,964	647,723
Salary Savings:						(51,249)	(58,749)
	Total Adjustments					$519,046	$662,661
Program Totals		65	64.25	75	71.92	$2,476,743	$2,925,764

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Alcohol Services	$ 4,463,858	$ 4,416,009	$ 4,494,488	$ 4,600,104	$ 4,843,241	$243,137	5.3
County Medical Services	34,903,324	35,284,648	37,924,685	35,152,826	39,458,550	4,305,724	12.3
Drug Services	2,992,166	2,975,597	4,495,735	4,352,809	5,283,324	930,515	21.4
Mental Health Services	43,453,702	51,091,133	48,830,908	47,089,144	54,174,081	7,084,937	15.1
Correctional Facilities Medical Services	1,617,410	1,841,181	1,898,362	1,897,506	2,102,029	204,523	10.8
County Patient Support	5,703,522	5,877,602	10,677,545	9,923,526	11,590,306	1,666,780	16.8
Edgemoor Geriatric Hospital	12,157,579	14,238,409	14,352,632	13,562,375	15,018,469	1,456,094	10.7
Emergency Medical Svcs.	1,229,904	1,361,831	1,344,945	1,507,204	4,463,126	2,955,922	196.1
Immigration Health Services	0	0	139,509	0	531,231	531,231	??
Primary Care	3,447,936	3,164,643	4,674,289	4,594,655	4,138,946	(455,709)	(9.9)
University Hospital	251,115	188,273	130,880	139,535	149,049	9,514	6.8
Adult Special Health Services	699,066	741,015	790,496	801,789	838,688	36,899	4.6
California Children Services	7,535,788	7,028,949	7,018,976	10,116,977	11,624,026	1,507,049	14.9
Child Health	2,279,096	2,501,572	2,630,935	2,526,094	3,326,598	800,504	31.7
Community Disease Control	5,100,917	6,460,753	7,668,592	6,587,618	8,971,736	2,384,118	36.2
County Veterinarian	254,157	285,902	294,578	276,212	308,015	31,803	11.5
Environmental Health Services	6,965,650	8,443,061	10,105,336	11,475,266	14,352,058	2,876,792	25.1
Maternal Health	1,918,763	2,022,724	1,733,247	1,904,748	2,088,440	183,692	9.6
Records and Statistics	552,856	715,161	636,827	645,443	698,463	53,020	8.2
Support Services	3,161,655	4,543,208	5,156,278	4,161,826	4,659,788	497,962	12.0
Department Administration	1,325,918	2,042,717	1,991,145	1,585,333	2,163,742	578,409	36.5
TOTAL DIRECT COST	$140,014,382	$155,224,388	$166,990,388	$162,900,990	$190,783,906	$27,882,916	17.1
External Support Costs	$ 7,607,276	$ 10,784,402	$ 10,716,434	$ 10,242,628	$ 11,102,431	$859,803	8.4
PROGRAM REVENUE	$(123,757,569)	$(129,659,041)	$(147,646,215)	$(142,348,460)	$(166,094,237)	$(23,745,777)	16.7
NET GENERAL FUND COST	$23,864,089	$36,349,749	$30,060,607	$30,795,158	$35,792,100	$4,996,942	16.2
STAFF YEARS	1,851.06	2,008.07	2,040.57	2,108.00	2,296.88	189	9.0

DEPARTMENT OF HEALTH SERVICES
(Headquarters Location: J.B. Askew Building)

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.

26 Positions 25.92 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, EDP Support, Accounts Payable and the Pharmacy/Storeroom.

120 Positions 111.02 Staff Years

ALCOHOL AND DRUG ABUSE SERVICES

ALCOHOL AND DRUG ABUSE SERVICES. The Alcohol Program 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. The Drug Abuse Program 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.

31 Positions 31.50 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 handlers 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.

289 Positions 287.00 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 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, 50 contracts, and six State facilities/programs.

899 Positions 788.60 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 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.

483 Positions 434.75 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, Correctional Facility Medical Services, and Immigration Health Services.

638 Positions 612.09 Staff Years

PROGRAM: ALCOHOL SERVICES

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42111

ORGANIZATION #: 6000

MANAGER: Joan Friedenberg

REFERENCE: 1989-90 Proposed Budget - Pg: 12I

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 507,581	$ 624,618	$ 655,510	$ 694,743	$ 737,880	6.2
Services & Supplies	3,946,084	3,760,355	3,834,038	3,900,421	4,100,421	5.1
Other Charges	0	0	4,940	4,940	4,940	0.0
Fixed Assets	10,193	31,036	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$4,463,858	$4,416,009	$4,494,488	$4,600,104	$4,843,241	5.3
PROGRAM REVENUE	$(4,417,623)	$(4,745,130)	$(4,493,333)	$(4,815,226)	$(5,125,167)	6.4
DEPARTMENT OVERHEAD	45,862	42,075	38,508	36,715	112,698	207.0
EXT. SUPPORT COSTS	187,194	286,651	246,018	268,670	239,923	(10.7)
NET GENERAL FUND CONTRIBUTION	$279,291	$(395)	$285,681	$90,263	$70,695	(21.7)
STAFF YEARS	12.20	13.76	14.54	16.50	16.50	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual Direct Costs for the Alcohol Program for FY 1988-89 were on target. While the Net General Fund Contribution appears greater than FY 1988-89 Budget, funds transferred from the AB 2086 Trust Fund in FY 1989-90 to the General Fund as prior year revenue bring the net general fund contribution closer to Budget.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted Budget includes increased revenue from the State Department of Alcohol and Drug Programs as a result of new federal War on Drugs monies and one-time unmet needs monies.

The activities of this program are summarized as follows:

1. Contract Services (6.50 SY; E = $4,126,576 direct and indirect costs; R = $4,093,540) 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 $3,685,421 in public funds plus $1,370,113 in agency earned income.
2. Drinking Driver Services (3.00 SY; E = $211,600 direct and indirect costs; R = $211,600) 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 multiple offender drinking driver programs receiving over $1,600,000 in participant fees.
3. Prevention and Planning Services (7.00 SY; E = $857,686 direct and indirect costs; R = $820,027) including design, implementation and oversight of community prevention services, the data-based planning systemm and public education 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 five agreements for community prevention and public education services totalling $385,000 in public funds.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Admin. Fees, Drinking-Driver Programs	$ 200,165	$ 200,000	$ 200,000	$0
Sub-Total	$ 200,165	$ 200,000	$ 200,000	$0
GRANTS:				
State - MIA	$ 180,000	$ 180,000	$ 180,000	$0
State - Other	39,000	0	0	0
Sub-Total	$ 219,000	$ 180,000	$ 180,000	$0
SUBVENTIONS:				
State Dept. of Alcohol Programs	$3,275,349	$3,200,000	$3,939,941	$739,941
Rev App Prior Year - Aid	148,790	0	0	0
Other Miscellaneous	29	0	0	0
Sub-Total	$3,424,168	$3,200,000	$3,939,941	$739,941
COURT FINES:				
AB 2086 Trust Fund	$ 650,000	$1,235,226	$ 805,226	$(430,000)
Sub-Total	$ 650,000	$1,235,226	$ 805,226	$(430,000)
Total	$4,493,333	$4,815,226	$5,125,167	$309,941

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None	$0	$0	$0	$0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Court fines from the AB 2086 Trust Fund for FY 1988-89 Actual are understated by $155,469. This amount was transferred from the Trust Fund in FY 1989-90 to the General Fund as prior year revenue.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Alcohol					
% OF RESOURCES: 100%					
WORKLOAD					
Neighborhood Recovery Center Visits	236,705	281,698	297,742	260,000	260,000
Recovery Home resident days	156,922	156,088	162,782	153,000	153,000
Downtown Services - Inebriate Reception visits	34,572	29,849	22,998	30,000	30,000
Downtown Services - Detoxification resident days	5,820	5,849	5,833	5,500	5,500
Downtown Services - Primary Recovery resident days	6,334	6,759	6,796	6,500	6,500
AB 541 Drinking Driver Program admissions	9,942	9,451	8,910	10,000	9,000
SB 38 Drinking Driver Program admissions	2,367	2,493	2,032	2,000	2,000
EFFICIENCY					
NRC cost per visit	$ 5.78	$ 5.00	$ 4.89	$ 6.00	$ 6.00
Recovery Home cost per resident day	$17.76	$17.00	$18.88	$19.00	$19.00
Downtown Services cost per inebriate reception visit	$ 7.09	$ 8.00	$12.57	$ 9.00	$11.00
Downtown Services cost per detoxification day	$50.52	$54.00	$59.89	$55.00	$57.00
Downtown Services cost per primary day	$34.42	$33.00	$39.64	$35.00	$37.00
EFFECTIVENESS					
Program-wide volunteer hours	109,596	136,540	112,038	100,000	100,000
Downtown Services Inebriate Reception Police Drop-offs	28,767	25,575	22,998	28,000	28,000
Central jail bookings for public inebriety	4,204	4,820	4,367	6,000	6,000

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2228	Deputy Director, Alcohol Services	1	1.00	1	1.00	$ 51,300	$ 55,116
2336	Assistant Deputy Director, Alcohol Services	2	2.00	2	2.00	90,504	93,768
5191	Alcohol Program Manager	4	4.00	4	4.00	151,968	159,408
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
5190	Alcohol Services Coordinator	6	6.00	6	6.00	179,280	193,608
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
3009	Word Processor Operator	1	1.00	1	1.00	19,428	19,812
9999	Extra Help		0.50		0.50	16,414	15,267
	Total	16	16.50	16	16.50	$563,386	$594,867
Salary Adjustments:						$ 4,332	$ 3,248
Premium/Overtime Pay:						200	200
Employee Benefits:						140,771	150,151
Salary Savings:						(13,946)	(10,586)
	Total Adjustments					$131,357	$143,013
Program Totals		16	16.50	16	16.50	$694,743	$737,880

PROGRAM: COUNTY MEDICAL SERVICES | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 42603 | **ORGANIZATION #: 6000**
MANAGER: Sandra McChesney | **REFERENCE: 1989-90 Proposed Budget - Pg: 12J**

AUTHORITY: Welfare and Institutions Code, Section 14005.4, 16703, 16704, and 17000.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 127,891	$ 113,574	$ 158,836	$ 98,129	$ 862,137	778.6
Services & Supplies	34,775,433	35,147,482	37,758,439	35,047,287	38,589,003	10.1
Other Charges	0	0	7,410	7,410	7,410	0.0
Fixed Assets	0	23,592	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$34,903,324	$35,284,648	$37,924,685	$35,152,826	$39,458,550	12.2
PROGRAM REVENUE	$(36,018,668)	$(36,002,231)	$(39,668,545)	$(36,014,399)	$(40,580,335)	12.7
DEPARTMENT OVERHEAD	581,313	995,890	1,213,062	869,056	1,010,649	16.3
EXT. SUPPORT COSTS	256,920	346,254	349,882	331,065	522,080	57.7
NET GENERAL FUND CONTRIBUTION	$(277,111)	$624,561	$(180,916)	$338,548	$410,944	21.4
STAFF YEARS	3.20	2.60	4.83	2.50	27.00	980.0

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, CMS contracts with both the public and private sectors to form a network of providers that can deliver an organized system of health care to eligible medically indigent adults. Emergency and urgently needed health services are provided, through contractual agreements, by hospitals, clinics, specialty physicians, and other health care providers. Mental health, drug abuse, and alcohol abuse services for CMS clients are provided by other divisions within the Department of Health Services as part of a countywide integrated program (and partially funded by CMS). Eligibility to the program is determined by County staff according to State statutes and County Board policy. The actual management and day-to-day administration of the CMS program is contracted out to an administrative contractor who, along with CMS program staff, has responsibilities in: system management, data collection and reporting, management of care, utilization review, quality assurance, claims processing, consumer advocacy, provider relations, and special studies. The overall system management of the CMS program is conducted by CMS program staff.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actuals are within the appropriation levels of the Adopted Budget and added mid-year appropriations (B/S 2/21/89, #22) which added 21.50 staff years. The Immigration Health Services implementation of IRCA also increased expenditure and revenue appropriations (B/S 12/13/88, #38).

1989-90 OBJECTIVES

1. To control costs of services by treating 90% or more of CMS monthly unduplicated clients as clinic outpatients or emergency room treat and release episodes, thereby maintaining the percent of CMS monthly unduplicated clients requiring 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 refining the management system of a single countywide program particularly regarding processing of Medi-Cal disability claims, pursuing third party revenue, and expediting provider payments.

4. To pursue 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 fully implement and streamline the new structure of the CMS program by coordinating the reporting system from the administrative contractor into the new structure, and conducting operational assessments of the administrative contractor.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. County Medical Services (27.00 SY; E = $39,458,550 ; R = $40,580,335) is:

   - Mandated/Discretionary Service Level.
   - The FY 1989-90 Adopted Budget varies little in funding from the FY 1988-89 Adopted Budget. However, due to a restructuring of the CMS program, there is an increase in staff years of 25.5 for a total of 27.00 SY. The restructuring, based on a consultant study and subsequent Board approval, called for increased staff involvement in the coordination and monitoring of the CMS program. Additionally, 19 of the positions will be directly involved in determining eligibility to the program, a function previously performed by the Department of Social Services and provider contractors. There are no significant revenue changes as the appropriation level from the State will remain constant with the previous year although the source of funding will not be solely from MISP funds. Revenues will be supplemented with monies from SLIAG funds to maintain FY 1988-89 funding levels.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State - MISP Allocation (no match requirement)	$36,585,443	$36,014,399	$37,614,399	$1,600,000
State Aid Medical Indig. (Transfer to Dept. of Social Services)	(551,580)	0	(600,000)	(600,000)
State Aid SLIAG (no match requirement)	3,565,936	0	3,565,936	3,565,936
Sub-Total	$39,599,799	$36,014,399	$40,580,335	$4,565,936
Total	$39,599,799	$36,014,399	$40,580,335	$4,565,936

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

The State MISP allocation is reflecting an increase of $1,000,000 due to the return of provider contract responsibility for the North Region from Primary Care. Additionally, the $600,000 increase is offset by a corresponding reduction for transfer to the Department of Social Services.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: County Medical Services					
% OF RESOURCES: 100%					
WORKLOAD					
Hospital Admissions	5,495	4,633	4,675	5,220	4,336
Outpatient and Emergency Room Encounters	101,014	79,900	88,000	110,000	109,000
Unduplicated Clients	23,121	18,820	22,000	18,500	25,000
EFFICIENCY					
Total program cost per unduplicated client	$1,556	$1,869	$1,464	$2,200	$1,268
EFFECTIVENESS					
Percent of total CMS monthly users requiring inpatient care	9.3%	9.2%	9.5%	9.5%	10.0%
Average length of stay for CMS acute inpatient clients (days)	5.83	5.77	6.0	6.0	6.0

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
8891	Chief, County Medical Svcs.	0	0.00	1	1.00	$ 0	$ 59,544
0332	Chief, Correctional & County Medical Services	1	0.50	0	0.00	21,036	0
2367	Principal Admin. Analyst	0	0.00	1	1.00	0	41,484
2413	Analyst III	0	0.00	1	1.00	0	38,988
5287	Social Svcs. Administrator I	1	1.00	1	1.00	36,492	37,812
5256	Sr. Patient Svcs. Specialist	0	0.00	1	1.00	0	28,980
5255	Patient Services Specialist	0	0.00	16	16.00	0	365,760
2730	Senior Clerk	0	0.00	4	4.00	0	82,752
2757	Administrative Secretary II	1	0.50	2	1.50	10,638	31,158
2756	Administrative Secretary I	1	0.50	0	0.00	8,886	0
2700	Intermediate Clerk Typist	0	0.00	1	0.50	0	8,730
9999	Extra Help		0.00		0.00	0	41,363
	Total	4	2.50	28	27.00	$77,052	$736,571
Salary Adjustments:						$ (33)	$ (20,643)
Premium/Overtime Pay:						0	0
Employee Benefits:						23,584	157,363
Salary Savings:						(2,474)	(11,154)
	Total Adjustments					$21,077	$125,566
Program Totals		4	2.50	28	27.00	$98,129	$862,137

PROGRAM: DRUG ABUSE SERVICES

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42311
MANAGER: Melinda Newman

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12M

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$392,687	$435,585	$466,952	$562,730	$629,782	11.9
Services & Supplies	2,592,767	2,524,284	4,026,313	3,787,609	4,651,072	22.8
Other Charges	0	0	2,470	2,470	2,470	0.0
Fixed Assets	6,712	15,728	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$2,992,166	$2,975,597	$4,495,735	$4,352,809	$5,283,324	21.4
PROGRAM REVENUE	$(2,934,681)	$(2,831,297)	$(4,430,884)	$(4,259,302)	$(5,257,259)	23.4
DEPARTMENT OVERHEAD	32,434	28,054	32,558	24,481	98,470	302.2
EXT. SUPPORT COSTS	99,795	201,924	122,419	190,444	170,689	(10.4)
NET GENERAL FUND CONTRIBUTION	$189,714	$374,278	$219,828	$308,432	$295,224	(4.3)
STAFF YEARS	9.97	10.01	11.17	14.00	15.00	7.1

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actuals for salaries and benefits and staff years are lower than budgeted due to delays in the classification of new positions and staff turnover and included 1.05 extra help staff years, and 0.37 contract temporary help staff years of clerical support. One month of a Drug Program Manager position was added in the Drug Abuse Strike Force Report (5/16/89, M.O. #51). Services and supplies related to contracted services are higher than budgeted as a result of $383,454 in the following mid-year funding increases: State Drug Abuse Subvention (1/10/89, M.O. #72), Drug Abuse Strike Force Report (5/16/89, M.O. #51), and Episcopal Community Services (5/16/89, M.O. #8). Additionally, FY 1988-89 services and supplies costs include $32,309 in prior year costs. No current or prior year fixed asset costs were incurred by this program.

Funding for this program increased from the Adopted Budget by the following mid-year Board actions: State Drug Abuse Subvention (1/10/89, M.O. #72), Drug Abuse Strike Force Report (5/16/89, M.O. #51), and Episcopal Community Services (5/16/89, M.O. #8). Federal Anti-Drug Abuse savings of $224,433 will be rolled over into FY 1989-90 for contracted services.

Other charges are this program's share of debt service to SANCAL for the Department's new mini-computer.

1989-90 OBJECTIVES

1. To provide drug-free recovery or education services for 5,400 persons misusing drugs, with 65% outpatient and 35% residential clients successfully completing treatment.

2. To provide 31,000 hours of other services to persons not enrolled in treatment, with 85% demonstrating an increase in knowledge, as measured on a sample basis.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted direct costs and funding are increasing due to State General Funds and Federal Block Grant revenue increases added mid-year and through selection of major proposals. These mid-year increases include $84,109 in State General Funds and Federal Anti-Drug Abuse funds (1/10/89, M.O. #72), $30,000 State Grant - AIDS Education (4/18/89, M.O. #62), and $820,551 in State General Funds and Federal Block Grant funds for major proposals for Detoxification/Short-Term Residential Treatment, expansion of contracted drug abuse services and administrative support, and continuation funding for ADAPT for Countywide community prevention efforts. Federal Anti-Drug Abuse funds are decreasing $217,701 with $224,433 in FY 1988-89 contract service savings being rolled over into FY 1989-90. Federal Block Grant funds are increasing $118,406 (5/16/89, M.O. #8) for continuation of HIV counseling services for drug abusers. Adopted staff years are increasing by 1.00 SY, Drug Program Manager for expansion of administrative functions.

Contracted services are decreasing $70,000 as a result of administrative support costs for the restructuring of Alcohol and Drug Services and is reflected in the Department Administration budget.

The activities of this program are summarized as follows:

1. Contract Services (6.50 SY; E = $4,878,134 ; R = $4,860,174) including design, implementation and oversight of contract direct services is:

   - Mandated/Discretionary Service Level.
   - 99% revenue offset.
   - Increasing 1.00 staff year for implementation of expanded contract services.
   - Increasing in direct costs and revenues from State Subvention and Federal Block Grant funds.
   - Responsible for seventeen expense contracts totalling $4,568,326 in public funds and $1,250,000 in agency earned income.

2. Program Planning, Evaluation and Research (4.50 SY; E = $214,500 ; R = $210,209) including planning, design and implementation of special studies, program development and program evaluation is:

   - Mandated/Discretionary Service Level.
   - 98% revenue offset.
   - Responsible for liaison with State funding agencies.

3. Prevention Services (4.00 SY; E = $190,690 ; R = $186,876) including coordination of Countywide prevention activities, community support groups, and training is:

   - Mandated/Descretionary Service Level.
   - 98% revenue offset.
   - Responsible for liaison with local community groups.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
SUBVENTIONS:				
State General Funds (11.11% match requirement)	$1,668,844	$1,585,495	$2,177,749	$592,254
Sub-Total	$1,668,844	$1,585,495	$2,177,749	$592,254
GRANTS:				
State Grant - AIDS	$89,000	$0	$0	$0
Federal Block Grant (no match required)	827,707	827,707	1,226,678	398,971
State MIA (no match required)	292,720	292,720	292,720	0
Other Revenue (no match required)	1,594,707	1,553,380	1,335,679	(217,701)
Prior Year (no match required)	(42,124)	0	0	0
Prior Year Rollover-Other Federal (no match required)	0	0	224,433	224,433
Other Miscellaneous	30	0	0	0
Sub-Total	$2,762,040	$2,673,807	$3,079,510	$405,703
Total	$4,430,884	$4,259,302	$5,257,259	$997,957

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
SUBVENTION:				
State General Funds (11.11% budgeted match)	$195,427	$186,166	$251,972	$65,806
Sub-Total	$195,427	$186,166	$251,972	$65,806
GENERAL FUND SUPPORT:				
State General Funds	$ 24,401	$122,266	$43,252	$(79,014)
Sub-Total	$24,401	$122,266	$43,252	$(79,014)
Total	$219,828	$308,432	$295,224	(13,208)

EXPLANATION/COMMENT ON PROGRAM REVENUES: FY 1989-90 Adopted revenues are increasing by $997,957 as a result of mid-year appropriations and the selection of major funding proposals. State General Funds are increasing a total of $592,254 with $83,349 mid-year added (1/10/89, M.O. #72) and $508,905 major proposal funding support. Federal Block Grant funds are increasing a total of $398,971 with $118,406 mid-year added (5/16/89, M.O. #8) and $280,565 major proposal funding support. Federal Anti-Drug Abuse funds are decreasing $217,701 with prior year savings of $224,433 being rolled-over into FY 1989-90 for contracted services.

FY 1988-89 Actual revenues have increased a net $171,582 from Budget and include mid-year appropriation increases. State General Funds of $125,454 (1/10/89, M.O. #72; 5/16/89, M.O. #8), Federal Anti-Drug Abuse funds of $265,000 (5/16/89, M.O. #51), and State Grants - AIDS fund transfer from Public Health of $89,000 (4/18/89, M.O. #62). Prior year revenues are a negative $42,124. Federal Anti-Drug Abuse funds were underspent by $224,433 and are being rolled-over into FY 1989-90.

The required County match of State General Funds for FY 1989-90 is $251,972 and includes $10,000 in unallowable External Overhead Costs. The FY 1989-90 General Fund Support Cost is decreasing $13,208 from the FY 1988-89 Budget. FY 1988-89 Actual General Fund Support Cost is $97,865 below the budgeted.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Drug Abuse Services					
% OF RESOURCES: 100%					
WORKLOAD					
Client Services - Number of voluntary treatment and court-referred education clients	3,076	4,086	4,340	4,000	5,422
Outpatient - Number of client treatment hours (a)	13,729	10,873	14,230	14,000	22,146
Residential - 24-hour days of highly structured treatment services	51,039	57,813	65,101	62,000	78,160
Other Services - Staff hours of direct primary prevention, education, public information and training (a)	32,731	23,862	34,828	26,000	31,000
EFFICIENCY (b)					
Outpatient - Cost per treatment hour (c)	$ 41.63	$ 38.88	$ 75.14	$ 44.00	$ 62.15
Residential - Cost per treatment day (d)	$ 44.06	$ 37.75	$ 49.00	$ 42.00	$ 48.68
Other Services - Cost per service hour	$ 31.16	$ 29.99	$ 41.21	$ 33.00	$ 45.82
EFFECTIVENESS					
Treatment: Percent of clients who successfully complete treatment or court-referred education Outpatient Drug-Free	72%	62%	66%	65%	65%
Residential Drug-Free (Long-Term)	35%	41%	33%	35%	35%
Other Services: Percent of participants showing increase in level of knowledge	84%	80%	91%	85%	85%

(a) Naltrexone outreach staff hours and vocational staff hours were included in other service hours in FY 1988-89, but will be shown as treatment hours in FY 1989-90 to more accurately reflect activity in conformance with State reporting requirements.

(b) 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).

(c) Increasing outpatient unit costs can be attributed to the naltrexone program, which includes medical services, and the start-up of two new regional programs.

(d) 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

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2229	Deputy Director, Drug Services	1	1.00	1	1.00	$ 51,300	$ 59,388
2318	Asst. Deputy Director, Drug Abuse Services	1	1.00	1	1.00	42,072	46,884
2413	Analyst III	2	2.00	2	2.00	76,440	77,976
5193	Drug Program Manager	1	1.00	2	2.00	39,108	77,280
2412	Analyst II	3	3.00	3	3.00	101,556	105,192
4840	Senior Health Educator	1	1.00	1	1.00	32,088	32,772
4825	Health Educator	1	1.00	1	1.00	29,988	31,140
5192	Drug Program Analyst	0	0.00	1	1.00	0	29,760
2758	Administrative Secretary III	1	1.00	0	0.00	23,316	0
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,772
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
3007	Junior Word Processor	1	1.00	1	1.00	15,576	17,160
8878	Drug Program Analyst	1	1.00	0	0.00	34,272	0
	Total	14	14.00	15	15.00	$462,000	$515,784
Salary Adjustments:						$ (467)	$ 1,271
Premium/Overtime Pay:						200	200
Employee Benefits:						112,297	121,919
Salary Savings:						(11,300)	(9,392)
	Total Adjustments					$100,730	$113,998
Program Totals		14	14.00	15	15.00	$562,730	$629,782

PROGRAM: MENTAL HEALTH SERVICES

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42001
MANAGER: Areta Crowell, Ph.D.

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 120

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$22,484,692	$25,827,820	$25,845,775	$27,290,803	$30,933,833	13.3
Services & Supplies	18,267,245	22,721,000	22,002,749	18,576,275	21,973,345	18.3
Other Charges	2,513,642	1,322,120	789,980	1,022,290	1,022,290	0.0
Fixed Assets	188,123	1,220,193	192,404	199,776	229,613	14.9
Vehicle/Comm. Equip.	0	0	0	0	15,000	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$43,453,702	$51,091,133	$48,830,908	$47,089,144	$54,174,081	15.0
PROGRAM REVENUE	$(42,711,204)	$(44,801,255)	$(43,495,963)	$(42,847,459)	$(50,685,266)	18.3
DEPARTMENT OVERHEAD	1,570,095	2,189,563	1,853,674	1,910,705	2,222,012	16.3
EXT. SUPPORT COSTS	3,617,273	4,532,977	4,408,879	4,347,473	4,372,950	0.6
NET GENERAL FUND CONTRIBUTION	$5,929,866	$13,012,418	$11,597,498	$10,499,863	$10,083,777	(4.0)
STAFF YEARS	677.66	718.20	705.66	748.33	788.60	5.4

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 a mix of county-operated programs and contract providers.

San Diego County Mental Health Services are financed primarily through the State Short-Doyle system, patient fees and public and private insurers. An individual's 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 mandated at one professional patient advocate for each 500,000 persons in the County's population (Welfare and Institutions Code, Section 5500).

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Actual salaries and benefits as well as staff years are less than budgeted due to the length of time needed to fill vacancies, new positions, and reclassifications. However contract temporary help and extra help have been utilized to provide adequate staff coverage with 36.17 temporary help staff years in nursing support, 1.93 contract temporary help staff years in clerical support, both used primarily in the acute inpatient programs. Extra help staff years were 30.05 staff years of primarily medical, psychiatric social worker, and clerical support. A total of 39.67 staff years were added through mid-year Board actions which included 34.75 staff years associated with the transfer of the Special Treatment Program from Edgemoor Geriatric Hospital. Services and supplies are higher than budgeted as a result of $1,810,416 in mid-year funding increases, and $823,862 in transfers from the Mental Health Trust Fund. Monies transferred from the Mental Health Trust Fund are prior year categorical funds. Prior year services and supplies totalled $1,221,967.

Other Charges are $232,310 below Adopted due to an increase in the number of authorized State hospital bed days. Fixed assets are below Adopted and included $63,000 in mid-year appropriation transfers and additions and prior year fixed assets of $92,597.

Funding has increased due to mid-year appropriations of $2,753,043: Mental Health Homeless Rollover (11/1/88, M.O. #43), Mental Health S.E.D. - Children (12/6/88, M.O. #15), Mental Health McKinney Homeless (1/10/89, M.O. #74), Jail Diversion Rollover (2/22/89, M.O. #14), Supplemental Rate Increase (3/28/89, M.O. #17), Mental Health Unanticipated Revenue (4/18/89, M.O. #5), Supplemental Rate (5/16/89, M.O. #10), San Diego County Psychiatric Hospital State Contract (5/23/89, M.O. #52), AIDS-CARES (11/1/88, M.O. #16). Revenues increased a net $648,504 above the Adopted Budget.

1989-90 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 8 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.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted direct costs are increasing $7,084,937 in contract and County provided services as a result of $3,839,079 in mid-year Board actions and adjustments, $1,853,569 in funding of major budget proposals, and $1,392,289 in Change Letter. Mid-year actions include: $85,000 in AIDS Mental Health CARES (11/1/88, M.O #16; 4/4/89, M.O. #50), $66,929 in AB 3632 SED Children (12/6/88, M.O. #15), a $32,802 reduction for Lease Agreement costs to General Services (12/13/88, M.O. #14), $66,031 in Transfer of Laundry Costs (12/13/88, M.O. #39), $165,466 in S.B. McKinney Homeless (1/10/89, M.O. #74), a reduction of $150,161 in State Conditional Release Program (3/28/89, M.O. #15), $187,935 in Supplemental Rate Increase (3/28/89, M.O. #17), and $1,470,552 in Appropriations of Unanticipated Revenue (4/18/89, M.O. #5). Staff years are increasing 40.27 staff years and include 4.92 in mid-year additions, 23.25 staff year additions in major proposals, 12.10 staff years net increase in Change Letter. Adopted 1989-90 revenues are increasing a total of $7,837,807 and includes $132,926 patient fee and insurance revenue increases, $2,550,126 Short-Doyle Subvention increases, $3,745,104 Short-Doyle Medi-Cal increases, $2,547 Federal Block Grant decrease, $412,543 Other State Grants increases, $150,161 State Mandated Costs decrease, $449,750 Prior Year Rollover-State Mandated Costs increase, and $700,093 State Grants - IMD increase. Adopted fixed assets are increasing $44,837.

The activities of this program are summarized as follows:

1. 24-Hour Services (448.89 SY; E = $24,483,105 ; R = $22,546,323) 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.
   - Decreasing 24.00 staff years for the contracted operation of food and dietary services for the new mental health facility at Rosecrans and Loma Portal Mental Health Facility.
   - Increasing 50.75 staff years for provision of in-house laundry services, and 24-hour inpatient care for Las Colinas Women's Psychiatric Unit and the Special Treatment Program.
   - Able to provide 96,369 days of 24-hour care.

2. Outpatient Services (177.33 SY; E = $14,589,078 ; R = $13,813,787) provides diagnosis and treatment on a regularly scheduled basis for adults, adolescents and children. These services are:

   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Able to provide 150,466 outpatient visits.

3. Partial Day Treatment Services (27.47 SY; E = $5,495,274 ; R = $5,220,375) 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.
   - Able to provide 133,814 days of treatment.

4. Community Client Care Services (79.82 SY; E = $5,797,065 ; R = $5,548,337) 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.
   - Able to provide 238,058 community client care services.

5. Case Management Services (49.97 SY; E = $3,395,564 ; R = $3,197,465) 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 5.00 SY for Intensive Case Management Services.
   - Able to provide 200,443 case management contacts.
   - Able to provide 135,899 supplemental rate days.

6. Mental Health General Administration (5.12 SY; E = $413,995 ; R = $358,979) 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.
   - Including the designation of the Deputy Director, Mental Health Services as Local Mental Health Director.
   - Established by Welfare and Institutions Code, Chapter 1, Section 5607.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Patient Fee and Insurance Revenues	$ 1,117,419	$ 2,124,587	$ 2,257,513	$132,926
Short-Doyle/Medi-Cal (no match required)	10,472,436	7,693,816	11,438,920	3,745,104
Sub-Total	$11,589,855	$9,818,403	$13,696,433	$3,878,030
SUBVENTIONS:				
Short-Doyle Subvention-Regular (12.24% match requirement)	$22,834,334	$24,667,594	$24,841,464	$173,870
S.E.P.-AB 3632 (11.11% match requirement)	1,014,333	867,343	934,272	66,929
Supplemental Homeless (11.11% match requirement)	1,290,919	1,290,919	1,290,919	0
Supplemental Residential Care (11.11% match requirement)	1,033,724	1,035,451	1,223,386	187,935
Alt. Jail Placement (17.64% match requirement)	374,326	636,752	636,752	0
Target Suppl. Priority Pop. (11.11% match requirement)	252,187	442,620	442,620	0
Mental Health General Augmentation (12.24% match requirement)	0	0	2,054,247	2,054,247
PY Rollover - Targeted Suppl. (11.11% match requirement)	171,124	171,124	158,269	(12,855)
PY Rollover - S.E.P. - AB 3632 (11.11% match requirement)	115,530	0	80,000	80,000
PY Rollover - Suppl. Homeless (11.11% match requirement)	155,814	0	0	0
PY Rollover - Suppl. Residential Care (11.11% match requirement)	330,335	0	0	0
PY Rollover - Alt. Jail Placement (17.64% match requirement)	222,183	0	0	0
State Mandated Costs (no match required)	746,547	896,707	746,546	(150,161)
PY Rollover - State Mandated Costs (no match required)	0	0	449,750	449,750
Sub-Total	$28,541,356	$30,008,510	$32,858,225	$2,849,715
GRANTS:				
State MIA (no match required)	$ 2,900,000	$ 2,900,000	$ 2,900,000	$0
Federal Block Grant (no match required)	117,972	120,546	117,972	(2,574)
Other State Aid/Grants (no match required)	405,387	0	412,543	412,543
State Grants - IMD (no match required)	0	0	700,093	700,093
Sub-Total	$3,423,359	$3,020,546	$4,130,608	$1,110,062
OTHER:				
Other Miscellaneous (no match required)	$ 2,498	$ 0	$ 0	$0
Prior Year (no match required)	(61,105)	0	0	0
Sub-Total	$(58,607)	$0	$0	$0
Total	$43,495,963	$42,847,459	$50,685,266	$7,837,807

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
SUBVENTION:				
Short-Doyle Subvention	$3,385,031	$3,554,644	$ 3,863,188	$308,544
Sub-Total	$3,385,031	$3,554,644	$3,863,188	$308,544
GENERAL FUND SUPPORT COSTS:				
Short-Doyle Subvention	$ 8,212,467	$ 6,945,219	$ 6,220,589	$(724,630)
Sub-Total	$8,212,467	$6,945,219	$6,220,589	$(724,630)
Total	$11,597,498	$10,499,863	$10,083,777	$(416,086)

EXPLANATION/COMMENT ON PROGRAM REVENUES: The FY 1989-90 Adopted revenues are increasing by $7,837,807 from mid-year appropriation increases, selection of major funding proposals, and Change Letter additions. Mid-year appropriation increases include Mental Health Aids - CARES (11/1/88, M.O. #16; 4/4/89, M.O. #50), AB 3632 - SED Children (12/6/88, M.O. #15), S.B. McKinney Homeless (1/10/89, M.O. #74), Supplemental Rate Increase (3/28/89, M.O. #17), Medi-Cal Unanticipated Revenue Increase (4/18/89, M.O. #5). Federal Block Grant revenues are decreased $2,574 and State Mandated Costs for Conditional Release Program are decreased $150,161 (3/28/89, M.O. #15). Prior year State Mandated Cost revenues of $449,750 are being rolled-over to support the Las Colinas Psychiatric Unit. State Grants for IMD of $700,093 are being used to support the Special Treatment Unit that was transferred from Edgemoor Geriatric Hospital.

FY 1988-89 Actual revenues are a net $648,504 above the Adopted level. Funding increased $2,753,043 due to mid-year appropriations including Mental Health Aids - CARES (11/1/88, M.O. #16), Mental Health Homeless Rollover (11/1/88, M.O. #43), AB 3632 - SED Children (12/6/88, M.O. #15), McKinney Homeless (1/10/89, M.O. #74), Jail Diversion Rollover (2/22/89, M.O. #14), Supplemental Rate Increase (3/28/89, M.O. #17), Unanticipated Medi-Cal Revenues (4/18/89, M.O. #5), Supplemental Rate Rollover (5/16/89, M.O. #10), San Diego County Psychiatric Hospital State Contract (5/23/89, M.O. #52). Federal Block Grant revenues decreased $2,574 and Conditional Release Program revenues decreased $150,161. Patient Fee and Insurance revenue are $1,007,169 below budget and reflects the increased number of current patients without third party liability insurance and problems associated with the ability to recover revenues from Medicare billings on a timely basis. Short-Doyle Medi-Cal revenues were overrealized by $2,778,620. Underspent Short-Doyle categorical funds will be returned to the Mental Health Trust Fund.

The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

The Short-Doyle Subvention Match requirements are increasing $308,544 due to increased appropriations. Adopted General Fund Support Costs are decreasing by $416,086. FY 1988-89 Actual General Fund Support Cost is $1,267,248 above the budgeted.

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.

FIXED ASSETS

Item	Quantity	Cost
Floor Machines	3	$ 1,920
Computer Equipment	66	84,328
Hospital Furniture	16	4,930
Institutional Furniture	3	1,200
Office Furniture	2	400
Desks	10	5,590
Drafting Table	1	350
Medical Equipment	1	950
Electrical Appliances	1	650
Electrical Laundry Equipment	2	1,300
Related Office Equipment	8	15,073
Dictating/Transcribing Equipment	6	3,200
Photocopiers	4	22,400
Camera Equipment	1	1,355
Stereo System	1	500
Television	1	500
Refrigerator	2	1,200
Air Conditioners	4	1,000
Sewing Machine	2	2,050
Security Screening Equipment	1	4,500
Facsimile Equipment	11	60,005
Typewriters	4	7,100
Related Video Equipment	6	1,212
Videotape Player/Recorder	3	3,400
Videotape Camera/TV Monitor	5	4,500
Total		$229,613

Vehicles/Communication Equipment

Item	Quantity	Cost
Van	1	$ 15,000
Total		$15,000

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Mental Health					
% OF RESOURCES: 100%					
WORKLOAD					
Central Region					
24-Hour Long Term Residential - Adult	4,025	4,195	4,175	3,723	3,724
24-Hour Crisis Residential Treatment Days - Adult (a)	377	3,805	4,629	4,343	4,344
24-Hour Semi-Supervised Living (a)	70	9,254	11,646	11,169	11,158
Partial Day Treatment Days - Adult	4,800	6,042	6,417	6,080	5,760
Partial Day Treatment Days - Child & Adolescent	6,605	5,878	1,124	4,202	4,320
Socialization Center Days - Adult	16,526	19,567	20,109	18,900	18,900
Outpatient Visits - Adult	42,500	40,589	37,062	34,031	36,595
Outpatient Visits - Child & Adolescent	9,500	7,964	7,607	9,016	9,263
Community Client Contacts (b)	36,000	35,982	16,653	27,218	24,824
East Region					
24-Hour Crisis Residential Treatment Days - Adult	3,600	3,656	3,825	3,723	3,724
Partial Day Treatment Days - Adult	8,600	15,255	15,958	13,940	14,077
Partial Day Treatment Days - Child & Adolescent (e)	2,340	755	1,785	2,484	2,346
Vocational Rehabilitation Services Days - Adult (d)	6,000	0	0	0	0
Socialization Center Days - Adult	17,113	15,751	15,511	14,065	12,444
Outpatient Visits - Adult	15,500	14,342	12,901	20,147	14,520
Outpatient Visits - Child & Adolescent	4,400	3,901	3,095	2,396	3,957
Community Client Contacts (b)	33,000	16,888	19,677	11,348	14,310

North Region					
24-Hour Crisis Residential Treatment Days - Adult	3,655	3,573	3,631	3,413	3,412
24-Hour Transitional Residential Days - Adult	8,131	8,117	4,957	5,068	4,344
24-Hour Long-Term Residential Days - Adult (f)	4,594	4,321	0	0	0
Partial Day Treatment Days - Adult	11,100	10,823	10,413	11,000	10,800
Partial Day Treatment Days - Child & Adolescent (e)	2,700	0	1,765	2,592	2,592
Socialization Center Days - Adult	17,920	18,383	19,130	18,500	18,300
Outpatient Visits - Adult	23,000	21,380	23,066	19,860	20,688
Outpatient Visits - Child & Adolescent	8,300	8,149	6,750	6,872	6,883
Community Client Contacts (b)	37,000	38,986	32,615	31,910	24,908
Case Management Contacts (i)	8,500	0	0	0	0
South Region					
24-Hour Crisis Residential Treatment Days - Adult	6,372	6,262	6,441	6,206	6,208
24-Hour Transitional Residential Days - Adult (f)	3,999	3,536	0	0	0
Partial Day Treatment Days - Adult	13,000	13,208	12,103	13,200	12,900
Partial Day Treatment Days - Child & Adolescent (e)	0	0	1,521	2,592	2,592
Vocational Rehabilitation Services Days - Adults	7,109	6,779	6,919	6,800	6,800
Socialization Center Days - Adult	10,810	9,102	6,766	9,200	9,200
Outpatient Visits - Adult	27,000	26,519	24,642	28,819	25,451
Outpatient Visits - Child & Adolescent	10,500	9,446	10,264	9,375	9,680
Community Client Contacts (b)	36,000	34,315	26,790	22,677	24,500

Countywide Core Services					
24-Hour Acute Inpatient Days - Adult	29,000	28,325	26,982	26,414	38,280
24-Hour Acute Inpatient Days - Child & Adolescent	11,700	11,152	11,074	11,700	8,750
24-Hour Jail Inpatient Days - Adult	7,700	10,244	9,961	7,885	9,860
24-Hour Residence - Child & Adolescent	2,625	2,809	2,404	2,555	2,555
Day Treatment Days - Adult	2,000	2,950	3,180	2,700	1,000
Day Treatment Days - Child & Adolescent	1,000	6,344	8,321	12,663	11,783
Outpatient Visits - Adult	16,000	18,058	17,291	17,067	16,123
Outpatient Visits - Child & Adolescent	7,200	9,006	7,423	7,634	7,306
Community Client Contacts (b)	98,000	111,517	118,540	103,986	149,516
Case Management Contacts (i)	28,000	81,092	75,426	68,261	200,443
Case Management Supplemental Rate (i)	0	85,473	121,778	91,500	135,899
Days of 24-Hour Care	107,465	95,506	89,725	86,199	96,369
Days of Partial Day Treatment	127,623	131,690	131,022	148,370	133,814
Outpatient Visits	163,900	146,900	150,101	155,217	150,466
Community Client Care Contacts (b)(h)	240,000	230,854	214,275	197,139	238,058
Case Management (i)	36,500	81,092	75,426	68,261	200,443
Case Management Supplemental Rate (i)	0	85,473	121,778	91,500	135,899

EFFICIENCY

Unit Costs

24-Hour Acute Inpatient - Adult - Cost Per Day	$365.00	$365.57	$386.47	$419.24	$421.25
24-Hour Acute Inpatient - Child & Adolescent - Cost Per Day	$398.00	$517.42	$494.03	$457.52	$534.57
24-Hour Crisis Residential - Adult - Cost Per Day	$150.00	$133.89	$136.15	$143.96	$154.26
24-Hour Transitional Residential - Adult - Cost Per Day	$ 61.00	$ 54.92	$ 60.27	$ 68.67	$ 62.68
24-Hour Long-Term Residential - Adult - Cost Per Day	$ 87.00	$ 63.66	$ 65.50	$ 76.86	$ 68.12
24-Hour Long-Term Residential - Child & Adolescent - Cost Per Day	$165.00	$206.48	$221.14	$229.80	$229.99
24-Hour Special Treatment & Rehabilitation - Adult - Cost Per Day (a)	$132.00	$ N/A	$ N/A	$ N/A	$ N/A
24-Hour Semi-Supervised - Adult - Cost Per Day (b)	$ N/A	$ N/A	$ 18.15	$ N/A	$ 18.88
24-Hour Special Treatment Beds (IMD) - Cost Per Day	$ N/A	$ N/A	$ N/A	$ N/A	$136.00
Partial Day Treatment - Adult - Cost Per Day	$ 53.00	$ 48.84	$ 50.80	$ 50.98	$ 52.83
Partial Day Treatment - Child & Adolescent - Cost Per Day	$107.00	$124.88	$141.04	$ 86.28	$146.68
Vocational Services - Adult - Cost Per Day	$ 43.00	$ 45.23	$ 49.71	$ 47.31	$ 51.70
Socialization Center - Adult - Cost Per Day	$ 18.00	$ 17.11	$ 16.89	$ 17.81	$ 17.57
Outpatient - Adult - Cost Per Visit	$ 79.00	$ 99.70	$106.17	$ 99.59	$110.42
Outpatient - Child & Adolescent - Cost Per Visit	$ 81.00	$ 93.02	$ 99.61	$ 91.11	$103.59
Community Client Care - Cost Per Contact	$ 17.00	$ 19.98	$ 24.01	$ 20.93	$ 24.97

Case Management - Cost Per Hour (c)	$ 42.00	$ 26.42	$ 37.40	$ 40.29	$ 9.72
Case Management - Supplemental Rate - Cost Per Day	$ 0.00	$ 12.11	$ 11.43	$ 11.31	$ 11.89
EFFECTIVENESS					
Average points of improvement for adult clients (Global Assessment Scale)					
24-Hour Treatment	18	15	14	14	14
Partial Day Treatment	19	11	8	10	8
Outpatient Treatment	11	9	8	8	8
Percent of children and adolescent discharges showing 20% increase on all impairment rating scales					
24-Hour Treatment	65%	66%	65%	61%	65%
Partial Day Treatment	59%	75%	70%	64%	70%
Outpatient Treatment	68%	65%	65%	65%	65%

(a) Reflects program shift from Countywide Core Region to Central Region.
(b) Community Client Contacts include crisis intervention, consultation and training, and patient advocacy.
(c) Reflects program shift from North Region to Countywide Core Region.
(d) Reflects program merge with Partial Day Treatment Days - Adult.
(e) Contractor not available full or partial year 1987-88.
(f) Contractor not available 1988-89.
(g) Regionalization of Extended Care.
(h) Crisis Residential programs Community Client Contact data collection system redesigned to conform with other 24-hour programs.
(i) FY 1989-90 reporting is changed from clients to 15 minute units of service to reconcile with FY 1989-90 State reporting requirements.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
SAN DIEGO COUNTY PSYCHIATRIC HOSPITAL							
0340	Medical Director	1	1.00	1	1.00	$ 93,336	$ 102,444
4195	Supervising Staff Psychiatrist	3	3.00	3	3.00	260,856	266,904
4162	Consultant, Internal Medicine	1	0.50	1	0.50	39,600	41,364
4183	Neurologist	1	0.50	1	0.50	37,110	38,562
4198	Psychiatrist	17	11.16	19	11.91	817,936	901,615
4192	Senior Physician	1	1.00	1	1.00	63,000	67,188
0301	Mental Health Hospital Admin.	1	1.00	1	1.00	53,880	58,668
4193	Physician	9	3.92	9	3.58	215,119	208,507
4504	Chief Nurse	1	1.00	1	1.00	46,620	48,372
4099	Associate Hospital Administrator	0	0.00	1	1.00	0	45,516
4497	Assistant Chief Nurse	1	1.00	1	1.00	43,536	45,168
5087	Senior Clinical Psychologist	5	5.00	5	5.00	206,220	214,200
4108	Mental Health Program Manager	1	1.00	2	2.00	39,432	83,184
4541	Quality Assurance Coordinator	1	1.00	1	1.00	37,296	41,172
4544	Supervising Nurse	1	0.00	2	1.00	0	41,172
2302	Administrative Assistant III	1	1.00	0	0.00	38,196	0
4537	Clinical Nurse Specialist	4	4.00	2	2.00	148,032	80,520
4771	Chief Dietetic Services	1	1.00	0	0.00	36,828	0
4533	Inservice Education Coordinator	1	1.00	1	0.00	36,024	0
4517	Certified Nurse Practitioner	0	0.00	2	1.00	0	35,256
4536	Staff Head Nurse	3	3.00	4	4.00	103,752	141,648
3042	Medical Records Manager	1	1.00	1	1.00	33,480	34,680
4408	Recreation Therapy Supervisor	1	1.00	1	1.00	29,904	33,156
5250	Sr. Psychiatric Social Worker	14	9.00	15	9.75	281,124	318,708
4400	Occupational Therapist II	4	2.00	5	3.00	60,096	98,676
4538	Staff Nurse II	51	38.42	69	56.17	1,177,855	1,792,166
4835	Mental Health Case Management Clinician	0	0.00	1	1.00	0	32,004
2725	Principal Clerk	1	1.00	1	1.00	26,916	28,452
4407	Recreational Therapist	4	3.50	5	4.50	88,242	125,982
6405	Food Service Supervisor	2	2.00	0	0.00	44,208	0
2745	Supervising Clerk	1	1.00	1	1.00	23,220	23,388
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
4836	Mental Health Specialist	15	11.00	16	12.00	243,144	281,520
2707	Senior Admissions Clerk	3	3.00	3	3.00	64,260	66,852
2730	Senior Clerk	1	1.00	2	2.00	19,692	41,376
2757	Administrative Secretary II	1	1.00	1	1.00	21,276	20,772
7085	Supervising Custodian	1	1.00	1	1.00	19,896	20,616
6410	Senior Cook	2	2.00	0	0.00	36,888	0
4618	Psychiatric Technician	10	7.00	10	7.00	139,440	150,276
4625	Licensed Vocational Nurse	47	42.58	53	48.58	834,974	1,031,910
4833	Mental Health Case Management Assistant II	0	0.00	1	1.00	0	19,620
2706	Admissions Clerk	17	14.50	16	14.00	255,954	263,928
3046	Medical Records Clerk	9	9.00	10	10.00	153,792	182,280
3049	Medical Records Technician	3	3.00	3	3.00	54,612	56,448
2714	Intermediate Transcriber Typist	10	10.00	10	10.00	161,040	182,400
7030	Senior Custodian	1	1.00	1	1.00	16,956	18,204
2756	Administrative Secretary I	1	1.00	1	1.00	17,772	18,060
4839	Mental Health Aid	14	13.42	13	12.42	222,824	236,612
2700	Intermediate Clerk Typist	0	0.00	1	1.00	0	17,460
6411	Cook	3	3.00	0	0.00	45,972	0
4398	Occupational Therapy Assistant	1	0.50	1	0.50	8,610	9,300
7031	Custodian	11	11.00	10	10.00	170,280	165,360
4406	Recreational Therapy Aid	2	1.50	5	4.50	25,002	81,324
4615	Nurses Assistant	27	25.00	19	17.00	406,500	296,616
7520	Sewing Room Operator	0	0.00	1	0.50	0	7,530
6520	Linen Marker & Distributor	0	0.00	2	2.00	0	30,096
6415	Food Services Worker	15	15.00	0	0.00	203,040	0
	Subtotal	328	277.50	338	283.41	$ 7,224,382	$ 8,170,056

LOMA PORTAL MENTAL HEALTH FACILITY

4135	Medical Director (T)	1	1.00	1	1.00	$ 102,456	$ 106,152
0340	Medical Director	1	0.00	1	0.00	0	0
4195	Supervising Staff Psychiatrist	3	3.00	3	3.00	260,856	266,904
4162	Consultant, Internal Medicine	1	0.24	0	0.00	19,800	0
4198	Psychiatrist	5	2.08	4	1.83	152,600	138,710
0301	Mental Health Hospital Administrator	1	1.00	1	1.00	53,880	58,668
4193	Physician	3	1.68	3	1.68	91,540	96,980
4504	Chief Nurse	1	1.00	1	1.00	46,620	48,372
5087	Senior Clinical Psychologist	5	3.75	4	2.00	154,665	85,680
4108	Mental Health Program Manager	1	1.00	1	1.00	39,432	41,592
4541	Quality Assurance Coordinator	1	1.00	1	1.00	37,296	41,172
4544	Supervising Nurse	1	0.00	2	1.00	0	41,172
2302	Administrative Assistant III	1	1.00	1	1.00	38,196	39,840
5045	Clinical Psychologist	1	0.00	1	0.00	0	0
4537	Clinical Nurse Specialist	2	1.50	2	1.50	55,512	60,390
4533	Inservice Education Coordinator	1	1.00	1	1.00	36,024	39,768
4536	Staff Head Nurse	3	3.00	3	2.00	103,752	70,824
3042	Medical Records Manager	1	1.00	1	1.00	33,480	34,680
5250	Senior Psychiatric Social Worker	6	4.33	7	5.33	135,356	174,336
4400	Occupational Therapist II	4	3.09	4	3.09	92,648	101,417
4538	Staff Nurse II	27	20.50	33	25.75	628,530	821,631
4831	Mental Health Consultant II	4	4.00	3	2.00	122,016	64,824
4407	Recreational Therapist	3	3.00	3	3.00	75,636	83,988
2730	Senior Clerk	1	1.00	0	0.00	19,692	0
2757	Administrative Secretary II	2	2.00	1	1.00	42,552	20,772
4618	Psychiatric Technician	6	4.00	6	4.00	79,680	85,872
4625	Licensed Vocational Nurse	17	16.50	17	16.50	323,532	350,460
3046	Medical Records Clerk	2	2.00	2	2.00	34,176	36,456
3049	Medical Records Technician	2	2.00	1	1.00	36,408	18,816
7030	Senior Custodian	1	1.00	1	1.00	16,956	18,204
2756	Administrative Secretary I	3	3.00	3	3.00	53,316	54,180
4839	Mental Health Aid	26	25.42	26	25.42	422,120	484,340
2700	Intermediate Clerk Typist	6	6.00	4	4.00	97,704	69,840
7031	Custodian	7	7.00	7	7.00	108,360	115,752
4406	Recreational Therapy Aid	1	1.00	1	1.00	16,668	18,072
4615	Nurses Assistant	3	2.00	3	2.00	32,520	34,896
7520	Sewing Room Operator	0	0.00	1	0.50	0	7,530
6520	Linen Marker & Distributor	0	0.00	2	1.50	0	22,572
5236	Departmental Aid	0	0.00	1	1.00	0	10,944
	Subtotal	154	131.09	157	131.10	$ 3,563,979	$ 3,765,806

CHILD & ADOLESCENT SERVICES

4198	Psychiatrist	6	1.08	7	1.42	$ 79,352	$ 107,185
5035	Chief, Probation/Welfare Psychiatry	1	1.00	1	1.00	48,696	50,448
4117	Chief, Child & Adolescent Services	1	1.00	1	1.00	44,196	49,236
5087	Senior Clinical Psychologist	9	7.50	9	7.50	309,330	321,300
4108	Mental Health Program Manager	2	2.00	2	2.00	78,864	83,184
2413	Analyst III	1	1.00	0	0.00	38,220	0
2412	Analyst II	0	0.00	1	1.00	0	35,064
5250	Senior Psychiatric Social Worker	12	11.00	16	13.75	343,596	449,460
4538	Staff Nurse II	1	1.00	1	1.00	30,660	31,908
2411	Analyst I	1	1.00	1	1.00	25,176	26,388
2724	Senior Transcriber Typist	1	1.00	1	1.00	18,960	23,772
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
2757	Administrative Secretary II	1	1.00	1	1.00	21,276	20,772
2714	Intermediate Transcriber Typist	3	3.00	3	3.00	48,312	54,720
2756	Administrative Secretary I	1	1.00	1	1.00	17,772	18,060
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
2493	Intermediate Account Clerk	1	0.50	1	0.00	8,340	0
	Subtotal	43	35.08	48	37.67	$ 1,149,674	$ 1,311,781

FORENSIC SERVICES

4195	Supervising Staff Psychiatrist	0	0.00	1	1.00	$ 0	$ 88,968
4198	Psychiatrist	8	5.50	8	5.00	402,864	378,300
4193	Physician	0	0.00	1	0.25	0	14,547
4109	Chief Forensic Mental Health Services	1	1.00	1	1.00	54,972	56,952
4504	Chief Nurse	0	0.00	1	1.00	0	48,372
4118	Forensic Services Manager	1	1.00	1	1.00	45,708	47,340
5087	Senior Clinical Psychologist	3	2.50	4	3.50	103,110	149,940
4108	Mental Health Program Manager	2	2.00	2	2.00	78,864	83,184
5045	Clinical Psychologist	1	0.50	1	0.50	18,708	20,238
4537	Clinical Nurse Specialist	0	0.00	1	1.00	0	40,260
4536	Staff Head Nurse	1	1.00	2	2.00	34,584	70,824
2412	Analyst II	0	0.00	1	1.00	0	35,064
4314	Utilization Review Specialist	0	0.00	1	0.50	0	16,644
5250	Senior Psychiatric Social Worker	4	3.50	5	4.50	109,326	147,096
4400	Occupational Therapist II	1	1.00	1	1.00	30,048	32,892
4538	Staff Nurse II	7	7.00	11	11.00	214,620	350,988
4832	Mental Health Consultant I	2	2.00	2	2.00	54,768	59,208
4407	Recreational Therapist	1	1.00	1	1.00	25,212	27,996
2730	Senior Clerk	2	2.00	3	3.00	39,384	62,064
4618	Psychiatric Technician	1	1.00	1	1.00	19,920	21,468
4625	Licensed Vocational Nurse	5	5.00	6	6.00	98,040	127,440
3046	Medical Records Clerk	0	0.00	1	1.00	0	18,228
2700	Intermediate Clerk Typist	5	4.00	6	5.00	65,136	87,300
4615	Nurses Assistant	3	3.00	3	3.00	48,780	52,344
2709	Departmental Clerk	1	1.00	1	1.00	13,404	14,172
	Subtotal	49	44.00	66	59.25	$ 1,457,448	$ 2,051,829

CASE MANAGEMENT SERVICES

4114	Chief Mental Health Case Management	1	1.00	1	1.00	$ 45,708	$ 49,236
4108	Mental Health Program Manager	1	1.00	4	4.00	39,432	166,368
4837	Mental Health Case Management Supervisor	3	3.00	0	0.00	106,632	0
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
5250	Senior Psychiatric Social Worker	2	2.00	1	1.00	62,472	32,688
4835	Mental Health Case Management Clinician	16	16.00	17	17.00	510,528	544,068
4828	Case Management Aid II	2	2.00	2	2.00	43,920	43,320
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2510	Senior Account Clerk	1	1.00	1	1.00	19,536	20,940
4827	Case Management Aid I	3	3.00	2	2.00	58,896	40,848
4833	Mental Health Case Management Assistant II	3	3.00	4	4.00	54,540	78,480
2700	Intermediate Clerk Typist	2	1.50	1	1.00	24,426	17,460
2493	Intermediate Account Clerk	1	0.50	0	0.00	8,340	0
	Subtotal	37	36.00	35	35.00	$ 1,027,974	$ 1,049,160

CENTRAL REGIONAL CENTER

4198	Psychiatrist	5	2.66	5	2.67	$ 195,328	$ 201,760
2355	Regional Manager, Mental Health Services	1	1.00	1	1.00	47,532	49,236
5087	Senior Clinical Psychologist	2	0.58	2	0.58	24,059	24,990
4108	Mental Health Program Manager	2	1.75	2	2.00	69,006	83,184
2303	Administrative Assistant II	1	1.00	1	1.00	33,780	33,684
5250	Senior Psychiatric Social Worker	5	5.00	6	6.00	156,180	196,128
4538	Staff Nurse II	4	4.00	4	4.00	122,640	127,632
4831	Mental Health Consultant II	2	2.00	2	2.00	61,008	64,824
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
4625	Licensed Vocational Nurse	2	2.00	2	2.00	39,216	42,480
2756	Administrative Secretary I	1	1.00	1	1.00	17,772	18,060
4839	Mental Health Aid	0	0.00	1	1.00	0	19,056
2700	Intermediate Clerk Typist	4	4.00	4	4.00	65,136	69,840
	Subtotal	30	25.99	32	28.25	$ 851,349	$ 951,562

NORTH COASTAL REGIONAL CENTER

4198	Psychiatrist	7	2.58	7	2.58	$ 189,224	$ 195,455
2355	Regional Manager, Mental Health Services	1	1.00	1	1.00	47,532	49,236
5087	Senior Clinical Psychologist	1	0.50	1	0.50	20,622	21,420
4108	Mental Health Program Manager	3	2.25	3	3.00	88,722	124,776
2412	Analyst II	1	0.50	0	0.00	16,926	0
5250	Senior Psychiatric Social Worker	8	4.50	9	5.00	140,562	163,440
4400	Occupational Therapist II	1	1.00	1	1.00	30,048	32,892
4538	Staff Nurse II	4	4.00	4	4.00	122,640	127,632
4831	Mental Health Consultant II	2	1.50	2	2.00	45,756	64,824
4836	Mental Health Specialist	1	0.50	0	0.00	11,052	0
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
4618	Psychiatric Technician	1	1.00	0	0.00	19,920	0
4625	Licensed Vocational Nurse	0	0.00	1	1.00	0	21,240
3046	Medical Records Clerk	1	0.50	1	0.50	8,544	9,114
2700	Intermediate Clerk Typist	3	2.00	3	2.00	32,568	34,920
	Subtotal	35	22.83	34	23.58	$ 793,808	$ 865,637

NORTH INLAND REGIONAL CENTER

4198	Psychiatrist	3	1.50	3	1.50	$ 109,872	$ 113,490
2355	Regional Manager, Mental Health Services	1	1.00	1	1.00	47,532	49,236
5087	Senior Clinical Psychologist	0	0.00	1	0.50	0	21,420
4108	Mental Health Program Manager	2	1.83	2	2.00	72,292	83,184
5250	Senior Psychiatric Social Worker	4	3.00	3	2.50	93,708	81,720
4538	Staff Nurse II	3	3.00	4	4.00	91,980	127,632
4831	Mental Health Consultant II	1	1.00	0	0.00	30,504	0
4836	Mental Health Specialist	1	0.50	2	1.00	11,052	23,460
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
3046	Medical Records Clerk	0	0.00	1	0.50	0	9,114
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
	Subtotal	17	13.83	19	15.00	$ 492,916	$ 547,404

EAST COUNTY REGIONAL CENTER

4198	Psychiatrist	7	3.75	7	3.75	$ 274,680	$ 283,725
2355	Regional Manager, Mental Health Services	1	1.00	1	1.00	47,532	49,236
5087	Senior Clinical Psychologist	2	0.75	2	1.00	30,933	42,840
4108	Mental Health Program Manager	4	4.00	4	4.00	157,728	166,368
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
5250	Senior Psychiatric Social Worker	9	6.00	15	12.00	187,416	392,256
4400	Occupational Therapist II	1	1.00	0	0.00	30,048	0
4538	Staff Nurse II	4	4.00	4	4.00	122,640	127,632
4831	Mental Health Consultant II	7	4.50	4	1.50	137,268	48,618
4836	Mental Health Specialist	2	2.00	2	2.00	44,208	46,920
2403	Accounting Technician	0	0.00	1	1.00	0	20,880
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
4618	Psychiatric Technician	2	2.00	2	2.00	39,840	42,936
3046	Medical Records Clerk	1	1.00	1	1.00	17,088	18,228
4838	Mental Health Assistant	2	1.00	2	1.00	20,208	18,996
2700	Intermediate Clerk Typist	7	5.91	6	5.00	96,347	87,300
	Subtotal	51	38.91	53	41.25	$ 1,259,480	$ 1,401,687

SOUTH REGIONAL CENTER

4198	Psychiatrist	4	3.17	4	3.17	$ 231,952	$ 239,590
2355	Regional Manager, Mental Health Services	1	1.00	1	1.00	47,532	49,236
5087	Senior Clinical Psychologist	3	1.75	3	1.75	72,177	74,970
4108	Mental Health Program Manager	3	3.00	3	3.00	118,296	124,776
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
5250	Senior Psychiatric Social Worker	7	7.00	7	7.00	218,652	228,816
4538	Staff Nurse II	2	2.00	2	2.00	61,320	63,816
4831	Mental Health Consultant II	1	1.00	1	1.00	30,504	32,412
4832	Mental Health Consultant I	2	2.00	2	2.00	54,768	59,208
4836	Mental Health Specialist	1	1.00	1	1.00	22,104	23,460
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
4625	Licensed Vocational Nurse	2	2.00	2	2.00	39,216	42,480
3046	Medical Records Clerk	1	1.00	1	1.00	17,088	18,228
2700	Intermediate Clerk Typist	5	5.00	5	5.00	81,420	87,300
	Subtotal	34	31.92	34	31.92	$ 1,048,573	$ 1,100,044

TECHNICAL & ADMINISTRATIVE SUPPORT

4116	Mental Health Administrative Support Chief	1	1.00	1	1.00	$ 45,708	$ 48,708
2427	Associate Systems Analyst	1	1.00	1	1.00	38,388	39,468
2413	Analyst III	3	3.00	3	3.00	114,660	116,964
5208	Mental Health Contract Manager	1	1.00	1	1.00	37,608	38,964
2412	Analyst II	5	5.00	6	5.50	169,260	192,852
2303	Administrative Assistant II	1	1.00	1	1.00	33,780	33,684
2411	Analyst I	0	0.00	1	0.00	0	0
2745	Supervising Clerk	1	1.00	1	1.00	23,220	23,388
5221	Eligibility Technician	10	9.75	10	9.75	199,953	205,218
2403	Accounting Technician	1	1.00	1	1.00	22,116	20,880
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2510	Senior Account Clerk	1	1.00	1	1.00	19,536	20,940
3009	Word Processor Operator	1	1.00	1	1.00	19,428	19,812
2700	Intermediate Clerk Typist	11	8.00	11	7.50	130,272	130,950
2493	Intermediate Account Clerk	0	0.00	1	1.00	0	16,932
3118	Departmental Computer Specialist I	0	0.00	1	1.00	0	16,260
2710	Junior Clerk Typist	2	0.00	0	0.00	0	0
	Subtotal	40	34.75	42	36.75	$ 873,621	$ 945,708

PROGRAM REVIEW & DEVELOPMENT

4198	Psychiatrist	1	0.25	1	0.25	$ 18,312	$ 18,915
4145	Chief, Mental Health Program Review & Development	1	1.00	1	1.00	47,532	49,236
4896	Mental Health Clinical Standard Coordinator	0	0.00	1	1.00	0	49,236
3041	Chief Medical Records Services	1	1.00	1	1.00	46,632	48,504
4504	Chief Nurse	1	1.00	0	0.00	46,620	0
4113	Quality Assurance Program Manager	1	1.00	1	1.00	37,824	42,384
2313	Mental Health Resource Development Specialist	1	1.00	1	1.00	37,896	40,512
2413	Analyst III	1	1.00	1	1.00	38,220	38,988
4304	Utilization Review Supervisor	1	1.00	1	1.00	35,076	38,508
4834	Mental Health Staff Development Coordinator	1	0.75	1	1.00	30,141	35,904
2412	Analyst II	2	2.00	2	2.00	67,704	70,128
4314	Utilization Review Specialist	5	5.00	7	7.00	155,160	233,016
4845	Mental Health Minority Affairs Coordinator	1	1.00	1	1.00	29,880	32,364
4538	Staff Nurse II	2	1.75	0	0.00	53,655	0
4831	Mental Health Consultant II	1	1.00	1	1.00	30,504	32,412
5240	Senior Services Extended Care Coordinator	1	1.00	1	1.00	29,772	31,020
2411	Analyst I	0	0.00	1	1.00	0	26,388
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
4836	Mental Health Specialist	1	1.00	1	1.00	22,104	23,460
2757	Administrative Secretary II	2	2.00	2	2.00	42,552	41,544
2706	Admissions Clerk	0	0.00	1	0.50	0	9,426
2700	Intermediate Clerk Typist	1	0.50	1	0.50	8,142	8,730
4615	Nurses Assistant	0	0.00	1	1.00	0	17,448
	Subtotal	26	24.25	29	27.25	$ 798,366	$ 910,947

ADMINISTRATION

0335	Clinical Director, Mental Health	1	1.00	1	1.00	$ 94,440	$ 100,404
2213	Deputy Director, Mental Health Services	1	1.00	1	1.00	68,796	85,464
4144	Assistant Deputy Director, Mental Health Services	1	1.00	1	1.00	49,884	51,684
2337	Public Information Specialist	1	1.00	1	1.00	30,168	33,288
4831	Mental Health Consultant II	1	1.00	1	1.00	30,504	32,412
2758	Administrative Secretary III	1	1.00	1	1.00	23,316	25,488
2754	Board Secretary	1	1.00	1	1.00	20,424	25,092
2757	Administrative Secretary II	2	2.00	2	2.00	42,552	41,544
2756	Administrative Secretary I	2	1.50	2	1.50	26,658	27,090
0330	Assistant Deputy Director, Mental Health Services	1	0.00	1	0.00	0	0
	Subtotal	12	10.50	12	10.50	$ 386,742	$ 422,466
9999	Extra Help		21.68		27.68	1,284,503	1,343,065
	Total	856	748.33	899	788.61	$22,212,815	$24,837,152
Salary Adjustments:						$(37,327)	$97,054
Premium/Overtime Pay:						563,159	563,159
Employee Benefits:						5,100,095	5,849,774
Salary Savings:						(547,939)	(413,306)
	Total Adjustments					$ 5,077,988	$ 6,096,681
Program Totals		856	748.33	899	788.61	$27,290,803	$30,933,833

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 85498 | **ORGANIZATION #: 6000**
MANAGER: Paul B. Simms | **REFERENCE: 1989-90 Proposed Budget - Pg: 12T**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,427,827	$1,593,655	$1,676,612	$1,608,269	$1,800,500	12.0
Services & Supplies	189,583	247,526	220,685	287,237	287,237	0.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	0	0	1,065	2,000	14,292	614.6
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$1,617,410	$1,841,181	$1,898,362	$1,897,506	$2,102,029	10.8
PROGRAM REVENUE	$(0)	$(59,390)	$(17,488)	$(0)	$(0)	0.0
DEPARTMENT OVERHEAD	142,416	222,959	295,066	194,563	226,263	16.3
EXT. SUPPORT COSTS	73,593	98,020	131,084	85,109	91,204	7.2
NET GENERAL FUND CONTRIBUTION	$1,833,419	$2,102,770	$2,307,024	$2,177,178	$2,419,496	11.1
STAFF YEARS	38.23	40.01	41.84	38.42	40.17	4.6

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.

1988-89 BUDGET TO ACTUAL COMPARISON

FY 1988-89 Actuals exceed the Adopted Budget in the salaries and benefits category by $68,343. Staffing shortages as a result of the increased demand for health care have been met by using premium pay/overtime and contract temporary help. Services and supplies were less than budgeted by $66,552.

1989-90 OBJECTIVES

1. To provide 230,000 diagnostic and triage sick call contacts to inmates of correctional facilities.

2. To provide 270,000 medication and treatment contacts by physicians and nurses to inmates of correctional facilities.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Correctional Facilities Medical Services (40.17 SY; E = $2,102,029 ; R = $0) 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 1.25 SY Staff Nurse II and 0.50 SY Chief, Correctional Facilities Services.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER:				
Other Miscellaneous	$17,488	$ 0	$ 0	$0
Sub-Total	$17,488	$ 0	$ 0	$0
Total	$17,488	$ 0	$ 0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$2,307,024	$2,177,178	$2,419,496	$242,318
Sub-Total	$2,307,024	$2,177,178	$2,419,496	$242,318
Total	$2,307,024	$2,177,178	$2,419,496	$242,318

EXPLANATION/COMMENT ON PROGRAM REVENUES: Unanticipated revenue of $17,488 was generated by charges for laundry services.

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES **DEPARTMENT: HEALTH SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	36	$ 14,292
Total		$14,292

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Correctional Facilities Medical Services					
% OF RESOURCES: 100%					
WORKLOAD					
Interdepartmental Services Nursing Contacts Admissions and readmissions at nursing stations	23,000	19,670	20,155	20,000	20,000
Sick call contacts	130,000	201,648	235,683	190,000	230,000
Medications and treatments	130,000	184,878	276,703	170,000	270,000
Emergency calls treated at Facility	1,300	1,280	1,259	1,300	1,200
EFFICIENCY					
Cost per nursing contact	$6.44	$5.16	$4.32	$5.37	$4.64
EFFECTIVENESS					
Not Applicable					

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4193	Physician	2	1.50	2	1.50	$ 82,386	$ 87,282
0332	Chief, Correctional & County Medical Services	0	0.50	1	1.00	21,036	54,972
4544	Supervising Nurse	4	4.00	4	4.00	158,352	164,688
4519	Physician Assistant	1	1.00	1	1.00	34,044	38,124
4538	Staff Nurse II	32	29.75	33	31.00	912,135	989,148
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
9999	Extra Help		0.67		0.67	64,942	60,406
	Total	40	38.42	42	40.17	$1,289,179	$1,412,080
Salary Adjustments:						$ 22,285	$ 40,107
Premium/Overtime Pay:						27,600	27,600
Employee Benefits:						300,998	345,993
Salary Savings:						(31,793)	(25,280)
	Total Adjustments					$319,090	$388,420
Program Totals		40	38.42	42	40.17	$1,608,269	$1,800,500

PROGRAM: COUNTY PATIENT SUPPORT

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42601
MANAGER: Sandy McChesney

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12V

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 262,291	$ 354,128	$ 347,211	$ 310,364	$ 377,144	21.5
Services & Supplies	7,720	10,119	106,940	13,162	13,162	0.0
Other Charges	5,429,785	5,506,743	10,223,394	9,600,000	11,200,000	16.7
Fixed Assets	3,726	6,612	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$5,703,522	$5,877,602	$10,677,545	$9,923,526	$11,590,306	16.8
PROGRAM REVENUE	$(2,234,711)	$(2,310,364)	$(2,694,803)	$(2,282,133)	$(2,282,133)	0.0
DEPARTMENT OVERHEAD	58,973	154,700	339,155	135,000	112,683	(16.5)
EXT. SUPPORT COSTS	140,438	209,724	291,444	237,043	189,953	(19.9)
NET GENERAL FUND CONTRIBUTION	$3,668,222	$3,931,662	$8,613,341	$8,013,436	$9,610,809	19.9
STAFF YEARS	8.65	9.85	9.60	10.00	10.00	0.0

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 Instititutions. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

This program is slightly over budget due to increased use of non-permanent staff and higher benefit costs. Other charges are higher than budgeted due to expenditures for prior year costs. There were no fixed assets budgeted for this program in FY 1988-89.

1989-90 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 the lowest possible level by pursuing alternate funding.

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.

6. To review and process 100% of claims in accordance with County Policies and Procedures.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. County Patient Services Program (10.00 SY; E = $11,590,306 ; R = $2,282,133) is:

   - Mandated/Discretionary Service Level.
   - Approximately 19.7% revenue offset from patient fees and AB 8.
   - Monitoring the relative volume of patient days and visits for their appropriateness for County sponsorship under the Third Operating Agreement.
   - Providing delivery and coordination of inpatient, outpatient and ancillary services for custodial care.
   - Increasing by $1,600,000 in Other Charges to meet the County's commitment under its agreement with the Regents of the University of California.

PROGRAM: COUNTY PATIENT SUPPORT **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Patient Fees, Insurance and Medi-Cal	$ 348,248	$ 300,000	$ 300,000	$0
Charges - Prior Year	30	0	0	0
Prior Year - Other Revenue	1,306	0	0	0
Sub-Total	$349,584	$300,000	$300,000	$0
GRANTS:				
State AB 8 (29.191% match requirement)	$2,079,717	$1,982,133	$1,982,133	$0
State Aid SLIAG (no match required)	265,502	0	0	0
Sub-Total	$2,345,219	$1,982,133	$1,982,133	$0
Total	$2,694,803	$2,282,133	$2,282,133	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
State AB 8 (29.191% budgeted match)	$ 607,082	$ 591,230	$ 578,604	$(12,626)
Sub-Total	$607,082	$591,230	$578,604	$(12,626)
GENERAL FUND SUPPORT:				
Grants:				
State AB 8	$8,006,259	$7,422,206	$9,032,205	$1,609,999
Sub-Total	$8,006,259	$7,422,206	$9,032,205	$1,609,999
Total	$8,613,341	$8,013,436	$9,610,809	1,597,373

EXPLANATION/COMMENT ON PROGRAM REVENUES: The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89. The percentage of required match for 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 general fund contribution is met by the match in other AB 8 eligible programs.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: County Patient Services					
% OF RESOURCES: 100%					
WORKLOAD					
University Hospital					
Inpatient Days:					
Custodial Patients	159	225	235	275	294
Indigent Care	3,405	4,869	4,146	5,200	5,600
Outpatient Visits (Clinic & ER)					
Custodial Patients	1,469	1,453	1,752	1,600	2,000
Indigent Care	8,876	11,858	14,083	14,000	18,000
Sexual Assault Medical Evidentiary Examinations	370	272	203	290	319
EFFICIENCY					
University Hospital					
Cost per Inpatient Day	$ 926	$1,083	$1,169	$1,169	$1,285
Cost per Outpatient Visit	$ 167	$ 196	$ 212	$ 212	$ 233
Cost per Emergency Room Visit	$ 168	$ 180	$ 195	$ 195	$ 214
Sexual Assault					
Cost per person served	$ 323	$ 356	$ 348	$ 380	$ 418

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

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4149	Chief, County Patient Services	1	1.00	1	1.00	$ 43,524	$ 46,884
2414	Analyst IV	1	0.00	0	0.00	0	0
2413	Analyst III	1	0.00	0	0.00	0	0
5287	Social Services Administrator I	1	1.00	1	1.00	36,492	37,812
2412	Analyst II	2	1.00	1	1.00	33,852	35,064
5256	Senior Patient Services Specialist	1	1.00	1	1.00	24,780	28,980
5255	Patient Services Specialist	3	3.00	3	3.00	64,224	68,580
2730	Senior Clerk	2	1.00	1	1.00	19,692	20,688
2757	Administrative Secretary II	1	0.00	0	0.00	0	0
2700	Intermediate Clerk Typist	2	2.00	2	2.00	32,568	34,920
8887	Chief, Immigration Reform	1	0.00	0	0.00	0	0
	Total	16	10.00	10	10.00	$255,132	$272,928
Salary Adjustments:						$ 1,486	$ 17,030
Premium/Overtime Pay:						0	0
Employee Benefits:						59,978	92,453
Salary Savings:						(6,232)	(5,267)
	Total Adjustments					$55,232	$104,216
Program Totals		16	10.00	10	10.00	$310,364	$377,144

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42651
MANAGER: Florence McCarthy

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12X

AUTHORITY: This program was developed to carry out Welfare & Institutions 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$10,035,227	$11,899,994	$11,910,184	$12,296,332	$13,153,539	7.0
Services & Supplies	2,102,317	2,248,522	2,386,342	1,266,043	1,745,470	37.9
Other Charges	0	0	0	0	0	0.0
Fixed Assets	20,035	89,893	56,106	0	119,460	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$12,157,579	$14,238,409	$14,352,632	$13,562,375	$15,018,469	10.7
PROGRAM REVENUE	$(8,662,521)	$(10,212,476)	$(16,370,046)	$(16,041,015)	$(15,645,271)	(2.5)
DEPARTMENT OVERHEAD	856,230	1,137,302	1,213,360	992,458	1,154,157	16.3
EXT. SUPPORT COSTS	1,057,379	1,546,241	1,398,774	1,618,656	1,543,377	(4.7)
NET GENERAL FUND CONTRIBUTION	$5,408,667	$6,709,476	$594,720	$132,474	$2,070,732	1,463.1
STAFF YEARS	436.30	477.92	469.71	472.50	473.75	0.3

PROGRAM DESCRIPTION

Through the efforts of employees and volunteers, Edgemoor provides long-term care to persons requiring skilled nursing services. Many also require extended physical rehabilitation and/or assistance with emotional problems related to their physical impairments. The use of separate ward areas, varying staff-patient ratios and employment of physicians and therapists enhances continuity of care and emphasizes restorative potential.

This facility is a distinct part of the San Diego County Psychiatric Hospital. The level of Medi-Cal reimbursement allows Edgemoor to reduce pressures on the acute hospital system by admitting patients with multiple medical and therapeutic needs who are unable to fund their care without assistance.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The average census was 294 patients per day. This was lower than expected due to Federal passage of the Omnibus Budget Reconciliation Act of 1987 (OBRA-87) which restricts admission of patients with psychiatric diagnosis. This Act forced the transfer of the special treatment program to the psychiatric hospital and will result in some remodeling to accommodate more physically debilitated patients.

Expenditures for pharmaceuticals, incontinence supplies and laboratory services continued to increase as patients with higher acuity needs were admitted. No fixed assets were budgeted for this program in FY 1988-89. The $56,106 of fixed asset expenditures were from prior year encumbrances.

1989-90 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 150 seniors at two sites in the Santee-Lakeside area.

3. To initiate preliminary architectural planning towards replacement of the physical structure of Edgemoor Hospital.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Day Care Maintenance (0.50 SY; E = $13,596 ; R = $9,000) is:
   - Discretionary/Discretionary Service Level.
   - Offset 66% by contract revenues.
   - Providing space, maintenance and utilities by contract to Adult Protective Services, Inc. The area is used to operate a senior adult day care center on Edgemoor property.
   - Serving an average of 24 senior citizens per day.

2. Meals-on-Wheels (1.00 SY; E = $44,871 ; R = $32,404) is:
   - Discretionary/Discretionary Service Level.
   - Offset 72% by revenue.
   - Providing pre-packaged hot and cold meals via contract with Senior Adult Services, Inc. The meals are distributed via volunteers to private homes.
   - Providing 20,000 meals annually in the East County.

3. Senior Nutrition Center (5.00 SY; E = $173,626 ; R = $133,412) is:
   - Discretionary/Discretionary Service Level.
   - Contracted by the Area Agency on Aging.
   - Offset 77% by revenue.
   - Providing nutrition-socialization services to seniors in the Lakeside-Santee-El Cajon area.
   - Serving an average of 155 seniors at two sites.

4. Skilled Nursing Facility (465.50 SY; E = $14,786,376 ; R = $15,470,455) is:

   - Mandated/Discretionary Service Level.
   - Offset 97% by revenue.
   - Providing inpatient nursing, medical and therapy services.
   - Serving an average of 310 patients (98% Medi-Cal).

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Telephone, Commissions and Canteen Rent	$ 382	$ 450	$ 450	$0
Patient Fees, Insurance and Medi-Cal	12,954,227	12,473,917	13,143,373	669,456
Employee Meal Sales	1,708	740	740	0
Employee Housing Rental	10,417	17,200	17,200	0
Meals-On-Wheels	33,936	34,000	34,000	0
Meal Donations	52,479	45,660	45,660	0
Day Care Maintenance	9,000	9,000	9,000	0
Duplicate Charges, Records & Files	131	0	0	0
Music Program	10	0	0	0
Jury or Witness Fees	25	0	0	0
Sub-Total	$13,062,315	$12,580,967	$13,250,423	$669,456
GRANTS:				
State AB 8 (29.191% match requirement)	$ 2,439,846	$ 2,314,848	$ 2,314,848	$0
Nutrition Center Grant (15% match requirement)	82,058	80,000	80,000	0
Sub-Total	$2,521,904	$2,394,848	$2,394,848	$0
SUBVENTIONS:				
Short-Doyle (11.11% match requirement)	$ 784,606	$ 1,065,200	$ 0	$(1,065,200)
Sub-Total	$784,606	$1,065,200	$0	$(1,065,200)
OTHER:				
Recovered Expenditures	$ 939	$ 0	$ 0	$0
Other Miscellaneous	1,746	0	0	0
Prior Year Medi-Cal	(1,007)	0	0	0
Sub-Total	$1,678	$0	$0	$0
Total	$16,370,503	$16,041,015	$15,645,271	$(395,744)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Grants:				
State AB 8 (29.191% budgeted match)	$ 712,206	$ 690,472	$ 675,727	$(14,745)
Nutrition Center Grant	14,118	14,118	14,118	0
Sub-Total	$726,324	$704,590	$689,845	$(14,745)
Subventions:				
Short-Doyle (11.11% budgeted match)	$ 87,178	$ 118,356	$ 0	$(118,356)
Sub-Total	$87,178	$118,356	$0	$(118,356)
GENERAL FUND SUPPORT:	$ (218,782)	$ (690,472)	$ 1,380,887	$2,071,359
Sub-Total	$(218,782)	$(690,472)	$1,380,887	$2,071,359
Total	$594,720	$132,474	$2,070,732	$1,938,258

EXPLANATION/COMMENT ON PROGRAM REVENUES: The decrease of $1,065,200 in Short-Doyle subvention reflects the transfer of the Special Treatment and Rehabilitation (STAR) unit back to the Mental Health Program. The increase of $669,456 in Patient Fees, Insurance and Medi-Cal is the result of higher Medi-Cal reimbursement rates.

FIXED ASSETS

Item	Quantity	Cost
Floor Machines	6	$ 10,362
Hospital Furniture	50	25,000
Lawn Mower	2	1,300
Medical Equipment	31	58,497
Food Preparation Equipment	1	2,000
Gas Appliances	1	1,000
Food Handling Equipment	1	1,000
Photocopier	1	2,004
Refrigerator and/or Freezer	1	3,500
Miscellaneous Refrigeration Equipment	1	3,000
Typewriter	6	11,196
Material Handling Equipment	1	601
Total		$119,460

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Edgemoor Geriatric Hospital					
% OF RESOURCES: 100%					
WORKLOAD					
Average Inpatient Census	310	292	294	310	310
Nutrition Center average attendance	165	162	151	155	150
Meals-on-Wheels meals served	22,500	19,192	20,630	19,500	20,000
EFFICIENCY					
Cost per inpatient day	$114.58	$129.33	$144.35	$129.70	$153.73
Nursing hours per patient day	$4.33	$4.29	$4.49	$4.20	$4.50
EFFECTIVENESS					
Percent of discharges planned	25%	22%	38%	25%	25%
Planned discharges per admission	.25	.22	.44	.25	.25

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
ADMINISTRATION							
2224	Administrator, Edgemoor Geriatric Hospital	1	1.00	1	1.00	$ 64,944	$ 69,336
4099	Associate Hospital Administrator	2	2.00	2	2.00	89,736	91,032
4541	Quality Assurance Coordinator	1	1.00	0	0.00	37,296	0
2302	Administrative Assistant III	1	1.00	1	1.00	38,196	39,840
2328	Department Personnel Officer II	1	1.00	1	1.00	37,896	38,880
2505	Senior Accountant	1	1.00	0	0.00	36,048	0
2303	Administrative Assistant II	1	1.00	1	1.00	33,780	33,684
3036	EDP Operations Coordinator	0	0.00	1	1.00	0	32,508
2425	Associate Accountant	0	0.00	1	1.00	0	31,020
2764	Office Manager	1	1.00	1	1.00	22,668	24,648
2511	Senior Payroll Clerk	1	1.00	1	1.00	19,980	21,876
2730	Senior Clerk	2	2.00	2	2.00	39,384	41,376
2510	Senior Account Clerk	1	1.00	1	1.00	19,536	20,940
2757	Administrative Secretary II	1	1.00	1	1.00	21,276	20,772
2430	Cashier	1	1.00	1	1.00	17,640	18,468
2700	Intermediate Clerk Typist	2	2.00	2	2.00	32,568	34,920
2493	Intermediate Account Clerk	1	1.00	1	1.00	16,680	16,932
	Subtotal	18	18.00	18	18.00	$ 527,628	$ 536,232
MEDICAL DEPARTMENT							
4130	Medical Director, Edgemoor	1	1.00	1	1.00	$ 80,808	$ 83,712
4198	Psychiatrist	3	2.00	3	2.00	146,496	151,320
4193	Physician	4	2.75	4	3.00	151,041	174,564
2724	Senior Transcriber Typist	1	1.00	1	1.00	18,960	23,772
	Subtotal	9	6.75	9	7.00	$ 397,305	$ 433,368
NURSING							
4504	Chief Nurse	1	1.00	1	1.00	$ 46,620	$ 48,372
5252	Mental Health Inpatient Program Manager	1	1.00	0	0.00	45,252	0
4497	Assistant Chief Nurse	2	2.00	2	2.00	87,072	90,336
4544	Supervising Nurse	6	6.00	6	6.00	237,528	247,032
4533	Inservice Education Coordinator	1	1.00	1	1.00	36,024	39,768
4536	Staff Head Nurse	6	6.00	8	8.00	207,504	283,296
4534	Nursing Inservice Instructor	1	1.00	1	1.00	33,324	35,220
5250	Senior Psychiatric Social Worker	1	1.00	1	1.00	31,236	32,688
4538	Staff Nurse II	55	44.50	58	47.50	1,364,370	1,515,630
4831	Mental Health Consultant II	1	1.00	0	0.00	30,504	0
4407	Recreational Therapist	2	2.00	2	2.00	50,424	55,992
2730	Senior Clerk	2	2.00	1	1.00	39,384	20,688
4618	Psychiatric Technician	5	5.00	0	0.00	99,600	0
4625	Licensed Vocational Nurse	17	17.00	18	18.00	333,336	382,320
4833	Mental Health Case Management Assistant II	1	1.00	0	0.00	18,180	0
2700	Intermediate Clerk Typist	5	5.00	4	4.00	81,420	69,840
4406	Recreational Therapy Aid	1	1.00	1	1.00	16,668	18,072
4615	Nurses Assistant	229	216.75	231	218.75	3,524,355	3,816,750
2710	Junior Clerk Typist	1	1.00	0	0.00	12,816	0
	Subtotal	338	315.25	335	312.25	$ 6,295,617	$ 6,656,004

MEDICAL RECORD								
3042	Medical Records Manager	1	1.00	1	1.00	$	33,480	$ 34,680
3046	Medical Records Clerk	5	5.00	5	5.00		85,440	91,140
3049	Medical Records Technician	2	2.00	2	2.00		36,408	37,632
	Subtotal	8	8.00	8	8.00	$	155,328	$ 163,452
PHYSICAL REHABILITATION								
4402	Geriatrics Therapy Specialist	0	0.00	2	2.00	$	0	$ 76,968
4431	Chief, Therapy Services	0	0.00	1	1.00		0	43,596
4432	Chief, Rehabilitation Services	1	1.00	0	0.00		42,060	0
4445	Speech Pathologist	1	0.50	1	0.50		15,300	19,590
4435	Supervising Physical Therapist	1	1.00	0	0.00		32,700	0
4408	Recreation Therapy Supervisor	1	1.00	1	1.00		29,904	33,156
4400	Occupational Therapist II	1	1.00	0	0.00		30,048	0
4407	Recreational Therapist	2	1.50	2	1.50		37,818	41,994
4426	Physical Therapy Assistant	3	3.00	3	3.00		55,440	59,472
4406	Recreational Therapy Aid	4	3.00	5	4.00		50,004	72,288
	Subtotal	14	12.00	15	13.00	$	293,274	$ 347,064
SOCIAL SERVICES								
5263	Senior Social Work Supervisor	1	1.00	1	1.00	$	37,128	$ 33,948
5266	Social Worker IV	1	1.00	1	1.00		29,688	31,176
5260	Social Worker III	1	1.00	1	1.00		29,976	30,468
	Subtotal	3	3.00	3	3.00	$	96,792	$ 95,592
PHARMACY								
4250	Pharmacist	2	2.00	2	2.00	$	89,136	$ 92,760
4260	Pharmacy Technician	1	1.00	1	1.00		24,060	25,632
	Subtotal	3	3.00	3	3.00	$	113,196	$ 118,392
DIETARY								
4771	Chief, Dietetic Services	1	1.00	1	1.00	$	36,828	$ 39,552
4772	Assistant Chief, Dietetic Services	1	1.00	1	1.00		35,436	36,708
4770	Dietitian	4	2.00	4	2.00		53,784	51,312
6405	Food Service Supervisor	3	3.00	3	3.00		66,312	76,968
6410	Senior Cook	4	4.00	4	4.00		73,776	83,856
2650	Stock Clerk	1	1.00	1	1.00		16,308	17,700
2700	Intermediate Clerk Typist	1	1.00	1	1.00		16,284	17,460
6411	Cook	3	3.00	3	3.00		45,972	53,892
7031	Custodian	2	2.00	2	2.00		30,960	33,072
6415	Food Services Worker	32	25.00	32	25.00		338,400	367,800
	Subtotal	52	43.00	52	43.00	$	714,060	$ 778,320
LINEN SERVICE								
7530	Sewing & Linen Room Supervisor	1	1.00	1	1.00	$	17,016	$ 17,904
6530	Laundry Worker III	0	0.00	1	1.00		0	16,500
6531	Laundry Worker II	0	0.00	3	3.00		0	45,072
7520	Sewing Room Operator	2	2.00	2	2.00		30,360	30,120
6520	Linen Marker and Distributor	9	9.00	8	8.00		134,460	120,384
	Subtotal	12	12.00	15	15.00	$	181,836	$ 229,980
HOUSEKEEPING								
7045	Executive Housekeeper	1	1.00	1	1.00	$	22,164	$ 23,628
7030	Senior Custodian	1	1.00	2	2.00		16,956	36,408
7031	Custodian	20	19.00	19	18.00		294,120	297,648
	Subtotal	22	21.00	22	21.00	$	333,240	$ 357,684

MAINTENANCE							
5888	Hospital Plant & Maintenance Superintendent	1	1.00	1	1.00	$ 38,820	$ 38,964
5885	Building Maintenance Supervisor I	1	1.00	1	1.00	29,916	31,008
5950	Plumber	1	1.00	1	1.00	29,796	30,888
5920	Electrician	1	1.00	1	1.00	29,256	30,324
6200	Building Maintenance Engineer Assistant II	1	1.00	1	1.00	24,420	28,272
5884	Building Maintenance Engineer	4	4.00	4	4.00	109,104	108,048
5905	Carpenter	1	1.00	1	1.00	25,932	27,672
5940	Painter	2	2.00	2	2.00	52,704	51,264
5967	Senior Painter	1	1.00	1	1.00	23,412	25,104
6305	Gardener II	2	2.00	2	2.00	37,608	40,608
7541	Construction Worker I	3	3.00	3	3.00	52,128	56,736
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
	Subtotal	19	19.00	19	19.00	$ 469,380	$ 486,348
NUTRITION CENTER							
2304	Administrative Assistant I	1	1.00	1	1.00	$ 27,972	$ 28,188
4911	Social Services Aid II	2	2.00	2	2.00	35,208	35,328
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
	Subtotal	4	4.00	4	4.00	$ 79,464	$ 80,976
9999	Extra Help		7.50		7.50	$ 185,842	$ 172,860
	Total	502	472.50	503	473.75	$ 9,842,962	$ 10,456,272
Salary Adjustments:						$ 20,356	$ 43,029
Premium/Overtime Pay:						186,854	186,854
Employee Benefits:						2,493,100	2,648,513
Salary Savings:						(246,940)	(181,129)
	Total Adjustments					$ 2,453,370	$ 2,697,267
Program Totals		502	472.50	503	473.75	$12,296,332	$13,153,539

PROGRAM: EMERGENCY MEDICAL SERVICES | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41012 | **ORGANIZATION #: 6000**
MANAGER: Gail Cooper | **REFERENCE: 1989-90 Proposed Budget - Pg: 12Y**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$677,472	$731,304	$774,401	$785,580	$1,244,593	58.4
Services & Supplies	546,236	612,050	545,808	696,384	3,133,633	350.0
Other Charges	0	0	4,940	4,940	4,940	0.0
Fixed Assets	6,196	18,477	19,796	20,300	42,660	110.1
Vehicle/Comm. Equip.	0	0	0	0	37,300	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$1,229,904	$1,361,831	$1,344,945	$1,507,204	$4,463,126	196.1
PROGRAM REVENUE	$(885,877)	$(859,218)	$(963,132)	$(1,268,670)	$(4,162,768)	228.1
DEPARTMENT OVERHEAD	143,101	169,078	192,588	147,545	171,584	16.3
EXT. SUPPORT COSTS	99,939	142,755	188,246	149,441	165,029	10.4
NET GENERAL FUND CONTRIBUTION	$587,067	$814,446	$762,647	$535,520	$636,971	18.9
STAFF YEARS	22.11	21.26	21.24	24.00	34.50	43.8

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;
- Authorization and implementation of EMT-defibrillation programs;
- Development and oversight of hospital and physicians claim fund process pursuant to adoption of SB612 implementation plan;
- Establishment of policies, procedures and protocols for patient care in County Correctional Facilities; and
- Review propriety of patient care in County Correctional Facilities.

1988-89 BUDGET TO ACTUAL COMPARISON

This Program's FY 1988-89 Actuals are within the Adopted Budget appropriation levels. Mid-year additions included the Injury Control Project (B/S 4/25/89, #35) and establishment of an EMS Trust Fund to Implement SB 12/612 (B/S 3/28/89, #82, 83). An additional 9.00 staff years were also authorized by this action.

1989-90 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 standardized 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 Emergency Medical Care Committee for community/provider input in EMS planning.

6. To continue 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.

9. To establish policies, procedures and protocols for patient care in County Correctional Facilities.

10. To develop and manage the hospital and physicians claim fund process.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Countywide Coordination of EMS (17.50 SY; E = $3,598,148 ; R = $3,447,131) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 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.

- Implementing the hospital and physicians claim fund as established by SB 612 including adding 9.00 staff years.
- Developing policies, procedures and protocols for patient care in County Correctional Facilities.
- Responsible for the Jail Audit Committee Program, which added 1.50 staff years.

2. Field Operations and Disaster Coordination (2.00 SY; E = $81,921 ; R = $81,921) is:

   - Mandated/Discretionary Service Level.
   - Implementing Health and Safety Code 1797.200 - 1978.208.
   - Conducting medical disaster preparedness exercises.
   - Reviewing and implementing a Countywide Medical Disaster plan.
   - Providing technical input to County EMS Communications.

3. County Service Area Administration - San Dieguito and Heartland Paramedic Districts (1.00 SY; E = $43,716; R = $43,716) is:

   - Mandated/Discretionary Service Level.
   - Providing 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 ; R = $590,000) is:

   - Mandated/Discretionary Service Level.
   - 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 the Countywide public information system regarding EMS and trauma.
   - Monitoring all designated trauma and base hospitals.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
EMT Certification Fee	$ 8,432	$ 3,500	$ 3,500	$0
Trauma Center Designation Fees	205,658	570,672	495,672	(75,000)
Base Hospital Designation Fees	75,000	75,000	0	(75,000)
Returned Check Fee	10	0	0	0
Miscellaneous	20	0	0	0
Sub-Total	$289,120	$649,172	$499,172	$(150,000)
GRANTS:				
AB 8 (29.191% match requirement)	$ 673,960	$ 619,498	$ 619,498	$0
Injury Control Project (no match required)	0	0	30,000	30,000
Prior Year State Aid	52	0	0	0
Sub-Total	$674,012	$619,498	$649,498	$30,000
SUBVENTION:				
EMS Trust Fund (Implementation of SB 12/612) (no match required)	$ 0	$ 0	$3,014,098	$3,014,098
Sub-Total	$0	$0	$3,014,098	$3,014,098
Total	$963,132	$1,268,670	$4,162,768	$2,894,098

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Grants:				
State AB 8 (29.191% budgeted match)	$ 196,733	$ 184,784	$ 180,838	$(3,946)
Sub-Total	$196,733	$184,784	$180,838	$(3,946)
GENERAL FUND SUPPORT:				
Grants:				
State AB 8	$565,914	$350,736	$456,133	$105,397
Sub-Total	$565,914	$350,736	$456,133	$105,397
Total	$762,647	$535,520	$636,971	$101,451

EXPLANATION/COMMENT ON PROGRAM REVENUES: The Trauma Center Designation fees for FY 1988-89 Actual are understated by $195,792. This amount will be transferred from the Trauma Trust Fund in FY 1989-90 to the General Fund as prior year revenue.

The Implementation of SB 12/612 established the Emergency Medical Services Trust Fund for FY 1989-90 and included a reduction of $150,000 in trauma center and base hospital designation fees.

The Injury Control Project is funded by a Grant from the State Emergency Medical Services Authority and is a special project which will conclude in FY 1989-90.

FIXED ASSETS

Item	Quantity	Cost
Calculator	1	$ 300
Computer Equipment	14	24,192
Computer	8	10,000
Desks	9	6,660
Desk	2	500
Typewriters	2	1,008
Total		$42,660

Vehicles/Communication Equipment

Item	Quantity	Cost
Miscellaneous Communication Equipment	6	$ 7,002
Pagers	3	2,196
Radio Base Station	2	11,098
Receiving Equipment	4	17,004
Total		$37,300

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Emergency Medical Services					
% OF RESOURCES: 100%					
WORKLOAD					
No. EMT-IA, EMT-INA, EMT-P (Paramedics) Certified/Monitored by EMS Medical Director	650	650	650	650	650
No. Prehospital Reports Processed	80,000	98,000	115,000	100,000	120,000
No. Disaster Exercises Coordinated	5	5	5	5	5
No. Trauma Cases Reviewed	N/A	5,000	3,750	5,000	5,000
EFFICIENCY					
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	$6.00	$6.00	$6.00	$6.00
EFFECTIVENESS					
Percentage of EMT-I or Higher Field Evaluations	N/A	.95	.95	.95	.95
Percentage of Prehospital Data Available for Management Information Reports to Providers and EMS Agency	N/A	.75	.80	.80	.80
Percentage of Prehospital Personnel Participation in Disaster Exercises	N/A	.80	.80	.80	.80
Percentage of Trauma Cases Reviewed where Performance Meets Standards	N/A	.95	.95	.95	.95

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2379	Chief, Emergency Medical Services	1	1.00	1	1.00	$ 47,532	$ 49,236
2382	Coordinator, Emergency Medical Services	3	3.00	3	3.00	114,480	127,584
2302	Administrative Assistant III	1	1.00	2	2.00	38,196	79,680
8897	Senior Departmental Computer Specialist	0	0.00	1	1.00	0	39,000
2505	Senior Accountant	0	0.00	1	1.00	0	37,608
2412	Analyst II	1	1.00	0	0.00	33,852	0
2303	Administrative Assistant II	1	1.00	1	1.00	33,780	33,684
2387	Quality Assurance Specialist	0	0.00	6	6.00	0	199,872
4538	Staff Nurse II	1	1.00	0	0.00	30,660	0
2384	Emergency Medical Services Specialist	4	4.00	4	4.00	112,416	123,264
3120	Departmental Computer Specialist III	0	0.00	1	1.00	0	29,256
2304	Administrative Assistant I	1	1.00	1	1.00	27,972	28,188
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2757	Administrative Secretary II	1	1.00	3	2.50	21,276	51,930
2700	Intermediate Clerk Typist	2	2.00	3	3.00	32,568	52,380
9999	Extra Help		6.00		6.00	96,300	100,787
	Total	18	24.00	29	34.50	$629,364	$995,981
Salary Adjustments:						$ 9,477	$ 9,235
Premium/Overtime Pay:						26,000	26,000
Employee Benefits:						136,479	228,919
Salary Savings:						(15,740)	(15,542)
	Total Adjustments					$156,216	$248,612
Program Totals		18	24.00	29	34.50	$785,580	$1,244,593

PROGRAM: IMMIGRATION HEALTH SERVICES

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42604
MANAGER: Yvonne McGuire-Lewis

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12AA

AUTHORITY: The Immigration Reform and Control Act of 1986 (IRCA) provided the opportunity for eligible persons living in the United States unlawfully to adjust their status to that of "lawful resident". The Act also appropriated funds to defray state and local government costs for services to newly legalized persons on a cost reimbursement basis.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$114,246	$0	$319,282	100.0
Services & Supplies	0	0	14,348	0	201,236	100.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	0	0	10,915	0	10,713	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$0	$0	$139,509	$0	$531,231	100.0
PROGRAM REVENUE	$(0)	$(0)	$(809,748)	$(0)	$(762,995)	100.0
DEPARTMENT OVERHEAD	0	0	4,567	0	44,312	100.0
EXT. SUPPORT COSTS	0	0	4,653	0	21,106	100.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$(661,019)	$0	$(166,346)	100.0
STAFF YEARS	0.00	0.00	3.00	0.00	9.00	100.0

PROGRAM DESCRIPTION

Immigration Health Services (IHS) is responsible for the overall policy direction, central administration, coordination, oversight and evaluation of the Department's Immigration Reform and Control Act of 1986 (IRCA) implementation activities and projects. A major area of responsibility is to maximize Federal State Legalization Impact Assistance Grant (SLIAG) reimbursement for the costs of services provided by County Department of Health Services programs to newly legalized persons.

1988-89 BUDGET TO ACTUAL COMPARISON

Immigration Health Services did not exist as its own program budget in FY 1988-89. It began as an adjunct to County Patient Support with six unfunded positions. Board action on 12/13/88 (#38) funded these six positions, added three more positions, established the Department of Health Services SLIAG Trust fund, and appropriated the estimated revenues and expenditures for FY 1987-88 and 1988-89 to various Health Services programs.

1989-90 OBJECTIVES

1. Management Information System development and maintenance.

2. Implementation of procedures to identify and document SLIAG reimbursable costs in all affected Health Services programs.

3. Timely preparation of maximized SLIAG reimbursement claim.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Immigration Health Services (9.00 SY; E = $531,231 ; R = $762,995) is:

   - Discretionary/Discretionary Service Level.
   - Reviewing and interpreting Federal/State regulations pertaining to SLIAG.
   - Monitoring and recommending support of legislative action.
   - Identifying SLIAG reimbursable services performed by Health Services programs.
   - Preparing and monitoring revenue agreements.
   - Identifying and tracking all SLIAG services and associated costs.
   - Tracking expenditures of SLIAG appropriations.
   - Preparing and submitting SLIAG reimbursement claims to the State on behalf of Health Services programs.
   - Preparing and maintaining a DHS SLIAG implementation manual and distributing to appropriate DHS staff.
   - Developing and conducting two SLIAG implementation workshops for DHS staff.

PROGRAM: IMMIGRATION HEALTH SERVICES **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE:				
State Aid SLIAG (no match required)	$809,748	$ 0	$762,995	$762,995
Sub-Total	$809,748	$0	$762,995	$762,995
Total	$809,748	$0	$762,995	$762,995

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:	N/A	N/A	N/A	N/A
GENERAL FUND SUPPORT:	N/A	N/A	N/A	N/A
Total	$0	$0	$0	$0

EXPLANATION/COMMENT ON PROGRAM REVENUES: The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	5	$ 8,410
Facsimile Equipment	1	2,303
Total		$10,713

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Immigration Health Services					
% OF RESOURCES: 100%					
WORKLOAD	N/A	N/A	N/A	N/A	N/A
EFFICIENCY	N/A	N/A	N/A	N/A	N/A
EFFECTIVENESS	N/A	N/A	N/A	N/A	N/A

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4104	Chief, Immigration Health Services	0	0.00	1	1.00	$ 0	$ 48,060
2413	Analyst III	0	0.00	2	2.00	0	77,976
2412	Analyst II	0	0.00	2	2.00	0	70,128
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,772
2700	Intermediate Clerk Typist	0	0.00	2	2.00	0	34,920
3030	Data Entry Operator	0	0.00	1	1.00	0	15,132
	Total	0	0.00	9	9.00	$0	$266,988
Salary Adjustments:						$ 0	$ (8,599)
Premium/Overtime Pay:						0	0
Employee Benefits:						0	65,586
Salary Savings:						(0)	(4,693)
	Total Adjustments					$0	$52,294
Program Totals		0	0.00	9	9.00	$0	$319,282

PROGRAM: PRIMARY CARE | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 40128 | **ORGANIZATION #: 6000**
MANAGER: Elmer E. Lundy | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AC**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 314,603	$ 328,405	$384,292	$ 359,709	$522,756	45.3
Services & Supplies	3,132,708	2,781,960	4,289,997	4,234,946	3,616,190	(14.6)
Other Charges	0	0	0	0	0	0.0
Fixed Assets	625	54,278	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$3,447,936	$3,164,643	$4,674,289	$4,594,655	$4,138,946	(9.9)
PROGRAM REVENUE	$(2,394,401)	$(2,179,779)	$(3,997,875)	$(3,517,269)	$(3,056,982)	(13.1)
DEPARTMENT OVERHEAD	68,326	80,719	91,381	70,439	81,915	16.3
EXT. SUPPORT COSTS	265,004	359,858	351,669	366,242	338,428	(7.6)
NET GENERAL FUND CONTRIBUTION	$1,386,865	$1,425,441	$1,119,464	$1,514,067	$1,502,307	(0.8)
STAFF YEARS	8.75	10.01	10.33	10.67	14.67	37.5

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, health screenings for the homeless in County emergency homeless shelters during severe cold weather, emergency dental services for inmates in the custody of the Probation Department, 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, emergency dental and health screening services are purchased by the County from community clinics, community based organizations 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 and preventive health 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. 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 Program 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 System. The system is a 24-hour, on-line, multi-computer, multi-user system supporting the health care information needs of thirteen (13) community clinics and nine (9) Department of Health Services units.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and benefits were higher than budgeted due to greater use of non-permanent staff and higher benefits costs. Expenditures related to prior year contract encumbrances caused services and supplies to exceed the budgeted level. Immigration Health Services implementation of IRCA also increased expenditures and revenue appropriations (B/S 12/13/88, #38).

1989-90 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 1,870 low-income family planning patients with 4,270 family planning medical visits.

4. To provide 1,800 newly arrived refugees with 3,400 preventive health services including health assessments, follow-up, health education and other support services.

5. To maintain access availability for the Physical Health Services Computer system at 97%.

6. To develop and implement the remaining 50% of standards and processes for the Division to assist contractors to achieve and maintain at least a 90% (Acceptable) compliance level with their contract.

7. To select and implement an Edgemoor Geriatric Hospital information system.

8. To develop a database system for Immigration Health Services.

9. To implement a County Patient Support case management system.

10. To implement electronic billing for Medi-Cal and Medicare.

11. To develop mission, goals and objectives, and policies and procedures for the Physical Health Services Computer System.

12. To develop standardized eligibility and data reporting systems for all programs in Physical Health Services.

1989-90 SUB PROGRAM ACTIVITIES

The 1989-90 CAO Adopted Budget reflects a decrease in Primary Care Services as a result of the transfer of responsibility and funding for contracted County Medical Services primary care services in the North Region to County Medical Services. Also the budget reflects the addition of three (3.00) staff years to increase the ability of the program to fully manage its contract functions and requirements in a timely manner. The additional staff allows the program to perform required monitoring of expanded contracts and to detect issues of non-compliance prior to the deterioration of contractor's management, operations, or delivery of medical services.

The activities of this program are summarized as follows:

1. Primary Care and Title X Family Planning (8.67 SY; E = $3,019,522 ; R = $1,937,558) 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 and SLIAG funds.
   - Providing 154,000 medical visits to poor and working poor residents unable to pay the full cost of services, and providing 4,270 Title X family planning visits to low income residents of the County.

2. Refugee Preventive Health (2.50 SY; E = $240,450 ; R = $240,450) 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 3,400 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.

3. Physical Health Services Computer System Support (3.50 SY; E = $878,974 ; R = $878,974). 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.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Pharmacy Issues - Community Clinics	$ 224,971	$ 300,000	$ 300,000	$ 0
Sub-Total	$ 224,971	$ 300,000	$ 300,000	$ 0
GRANTS:				
State - AB 8 (29.191% match requirement)	$1,874,271	$1,751,497	$1,751,497	$0
State - SNAP (100.00% match requirement)	38,000	38,000	0	(38,000)
State - MISP (no match required)	1,050,000	1,020,894	20,894	(1,000,000)
Refugee Preventive Health (no match required)	123,000	144,500	184,839	40,339
State Aid SLIAG (no match required)	478,153	0	613,640	613,640
Prior Year Revenue	7,096	0	0	0
Sub-Total	$3,570,520	$2,954,891	$2,570,870	$ (384,021)
OTHER:				
Federal - Family Planning Title X	$ 200,501	$ 262,378	$ 186,112	$ (76,266)
Other Miscellaneous	1,883	0	0	0
Sub-Total	$ 202,384	$ 262,378	$ 186,112	$ (76,266)
Total	$3,997,875	$3,517,269	$3,056,982	$ (460,287)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Grants:				
AB 8 (29.191% budgeted match)	$ 547,111	$ 522,436	$ 511,279	$ (11,157)
SNAP (100.00% budgeted match)	38,000	38,000	0	(38,000)
Sub-Total	$ 585,111	$ 560,436	$ 511,279	$ (49,157)
GENERAL FUND SUPPORT:				
Grants:				
AB 8	$ 534,353	$ 953,631	$ 991,028	$ 37,397
Sub-Total	$ 534,353	$ 953,631	$ 991,028	$ 37,397
Total	$1,119,464	$1,514,067	$1,502,307	$ (11,760)

EXPLANATION/COMMENT ON PROGRAM REVENUES: Federally funded Family Planning Title X is being budgeted at a lower level for FY 1989-90 as the California Council on Family Planning (CCFP) is moving toward contracting directly with community providers and therefore the County's role in this contracted service is reduced.

Refugee Preventive Health will receive an additional $40,339 in FY 1989-90.

The portion of State - MISP funds that were used to purchase contracted services in the North County will be returned to the County Medical Services program which will continue to purchase contracted services.

The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Primary Care					
% OF RESOURCES: 100%					
WORKLOAD					
Primary Care Patient Visits	158,204	157,433	153,173	154,000	154,000
Refugee Preventive Health:					
Assessments, Treatment, Services Number of Refugees Screened	N/A	1,811	2,100	1,080(a)	1,800
Number of Visits Provided	6,500	N/A	N/A	N/A	N/A
Number of Services Provided	N/A	12,472	4,818	3,380(a)	3,400
Refugee Targeted Assistance:					
Education, Treatment for TB and Hepatitis B Number of Refugees Screened	N/A	1,052	N/A	N/A	N/A
Number of Services Provided	3,650	2,072	N/A	N/A	N/A
Title X Family Planning:					
Number of Patients Served	N/A	N/A	3,743	7,500(b)	1,870
Number of Medical Encounters	N/A	N/A	8,545	10,450	4,270
CMS Primary Care Patient Visits:	N/A	N/A	11,659	15,384(c)	N/A(d)
EFFICIENCY					
Clinic Provider Productivity:					
Physicians (patient visits per FTE)	N/A	N/A	4,153	5,400	5,400
Mid-Level Practitioners	N/A	N/A	4,452	4,300	4,300
Unit Costs:					
Cost per visit - Primary Care	$15.12	$14.01	$15.37	$15.08	$15.08
Cost per service - Refugee Preventive Health	$16.92	$ 8.26	$18.26	$13.97	$23.88
Cost per service - Refugee Targeted Assistance	$21.92	$33.21	N/A	N/A	N/A
Cost per visit - Title X Family	N/A	N/A	$20.77	$21.75	$21.75

Funding Agency Acceptable Funding Rate Per Visit - Funding Formula	N/A	N/A	$77.06	$94.00	$94.00
Cost per visit - CMS Primary Care	N/A	N/A	$68.87	$65.00	N/A(d)
EFFECTIVENESS					
Percent of target population served (based on 90% of patients who are poor/indigent)	14.8%	14.4%	13.0%	13.5%	13.0%
Percent of COSTAR Computer system availability to community clinic and departmental users	N/A	98.5%	97%	97%	97%

(a) 1988-89 budget based on 42% reduction in refugee funding; however demand for services increased.
(b) 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.
(c) 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.
(d) FY 1989-90 Adopted reflects the transfer of responsibility and funding for contracted CMS Primary Care Services to County Medical Services.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4125	Chief, Primary Care Services	1	1.00	1	1.00	$ 47,532	$ 49,236
2366	EDP Coordinator, COSTAR	1	1.00	1	1.00	38,796	40,188
2413	Analyst III	0	0.00	1	1.00	0	38,988
4517	Certified Nurse Practitioner	0	0.00	1	1.00	0	35,256
2412	Analyst II	3	3.00	3	3.00	101,556	105,192
2425	Associate Accountant	0	0.00	1	1.00	0	31,020
3120	Departmental Computer Specialist III	0	0.00	1	1.00	0	29,256
2411	Analyst I	0	0.00	1	1.00	0	26,388
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
3119	Departmental Computer Specialist II	0	0.00	1	1.00	0	18,456
2700	Intermediate Clerk Typist	2	2.00	2	2.00	32,568	34,920
3019	Computer Operator Trainee	2	2.00	0	0.00	34,536	0
9999	Extra Help		0.67		0.67	8,622	8,020
	Total	10	10.67	14	14.67	$283,302	$437,608
Salary Adjustments:						$ 6,096	$(13,484)
Premium/Overtime Pay:						200	200
Employee Benefits:						77,327	105,447
Salary Savings:						(7,216)	(7,015)
	Total Adjustments					$76,407	$85,148
Program Totals		10	10.67	14	14.67	$359,709	$522,756

PROGRAM: UNIVERSITY HOSPITAL

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 42699
MANAGER: Paul B. Simms

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12AE

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$251,115	$188,221	$130,880	$139,535	$149,049	6.8
Services & Supplies	0	52	0	0	0	0.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	0	0	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$251,115	$188,273	$130,880	$139,535	$149,049	6.8
PROGRAM REVENUE	$(234,124)	$(196,335)	$(140,867)	$(269,400)	$(141,735)	(47.4)
DEPARTMENT OVERHEAD	8,705	12,260	11,827	10,699	12,442	16.3
EXT. SUPPORT COSTS	4,786	5,322	4,274	5,571	7,507	34.8
NET GENERAL FUND CONTRIBUTION	$30,482	$9,520	$6,114	$(113,595)	$27,263	(124.0)
STAFF YEARS	5.08	3.54	2.55	3.00	3.00	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actuals for salaries and benefits reflect a savings of $8,654. This savings is a result of the retirement of one County employee. There was no contract temporary help used by this program.

1989-90 OBJECTIVES

N/A

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. The University Hospital Program (3.00 SY; E = $149,049 ; R = $141,735) is:

   - Discretionary/Discretionary Service Level.
   - 100% revenue offset.
   - Providing for the salaries and benefit costs of three employees retained at University Hospital. County employees in the classified service of the County of San Diego as of June 30, 1966, were to be retained at the University Hospital by the Regents of the University under the terms of the Operating Agreement Program.

PROGRAM: UNIVERSITY HOSPITAL **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
University Hospital	$140,694	$268,200	$140,735	$(127,465)
P/R Warrant Preparation Charge	173	1,200	1,000	(200)
Sub-Total	$140,867	$269,400	$141,735	$(127,665)
Total	$140,867	$269,400	$141,735	$(127,665)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Continuing staff attrition results in this programs' revenues decreasing. The actuals are usually less than budgeted because the timing of staff retirements or terminations is unpredictable.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: University Hospital					
% OF RESOURCES: 100%					
WORKLOAD	N/A	N/A	N/A	N/A	N/A
EFFICIENCY	N/A	N/A	N/A	N/A	N/A
EFFECTIVENESS	N/A	N/A	N/A	N/A	N/A

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4530	Nurse Anesthetist	1	1.00	1	1.00	$ 47,064	$ 49,740
4538	Staff Nurse II	1	1.00	1	1.00	30,660	31,908
4317	Clinical Laboratory Technologist	1	1.00	1	1.00	28,476	29,424
	Total	3	3.00	3	3.00	$106,200	$111,072
Salary Adjustments:						$ (721)	$ (230)
Premium/Overtime Pay:						1,948	1,948
Employee Benefits:						34,910	38,272
Salary Savings:						(2,802)	(2,013)
	Total Adjustments					$33,335	$37,977
Program Totals		3	3.00	3	3.00	$139,535	$149,049

PROGRAM: ADULT SPECIAL HEALTH SERVICES | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41014 | **ORGANIZATION #: 6000**
MANAGER: Betty Collins | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AF**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$645,227	$679,065	$737,607	$734,589	$769,356	4.7
Services & Supplies	50,764	35,050	43,763	61,460	61,460	0.0
Other Charges	0	0	4,940	4,940	4,940	0.0
Fixed Assets	3,075	26,900	4,186	800	2,932	266.5
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$699,066	$741,015	$790,496	$801,789	$838,688	4.6
PROGRAM REVENUE	$(538,606)	$(592,134)	$(616,874)	$(612,592)	$(627,252)	2.4
DEPARTMENT OVERHEAD	40,354	63,231	76,925	55,178	64,168	16.3
EXT. SUPPORT COSTS	57,019	106,488	83,666	80,070	90,667	13.2
NET GENERAL FUND CONTRIBUTION	$257,833	$318,600	$334,213	$324,445	$366,271	12.9
STAFF YEARS	16.64	18.49	21.90	20.08	19.83	(1.2)

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 one specially funded program, the North County Occupant Protection Project. The North County Occupant Protection Program is aimed at increasing the use of seat belts and child passenger safety seats. Public Health education services are provided in support of the Environmental Health Services Program.

1988-89 BUDGET TO ACTUAL COMPARISON

There are no significant variances between 1988-89 Budgeted and Actual costs. Apparent savings in services and supplies are the result of charges related to the Hansen's Disease Program and laboratory services being shifted to the Community Disease Control Program.

1989-90 OBJECTIVES

1. Serve senior citizens and other adults with 8,000 nursing contacts 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. Complete the seat belt/child safety seat education project, having achieved the project's goal of 70% usage of seatbelts and child safety seats.

4. Provide for consultation and follow-up to encourage voluntary compliance for 200 alleged violations of the no smoking ordinances.

1989-90 SUB PROGRAM ACTIVITIES

The 1989-90 Adopted salaries and benefits reflect an increase over the FY 1988-89 Budget primarily due to salary increases partly offset by mid-year Board actions. The North County Occupant Protection Program will lapse on December 31, 1989. This will end funding for 2.00 SY Health Educators and 0.50 SY Intermediate Clerk Typist for a decrease of 1.25 SY for the year (9/13/88, M.O. #39). SNAP funding for the Elder Care Project increased to fund an additional 1.00 SY Bilingual Social Service Aide II (5/23/89, M.O. #16). Services and supplies and other charges remain at the 1988-89 Adopted Budget level.

The activities of this program are summarized as follows:

1. Adult Special Health Services (18.99 SY; E = $802,050 ; R = $590,614) is:

   - Mandated/Discretionary Service Level.
   - Providing 8,000 Public Health Nurse contacts to senior citizens and other adults.
   - Providing 500 Senior Citizen screenings through the Preventive Health Care for the Aging (PHCA) State Grant.

2. Environmental Health Support Services (0.84 SY; E = $36,638 ; R = $36,638) is:

   - Mandated/Discretionary Service Level.
   - Offset by revenue collected by Environmental Health Services.
   - Inclusive of public health education staff time utilized in support of the Environmental Health Service's Program.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
State AB 8 (29.191% match requirement)	$421,560	$375,323	$408,201	$ 32,878
SNAP-Elder Care Project (100% match requirement)	42,000	42,000	66,400	24,400
State-Preventive Health Care-Aging (100.00% match requirement)	51,000	51,000	52,981	1,981
State-Office of Traffic Safety	65,676	107,631	63,032	(44,599)
Sub-Total	$580,236	$575,954	$590,614	$ 14,660
OTHER:				
Environmental Health Services' revenues redirected for Public Health Services for Support Services	$ 36,638	$ 36,638	$ 36,638	$ 0
Sub-Total	$ 36,638	$ 36,638	$ 36,638	$ 0
Total	$616,874	$612,592	$627,252	$ 14,660

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
AB 8 (29.191% budgeted match)	$123,058	$111,951	$119,158	$ 7,207
SNAP-Elder Care Project (100% budgeted match)	42,000	42,000	66,400	24,400
State Preventive Health Care for the Aging (100% budgeted match)	51,000	51,000	52,981	1,981
Sub-Total	$216,058	$204,951	$238,539	$ 33,588
GENERAL FUND SUPPORT:	$118,155	$119,494	$127,732	$ 8,238
Sub-Total	$118,155	$119,494	$127,732	$ 8,238
Total**	$334,213	$324,445	$366,271	$ 41,826

EXPLANATION/COMMENT ON PROGRAM REVENUES: 1989-90 Adopted revenues exceed the 1988-89 budgeted level by $14,660 due to increases in AB 8 and SNAP funding, which offsets the reduction due to the conclusion of the Office of Traffic Safety Seatbelt Program. 1988-89 Actual revenues were essentially as budgeted, except that AB 8 revenues exceeded budget by $46,237 offsetting a shortfall of $21,714 in the Seatbelt Program. That shortfall was the result of staff turnover, which necessitated the extension of the program through December 31, 1989.

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.

FIXED ASSETS

Item	Quantity	Cost
Conference Table	1	$ 650
Camera & Equipment	7	2,282
Total		$2,932

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Adult Special Health Services					
% OF RESOURCES: 100%					
WORKLOAD					
Public Health Nurse Contacts	7,739	10,823	10,506	7,300	8,000
Individuals Visited	1,350	2,391	1,995	1,700	1,750
Senior Citizen Screenings	8,372	7,277	6,432	8,400	6,000
Individuals Screened	2,201	1,853	1,756	2,200	1,700
No-Smoking Ordinance Complaints Handled	210	220	234	300	200
Seat Belt & Safety Seat Education Presentations	N/A	57	64	35	25(a)
Number of Individuals Reached	N/A	5,370	9,740	5,000	3,000(a)
EFFICIENCY					
Cost per Community Nursing Service	$32.45	$30.26	$34.05	$36.00	$36.00
EFFECTIVENESS					
N/A					

(a) Program ends December 31, 1989.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4560	Chief Nurse, Public Health	0	0.25	0	0.25	$ 11,883	$ 12,309
4805	Chief, Public Health Education	0	0.25	0	0.25	11,883	12,309
4842	Supervising Health Information Specialist	0	0.17	0	0.17	5,122	6,540
2413	Analyst III	1	0.00	1	0.00	0	0
4844	Supervising Health Educator	0	0.08	0	0.08	3,036	3,179
4567	Senior Public Health Nurse	2	2.00	3	2.50	67,656	90,120
4103	Public Health Nutrition Manager	1	0.25	1	0.25	8,277	8,667
4565	Public Health Nurse II	9	9.25	9	9.25	299,145	319,791
4830	Health Information Specialist	1	0.00	1	0.00	0	0
4825	Health Educator	1	0.75	3	1.25	22,491	38,925
0896	Temporary Expert Professional	2	2.00	0	0.00	56,376	0
4770	Dietitian	1	0.00	1	0.00	0	0
4824	Health Education Associate	1	1.00	1	1.00	24,180	24,672
2730	Senior Clerk	2	2.50	2	2.50	49,230	51,720
2756	Administrative Secretary I	1	0.50	0	0.17	8,886	3,010
4911	Social Services Aid II	0	0.00	1	1.00	0	17,664
2700	Intermediate Clerk Typist	1	0.58	1	0.66	9,499	11,640
9999	Extra Help		0.50		0.50	18,021	16,762
	Total	23	20.08	24	19.83	$595,685	$617,308
Salary Adjustments:						$ (1,556)	$ 1,332
Premium/Overtime Pay:						4,391	4,391
Employee Benefits:						150,470	157,032
Salary Savings:						(14,401)	(10,707)
	Total Adjustments					$138,904	$152,048
Program Totals		23	20.08	24	19.83	$734,589	$769,356

PROGRAM: CALIFORNIA CHILDREN SERVICES

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 41005
MANAGER: Nancy L. Bowen, M.D.

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12AH

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,024,711	$2,259,436	$2,198,685	$2,705,285	$3,148,830	16.4
Services & Supplies	63,957	36,021	78,111	63,645	200,355	214.8
Other Charges	5,428,570	4,623,218	4,741,473	7,346,847	8,253,041	12.3
Fixed Assets	18,550	110,274	707	1,200	21,800	1,716.7
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$7,535,788	$7,028,949	$7,018,976	$10,116,977	$11,624,026	14.9
PROGRAM REVENUE	$(7,486,400)	$(5,789,200)	$(6,874,868)	$(9,305,728)	$(10,470,686)	12.5
DEPARTMENT OVERHEAD	128,219	211,226	254,559	184,325	214,356	16.3
EXT. SUPPORT COSTS	163,692	350,841	283,583	262,589	300,849	14.6
NET GENERAL FUND CONTRIBUTION	$341,299	$1,801,816	$682,250	$1,258,163	$1,668,545	32.6
STAFF YEARS	66.50	68.56	72.05	82.98	88.66	6.5

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, Vista and Escondido. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actuals for salaries and benefits are less than budgeted as the result of the difficulty in recruiting and retaining professional staff, physical therapists and occupational therapists. In addition, positions added in the FY 1988-89 budget were vacant until classified and added to the salary ordinance.

1989-90 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 1,500 children within the MTU's.

3. To provide 146,000 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.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Budget includes a $906,194 increase in other charges and a $927,334 revenue increase in the California Children Services State Subvention. These levels 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 4.00 SY Physical Therapist, 1.00 SY Medical Therapy Unit Clerk and 1.00 SY Eligibility Technician. These were partly offset by the redirection of 0.32 SY of Health Education staff to Community Disease Control. Services and supplies increased by $136,710; $9,000 approved in the budget process; $82,260 for SLIAG (12/13/88, M.O. #38); and $45,450 for the CCS HIV Screening Program (12/13/88, M.O. #35).

The activities of this program are summarized as follows:

1. California Children Services (CCS) Program (88.66 SY; E = $11,624,026 ; R = $10,470,686) 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 7,000 children.
   - Providing 146,000 therapy treatments in the Medical Therapy Units.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Family Repayment for Services	$ 90,257	$ 120,000	$ 120,000	$0
Returned Check Fee	10	0	0	0
Witness Fees	214	0	0	0
Sub-Total	$90,481	$120,000	$120,000	$0
SUBVENTIONS:				
State - California Children Services (CCS)				
CCS - Treatment (25% match required)	$4,368,173	$6,842,265	$7,650,599	$808,334
CCS - Administration	256,697	397,000	444,000	47,000
CCS - Medi-Cal	461,753	491,000	563,000	72,000
CCS - HIV Screening	3,499	0	51,250	51,250
Sub-Total	$5,090,122	$7,730,265	$8,708,849	$978,584
GRANTS:				
State - AB 8 (29.191% match requirement)	$1,367,081	$1,455,463	$1,559,577	$104,114
Federal - SLIAG (no match required)	0	0	82,260	82,260
Sub-Total	$1,367,081	$1,455,463	$1,641,837	$186,374
OTHER:				
Prior Year - State Aid	$ 327,064	$ 0	$ 0	$0
Other Miscellaneous	120	0	0	0
Sub-Total	$327,184	$0	$0	$0
Total	$6,874,868	$9,305,728	$10,470,686	$1,164,958

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
CCS Treatment (25% budgeted match)	$1,092,043	$1,932,566	$1,912,650	$(19,916)
State - AB 8 (29.191% budgeted match)	399,065	434,135	455,256	21,121
Sub-Total	$1,491,108	$2,366,701	$2,367,906	$1,205
GENERAL FUND SUPPORT COSTS:	$ (808,858)	$(1,108,538)	$ (699,361)	$409,177
Sub-Total	$(808,858)	$(1,108,538)	$(699,361)	$409,177
Total	$682,250	$1,258,163	$1,668,545	$410,382

EXPLANATION/COMMENT ON PROGRAM REVENUES: 1989-90 Adopted Revenues for California Children Services State Subvention increased by $927,334 over the 1988-89 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.

1988-89 Actual Revenues reflect a revenue shortfall of $2,430,860 and a prior year net adjustment of $327,064 in State Aid. The Actual Revenue for AB 8 is greater than the amount budgeted for FY 1988-89. 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 general fund contribution is met by the match in other AB 8 eligible programs.

PROGRAM: CALIFORNIA CHILDREN SERVICES **DEPARTMENT: HEALTH SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	8	$ 11,000
Rotary Files	5	8,000
Typewriters	4	2,800
Total		$21,800

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: California Children Services					
% OF RESOURCES: 100%					
WORKLOAD					
Total number of children receiving physical or occupational therapy treatment in Medical Therapy Units	1,117	1,433	1,464	1,304	1,500
Total therapy treatments given in Medical Therapy Units	127,831	165,423	146,000	128,900	146,000
New Referrals	9,000	12,755	13,500	13,500	13,500
Number of CCS claims processed	35,772	37,588	36,500	36,500	36,500
Number of CCS claims aprocessed within 30 days or less	32,194	35,708	35,296	34,675	35,296
EFFICIENCY					
Cost per therapy treatment	$33.51	$35.99	$36.70	$37.00	$37.00
EFFECTIVENESS					
Percent of claims processed within 30 days	95.0%	95.0%	96.7%	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	90.0%	86.0%	90.0%	90.0%	90.0%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4124	Chief, Maternal & Child Health	0	0.08	0	0.08	$ 7,283	$ 7,448
4192	Senior Physician	1	0.83	1	0.83	52,500	55,990
4390	Chief, California Children Services	1	1.00	1	1.00	47,532	49,236
4805	Chief, Public Health Education	0	0.08	0	0.00	3,961	0
4432	Chief, Rehabilitation Services	1	1.00	1	1.00	42,060	43,572
4842	Supervising Health Information Specialist	0	0.08	0	0.00	2,561	0
4844	Supervising Health Educator	0	0.08	0	0.00	3,036	0
4428	Senior Therapist	5	5.00	5	5.00	169,260	187,620
4567	Senior Public Health Nurse	3	3.00	3	3.00	101,484	108,144
2412	Analyst II	0	0.17	0	0.17	5,642	5,844
4103	Public Health Nutrition Manager	0	0.08	0	0.08	2,759	2,889
4565	Public Health Nurse II	3	2.00	3	2.00	64,680	69,144
4400	Occupational Therapist II	18	18.00	18	18.00	540,864	592,056
4410	Physical Therapist II	20	20.00	24	24.00	586,560	779,616
5261	Social Worker V	2	2.00	2	2.00	64,728	64,656
4825	Health Educator	0	0.08	0	0.00	2,499	0
2304	Administrative Assistant I	1	1.00	1	1.00	27,972	28,188
5221	Eligibility Technician	4	4.00	5	5.00	82,032	105,240
2730	Senior Clerk	1	1.08	1	1.08	21,333	22,412
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,772
2714	Intermediate Transcriber Typist	1	1.00	1	1.00	16,104	18,240
2756	Administrative Secretary I	0	0.08	0	0.08	1,481	1,505
2700	Intermediate Clerk Typist	10	10.00	9	9.00	162,840	157,140
4395	Medical Therapy Unit Clerk	4	4.00	5	5.00	65,376	87,540
2493	Intermediate Account Clerk	5	5.00	5	5.00	83,400	84,660
2710	Junior Clerk Typist	1	1.00	1	1.00	12,816	13,608
9999	Extra Help		2.34		2.34	25,343	23,573
	Total	81	82.98	87	88.66	$2,196,106	$2,529,093
Salary Adjustments:						$ (5,847)	$ 5,559
Premium/Overtime Pay:						3,700	3,700
Employee Benefits:						565,441	655,148
Salary Savings:						(54,115)	(44,670)
	Total Adjustments					$509,179	$619,737
Program Totals		81	82.98	87	88.66	$2,705,285	$3,148,830

PROGRAM: CHILD HEALTH | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41013 | **ORGANIZATION #: 6000**
MANAGER: Nancy L. Bowen, M.D. | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AJ**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,171,455	$2,315,700	$2,478,780	$2,400,790	$3,051,908	27.1
Services & Supplies	101,596	115,097	128,022	102,274	250,560	145.0
Other Charges	0	0	22,230	22,230	22,230	0.0
Fixed Assets	6,045	70,775	1,903	800	1,900	137.5
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$2,279,096	$2,501,572	$2,630,935	$2,526,094	$3,326,598	31.7
PROGRAM REVENUE	$(1,838,534)	$(2,060,679)	$(2,336,284)	$(2,134,316)	$(2,837,067)	32.9
DEPARTMENT OVERHEAD	137,917	215,662	258,517	188,196	218,858	16.3
EXT. SUPPORT COSTS	194,457	414,601	337,939	339,803	387,395	14.0
NET GENERAL FUND CONTRIBUTION	$772,936	$1,071,156	$891,107	$919,777	$1,095,784	19.1
STAFF YEARS	67.50	67.36	68.76	71.42	86.83	21.6

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, the Outreach & Early Intervention Program (OEIP), and Child Public Health Nurse Visits. 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 below 200% of poverty and 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. The CHYC program also provides these services to other low-income children throughout the County who are not covered by CHDP, namely from 30 months up to first-grade entry, who are 200% of poverty or below.

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. 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 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. Public Health Nurses receive other child health referrals as well. Public Health Nurse services consist of outreach, education, assessment, counseling, referral and follow-up for children and their families.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actual salaries and benefits, fixed assets and services and supplies exceed budget due to mid-year actions adding 14.08 staff years, services and supplies appropriations totalling $21,196 and fixed asset appropriations of $11,002. These increases were funded by Federal and State grants.

1989-90 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 and pregnant women, who need assistance in obtaining preventive health care or prenatal care and are referred from the Department of Social Services.

3. Provide preventive health care through private physicians and clinics for 45,000 of the Medi-Cal eligibles, birth through 20 years, who are without medical care.

4. Provide preventive health care 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.

6. Provide counseling, education and follow-up for infants, children and their families through at least 45,000 Public Health Nurse contacts.

7. Provide outreach contacts and referral to 2,000 pregnant women eligible for Medi-Cal.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted budget salaries and benefits reflect an increase of 14.08 SY resulting from mid-year Board actions including: 1) WIC Supplement (11/29/88, M.O. #25), 1.00 SY Nutrition Assistant; 2) WIC Supplement (2/14/89, M.O. #2), 5.33 SY - 2.00 SY Dietician, 1.00 SY Nutrition Assistant, 2.33 SY Intermediate Clerk Typist; 3) CHDP Contracts (2/14/89, M.O. #3), 3.00 SY - 2.00 SY Senior Public Health Nurse, 1.00 SY Supervising Public Health Nurse; 4) Prenatal Care Guidance (2/14/89, M.O. #49), 4.75 SY - 1.00 SY Senior Health Educator, 1.00 SY Social Service Aide II, 0.50 SY Intermediate Clerk Typist, 2.25 SY Public Health Nurse II.

Change Letter adjustments increasing salary and benefits reflect an increase of 1.33 SY including: 1) An additional 0.33 SY resulting when 0.50 SY Intermediate Clerk Typist was approved in a salary ordinance amendment funded by the deletion of 0.17 SY Physician, Change Letter (#23) and 2) 1.00 SY Social Service Aide II approved in Change Letter (#24) funded by an expected increase in CHYC revenues.

A services and supplies increase of $37,478 as a result of the Board actions described above. Contract services reflects $110,808 appropriated for SLIAG.

The activities of this program are summarized as follows:

1. Child Health and Disability Prevention, Early Periodic Screening, Diagnosis and Treatment (EPSDT) and Prenatal Care Guidance Programs (31.00 SY; E = $1,207,555; R = $1,178,051) is:

   - Mandated/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.
   - Coordinating 15,000 non-Medi-Cal health screenings.
   - Coordinating 45,000 Medi-Cal private provider health screenings.
   - Providing 25,000 Medi-Cal outreach contacts.

2. Child Health and Youth Clinics (CHYC) and Child Public Health Nursing Services (43.00 SY; E = $1,686,585; R = $1,250,479) is:

   - Mandated/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) (12.83 SY; E = $432,458 ; R = $408,537) is:

   - Discretionary/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 REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
School Nursing Contracts (a)	$ 2,497	$ 22,351	$ 0	$(22,351)
State-Medi-Cal (CHDP/EPSDT)	170,174	88,900	177,086	88,186
Patient Fees-Non Medi-Cal or CHDP	4,228	12,000	12,000	0
Sub-Total	$176,899	$123,251	$189,086	$65,835
SUBVENTIONS:				
State-Child Health and Disability Prevention Program (CHDP)	$ 400,896	$ 366,219	$ 400,896	$34,677
State-Early Periodic Screening, Diagnosis and Treatment Contract (EPSDT) (1.61% match requirement)	287,814	320,760	389,059	68,299
State-Women, Infant and Children Program (WIC)	205,850	183,809	358,545	174,736
State-Prenatal Care (17.25% match requirement)	0	0	131,578	131,578
State-SLIAG (b)	110,808	0	110,808	110,808
Sub-Total	$1,005,368	$870,788	$1,390,886	$520,098
GRANTS:				
State-Outreach and Early Intervention	$ 61,488	$ 76,264	$ 61,488	$(14,776)
Packard Grant	7,330	0	22,000	22,000
State-AB 8 (29.191% match requirement) (c)	1,085,199	1,064,013	1,173,607	109,594
Sub-Total	$1,154,017	$1,140,277	$1,257,095	$116,818
Total	$2,336,284	$2,134,316	$2,837,067	$702,751

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
State-AB 8 (29.191% budgeted match)	$316,780	$317,374	$342,588	$25,214
State-EPSDT (1.61% budgeted match)	3,314	0	6,612	6,612
State-Prenatal Care (20.84% budgeted match)	0	0	27,426	27,426
Sub-Total	$320,094	$317,374	$376,626	$59,252
GENERAL FUND SUPPORT:				
General Fund Support	$571,013	$602,403	$719,158	$116,755
Sub-Total	$571,013	$602,403	$719,158	$116,755
Total	$891,107	$919,777	$1,095,784	$176,007

EXPLANATION/COMMENT ON PROGRAM REVENUES: 1989-90 Adopted revenues reflect an increase of $702,751 due to large increases in State and Federal funding for CHDP, EPSDT and WIC, new programs and prenatal care and State Legalized Immigration Assistance (SLIAG) and revenues resulting from increased demand for Child Health and Youth Clinics (State Medi-Cal/CHDP/EPSDT). These increases also are reflected to some extent in 1988-89 Actual revenues, as most of these increases were implemented as mid-year changes.

(a) 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.

(b) The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

(c) 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 general fund contribution is met by the match in other AB 8 eligible programs.

FIXED ASSETS

Item	Quantity	Cost
Medical Equipment	2	$ 1,900
Total		$1,900

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Child Health					
% OF RESOURCES: 100%					
WORKLOAD					
Child Health and Youth Clinic Patients Screened (County)	4,725	4,726	5,642	4,800	4,800
Patient Visits (County)	5,250	4,991	5,767	5,250	5,250
Child Health PHN Contacts	36,000	50,382	49,484	45,000	45,000
Medi-Cal CHDP Outreach Contacts	19,000	39,773	34,553	25,000	25,000
Women, Infants and Children Program Participants	5,500	4,968	6,500	6,000	6,000
Child Health and Disability Prevention Program Services (Health Assessments)					
0 through 6 year old, non-Medi-Cal	10,000	20,746	27,038	15,000	15,000
0 through 20 year old Medi-Cal (Private provider health assessments and CHYC exams resulting from Public Health outreach and coordination efforts.)	40,000	50,990	58,851	45,000	45,000
EFFICIENCY					
Child Health & Youth Clinics (CHYC) Average cost per patient visit - County	$30.70	$24.42	$30.13	$31.12	$31.12
EFFECTIVENESS					
Percent CHDP Patients Identified with Health Problem or Referred					
Medi-Cal birth through 20 years old	20.0%	16.0%	17.0%	16.0%	16.0%
Non-Medi-Cal 6 year olds below 200% of poverty level	20.0%	19.0%	19.0%	19.0%	19.0%
Percent Patients Initiating Treatment referred by CHDP					
Medi-Cal birth through 20 year olds	90.0%	N/A	N/A	N/A	N/A
Non-Medi-Cal 6 year olds below 200% of poverty level	90.0%	N/A	N/A	N/A	N/A

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4124	Chief, Maternal & Child Health	0	0.42	0	0.42	$ 36,415	$ 37,240
4192	Senior Physician	1	0.25	1	0.25	15,750	16,797
4193	Physician	2	0.33	2	0.17	18,308	9,698
4560	Chief Nurse, Public Health	1	0.25	1	0.25	11,883	12,309
4805	Chief, Public Health Education	1	0.25	1	0.25	11,883	12,309
4570	Supervising Public Health Nurse	3	3.00	4	4.00	118,692	165,936
4112	Child Health and Disability Program Coordinator	1	1.00	1	1.00	39,108	40,524
4842	Supervising Health Information Specialist	0	0.25	0	0.25	7,683	9,810
4844	Supervising Health Educator	1	0.50	1	0.50	18,216	19,074
4517	Certified Nurse Practitioner	1	1.00	1	1.00	32,412	35,256
4567	Senior Public Health Nurse	2	1.67	4	3.67	56,380	132,176
4103	Public Health Nutrition Manager	1	1.25	1	1.25	41,385	43,335
4565	Public Health Nurse II	28	26.00	31	28.25	840,840	976,659
4840	Senior Health Educator	1	0.67	2	1.67	21,392	54,620
5261	Social Worker V	0	0.50	0	0.50	16,182	16,164
4538	Staff Nurse II	2	2.00	2	2.00	61,320	63,816
4825	Health Educator	1	0.50	1	0.50	14,994	15,570
4826	Health Education Specialist	2	0.50	2	0.50	10,890	13,962
4770	Dietitian	2	1.50	4	3.50	40,338	89,796
4824	Health Education Associate	2	1.50	2	1.50	36,270	37,008
2745	Supervising Clerk	1	1.17	1	1.17	27,090	27,286
2730	Senior Clerk	3	1.58	3	1.58	31,179	32,756
4625	Licensed Vocational Nurse	2	2.00	2	2.00	39,216	42,480
4773	Nutrition Assistant	0	0.00	2	2.00	0	38,640
2756	Administrative Secretary I	1	0.75	1	0.75	13,329	13,545
4911	Social Services Aid II	13	12.00	15	14.00	211,248	247,296
2700	Intermediate Clerk Typist	13	10.58	16	13.91	172,339	242,985
	Total	85	71.42	101	86.84	$1,944,742	$2,447,047
Salary Adjustments:						$ (5,238)	$ 5,430
Premium/Overtime Pay:						3,200	3,200
Employee Benefits:						506,567	639,859
Salary Savings:						(48,481)	(43,628)
	Total Adjustments					$456,048	$604,861
Program Totals		85	71.42	101	86.84	$2,400,790	$3,051,908

PROGRAM: COMMUNITY DISEASE CONTROL | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41003 | **ORGANIZATION #: 6000**
MANAGER: Robert E. Haebel | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AM**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$4,205,702	$5,022,640	$5,814,282	$5,339,820	$6,383,298	19.5
Services & Supplies	654,750	1,037,337	1,596,528	1,069,754	2,475,934	131.4
Other Charges	0	0	54,239	51,870	51,870	0.0
Fixed Assets	240,465	400,776	203,543	126,174	60,634	(51.9)
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$5,100,917	$6,460,753	$7,668,592	$6,587,618	$8,971,736	36.2
PROGRAM REVENUE	$(3,571,327)	$(4,606,949)	$(7,044,769)	$(5,357,501)	$(7,436,016)	38.8
DEPARTMENT OVERHEAD	281,521	485,379	612,955	423,562	492,572	16.3
EXT. SUPPORT COSTS	387,168	827,734	688,389	615,260	702,669	14.2
NET GENERAL FUND CONTRIBUTION	$2,198,279	$3,166,917	$1,925,167	$2,268,939	$2,730,961	20.4
STAFF YEARS	125.58	142.19	158.36	154.34	177.57	15.1

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 Hansen's Disease; (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 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.

1988-89 BUDGET TO ACTUAL COMPARISON

FY 1988-89 Actuals exceed budget as a result of major mid-year Board actions adding 21.74 SY, $799,434 appropriations for services and supplies (including $473,704 for AZT and Pentamidine) and $45,496 for fixed assets. Fixed assets actuals include $90,909 prior year fixed assets for furnishings for the Health Services Complex. Services and supplies actuals are approximately $250,000 under the current appropriation level. The mid-year increases to expenditures were funded primarily by State and Federal grants.

1989-90 OBJECTIVES

1. Contain or reduce the FY 1985-86 through FY 1988-89 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 1988-89 average annual reported cases of tuberculosis.

4. Contain or reduce the FY 1985-86 through FY 1988-89 average annual reported cases of reported gonorrhea and syphilis.

5. Provide evaluation of all congenital syphilis cases within seven working days of initial report.

6. Investigate, verify diagnosis and issue public health recommendations on all reported hepatitis cases within three working days.

7. Obtain 80% of AIDS case reports within one month of diagnosis and 90% within three months.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted salaries and benefits reflect an increase over FY 1988-89 budgeted figures. This included the addition of 21.74 SY approved in mid-year Board actions as follows: 1) AIDS HIV Antibody Family of Surveys Grant (8/2/88, M.O. #23) 3.00 SY - 1.00 SY Public Health Nurse II, 1.00 SY Microbiologist, 1.00 SY Data Entry Specialist; 2) AIDS Alternative Test Site (12/6/88, M.O. #13) 2.50 SY - 1.50 SY Intermediate Clerk Typist, 1.00 Administrative Secretary II; 3) AIDS Health Planner (12/6/88, M.O. #41) 1.00 SY - 1.00 SY Health Planning and Program Specialist; 4) AIDS HIV Infection, Prevention and Follow-Up Center (1/10/89, M.O. #70) 5.00 SY - 1.00 SY Nurse Practitioner, 1.00 Social Worker IV, 0.50 Communicable Disease Investigator, 0.50 Senior Health Educator, 1.00 Health Education Associate, 1.00 Intermediate Clerk Typist; 5) State Contract for Sexually Transmitted Disease (STD) Program Support (1/10/89, M.O. #8) 2.00 SY - 1.00 SY Communicable Disease Investigator, 1.00 SY Intermediate Clerk Typist; 6) Public Health Services Reorganization Staffing (3/14/89 Salary Ordinance) 1.00 SY Clinic Services Coordinator; and 7) AIDS Block Grant (5/23/89, M.O. #8) 5.00 SY - 3.00 SY Communicable Disease Investigator, 1.00 SY Senior Clerk, 1.00 Intermediate Clerk Typist.

Staffing changes approved during the budget process include: 1) AIDS Education and Prevention Project - 1.00 SY Senior Health Educator; 2) Public Health Services Reorganization, 0.25 SY - (1.00) SY Physician, (0.75) SY Senior Physician, 1.00 SY Certified Nurse Practitioner, 1.00 SY Administrative Assistant II; and 3) Redirection of Staff, 0.99 SY - 0.32 SY Health Education Staff redirected from CCS, 0.67 SY Public Health Nursing Staff redirected from Maternal Health.

Services and supplies increased by $1,406,180 reflecting the actions described above plus increases related to AZT purchases and contract costs for HRSA and SLIAG.

The activities of this program are summarized as follows:

1. Epidemiology (20.75 SY; E = $1,185,482 ; R = $974,822) is:

   - Mandated/Discretionary Service Level.
   - Providing the identification of disease or suspect disease through a reporting system and diagnostic assistance; recommending and implementing prevention and control practices, following-up on contacts to assure exposed persons are appropriately protected, providing consultation and education to professional health workers and the public; and contracting physician services for Hansen's Disease Clinic paid for by the National Hansen's Disease Center.
   - Targeting the general population and Hansen's Disease cases' contacts and patients.

- Handling: 700 food related complaints; 2,600 hepatitis and enteric investigations; 120 malaria, Toxic Shock, Legionnaire's disease, Meningitis, etc., investigations; 5,500 Public Health Nursing visits; Major investigations (1-several days); and 115 Hansen's Disease cases on County Registry (virtually all are under DHS clinic supervision).

2. Tuberculosis Control (32.66 SY; E = $1,538,054 ; R = $1,165,418) is:

   - Mandated/Discretionary Service Level.
   - Providing case finding through a reporting system and diagnostic services; preventive and therapeutic treatment in clinics; developing community control programs such as contact follow-up to assure protection of exposed persons; providing consultation and education to professionals and the public; and, providing portable X-rays through contracted services to persons having a problem with access to the program's permanent unit in the Askew Tuberculosis Clinic.
   - Targeting the general population and groups at high risk for tuberculosis.
   - Handling 6,500 clinic visits; having 250 tuberculosis cases under supervision at a given time; 1,100 positive tuberculin reactors on preventive therapy annually; and 6,800 Public Health Nursing contacts.

3. Venereal Disease (32.71 SY; E = $1,553,418 ; R = $1,070,782) is:

   - Mandated/Discretionary Service Level.
   - Providing clinic services, case finding and contact follow-up, consultation, diagnoses, treatment and control; involving physicians, nurses, communicable disease investigators, clerks, laboratory services, health educators, etc.
   - Targeting high risk groups and general populations.
   - Handling 25,000 clinic visits; 95,000 lab tests; 6,300 gonorrhea cases reported in County (2,400 of which were reported by DHS clinic); 1,000 syphilis cases reported in County (725 of which were reported by DHS clinic); 3,000 Chlamydia cases reported in County (800 of which were reported by DHS clinic); and, 115 pelvic inflammatory disease cases reported in County (115 of which were reported by DHS clinic).

4. Immunization (12.75 SY; E = $749,619 ; R = $620,100) is:

   - Mandated/Discretionary Service Level.
   - Providing common vaccines for children and adults in special clinics and child screening clinics; distributing State purchased vaccine to community organizations and hospitals; and providing control measures for immunizable diseases including community health education.
   - Targeting the general population with emphasis on children.
   - Handling 70,000 DPT, Td, Polio, Measles doses given by DHS Clinics; at 30 special clinics and child examination sites; and 57,000 DPT, Td, Polio and Measles doses to non-DHS sites (State vaccine provided at no cost to County)

5. Chronic Disease Control (3.27 SY; E = $175,095 ; R = $140,962) is:

   - Mandated/Discretionary Service Level.
   - Providing Health Education programs and educational materials; Public Health Nursing service including assessment, referral, counseling, teaching, monitoring, and follow-up of clients at risk or identified as having chronic illness through the Adult Special Health Services Project.
   - Targeting the general population.

6. AIDS Screening (19.10 SY; E = $694,631 ; R = $540,342) is:

   - Mandated/Discretionary Service Level.
   - Providing walk in clinics offering information and anonymously testing persons for the HIV virus antibodies. Its basic function is to protect the transfusion blood supply from HIV contamination. No fees are permitted by State law.
   - Targeting persons at high risk for AIDS infection.
   - Providing 14,500 ATS Screening Tests

7. Mental Health Clinical Laboratory Services (7.00 SY; E = $268,001 ; R = $241,203) is:

   - Mandated/Discretionary Service Level.
   - Providing Clinical Laboratory Services required for accurate and timely testing necessary for Mental Health Services patients. To date the clinical laboratory services have been performed by contract laboratories. Numerous problems have been encountered with contract laboratory services including loss of specimens and inaccurate test results. The cost for contract laboratory services has also been very high. The new clinical laboratory will provide for better service with lower costs.
   - Providing 100,000 routine tests and timely urgent request tests during normal working hours.
   - Targeting County Mental Health Patients.

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:

   - Mandated/Discretionary Service Level.
   - Providing 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.
   - Targeting Massage Technician License Applicants.
   - Examining 240 persons.

9. AIDS, General (35.17 SY; E = $1,922,209 ; R = $1,864,306) is:

   - Mandated/Discretionary Service Level.
   - Providing 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.
   - Targeting high risk and community groups exposed to or concerned about infection with the AIDS virus.
   - Serving 58,000 persons by Health Education presentations; handling 450 reported cases; and screening 4,000 tests.

10. Office of AIDS Coordination (5.83 SY; E = $642,190 ; R = $575,044) 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 development and implementation of a comprehensive multi-year plan for AIDS in San Diego County.
    - Responsible for liaison with more than fifty health and social services providers of AIDS-related services.
    - Responsible for implementing $1.5 million dollar, three-year HRSA grant and for monitoring eight contracts totaling over $250,000 in FY 1989-90.

11. Environmental Health Support Services (8.33 SY; E = $235,637 ; 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 REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Employment Tbc Skin Tests	$ 28,613	$ 27,000	$ 27,000	$ 0
Employment Tbc X-rays	21,300	33,000	33,000	0
Immunizations	190,272	155,000	155,000	0
Venereal Disease Clinic Visits	57,103	50,000	50,000	0
Laboratory Fees (Virology)	41,455	39,650	41,470	1,820
Massage Technician Proficiency Testing	4,162	7,400	7,400	0
Return Check Fee	220	0	0	0
Misc - Other Revenue	2,439	0	0	0
Sub-Total	$ 345,564	$ 312,050	$ 313,870	$ 1,820
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	100,500	95,000	100,500	5,500
State-STD Control	11,293	0	64,554	64,554
State-SNAP Lab Computer (100% match required)	0	0	14,700	14,700
State-AIDS AZT	564,708	101,794	575,498	473,704
State-Rabies Exam	608	768	768	0
State-AIDS Grant (Health Education)	58,325	114,000	214,270	100,270
State-AIDS Alt. Site Grant	530,657	454,800	519,464	64,664
State-Short-Doyle (11.11% match required)	0	241,203	241,203	0
State-AIDS Block Grant	417,269	400,178	579,578	179,400
State-AIDS Family of Surveys	82,865	0	122,716	122,716
State-AIDS Prevention Follow-up Center	61,454	0	200,000	200,000
State-Aid SLIAG*	998,519	0	523,287	523,287
Federal-Comp. Public Health (314d)	21,302	20,300	20,300	0
Federal-Tuberculosis Grant	77,395	51,350	69,129	17,779
Federal-Other (Hansens)	176,078	220,750	166,000	(54,750)
Federal-AIDS HRSA Grant	535,112	440,320	575,044	134,724
Federal-National Survey for Resis. Gon	1,889	1,596	1,596	0
Aid Other Government	(206)	0	0	0
State Aid Prior Year	43,148	0	0	0
Federal Aid Prior Year	(7,552)	0	0	0
State AB 8 (29.191% match requirement**)	2,745,294	2,624,745	2,854,892	230,147
Sub-Total	$6,463,568	$4,809,814	$6,886,509	$2,076,695
OTHER:				
Environmental Health Services' Revenues Redirected to Public Health Services for Support Services	$ 235,637	$ 235,637	$ 235,637	$ 0
Sub-Total	$ 235,637	$ 235,637	$ 235,637	$ 0
Total	$7,044,769	$5,357,501	$7,436,016	$2,078,515

* The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

** 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 general fund contribution 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.

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
AB 8 (29.191% budgeted match)	$ 801,351	$ 782,908	$ 833,372	$50,464
Short-Doyle (11.11% budgeted match)	0	0	26,798	26,798
Sub-Total	$801,351	$782,908	$860,170	$77,262
GENERAL FUND SUPPORT:				
General Fund Support	$1,131,820	$ 372,905	$ 675,550	$302,645
Sub-Total	$1,131,820	$372,905	$675,550	$302,645
Total	$1,933,171	$1,155,813	$1,535,720	379,907

EXPLANATION/COMMENT ON PROGRAM REVENUES: 1989-90 Adopted revenues increased from 1988-89 by $2,078,515. The following Board actions increased Adopted revenues by $1,831,028:

AIDS Family of Surveys: $122,716 (8/2/88, M.O. #23); HRSA - $134,724 (11/8/88, M.O. #45); Immunization Subvention - $5,500 (11/28/88, M.O. #20); AIDS Alt. Test Sites - $64,664 (12/6/88, M.O. #13); SLIAG - $523,287 (12/13/88, M.O. #38); Fed TB Agreement - $17,779 (12/13/88, M.O. #32); AIDS Prevention & Follow-Up Center - $200,000 (1/10/89, M.O. #70); STD Program Support - $64,554 (1/10/89, M.O. #8); AIDS Education - $30,000 (4/18/89, M.O. #62); AZT - $473,704 (5/2/89, M.O. #33); SNAP Lab Computerization - $14,700 (5/23/89, M.O. #16); AIDS Block Grant - $179,400 (5/23/89, M.O. #8).

Budget actions increased anticipated revenue by $247,487 including the AIDS Education and Prevention Project - $70,270. Reduction in Hansens Disease Funding ($54,750), Lab Services Travel (Trust Fund Allocation) - $1,820 and an increase in the AB 8 allocation - $230,147.

Actual 1988-89 revenues exceeded budget by $1,687,268, primarily as a result of the mid-year actions described above. The major sources of unanticipated revenues were: AIDS Alternative Test Sites - $75,857; AZT - $462,914; HRSA - $94,792; AIDS Family of Surveys - $82,865; AIDS Prevention and Follow-up Center - $82,865; and SLIAG - $998,519. In addition, AB 8 exceeded budgeted revenue by $120,549.

Short-Doyle revenues were not realized due to continued delays in implementing the clinical laboratory at the Health Services Complex. The revenue shortfall in AIDS education appears because revenues budgeted in Community Disease Control were credited in the Drug Program, where the actual costs for that part of the program were incurred.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	30	$ 31,198
Desks	10	3,670
Credenza	1	412
Medical Equipment	6	3,820
Related Office Equipment	2	1,060
Photocopier	1	13,000
Refrigerator and/or Freezer	5	3,000
Typewriters	4	4,475
Total		$60,635

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Community Disease Control					
% OF RESOURCES: 100%					
WORKLOAD					
Chlamydia Reported by DHS	0	0	0	0	800(a)
Gonorrhea Reported by DHS	3,264	2,728	3,000	3,000	2,400
Syphilis Reported by DHS	307	675	300	700	725
Tuberculosis Cases Under DHS Supervision	265	246	220	240	240
Indochinese Cases Only	49	30	34	30	30
Food Borne Illness Complaints Investigated	773	734	550	700	700
Enteric Disease & Hepatitis Investigations (b)	2,962	2,608	2,548	2,600	2,600
Individuals Served by AIDS Educ. Presentations	55,100	71,384	58,723	60,000	50,000
Individuals Served by Other Educ. Presentations	11,905	12,193	17,928	12,000	15,000
PHN Communicable Disease Contacts (c)	8,878	19,663	22,572	10,000	22,572
V.D. Laboratory Tests	77,526	80,600	81,373	80,000	80,000
V.D. Clinic Visits	20,489	22,783	20,000	22,000	22,000
Tuberculosis Clinic Visits	6,078	6,092	6,903	6,000	6,500
Immunizations: Administered by DHS Clinics	67,976	73,890	93,722	73,000	94,000
Administered by Contract Clinics	54,277	65,508	83,744	65,000	84,000
ATS AIDS Screening Tests	13,044	12,067	10,650	13,000	11,000

EFFICIENCY					
V.D. Clinic Visit	$43.56	$42.54	$52.07	$44.07	$52.07
Average Immunization Cost	$ 6.13	$ 5.38	$ 4.22	$ 5.31	$ 4.40
TB Skin Test	$ 7.67	$ 6.72	$ 6.50	$ 6.92	$ 6.92
TB Clinic Cost	$89.27	$94.98	$95.05	$98.15	$98.15
EFFECTIVENESS					
New Cases Reported in County:					
AIDS	256	410	390	450	450
Gonorrhea	6,755	6,262	6,800	6,300	6,000
Syphilis	463	676	450	800	725
Tuberculosis	261	220	202	202	202
Measles	28	17	171	30	30
Chlamydia	0	0	0	0	3,800(a)
Percent of School Entrants Adequately Immunized:					
Measles	94+%	96+%	98+%	96+%	96+%
Polio	94+%	96+%	98+%	96+%	96+%
Diphtheria	94+%	96+%	98+%	96+%	96+%

(a) First year for this indicator.
(b) Indicator was initiated during the 1986-87 FY.
(c) Prior to FY 1987-88, only nurse visits were included. Beginning FY 1987-88, both clinical and field nurse contacts are included in this figure.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
COMMUNITY DISEASE CONTROL							
4123	Chief, Community Disease Control	1	1.00	1	1.00	$ 87,396	$ 90,552
4192	Senior Physician	7	3.67	5	1.92	231,000	128,777
4129	Chief, AIDS & Comm. Epidemiology	0	0.00	1	1.00	0	66,780
4193	Physician	5	2.50	4	1.50	137,310	87,282
4315	Chief, Public Health Laboratory	1	0.92	1	0.92	50,391	52,206
4560	Chief Nurse, Public Health	0	0.33	0	0.33	15,844	16,412
4805	Chief, Public Health Education	0	0.25	0	0.33	11,883	16,412
4300	Asst. Chief, Public Health Laboratory	1	0.92	1	0.92	43,527	45,089
4107	Health Planning & Program Specialist	0	0.00	1	1.00	0	45,792
4555	Assistant Chief Nurse, Public Health	1	1.00	1	0.67	42,468	30,504
4510	Clinic Services Coordinator	0	0.00	1	1.00	0	39,516
4570	Supervising Public Health Nurse	2	2.00	2	2.00	79,128	82,968
4172	Epidemiology Coordinator	1	1.00	1	1.00	33,264	40,296
4842	Supervising Health Information Specialist	1	0.25	1	0.33	7,683	13,080
5794	Supervising Communicable Disease Investigator	2	2.00	2	2.00	67,440	76,848
4844	Supervising Health Educator	1	1.00	1	1.08	36,432	41,327
4348	Supervising Public Health Microbiologist	2	1.92	2	1.92	73,761	72,956
4175	Epidemiology Specialist	1	1.00	1	1.00	33,132	36,732
4517	Certified Nurse Practitioner	0	0.00	2	2.00	0	70,512
4353	Senior Public Health Microbiologist	5	4.83	5	4.83	166,170	175,624
4567	Senior Public Health Nurse	6	6.08	7	7.08	205,787	255,340
4322	Supervising Clinical Lab Technician	1	1.00	1	1.00	33,324	35,712
4103	Public Health Nutrition Manager	0	0.17	0	0.17	5,518	5,778
4565	Public Health Nurse II	13	9.00	13	9.00	291,060	311,148
4321	Senior Clinical Lab Technologist	1	1.00	1	1.00	32,964	34,164
2303	Administrative Assistant II	0	0.00	1	1.00	0	33,684
4840	Senior Health Educator	1	1.33	3	2.83	42,784	92,854
5261	Social Worker V	1	0.50	2	1.50	16,182	48,492
4538	Staff Nurse II	20	14.42	20	14.42	442,015	460,007
4346	Public Health Microbiologist	11	10.58	12	11.58	326,136	370,296
4830	Health Information Specialist	1	1.00	1	1.00	29,424	31,416
4825	Health Educator	5	4.42	5	4.50	132,447	140,130
5735	Communicable Disease Investigator	10	10.00	15	14.50	283,320	426,126
4317	Clinical Lab Technologist	3	3.00	3	3.00	85,428	88,272
4826	Health Education Specialist	1	0.50	1	0.50	10,890	13,962
4824	Health Education Associate	1	1.50	2	2.50	36,270	61,680
2764	Office Manager	1	1.00	1	1.00	22,668	24,648
4370	Radiologic Technician	1	1.00	1	1.00	24,144	25,008
2745	Supervising Clerk	1	1.25	1	1.25	29,025	29,235
2662	Pharmacy Storekeeper	1	1.00	1	1.00	20,988	21,864
2730	Senior Clerk	10	9.08	11	10.08	178,869	208,604
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,772
4351	Senior Laboratory Assistant	3	2.92	3	2.92	59,920	63,175
4625	Licensed Vocational Nurse	2	2.00	2	2.00	39,216	42,480
2756	Administrative Secretary I	4	4.17	4	3.00	74,050	54,180
4911	Social Services Aid II	4	3.50	4	3.50	61,614	61,824
4330	Laboratory Assistant	5	4.75	5	4.75	83,904	87,438
2700	Intermediate Clerk Typist	31	27.92	38	34.08	454,595	595,095
2493	Intermediate Account Clerk	1	1.00	2	2.00	16,680	33,864

COMMUNITY DISEASE CONTROL (Continued)

3030	Data Entry Operator	0	0.00	1	1.00	0	15,132
2313	Mental Health Resource Development Specialist	0	0.00	1	0.83	0	33,760
2413	Analyst III	0	0.00	1	1.00	0	38,988
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,772
4565	Public Health Nurse II	0	0.00	2	2.00	0	69,144
	Subtotal	170	148.68	200	175.74	$4,156,051	$5,084,709
OFFICE OF AIDS COORDINATION*							
2313	Mental Health Resource Development Specialist	1	0.83	0	0.00	31,580	0
2413	Analyst III	1	1.00	0	0.00	38,220	0
2757	Administrative Secretary II	1	1.00	1	1.00	21,276	20,772
4565	Public Health Nurse II	2	2.00	0	0.00	64,680	0
	Subtotal	5	4.83	1	1.00	$155,756	$20,772
9999	Extra Help		0.83		0.83	20,774	19,323
	Total	175	154.34	201	177.57	4,332,581	5,124,804
Salary Adjustments:						$ (11,614)	$ 11,327
Premium/Overtime Pay:						3,200	3,200
Employee Benefits:						1,123,142	1,334,991
Salary Savings:						(107,489)	(91,024)
	Total Adjustments					$1,007,239	$1,258,494
Program Totals		175	154.34	201	177.57	$5,339,820	$6,383,298

* The Chief of the Office of AIDS Coordination is included in the Department Administration Program Budget.

PROGRAM: COUNTY VETERINARIAN | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41018 | **ORGANIZATION #: 6000**
MANAGER: Dr. H.C. Johnstone | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AQ**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$222,050	$254,230	$266,910	$250,365	$265,967	6.2
Services & Supplies	31,418	23,837	24,948	23,377	23,377	0.0
Other Charges	0	375	2,720	2,470	2,470	0.0
Fixed Assets	689	7,460	0	0	16,201	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$254,157	$285,902	$294,578	$276,212	$308,015	11.5
PROGRAM REVENUE	$(53,789)	$(42,862)	$(46,891)	$(53,600)	$(53,600)	0.0
DEPARTMENT OVERHEAD	5,746	9,430	10,392	8,229	9,570	16.3
EXT. SUPPORT COSTS	20,168	30,813	33,077	32,256	40,330	25.0
NET GENERAL FUND CONTRIBUTION	$226,282	$283,283	$291,156	$263,097	$304,315	15.7
STAFF YEARS	5.24	6.08	5.95	6.25	6.25	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and benefits exceeded budget by $16,545 primarily due to higher than budgeted benefits costs. Costs for non-permanent personnel which exceeded budget by $5,502 were partly offset by savings in permanent personnel of $2,686.

1989-90 OBJECTIVES

1. To achieve and maintain an average laboratory response time of four and one-half days.

1989-90 SUB PROGRAM ACTIVITIES

The 1989-90 Adopted budget reflects an increase in salary rates and approved fixed asset purchases to replace worn out or outdated equipment.

The activities of this program are summarized as follows:

1. County Veterinarian (6.25 SY; E = $308,015 ; R = $53,600) is:

   - Mandated/Discretionary Service Level.
   - Enforcing veterinary regulations under the State Food and Agriculture Code, the State Administrative Code and the County Regulatory Code.
   - Providing 3,510 laboratory accessions: autopsies, rabies examinations and disease evaluations.
   - Providing 110 field inspections: salesyards, ranches and zoonotic surveillance.
   - Responding to 4,200 public inquiries.

PROGRAM: COUNTY VETERINARIAN **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Agricultural Livestock Services	$46,891	$53,600	$53,600	$0
Sub-Total	$46,891	$53,600	$53,600	$0
Total	$46,891	$53,600	$53,600	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:	$291,156	$263,097	$304,315	$41,218
Sub-Total	$291,156	$263,097	$304,315	$41,218
Total	$291,156	$263,097	$304,315	$41,218

EXPLANATION/COMMENT ON PROGRAM REVENUES: 1988-89 Adopted Revenues remain at the 1988-89 budgeted level. 1988-89 Actual Revenue is below the budgeted amount by $6,709 due to a normal fluctuation from year to year in requested services.

PROGRAM: COUNTY VETERINARIAN **DEPARTMENT: HEALTH SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	10	$ 5,200
Laboratory Equipment	3	11,000
Total		$16,200

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PROGRAM: COUNTY VETERINARIAN **DEPARTMENT: HEALTH SERVICES**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: County Veterinarian					
% OF RESOURCES: 100%					
WORKLOAD					
LABORATORY ACCESSIONS - 80% of Budget (one or more animals or samples received as a single batch)	3,777	3,058	3,510	3,000	3,510
FIELD SERVICES & OFFICE 20% of Budget					
Salesyard Inspections	2	2	2	2	2
Hog Ranch Inspections	8	8	8	8	8
Zoonotic Inspections	100	95	100	97	100
Public Inquiries & Consultations	4,200	4,320	4,200	4,000	4,200
EFFICIENCY					
LABORATORY SERVICES Average Cost per Accession	$80.78	$74.79	$67.14	$73.66	$70.20
Staffing Ratio Accession Cases/Staff Year	755:1	612:1	702:1	600:1	702:1
EFFECTIVENESS					
LABORATORY SERVICES Average Laboratory Response Time (days)	4.5	5.5	8.0	4.5	4.5

PROGRAM: COUNTY VETERINARIAN **DEPARTMENT: HEALTH SERVICES**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2120	County Veterinarian	1	1.00	1	1.00	$ 55,440	$ 59,376
4230	Veterinary Pathologist	1	1.00	1	1.00	43,116	44,928
4210	Associate Veterinary Pathologist	1	0.50	1	0.50	21,072	21,384
4317	Clinical Laboratory Technologist	1	0.75	1	0.75	21,357	22,068
4318	Histology Technician	1	0.50	1	0.50	12,420	13,146
4351	Senior Laboratory Assistant	2	2.00	2	2.00	41,088	43,320
9999	Extra Help		0.50		0.50	2,710	2,521
	Total	7	6.25	7	6.25	$197,203	$206,743
Salary Adjustments:						$ (240)	$ 565
Premium/Overtime Pay:						100	100
Employee Benefits:						58,329	62,240
Salary Savings:						(5,027)	(3,681)
	Total Adjustments					$53,162	$59,224
Program Totals		7	6.25	7	6.25	$250,365	$265,967

PROGRAM: ENVIRONMENTAL HEALTH SERVICES | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41029 | **ORGANIZATION #: 6000**
MANAGER: Gary Stephany | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AR**

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, mobilehome 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,719,207	$6,990,722	$7,839,561	$8,361,864	$11,166,783	33.5
Services & Supplies	1,172,354	1,291,759	1,959,534	2,830,134	2,620,886	(7.4)
Other Charges	0	0	61,750	61,750	61,750	0.0
Fixed Assets	74,089	160,580	244,491	221,518	359,879	62.5
Vehicle/Comm. Equip.	0	0	0	0	142,760	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$6,965,650	$8,443,061	$10,105,336	$11,475,266	$14,352,058	25.1
PROGRAM REVENUE	$(6,844,693)	$(9,592,261)	$(11,005,474)	$(11,072,163)	$(14,272,546)	28.9
DEPARTMENT OVERHEAD	273,841	398,761	457,541	347,976	404,671	16.3
EXT. SUPPORT COSTS	641,485	770,225	1,270,376	806,297	1,339,243	66.1
NET GENERAL FUND CONTRIBUTION	$1,036,283	$19,786	$827,779	$1,557,376	$1,823,426	17.1
STAFF YEARS	177.65	193.76	221.69	230.00	287.00	24.8

PROGRAM DESCRIPTION

San Diego County's population of approximately 2.4 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. Rodent and mosquito control programs are 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 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. As a result, there is a corresponding shortfall in fee collections for Hazardous Materials permit fees. A total of 8.00 staff years were added through mid-year Board actions. Extra Help staff years were 5.69 and contract temporary help totalled 3.63 staff years in clerical support staff.

Services and supplies and revenues increased from the budgeted amount because of the following mid-year Board actions: Hazardous Materials San Diego City Contract (9/6/88, M.O. #21), Health Risk Study San Diego Bay (7/5/88, M.O. #24), Hazardous Materials Management Plan (10/18/88, M.O. #23), Radiation Control and Industrial Hygiene (5/23/89, M.O. #57), and Medical Waste Management Program (4/4/89, M.O. #43). Prior year services and supplies are a negative $16,572 and prior year revenues total $22,661.

Fixed assets exceeded the adopted budget level as a result of mid-year additions totalling $86,106 and prior year expenditures of $61,367. A total of $67,575 in appropriations were transferred to the Department of General Services for vehicle and communication equipment. Other charges are this program's share of debt service to SANCAL for the Department's new mini-computer.

Performance indicators are lower than projected because of the lack of staff to conduct inspections and investigations.

1989-90 OBJECTIVES

1. Regulate food establishments by completing four inspections of all restaurants per fiscal year (23,420 inspections) and two inspections of retail food markets per fiscal year (5,810 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 (23,300 inspections) to protect public swimming safety in San Diego County.

3. Inspect all apartment houses and hotels at least once per fiscal year (2,400 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 85% 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 90% or more compliance with the state standards for bacteriological quality.

6. Conduct 125 hazard evaluations of County worksites to assure compliance with CAL/OSHA and other State and local environmental work standards.

7. Provide 665 radiation source inspections, investigations, and related activities of x-ray machines and radioactive material license holders to prevent unnecessary exposure to ionizing radiation.

8. Provide training to 400 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 3,500 housing complaints.

11. Provide at least one inspection annually of all permitted hazardous materials establishments (7,200 inspections) under the Department of Health Services jurisdiction.

12. To develop criteria for evaluating and dealing with contaminated sites caused by leaking underground tanks and non tank related contaminated sites.

13. To review, analyze and revise, if necessary, the procedures for tank removal inspections.

14. To inspect, at the time of drilling, a representative random sample of permitted well sites; and, perform follow up inspections to ensure proper completion and maintenance of wells, in accordance with applicable laws and regulations.

15. To reduce the emergency response time to outlying areas of the County and provide emergency response resources to all areas of the County in a timely, cost effective manner.

16. To expand household hazardous materials community education, pursue recycling, treatment and reuse alternatives for household hazardous materials collected; and, provide disposal services to San Diego County residents.

17. To develop and submit a grant proposal for funding an integrated pollution prevention program for local government and industry.

18. To complete a study of hazardous materials pollution of San Diego Bay.

19. To perform local enforcement agency inspections at all solid waste facilities in the County.

20. To demonstrate an effective use of developed regional expertise in the enforcement of DOHS program areas through the inspections of State permitted treatment and storage facilities, transporters and transportable treatment units.

21. Inspect permitted underground storage tank facilities annually to verify compliance with applicable laws and regulations for tank monitoring and the reporting of unauthorized releases.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted direct costs and funding include appropriation increases added mid-year, the selection of major funding proposals, and from fee increases approved in Change Letter. These mid-year increases include $69,250 in Health Risk Study of San Diego Bay (7/5/88, M.O. #24), $263,820 in Household Hazardous Materials (9/6/88, M.O. #21), $237,288 in Regulation of Medical Waste (4/4/89, M.O. #43), and $15,930 in Special Needs and Priorities grant (5/23/89, M.O. #16). Direct costs and funding are increasing $1,484,376 as a result of the selection of 11 major funding proposals, and increasing $764,334 from revenue increases in Change Letter. Staff years are increasing 8.00 through mid-year Board actions, 25.00 staff years from selection of major funding proposals, and 24.00 staff years from revenue increases in Change Letter.

The activities of this program are summarized as follows:

1. Community Food and Housing Program (87.50 SY; E = $3,816,484 ; R = $3,932,160) including regulation of food establishments, apartment houses, swimming pools, trash and debris and dog dropping complaints is:

   - Mandated/Discretionary Service Level.
   - 100% revenue offset.
   - Increasing 24.50 SY Environmental Health Sanitarians and support staff.
   - Able to conduct 29,200 Food Handling Establishment Inspections, 23,300 Public Pool Inspections, and 2,400 Multi-Family Housing Inspections.

2. Land Use Program (38.50 SY; E = $1,776,758 ; R = $1,660,864) 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.
   - 94% revenue offset.
   - Increasing 14.50 SY Environmental Health Sanitarians and support staff.
   - Able to process 7,000 Land Use Projects.

3. Hazardous Materials Management Program (102.00 SY; E = $6,053,965 ; R = $6,505,187) 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.
   - 100% revenue offset.
   - Increasing 48.00 SY Hazardous Materials Specialists and support staff.
   - Able to conduct 7,200 Hazardous Materials Inspections.

4. Vector Surveillance & Control District (27.00 SY; E = $1,014,379 ; R = $858,482) including the control of disease-bearing rodents in contract cities and the control of mosquito breeding countywide is:

   - Mandated/Discretionary Service Level.
   - 85% revenue offset.
   - Increasing 7.00 SY Vector Control Technician's and of clerical support staff.
   - Assume the powers of a Vector Surveillance and Control District.
   - Able to provide 120,000 Vector Control Services.

5. Occupational & Radiological Health Program (14.00 SY; E = $800,200 ; R = $397,337) 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.
   - 50% revenue offset.
   - Increasing 7.00 SY Industrial Hygiene Specialists and clerical support staff.
   - Able to provide 10,000 Occupational Health Services.

6. Environmental Health Services Administration and Support (18.00 SY; E = $890,272 ; R = $918,516) including support from Environmental Health Services Administration and clerical staff to all EHS divisions is:

   - Discretionary/Discretionary Service Level.
   - 100% revenue offset.
   - Decreasing 44.00 SY from transfer of clerical support staff to the various divisions.
   - Able to provide fiscal management of approximately $13,264,865 in revenues from permits, fees, contracts and subventions, and to process and administer 26,103 permits annually.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Radiation Shielding	$ 8,819	$ 25,000	$ 10,000	$(15,000)
Hazardous Materials Permit Fees	1,620,647	1,916,959	2,188,951	271,992
Base Permit Fee	632,082	678,763	775,071	96,308
Tank Installation Fees	114,726	161,316	161,316	0
Tank Closure Fees	101,597	116,095	116,095	0
Unauthorized Release Fee	29,789	65,232	65,232	0
Pumper Truck Permit Fees	7,331	1,214	5,500	4,286
Animal Permit Fees	3,242	2,350	3,070	720
Other Misc Permit Fees	5,690	4,857	3,000	(1,857)
Food Handling Establishment Fee	1,920,856	1,745,145	2,171,056	425,911
Food Plan Check Fees	314,063	285,478	330,108	44,630
Vending Vehicle Permit Fees	161,269	118,493	169,185	50,692
Housing Permit Fees	256,298	177,857	310,131	132,274
Water Permit Fees	39,233	46,840	48,110	1,270
Public Pool Permit Fees	580,250	558,885	641,066	82,181
Pool Plan Check Fees	58,192	137,748	137,748	0
Construction Permits-Septic	361,235	281,963	403,740	121,777
Plan Check & Field Inspection	985,149	797,173	1,058,026	260,853
Construction Permits-Grading	22,220	27,223	27,700	477
Hazardous Materials Division Fees	0	0	237,288	237,288
Charges Air Pollution Control Dist.	395	0	0	0
Charges in COF	521	0	0	0
Returned Check Fee	1,020	0	0	0
Bulk Asbestos Analysis Fee	0	0	3,025	3,025
County APCD Asbestos Analysis Fee	0	0	2,500	2,500
County DPW Asbestos Analysis Fee	0	0	300	300
Sub-Total	$7,224,624	$7,148,591	$8,868,218	$1,719,627
GRANTS:				
State AB 8 (29.191% match requirement)	$1,300,854	$1,279,956	$1,279,956	$0
SNAP-Computerized Fld Insp (100% match requirement)	43,408	43,408	0	(43,408)
SNAP-Haz Mat Response (100% match requirement)	0	0	15,930	15,930
Sub-Total	$1,344,262	$1,323,364	$1,295,886	$(27,478)
CONTRACTS:				
City (San Diego)-Rodent Control/Misc. Svcs.	$ 325,314	$ 349,170	$ 389,538	$40,368
City (San Diego)-Solid Waste	31,287	40,000	40,000	0
State-Radiation Control Program	211,948	191,342	246,747	55,405
City (Vista)-Noise Control	4,000	3,000	4,000	1,000
City (Coronado)-Rodent Control	15,411	34,002	34,472	470
City SD Misc Enforce Svcs	2,471	1,624	2,665	1,041
City SD Mission Bay Water Monitor	6,407	10,978	13,628	2,650
Unified Port Dist Rodent Ctr	15,459	33,617	34,472	855
City (Del Mar) Noise Control	2,000	2,000	2,000	0
City (Encinitas) Noise Control	8,000	8,000	8,000	0
City (Solana Beach) Noise Control	3,000	3,000	3,000	0
State - Leaking Underground Tanks	600,120	778,910	1,042,300	263,390
County/DPW-Household Toxics	445,461	626,165	626,165	0
County-So. CA Hazardous Waste Mgmt. Authority-Joint Powers Agreement	8,713	30,000	30,000	0 0
Unified Disaster Council-H.I.R.T. (Hazardous Mat'l Incident Response Team)	116,981	112,125	302,000	189,875 0
County DPW-Solid Waste Enforcement	79,615	80,000	100,000	20,000
Encina Water District-Household Toxics	6,400	6,400	6,900	500
City (San Diego)-Household Toxics	471,968	497,400	761,720	264,320
Office of Disaster Preparedness	2,953	10,000	10,000	0
San Diego City Industrial Hygiene	2,212	0	3,000	3,000
City (Escondido) Noise Control	0	0	5,000	5,000
Sub-Total	$2,359,720	$2,817,733	$3,665,607	$847,874

SUBVENTIONS:				
San Diego Bay Study Port Dist.	$ 92,669	$ 24,750	$ 164,000	$139,250
State Hazardous Waste Management Plan	65,323	0	0	0
Sub-Total	$157,992	$24,750	$164,000	$139,250
OTHER:				
SB 668 Trial Court Funding	$ 0	$ 0	$ 21,110	$21,110
Sanitation Other Govt-Vector Control Dist.	0	0	400,000	400,000
Fines and Penalties	63,113	20,000	35,000	15,000
Other Miscellaneous Revenue	104,599	0	95,000	95,000
Other Sales Taxable	0	10,000	0	(10,000)
Jury or Witness Fee	778	0	0	0
Other Forfeitures and Penalties	25,000	0	0	0
Prior Year Other Revenue	(13,113)	0	0	0
Charges Current Services Prior Year	(41,851)	0	0	0
Prior Year Aid Other Govt	52,625	0	0	0
EHS' revenue directed to Public Health Services' programs for support services	(272,275)	(272,275)	(272,275)	0 0
Sub-Total	$(81,124)	$(242,275)	$278,835	$521,110
Total	$11,005,474	$11,072,163	$14,272,546	$3,200,383

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
SNAP (29.191% budgeted match)	$ 43,408	$ 43,408	$ 15,930	$(27,478)
AB 8 (100.00% budgeted match)	379,727	381,785	373,632	(8,153)
Sub-Total	$423,135	$425,193	$389,562	$(35,631)
GENERAL FUND SUPPORT:				
AB 8	$ 404,644	$ 1,132,183	$ 1,433,864	$301,681
Sub-Total	$404,644	$1,132,183	$1,433,864	$301,681
Total	$827,779	$1,557,376	$1,823,426	266,050

EXPLANATION/COMMENT ON PROGRAM REVENUES: FY 1989-90 Adopted revenues are increasing by $3,200,383 as a result of $947,673 from mid-year appropriations, $1,488,376 in major funding proposals and $764,334 from revenue increases in Change Letter. Mid-year revenue increases include: Health Risk Study of San Diego Bay (7/5/88, M.O. #24), Household Hazardous Materials (9/6/88, M.O. #21), Regulation of Medical Waste (4/4/89, M.O. #43), and Special Needs and Priorities grant (5/23/89, M.O. #16).

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 continues to be reflected in the FY 1989-90 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 1988-89 Actual revenues were below the budgeted level by $66,687. Total Charges increased $76,033, Grants increased $20,898, Contract revenues were $392,690 below budget, and Other revenues were $161,151 above budget. Mid-year appropriation increases for FY 1988-89 included the following: Hazardous Materials San Diego City Contract $263,820 (9/6/88, M.O. #21), Health Risk Study of San Diego Bay $190,000 (7/5/88, M.O. #24), Hazardous Materials Management Plan $271,500 (10/18/88, M.O. #23), Medical Waste Management Program $83,185 (4/4/89, M.O. #43), and Radiation Control and Industrial Hygiene $23,606 (5/23/89, M.O. #57).

General Fund Support is increasing by $266,050 from the prior year budget due primarily to increased External Overheads associated with space costs for Trolley Towers.

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 general fund contribution is met by the match in other AB 8 eligible programs.

FIXED ASSETS

Item	Quantity	Cost
Construction Equipment	1	$ 800
Computer Equipment	149	198,061
Office Furniture	1	500
Desk	1	401
Drafting Table	1	551
Laboratory Equipment	7	12,454
Drafting & Engineering Instruments	1	8,000
Hazard Detecting Instruments	40	41,160
Liquid & Gas Measuring Instruments	9	4,806
Aperture Card Reader/Printer/Viewer	2	16,250
Related Office Equipment	6	9,930
Dictating/Transcribing Equipment	1	350
Rotary File	1	18,000
Photocopier	1	4,500
Camera & Equipment	1	750
Projector, Still & Motion	8	5,618
Color Television Monitor	1	520
Refrigerator and/or Freezer	5	5,290
Safety Equipment	15	14,700
Agricultural Equipment	3	3,900
Cellular Telephone	1	1,600
Facsimile Equipment	4	6,648
Related Video Equipment	1	500
Videotape Player/Recorder	3	2,070
Videotape Camera/TV Monitor	3	2,520
Total		$359,879

Vehicles/Communication Equipment

Item	Quantity	Cost
Pagers	70	$ 21,560
Automobiles	4	44,000
Vans	1	15,000
Trucks	5	62,200
Total		$142,760

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Environmental Health Services					
% OF RESOURCES: 100%					
WORKLOAD					
Food Handling Estab. Inspections (a)	20,532	22,391	23,947	26,212	29,200
Land Use Projects	6,029	6,319	7,311	6,000	7,000
Multi-Family Housing Inspections (b)	2,191	3,075	2,609	2,582	2,400
Public Pool Inspections (a)	14,571	16,579	17,663	22,216	23,300
Hazardous Materials Inspections (a)	3,155	3,494	3,947	6,400	7,200
Occupational Health Services	9,247	9,632	10,021	9,200	10,000
Vector Control Services (c)	118,499	120,087	115,044	120,000	120,000
EFFICIENCY					
Food Establishment Inspections (d)	$ 42.61	$ 57.64	$ 61.30	$ 59.77	$ 59.75
Land Use Projects	$134.46	$162.62	$133.15	$177.12	$168.58
Public Pool Inspections	$ 21.88	$ 28.96	$ 28.50	$ 31.74	$ 28.69
Hazardous Materials Inspections (d)	$149.76	$ 75.07	$273.10	$ 78.42	$196.56
Occupational Health Services	$ 19.96	$ 29.03	$ 30.26	$ 37.49	$ 37.15
Vector Control Services	$ 6.77	$ 7.80	$ 8.41	$ 7.87	$ 10.24
EFFECTIVENESS					
Percent of Restaurants Scoring 90%	94.0%	93.8%	93.5%	90.0%	90.0%
Percent of Small Water Systems Samples Meeting State Bacteriological Standards	85.0%	93.5%	96.5%	90.0%	90.0%
Percent of Septic Tank Failures in Systems 10 Years or Older	75.0%	90.0%	89.0%	85.0%	85.0%

Response to Noise Complaints Within 3 Working Days (a)	80.0%	80.0%	62.0%	80.0%	80.0%
Response to Vector Complaints within 3 Working Days	80.0%	80.0%	81.0%	80.0%	80.0%
Percent of Pool Inspections Meeting State Standards (e)	90.0%	N/A	N/A	N/A	N/A
Percent of Hazardous Materials Producer Inspections Meeting State Standards (e)	90.0%	N/A	N/A	N/A	N/A
Percent of Pool Inspections with No Deficiencies (f)	N/A	30.47%	40.3%	60.0%	60.0%
Percent of Establishments with a Decrease in Repeated Hazardous Materials Violations (f)	N/A	70.0%	70.0%	70.0%	N/A
Percent of Inspected Establishments in Substantial Compliance with State Standard for Hazardous Materials Requests (g)	N/A	N/A	N/A	N/A	90.0%

(a) Work outputs were down this fiscal year because of a large number of professional and technical staff vacancies.
(b) The number of multi-family housing unit under permit has decreased.
(c) Work outputs were down due to more time being spent on prevention activities.
(d) The method of calculating this indicator has been changed to more accurately represent the field staff production costs.
(e) These effectiveness standards are being replaced with measures that more accurately gauge the effectiveness of the service being provided.
(f) These effectiveness measures were new for FY 1988-89
(g) This effectiveness measure is new FY 1989-90.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2230	Deputy Director, Environmental Health Services	1	1.00	1	1.00	$ 63,036	$ 67,416
0952	Asst. Deputy Director, Environmental Health Svcs.	1	1.00	1	1.00	60,240	63,012
3710	Public Health Engineer	1	1.00	1	1.00	51,132	55,104
4756	Chief, Hazardous Materials Management	1	1.00	1	1.00	54,972	52,632
4701	Senior Health Physicist	1	1.00	1	1.00	46,560	49,212
8803	Assistant Chief Hazardous Materials Management	0	0.00	1	1.00	0	47,364
3860	Chief, Occupational & Radiological Health	1	1.00	1	1.00	45,252	46,884
4700	Chief, Environmental Health Services	3	3.00	3	3.00	134,676	136,296
4754	Hazardous Materials Specialist IV	4	4.00	4	4.00	172,512	185,280
4758	Registered Environmental Health Specialist IV	5	5.00	6	6.00	175,800	257,544
3692	Hydrogeologist	2	2.00	2	2.00	76,080	85,896
4764	Vector Ecologist	2	2.00	2	2.00	70,488	74,328
2427	Associate Systems Analyst	2	2.00	4	4.00	76,776	157,872
2302	Administrative Assistant III	1	1.00	3	3.00	38,196	119,520
3857	Industrial Hygienist II	2	2.00	4	4.00	77,136	159,504
4755	Registered Environmental Health Specialist III	15	15.00	16	16.00	530,820	619,776
2505	Senior Accountant	0	0.00	1	1.00	0	37,608
4753	Hazardous Materials Specialist III	7	7.00	13	13.00	256,200	501,696
4757	Radiation Management Specialist	2	2.00	2	2.00	71,736	75,816
8899	Senior Industrial Hygienist	0	0.00	1	1.00	0	37,644
4752	Hazardous Materials Specialist II	35	35.00	48	47.50	1,159,200	1,655,280
3888	Assistant Noise Control Officer	1	1.00	1	1.00	32,580	34,752
3615	Assistant Civil Engineer	1	1.00	1	1.00	32,124	34,632
2303	Administrative Assistant II	1	1.00	1	1.00	33,780	33,684
4765	Vector Control Supervisor	2	2.00	2	2.00	57,960	54,144
4745	Registered Environmental Health Specialist II	30	30.00	33	33.00	900,360	1,058,904
4751	Hazardous Materials Specialist I	1	1.00	1	1.00	25,896	31,656
8801	Assistant Industrial Hygienist	0	0.00	1	1.00	0	30,732
3120	Departmental Computer Specialist III	0	0.00	3	3.00	0	87,768
4735	Registered Environmental Health Specialist I	31	31.00	34	34.00	886,476	973,080
2304	Administrative Assistant I	1	1.00	3	3.00	27,972	84,564
2725	Principal Clerk	1	1.00	0	0.00	26,916	0
4750	Senior Vector Control Technician	2	2.00	2	2.00	48,912	48,144
2758	Administrative Secretary III	1	1.00	1	1.00	23,316	25,488
4760	Vector Control Technician	14	13.00	15	14.00	293,280	305,928
2745	Supervising Clerk	2	2.00	4	4.00	46,440	93,552
2761	Group Secretary	1	1.00	0	0.00	20,640	0
2730	Senior Clerk	9	9.00	9	9.00	177,228	186,192
2510	Senior Account Clerk	1	1.00	0	0.00	19,536	0
2757	Administrative Secretary II	1	1.00	6	6.00	21,276	124,632
3009	Word Processor Operator	0	0.00	2	2.00	0	39,624
2756	Administrative Secretary I	5	4.50	3	2.50	79,974	45,150
2700	Intermediate Clerk Typist	34	31.50	44	41.00	512,946	715,860
4707	Environmental Health Technician	4	4.00	5	5.00	64,416	87,420
2493	Intermediate Account Clerk	1	1.00	1	1.00	16,680	16,932
2709	Departmental Clerk	1	1.00	1	1.00	13,404	14,172
9999	Extra Help		3.00		3.00	49,129	45,697

Total	231	230.00	289	287.00	$6,572,053	$8,658,391
Salary Adjustments:					$ (17,796)	$ 220,611
Premium/Overtime Pay:					286,885	286,885
Employee Benefits:					1,688,508	2,144,954
Salary Savings:					(167,786)	(144,058)
Total Adjustments					$1,789,811	$2,508,392
Program Totals	231	230.00	289	287.00	$8,361,864	$11,166,783

PROGRAM: MATERNAL HEALTH

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 41006
MANAGER: Nancy L. Bowen, M.D.

ORGANIZATION #: 6000
REFERENCE: 1989-90 Proposed Budget - Pg: 12AW

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,502,856	$1,594,760	$1,586,634	$1,747,541	$1,871,678	7.1
Services & Supplies	384,910	380,781	131,340	141,213	196,617	39.2
Other Charges	0	0	14,820	14,820	14,820	0.0
Fixed Assets	30,997	47,183	453	1,174	5,325	353.6
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$1,918,763	$2,022,724	$1,733,247	$1,904,748	$2,088,440	9.6
PROGRAM REVENUE	$(1,703,072)	$(1,714,850)	$(1,558,413)	$(1,486,939)	$(1,616,411)	8.7
DEPARTMENT OVERHEAD	97,170	148,589	165,473	129,665	150,791	16.3
EXT. SUPPORT COSTS	151,288	280,917	227,948	231,263	263,758	14.1
NET GENERAL FUND CONTRIBUTION	$464,149	$737,380	$568,255	$778,737	$886,578	13.8
STAFF YEARS	42.75	42.46	40.08	45.16	44.66	(0.4)

PROGRAM DESCRIPTION

The Maternal Health (MH) Program provides regional program coordination, clinic services and public health nursing services directed at the following populations. The low-income community is the target population for MH because maternal and child morbidity, infant mortality, low birth weight, and the unplanned pregnancy rates are higher in this community. This target population in 1987 included 126,450 low-income women in the County at risk of unintended pregnancies who were in need of public funded family planning services (figure derived from Alan Guttmacher Institute data reports.) The target population also includes low-income women who have abnormal Pap smears that indicate precancer and cancer of the cervix (dysplasia). Regional activities include enrolling private providers onto the Comprehensive Perinatal Services Program (a perinatal Medi-Cal program.) County-provided clinics for women, located in the Public Health Centers, provide two basic services: 1) Family Planning Clinics which operate for low-income women who are not served by private providers; and 2) Dysplasia Clinics for low-income patients referred from county clinics, community clinics and other family planning providers for cervical dysplasia care. Public Health nursing services provide health education, assessment, counseling, referral and follow-up for prenatal and postpartal, family planning, cervical dysplasia, genetic counseling and related health services to women.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actuals are lower than budgeted in both salaries and benefits and services and supplies. Normal staff turnover and the shift of staff to child health services as State and Federal funding for family planning services became increasingly uncertain account for the salary savings. Maternal and child health services are closely interrelated. Therefore, the utilization of limited resources can be coordinated between these programs.

1989-90 OBJECTIVES

1. To provide treatment to clients at a pre-cancer stage 85% of the time in Dysplasia clinics.

2. To provide family planning services to 7% of the target population.

3. To implement the AB 3021 (Margolin) State mandate by coordinating 20 providers in the Comprehensive Perinatal Services Program for Medi-Cal patients.

4. To provide assessment, education, counseling, referral and follow-up for maternal health problems through 18,000 Public Health Nurse contacts.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted salaries and benefits reflect increases in salary rates. Services and supplies increased by $55,404 as a result of appropriations for SLIAG.

The activities of this program are summarized as follows:

1. Other Maternal Health Services (22.33 SY; E = $823,083 ; R = $598,787) is:

   - Mandated/Discretionary Service Level.
   - Continuing to follow State Health and Safety Code 289-320 and Administrative Code, Sec. 1276(d).
   - Providing health education, assessment, counseling, referral and follow-up for maternal health clients.
   - Providing 18,000 Public Health Nurse visit/contacts.
   - Treating 85% of clients in Dysplasia clinic at a pre-cancer stage.
   - Providing 1,005 dysplasia diagnosis and treatment visits for women with abnormal Pap smears.
   - Continuing to enroll providers into the Comprehensive Perinatal Services Program (CPSP) for Medi-Cal-eligible women. (Welfare & Institutions Code, Sec. 14134.5[g]).
   - Providing consultation to CPSP resources on state regulations and how to meet them.

2. Family Planning Services (22.33 SY; E = $1,265,357 ; R = $1,017,624) is:

   - Mandated/Discretionary Service Level.
   - Continuing to follow State Administrative Code, Sec. 1276(k).
   - Providing family planning services to 7% of the target population.
   - Providing 10,500 Public Health Nurse visit/contacts.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Grossmont Hospital Parentcare	$ 5,664	$ 0	$ 2,832	$2,832
Patient Fees	32,785	40,000	40,000	0
Return Check Fee	60	0	0	0
Sub-Total	$38,509	$40,000	$42,832	$2,832
SUBVENTIONS:				
State - Family Planning - Title XIX (Medi-Cal)	$ 19,066	$ 11,000	$ 11,000	$0
State - Maternal and Child Health Categorical Allotment - Title V	62,037	71,500	71,500	0
State - Family Planning - Title X	223,000	223,000	223,000	0
State - SLIAG	55,404	0	55,404	55,404
Prior Year - State Aid	6,540	3,405	3,405	0
Third Party Reimbursements	(585)	0	0	0
Sub-Total	$365,462	$308,905	$364,309	$55,404
GRANTS:				
Federal - Family Planning - Title X	$ 225,923	$ 237,178	$ 237,178	$0
State AB 8 (29.191% match requirement)	928,519	900,856	972,092	71,236
Sub-Total	$1,154,442	$1,138,034	$1,209,270	$71,236
Total	$1,558,413	$1,486,939	$1,616,411	$129,472

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANTS:				
State AB 8 (29.191% budgeted match)	$271,035	$268,707	$283,763	$15,056
Sub-Total	$271,035	$268,707	$283,763	$15,056
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$297,220	$510,030	$602,815	$92,785
Sub-Total	$297,220	$510,030	$602,815	$92,785
Total	$568,255	$778,737	$886,578	$107,841

EXPLANATION/COMMENT ON PROGRAM REVENUES: The 1989-90 Adopted revenue remains at the 1988-89 budgeted level, except for two new programs; the State Legalized Immigrant Assistance Grant (SLIAG) - $55,404 and the Grossmont Hospital Parentcare Project - $2,832. The AB 8 allocation increased by $71,236. Actual revenues exceed budget by $71,474, primarily due to SLIAG and an increase of $27,663 in the AB 8 allocation over the budgeted amount.

Family Planning Title X revenue reflects only revenue related to services provided by the County. Revenues supporting contract services are reflected in the Primary Care budget, where the contract costs are incurred. Previously, this was reflected as a reallocation of revenues from Maternal Health to Primary Care.

The SLIAG revenues shown as actuals for FY 1988-89 are based upon the claims submitted to the State for FY 1987-88 as well as an accrual for claims to be submitted for FY 1988-89.

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.

FIXED ASSETS

Item	Quantity	Cost
Typewriter	1	$ 425
Videotape Player/Recorder	7	4,900
Total		$5,325

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Cervical Cancer Services: To improve productivity and cost effectiveness, these services have been combined with other activities.					
% OF RESOURCES:	5%	0(a)	0(a)	0(a)	0(a)
WORKLOAD					
Pap Smear Clinics					
Number of Patients County Provided (Clinics)	845(b)	0(b)	0(b)	0(b)	0(b)
Number of Abnormal Pap Smears County Provided (Clinics)	6	0(b)	0(b)	0(b)	0(b)
Cervical Dysplasia Clinics					
Number of Visits	774	847	1,005	825	1,005
Number of Pathology Reports	311	289	360	275	360
Cervical Cancer Nursing					
Number of PHN Visits/Contacts (a)	281	N/A(a)	N/A(a)	N/A(a)	N/A(a)
EFFICIENCY					
County Provided Pap Smear Clinic Patients	$ 60.44	$ 0	$ 0	$ 0	$ 0
Cervical Dysplasia Visits	$144.63	$142.77	$128.78	$149.33	$130.00
Cervical Cancer PHN Contact	$ 85.49	N/A(a)	N/A(a)	N/A(a)	N/A(a)
EFFECTIVENESS					
Percentage of Pap Smear Patients Requiring Follow-up County Provided	0.7%	N/A(b)	N/A(b)	N/A(b)	N/A(b)
Percent of patients treated at a pre-cancer stage	85%	88%	86%	85%	85%

(a) These resources and services are incorporated in Activity B
(b) Routine pap smear clinics were discontinued

PROGRAM: MATERNAL HEALTH		DEPARTMENT: HEALTH SERVICES			
ACTIVITY B: Other Maternal Health Services					
% OF RESOURCES:	35%	43%	42%	38%	39%
WORKLOAD					
Other Maternal Health Services Number of PHN Visits & Contacts	15,319	18,391(c)	17,896(c)	16,000	18,000(c)
EFFICIENCY					
Cost per PHN Visit/Contact	$ 44.45	$ 38.20	$ 39.47	$ 45.00	$ 41.00
EFFECTIVENESS					
N/A					
(c) Workload includes student nurse contacts.					
ACTIVITY C: Family Planning Service Activity					
% OF RESOURCES:	60%	57%	58%	62%	61%
WORKLOAD					
Number of Family Planning Users (includes PHN clients) County Provided	8,468	7,802	8,926	8,500	8,800
Contract Provided (North East San Diego Health Plan)	1,253	1,250	N/A(b)	N/A(b)	N/A(b)
Contract Provided (Community Medical Center)	788	369	N/A(b)	N/A(b)	N/A(b)
Contract Provided (Comprehensive Health Center)	1,763	1,712	N/A(a)	N/A(a)	N/A(a)
Contract Provider (Imperial Beach Community Clinic)	2,831	3,394	N/A(a)	N/A(a)	N/A(a)
Number of Family Planning Clinic Visits County Provided	6,984	6,737	6,955	8,000	7,200
Contract Provided (North East San Diego Health Plan)	1,495	1,397	N/A(b)	N/A(b)	N/A(b)
Contract Provided (Community Medical Center)	741	377	N/A(b)	N/A(b)	N/A(b)
Contract Provided (Comprehensive Health Center)	2,841	2,681	N/A(a)	N/A(a)	N/A(a)
Contract Provided (Imperial Beach Community Clinic)	6,648	4,623	N/A(d)	N/A(d)	N/A(d)

Number of PHN Family Planning Visits & Contacts	8,192	11,373(f)	10,510(f)	11,300(f)	10,500(f)
EFFICIENCY					
Cost per Family Planning User County Provided	$115.30	$133.44	$133.96	$118.71	$135.00
Contract Provided (North East San Diego Health Plan)	$ 64.16	$ 60.56	N/A(d)	N/A(d)	N/A(e)
Contract Provided (Community Medical Center)	$100.67	$110.11	N/A(d)	N/A(d)	N/A(d)
Contract Provided (Comprehensive Health Center)	$126.03	$110.46	N/A(e)	N/A(d)	N/A(d)
Contract Provided (Imperial Beach Community Clinic)	$ 88.96	$ 79.87	N/A(d)	N/A(d)	N/A(d)
Cost per Medical Encounter County Provided	$ 46.73	$ 48.15	$ 53.12	$ 45.08	$ 52.00
Contract Provided (North East San Diego Health Plan)	$31.29	$ 22.77	N/A(d)	N/A(d)	N/A(e)
Contract Provided (Community Medical Center)	$ 58.23	$ 58.63	N/A(d)	N/A(d)	N/A(e)
Contract Provided (Comprehensive Health Center)	$ 40.32	$ 29.23	N/A(d)	N/A(d)	N/A(d)
Contract Provided (Imperial Beach Community Clinic)	$ 32.12	$ 40.34	N/A(d)	N/A(d)	N/A(d)
Cost per PHN Visit/Contact	$ 26.82	$ 23.40	$ 20.76	$ 23.55	$ 22.00
EFFECTIVENESS					
Percent of Population in Need Serviced by the County of San Diego as Provider	N/A	6%	7%	6%	7%

(d) Beginning with the FY 1988-89 Proposed Budget, services provided under contract will be included in the Primary Care Program Budget.
(e) Contract terminated.
(f) Workload includes student nurse contacts.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4124	Chief, Maternal & Child Health	1	0.50	1	0.50	$ 43,698	$ 44,688
4192	Senior Physician	2	1.00	2	1.00	63,000	67,188
4193	Physician	3	1.58	3	1.58	86,963	92,131
4315	Chief, Public Health Laboratory	0	0.08	0	0.08	4,581	4,746
4560	Chief Nurse, Public Health	0	0.17	0	0.17	7,922	8,206
4805	Chief, Public Health Education	0	0.17	0	0.17	7,922	8,206
4300	Assistant Chief, Public Health Laboratory	0	0.08	0	0.08	3,957	4,099
4555	Assistant Chief Nurse, Public Health	0	0.00	0	0.33	0	15,252
4570	Supervising Public Health Nurse	3	3.00	3	3.00	118,692	124,452
2302	Administrative Assistant III	1	1.00	1	1.00	38,196	39,840
4842	Supervising Health Information Specialist	0	0.17	0	0.17	5,122	6,540
4844	Supervising Health Educator	0	0.33	0	0.33	12,144	12,716
4348	Supervising Public Health Microbiologist	0	0.08	0	0.08	3,207	3,172
4353	Senior Public Health Microbiologist	0	0.17	0	0.17	5,730	6,056
4567	Senior Public Health Nurse	3	3.25	3	3.25	109,941	117,156
2412	Analyst II	1	0.50	1	0.50	16,926	17,532
4103	Public Health Nutrition Manager	0	0.25	0	0.25	8,277	8,667
4565	Public Health Nurse II	20	15.50	20	15.67	501,270	541,628
4538	Staff Nurse II	4	3.08	4	3.08	94,535	98,383
4346	Public Health Microbiologist	1	0.92	1	0.92	28,248	29,304
4825	Health Educator	1	1.00	1	1.00	29,988	31,140
2745	Supervising Clerk	1	0.25	1	0.25	5,805	5,847
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
2730	Senior Clerk	1	1.33	1	1.33	26,256	27,584
4351	Senior Laboratory Assistant	0	0.08	0	0.08	1,712	1,805
4625	Licensed Vocational Nurse	2	2.00	2	2.00	39,216	42,480
2760	Stenographer	0	0.00	1	0.50	0	9,066
2756	Administrative Secretary I	1	1.00	1	1.00	17,772	18,060
4911	Social Services Aid II	3	3.00	3	3.00	52,812	52,992
4330	Laboratory Assistant	0	0.25	0	0.25	4,416	4,602
2700	Intermediate Clerk Typist	1	1.42	1	0.92	23,069	16,005
2493	Intermediate Account Clerk	1	1.00	0	0.00	16,680	0
4615	Nurses Assistant	1	1.00	1	1.00	16,260	17,448
2710	Junior Clerk Typist	1	0.00	0	0.00	0	0
	Total	53	45.16	52	44.66	$1,414,957	$1,499,815
Salary Adjustments:						$ (3,811)	$ 3,328
Premium/Overtime Pay:						3,100	3,100
Employee Benefits:						368,569	392,175
Salary Savings:						(35,274)	(26,740)
	Total Adjustments					$332,584	$371,863
Program Totals		53	45.16	52	44.66	$1,747,541	$1,871,678

PROGRAM: RECORDS AND STATISTICS | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 41002 | **ORGANIZATION #: 6000**
MANAGER: Donald G. Ramras, M.D. | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AY**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$228,760	$225,482	$235,198	$213,893	$259,013	21.1
Services & Supplies	317,165	481,815	399,159	429,080	429,080	0.0
Other Charges	0	0	2,470	2,470	2,470	0.0
Fixed Assets	6,931	7,864	0	0	7,900	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$552,856	$715,161	$636,827	$645,443	$698,463	8.2
PROGRAM REVENUE	$(959,288)	$(1,062,631)	$(1,079,958)	$(1,010,748)	$(1,080,748)	6.9
DEPARTMENT OVERHEAD	15,350	21,047	25,315	18,367	21,359	16.3
EXT. SUPPORT COSTS	189,678	273,057	294,114	275,376	315,274	14.5
NET GENERAL FUND CONTRIBUTION	$(201,404)	$(53,366)	$(123,702)	$(71,562)	$(45,652)	(36.2)
STAFF YEARS	10.00	9.99	10.61	9.58	10.91	13.9

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 63,804 birth and death records are expected to be processed in 1989-90. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actuals show no significant variations from Budget. The slight overexpenditure in salaries and benefits resulted from increased use of extra help to meet increased work volume and new state reporting requirements. These increased needs are provided for in the FY 1989-90 budget.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The FY 1989-90 Adopted salaries and benefits reflect an increase of 1.33 SY approved during the budget process, 1.00 SY Intermediate Clerk Typist for increased workload (Change Letter #36) and 0.33 SY Supervising Clerk redirected from Public Health Services Administration (Change Letter #35).

The activities of this program are summarized as follows:

1. Vital Records and Statistics (10.91 SY; E = $698,463 ; R = $1,080,748) is:

   - Mandated/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 63,804 birth and death records.
   - Providing 152,741 fee paid copies of vital records on file.
   - Processing 133,322 letters and orders for vital records information.

PROGRAM: RECORDS AND STATISTICS **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Certified Copies - Vital Statistics	$1,013,204	$ 966,504	$1,031,504	$65,000
Permits for Disposal of Human Remains	76,938	44,244	49,244	5,000
Returned Check Fee	490	0	0	0
Sub-Total	$1,090,632	$1,010,748	$1,080,748	$70,000
OTHER:				
Prior Year Revenue	$ (10,880)	$ 0	$ 0	$0
Other Miscellaneous	206	0	0	0
Sub-Total	$(10,674)	$0	$0	$0
Total	$1,079,958	$1,010,748	$1,080,748	$70,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE	$0	$0	$0	$0

EXPLANATION/COMMENT ON PROGRAM REVENUES: 1989-90 Adopted Revenues increased by $70,000 to reflect increased demand for this fee supported service. 1988-89 Actual Revenues reflect an overall increase of $69,210, 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 $79,394 from the budgeted level due to an increased demand for services.

FIXED ASSETS

Item	Quantity	Cost
Related Office Equipment	2	$ 3,700
Typewriters	7	4,200
Total		$7,900

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Records and Statistics					
% OF RESOURCES: 100%					
WORKLOAD					
Births Registered	40,638	43,181	46,350	42,864	46,350
Deaths Registered	16,741	16,913	17,454	16,776	17,454
Certified Copies of Births	35,343	35,381	40,984	34,668	40,984
Certified Copies of Deaths	105,455	105,470	111,757	105,252	111,757
Mail (Letters, Orders, etc.)	122,892	119,616	133,322	118,356	133,322
EFFICIENCY					
Average cost per document processed	$2.49	$2.09	$1.84	$2.04	$1.99
EFFECTIVENESS					
Percent of certified copies of birth and death records provided within 3 working days	96%	96%	96%	96%	96%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
4842	Supervising Health Information Specialist	0	0.08	0	0.08	$ 2,561	$ 3,270
4825	Health Educator	0	0.08	0	0.08	2,499	2,595
2725	Principal Clerk	1	1.00	1	1.00	26,916	28,452
2745	Supervising Clerk	1	1.00	2	1.33	23,220	31,184
2730	Senior Clerk	2	1.42	2	1.42	27,897	29,308
2700	Intermediate Clerk Typist	5	5.00	6	6.00	81,420	104,760
9999	Extra Help		1.00		1.00	9,970	9,274
	Total	9	9.58	11	10.91	$174,483	$208,843
Salary Adjustments:						$ (443)	$ 443
Premium/Overtime Pay:						1,100	1,100
Employee Benefits:						42,853	52,184
Salary Savings:						(4,100)	(3,557)
	Total Adjustments					$39,410	$50,170
Program Totals		9	9.58	11	10.91	$213,893	$259,013

PROGRAM: SUPPORT SERVICES | **DEPARTMENT: HEALTH SERVICES**

PROGRAM #: 92199 | **ORGANIZATION #: 6000**
MANAGER: William J. Burfitt | **REFERENCE: 1989-90 Proposed Budget - Pg: 12AZ**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,855,352	$3,685,838	$3,769,597	$3,752,308	$3,895,005	3.8
Services & Supplies	299,381	800,860	1,251,977	337,178	556,412	65.0
Other Charges	0	0	39,791	29,640	29,640	0.0
Fixed Assets	6,922	56,510	94,913	42,700	178,731	318.6
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$3,161,655	$4,543,208	$5,156,278	$4,161,826	$4,659,788	12.0
PROGRAM REVENUE	$(2,687,407)*	$(3,816,295)*	$(4,640,650)	$(3,620,788)*	$(4,054,016)*	12.0
DEPARTMENT OVERHEAD	0	0	0	0	0	0.0
EXT. SUPPORT COSTS	0	0	0	0	0	0.0
NET GENERAL FUND CONTRIBUTION	$474,248	$726,913	$515,628	$541,038	$605,772	12.0
STAFF YEARS	94.14	110.30	113.62	119.52	111.02	(7.1)

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 Administration and EDP Support functions, the DHS Storeroom, Mail Center and the DHS Pharmacy.

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 payers 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actual Direct Costs of Support Services are greater than Budgeted due to prior year costs, mid-year appropriations and the increase of many support costs which have continued to rise without a corresponding increase in appropriations. Items which have continued to increase in cost and support the entire department include the cost of postage, pharmaceuticals, advertising, repairs and maintenance, and storeroom supplies. Expenditures were also made for software for the Department's VAX mini-computer to serve the entire department, for which the cost was not included in SANCAL financing. The requested but not appropriated costs of security contracts also contributes to services and supplies over expenditures. Laundry costs (both County and contract), were also above the budgeted level even though a savings of unappropriated increases in the cost of that service will be saved with the closing of the County Laundry. Although Direct Costs were above FY 1988-89 Budget the Net General Fund Contribution was on target.

1989-90 OBJECTIVES

1. To continue to provide necessary administrative and fiscal services to support 19 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 168,000 pharmacy prescriptions and issues.

4. To process 4,200 storeroom issues and receipts.

5. To complete the relocation of the Askew facility as well as portions of the Grantville facility's operations into the Health Services Complex.

6. Measure the effectiveness of pilot Labor Management Committees in increasing job satisfaction of hospital employees in DHS and decreasing absenteeism and turnover.

7. Select database for the Department's minicomputer.

8. Install spreadsheet software on the Department's minicomputer.

9. Purchase and install an uninterruptible power supply to complete implementation of the DHS minicomputer system.

1989-90 SUB PROGRAM ACTIVITIES

The Support Services Program includes Management Services, under the Deputy Director, 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 Mail Center. It centralizes all of these functions to provide more efficient and cost effective services to meet the needs of the direct service programs.

The DHS Laundry, under the Deputy Director of Physical Health Services, was closed mid-year and the corresponding funds transferred to Edgemoor Geriatric Hospital and Mental Health Services for the provision of contract laundry services.

Services and supplies increase due to support cost allocations from various mid-year actions.

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 include medication and treatment carts, medication cassettes, a refrigerator/freezer and facsimile equipment for the Pharmacy and an uninterruptible power supply to complete implementation of the DHS mini computer system. The cost of the program is 87% revenue offset.

Each program activity is summarized as follows:

1. Management and General Administration Division (19.27 SY; E = $766,261 ; R = $662,930) 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.
- Including replacement typewriters and computer equipment.
- Serving as a word processing center providing word processing services for the entire Department.
- Providing mail and courier services for the entire Department.

2. Accounts Payable Division (14.25 SY; E = $590,037 ; R = $511,787) 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.
- Responsible for the supervision of the departmental copy center.
- Responsible for the supervision of the departmental storeroom which serves as receiving points and limited storage area for the Department.
- Having no changes in staffing.
- Including material handling equipment for the Storeroom.

3. EDP Support Division (6.00 SY; E = $332,739 ; R = $296,764) 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.
- Including an uninterruptible power supply to complete implementation of the Department of Health Services minicomputer.

4. Fiscal Division (35.00 SY; E = $1,438,438 ; R = $1,251,691) is:

- Mandated/Discretionary Service Level.
- Responsible 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, 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.
- Adding two cashiers to provide services for Environmental Health Services.
- Including a telephone answering machine.

5. Personnel Division (22.25 SY; E = $917,076 ; R = $795,057) is:

- Mandated/Discretionary Service Level.
- Providing personnel services, in cooperation with the County Department of Human Resources, for: recruitment, examinations, staff utilization, employee relations (including negotiations, meet and confer and grievances); affirmative action; disciplinary action; payroll administration; staff development; and, personnel statistics and reports.
- Consulting with and advising department management, staff, and representatives of other departments and organizations concerning personnel administration and staff development matters.
- Providing personnel services for 2,850 Health Services Department employees (annual budgeted positions, plus turnover).
- Adding 1.00 staff year of Analyst II to meet the requirement of the December, 1988 ratification of a new union representing 20% of the Department of Health Services employees which requires, in accordance with the Memorandum of Agreement, the establishment of a departmental Labor Management committee that will meet quarterly and three Labor Management Committees, one each at Edgemoor, Loma Portal and the San Diego County Psychiatric Hospital to meet every other month.

6. Pharmacy (14.25 SY; E = $615,237 ; R = $535,787) 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 process 168,000 inpatient pharmacy orders, outpatient prescriptions and clinic issues during FY 1989-90.
- Annualizing 0.50 staff years of a Pharmacist position appropriated in the FY 1988-89 budget for six months to provide the full year's appropriation as well as adding 2.00 SY Pharmacy Assistants and 1.00 SY Pharmacist to expand the hours of operation from 40 to 80 hours per week to initiate a unit dose drug distribution system and meet requirements of the Joint Commission on Accreditation of Health Care Organizations (JCAHO) at Loma Portal and the new San Diego County Psychiatric Hospital at Rosecrans.
- Including medication and treatment carts, medication cassettes, and a refrigerator/freezer for use in its new location at the Health Services Complex as well as facsimile equipment for transmitting patient data more timely and efficiently between locations.

PROGRAM: SUPPORT SERVICES **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER:				
Various Funding Source	$4,640,650	$3,620,788	$4,054,016	$433,228
Sub-Total	$4,640,650	$3,620,788	$4,054,016	$433,228
Total	$4,640,650	$3,620,788	$4,054,016	$433,228

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
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.				
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Support Services is funded through direct funding. Revenue has gone up from FY 1989-90 Budget proportionate to the increase in the program's direct cost.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	28	$108,686
Medical Equipment	12	10,000
Visual Aid Chart Copier	1	3,000
Refrigerator and/or Freezer	2	6,700
Facsimile Equipment	7	16,000
Telephone Answering Device	1	4,500
Typewriters	20	1,480
Video Equipment	2	20,865
Material Handling Equipment	2	7,500
Total		$178,731

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Support Services					
% OF RESOURCES: 100%					
WORKLOAD					
Claims and receiving requests processed	37,600	38,405	42,500	41,000	44,000
Number of employees, plus estimated new hires	2,300	2,726	2,800	2,800	2,850
Number of inpatient pharmacy orders processed, outpatient prescriptions, clinic issues	116,500	116,000	118,000	125,000	168,000
Storeroom issues and receipts	2,950	3,007	3,700	3,200	4,200(a)
EFFICIENCY					
Unit cost per pharmacy prescription/issue (b)	$ 9.88	$11.02	$12.28	$12.38	$ 9.73
Pharmacy prescriptions/issues per staff year	12,500:1	11,600:1	11,000:1	10,900:1	12,000:1(a)
EFFECTIVENESS					
Not applicable.					

(a) Represents centralization of storeroom activities at the Health Services Complex (excluding Edgemoor Geriatric Hospital).

(b) 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.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
DHS MANAGEMENT SERVICES - DEPUTY DIRECTOR							
2232	Deputy Director, Management Services	1	1.00	1	1.00	$ 54,912	$ 61,176
2370	Administrative Services Manager III	1	1.00	1	1.00	47,532	52,980
2758	Administrative Secretary III	1	1.00	1	1.00	23,316	25,488
2730	Senior Clerk	1	1.00	0	0.00	19,692	0
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,772
	Subtotal	4	4.00	4	4.00	$ 145,452	$ 160,416
DHS MANAGEMENT SERVICES - ADMINISTRATION DIVISION							
2367	Principal Administrative Analyst	1	1.00	1	1.00	44,160	41,484
2302	Administrative Assistant III	1	1.00	1	1.00	38,196	39,840
2413	Analyst III	2	2.00	2	2.00	76,440	77,976
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
2303	Administrative Assistant II	1	1.00	1	1.00	33,780	33,684
2306	Administrative Trainee	1	1.00	1	1.00	21,948	26,064
3008	Sr. Word Processor Operator	1	1.00	1	1.00	21,876	23,124
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
3009	Word Processor Operator	1	1.00	1	1.00	19,428	19,812
2700	Intermediate Clerk Typist	3	1.00	3	1.00	16,284	17,460
3074	Senior Mail Clerk Driver	1	1.00	1	1.00	19,452	21,684
3039	Mail Clerk Driver	4	3.00	4	3.00	53,028	55,476
	Subtotal	18	15.00	18	15.00	$ 398,136	$ 412,356
DHS MANAGEMENT SERVICES - ACCOUNTS PAYABLE DIVISION							
2413	Analyst III	1	1.00	1	1.00	38,220	38,988
2403	Accounting Technician	1	1.00	1	1.00	22,116	20,880
2658	Storekeeper II	1	1.00	1	1.00	21,480	22,392
2662	Pharmacy Storekeeper	1	1.00	1	1.00	20,988	21,864
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2510	Senior Account Clerk	1	1.00	1	1.00	19,536	20,940
3050	Offset Equipment Operator	1	1.00	1	1.00	19,440	20,940
2664	Pharmacy Stock Clerk	2	2.00	2	2.00	35,688	37,368
2493	Intermediate Account Clerk	2	2.00	2	2.00	33,360	33,864
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,284	17,460
2650	Stock Clerk	2	2.00	2	2.00	32,616	35,400
	Subtotal	14	14.00	14	14.00	$ 279,420	$ 290,784
DHS MANAGEMENT SERVICES - EDP DIVISION							
2499	Principal Systems Analyst	1	1.00	1	1.00	49,908	51,696
2525	Senior Systems Analyst	1	1.00	1	1.00	46,356	48,024
2427	Associate Systems Analyst	2	2.00	2	2.00	76,776	78,936
2426	Assistant Systems Analyst	2	2.00	2	2.00	62,688	68,208
	Subtotal	6	6.00	6	6.00	$ 235,728	$ 246,864

DHS MANAGEMENT SERVICES - FISCAL DIVISION

2536	Health Services Finance Officer	1	1.00	1	1.00	45,252	50,424
2505	Senior Accountant	5	5.00	5	5.00	180,240	188,040
2425	Associate Accountant	10	10.00	10	10.00	301,200	310,200
2500	Junior Accountant	1	1.00	1	1.00	24,828	27,036
2405	Assistant Accountant	2	1.00	2	1.00	29,124	26,616
2403	Accounting Technician	2	2.00	2	2.00	44,232	41,760
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2510	Senior Account Clerk	3	3.00	3	3.00	58,608	62,820
2430	Cashier	4	4.00	6	6.00	70,560	110,808
2760	Stenographer	1	0.00	1	0.00	0	0
2756	Administrative Secretary I	1	1.00	1	1.00	17,772	18,060
2700	Intermediate Clerk Typist	4	1.00	4	1.00	16,284	17,460
2493	Intermediate Account Clerk	4	3.00	4	3.00	50,040	50,796
	Subtotal	39	33.00	41	35.00	$ 857,832	$ 924,708

DHS MANAGEMENT SERVICES - PERSONNEL DIVISION

2312	Departmental Personnel & Training Administrator	1	1.00	1	1.00	48,672	50,424
2328	Departmental Personnel Officer II	2	2.00	2	2.00	75,792	77,760
2412	Analyst II	0	0.00	1	1.00	0	35,064
2356	Video Production Coordinator	1	1.00	1	1.00	33,360	34,560
2359	Audio-Visual Specialist	1	1.00	1	1.00	26,400	28,596
2745	Supervising Clerk	1	1.00	1	1.00	23,220	23,388
2320	Personnel Aid	2	2.00	2	2.00	44,376	47,112
2761	Group Secretary	1	1.00	1	1.00	20,640	22,824
2511	Senior Payroll Clerk	5	5.00	5	5.00	99,900	109,380
2494	Payroll Clerk	5	5.00	5	5.00	85,440	94,320
2700	Intermediate Clerk Typist	3	2.00	3	2.00	32,568	34,920
	Subtotal	22	21.00	23	22.00	$ 490,368	$ 558,348

DHS LAUNDRY

6510	Laundry Supervisor	1	1.00	0	0.00	21,432	0
6530	Laundry Worker III	1	1.00	0	0.00	18,924	0
6531	Laundry Worker II	5	5.00	0	0.00	87,720	0
7520	Sewing Room Operator	1	1.00	0	0.00	15,180	0
6500	Laundry Worker I	7	7.00	0	0.00	96,012	0
	Subtotal	15	15.00	0	0.00	$ 239,268	$ 0

DHS PHARMACY

4245	Chief Pharmacist	1	1.00	1	1.00	49,200	50,964
4250	Pharmacist	4	3.50	5	5.00	155,988	231,900
4260	Pharmacy Technician	1	1.00	1	1.00	24,060	25,632
4255	Pharmacist Assistant	4	4.00	6	6.00	75,264	118,728
7516	Delivery Vehicle Driver	1	1.00	1	1.00	19,704	18,444
	Subtotal	11	10.50	14	14.00	$ 324,216	$ 445,668

9999	Extra Help		1.02		1.02	7,975	7,418
	Total	129	119.52	120	111.02	$2,978,395	$3,046,562
Salary Adjustments:						$12,844	$42,910
Premium/Overtime Pay:						25,200	25,200
Employee Benefits:						811,514	832,441
Salary Savings:						(75,645)	(52,108)
	Total Adjustments					$ 773,913	$ 848,443
Program Totals		129	119.52	120	111.02	$3,752,308	$3,895,005

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: HEALTH SERVICES

PROGRAM #: 92199

ORGANIZATION #: 6000

MANAGER: J. William Cox, M.D., Ph.D.

REFERENCE: 1989-90 Proposed Budget - Pg: 12BC

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,192,496	$1,815,413	$1,548,063	$1,476,800	$1,881,897	27.4
Services & Supplies	133,422	194,625	410,948	83,745	250,635	199.3
Other Charges	0	5,324	20,433	14,820	14,820	0.0
Fixed Assets	0	27,355	11,701	9,968	16,390	64.4
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$1,325,918	$2,042,717	$1,991,145	$1,585,333	$2,163,742	36.5
PROGRAM REVENUE	$(1,127,030)*	$(1,715,882)*	$(1,792,030)*	$(1,379,239)*	$(1,882,456)*	36.5
DEPARTMENT OVERHEAD	0	0	0	0	0	0.0
EXT. SUPPORT COSTS	0	0	0	0	0	0.0
NET GENERAL FUND CONTRIBUTION	$198,888	$326,835	$199,115	$206,094	$281,286	36.5
STAFF YEARS	22.91	41.72	33.08	28.75	31.92	11.0

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, Physical Health Services and Alcohol & Drug Abuse Services. The Deputy Directors oversee the overall activities of their individual programs.

The cost of this program is allocated to the direct service program 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 payers 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 1988-89 Actual Direct Costs of Department Administration are greater than Budgeted Direct Costs due to the mid-year appropriation of $155,491 in SLIAG funds to Physical Health Services Administration as well as over expenditures in that Service as well as in Public Health Services Administration. In Salaries and Benefits Physical Health Services Administration generated costs by adding a Legislative Analyst position and the utilization of temporary contract help. Also, late in the year, Alcohol and Drug Abuse Services were reorganized and added a new Deputy Director. Although Direct Costs were above FY 1989-90 Budget, the net General Fund Contribution was on target.

1989-90 OBJECTIVES

1. To provide direction to the department and the 19 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.

1989-90 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 increase due to the addition of positions in Physical Health Services Administration as well as the addition of the position of Deputy Director Alcohol and Drug Abuse Services and clerical support. Services and supplies increase due to the inclusion of funds to support this staff as well as the mid-year appropriation of additional support costs, particularly in Physical Health Services.

The activities of this program are summarized as follows:

1. Director's Office (6.12 SY; E = $419,768 ; R = $377,491) is:

   - Mandated/Discretionary Service Level.
   - 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.
   - Offset by 87% program revenue.
   - Established by County Administrative Code, Article XV, Section 231.
   - Including the FY 1988-89 positions classified as Department Public Affairs Officer rather than Public Affairs Officer and Administrative Secretary III rather than Administrative Secretary IV.
   - Including one computer system.

2. Office of AIDS Coordination (1.00 SY; E = $64,900 ; R = $0) is:

   - Discretionary/Discretionary Service Level.
   - Continuing to include the position of Chief of AIDS Coordination fully funded by the Department of Health Services to head this 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).
   - 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.

3. Physical Health General Administration (11.59 SY; E = $776,572 ; R = $695,509) is:

   - Mandated/Discretionary Service Level.
   - Administering the medical and nursing services at County Correctional Facilities, Edgemoor Geriatric Hospital, the operating agreement with University Hospital, County Medical Services, Emergency Medical, Immigration Health and Primary Care Services.
   - Offset by 87% program revenue.
   - Adding 3.00 new staff years including a second position of Assistant Deputy Director, Physical Health Services, 1.00 Associate Systems Analyst, and 1.00 SY Analyst III to support the large incremental growth in this service and as concluded in a special study conducted by the CAO's office.
   - Including the mid-year addition of Legislative Analyst.

4. Public Health General Administration (5.12 SY; E = $356,803 ; R = $321,018) is:

   - Mandated/Discretionary Service Level.
   - Responsible for the overall direction of public health programs and for enforcing the health and sanitary laws of the County.
   - Adding and deleting positions further implementing the reorganization of Public Health Services that began mid-year to centralize operations and improve general service coordination, planning and resource development.
   - Offset by 87% program revenue.

5. Planning, Policy and Development (6.09 SY; E = $419,768 ; R = $375,491) is:

   - Discretionary/Discretionary Service Level.
   - Responsible for the Department's strategic planning to develop long-term solutions to departmental issues, coordination of the department's direction and system/organization development, and provides oversight and general direction on special projects of the Director's office.
   - Offset by 87% program revenue.
   - Adding the mid-year reclassification of Analyst III to Principal Administrative Analyst.
   - Including one computer system.

6. Alcohol & Drug Abuse Services (2.00 SY; E = $125,931 ; R = $112,947) is:

   - Mandated/Discretionary Service Level.
   - Adding the new positions of Deputy Director, Alcohol & Drug Abuse Services and Administrative Secretary III to implement the Department's restructuring to meet the expressed interest and intent of the Board of Supervisors and the State legislature to increase the linkages and provide greater administrative and operational relationships between Alcohol Services and Drug Abuse Services.
   - Offset by 90% program revenue.
   - Adding fixed asset equipment to support the Deputy Director including computer equipment and office furniture.

PROGRAM: DEPARTMENT ADMINISTRATIONH **DEPARTMENT: HEALTH SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Various Funding Sources	$1,792,030	$1,379,239	$1,882,456	$503,217
Sub-Total	$1,792,030	$1,379,239	$1,882,456	$503,217
Total	$1,792,030	$1,379,239	$1,882,456	$503,217

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
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.				
Total	$0	$0	$0	$0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Department Administration is funded through direct program funding. Revenue is up from budgeted proportionate to the increase in the program's direct costs.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	18	$ 12,390
Desk	1	1,900
Credenza	1	1,200
Conference Table	1	400
Typewriter	1	500
Total		$16,390

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
DHS GENERAL ADMINISTRATION - DIRECTOR'S OFFICE							
2126	Director, Health Services	1	1.00	1	1.00	$ 92,724	$ 104,244
2270	Asst. Director, Health Svcs.	1	1.00	1	1.00	73,704	78,552
2414	Analyst IV	1	1.00	1	1.00	44,712	46,332
8884	Public Affairs Officer	1	1.00	0	0.00	37,152	0
2324	Department Public Affairs Officer	0	0.00	1	1.00	0	33,348
2759	Administrative Secretary IV	2	2.00	1	1.00	52,512	29,052
2758	Administrative Secretary III	0	0.00	1	1.00	0	25,488
	Subtotal	6	6.00	6	6.00	$300,804	$317,016
DHS OFFICE OF AIDS COORDINATION*							
0970	Chief, Office of AIDS Coordination	1	1.00	1	1.00	48,696	50,916
	Subtotal	1	1.00	1	1.00	$48,696	$50,916
DHS PHYSICAL HEALTH SERVICES GENERAL ADMINISTRATION							
2130	Medical Director, Health Services	1	1.00	1	1.00	76,104	81,072
2223	Deputy Director, Physical Health Services	1	1.00	1	1.00	71,988	76,764
0305	Assistant Deputy Director, Physical Health Services	1	1.00	2	2.00	49,884	120,480
4107	Health Planning & Program Specialist	1	1.00	1	1.00	43,092	45,792
2427	Associate Systems Analyst	0	0.00	1	1.00	0	39,468
2413	Analyst III	0	0.00	1	1.00	0	38,988
2410	Legislative Analyst	0	0.00	1	1.00	0	37,668
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
2758	Administrative Secretary III	1	1.00	1	1.00	23,316	25,488
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2757	Administrative Secretary II	1	0.50	1	0.50	10,638	10,386
	Subtotal	8	7.50	12	11.50	$328,566	$531,858
DHS PLANNING, POLICY AND DEVELOPMENT							
2227	Deputy Director, Planning, Policy and Development	1	1.00	1	1.00	51,888	62,208
2414	Analyst IV	1	1.00	1	1.00	44,712	46,332
2367	Principal Administrative Analyst	0	0.00	1	1.00	0	41,484
2413	Analyst III	1	1.00	0	0.00	38,220	0
2412	Analyst II	1	1.00	1	1.00	33,852	35,064
2730	Senior Clerk	1	1.00	1	1.00	19,692	20,688
2757	Administrative Secretary II	1	1.00	1	1.00	21,276	20,772
	Subtotal	6	6.00	6	6.00	$209,640	$226,548

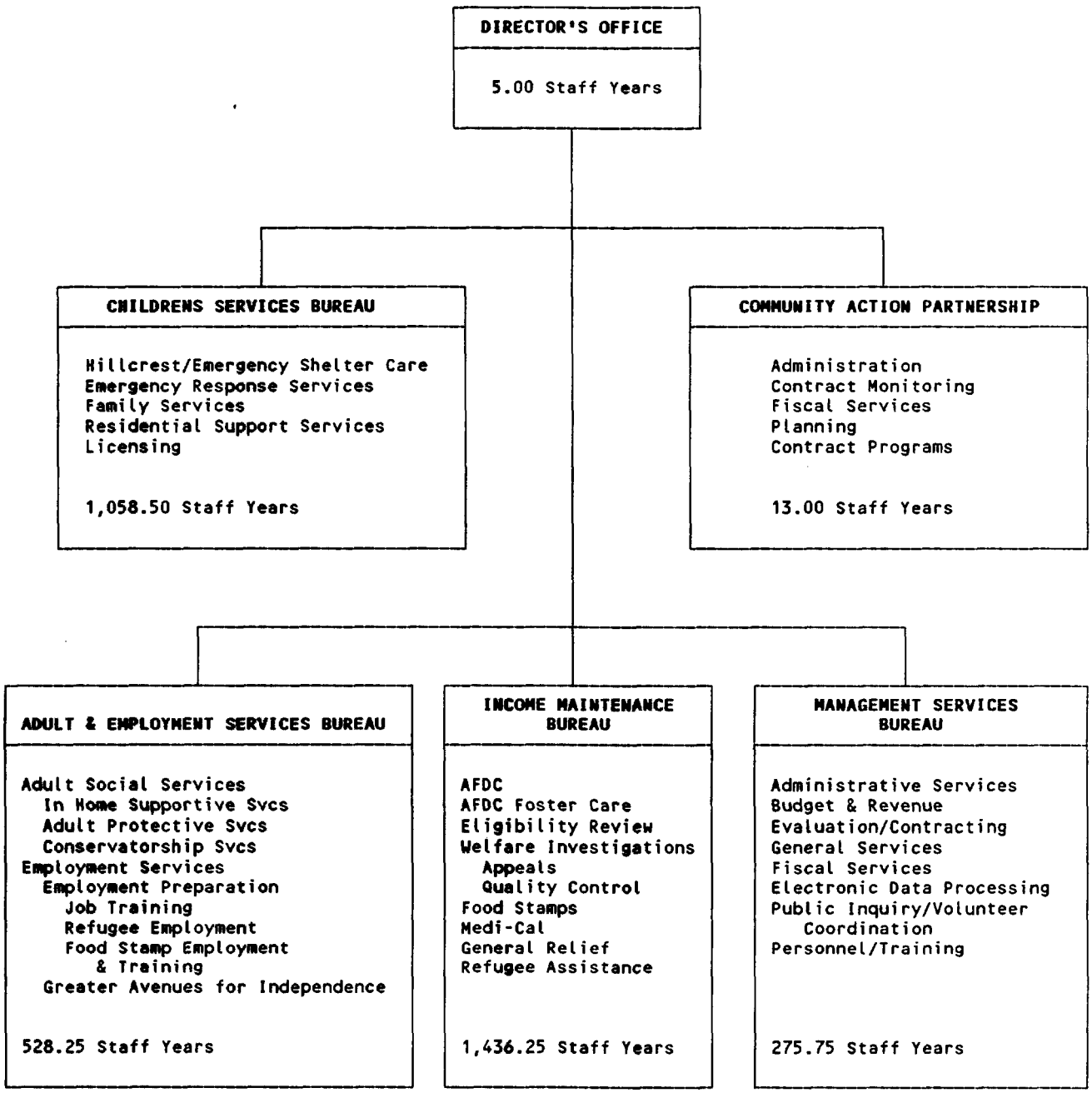
* Additional staff for the Office of AIDS Coordination are in the Community Disease Control Program.

DHS PUBLIC HEALTH GENERAL ADMINISTRATION							
2221	Deputy Director, Public Health Services	1	1.00	1	1.00	91,104	99,348
0951	Assistant Deputy Director, Public Health Services	0	0.00	1	1.00	0	60,780
2305	Chief, Administrative Services (T)	1	1.00	1	1.00	44,580	46,188
2302	Administrative Assistant III	1	1.00	0	0.00	38,196	0
2304	Administrative Assistant I	0	0.00	1	1.00	0	28,188
2725	Principal Clerk	1	1.00	0	0.00	26,916	0
2758	Administrative Secretary III	1	1.00	1	1.00	23,316	25,488
2745	Supervising Clerk	2	1.33	0	0.00	30,960	0
2760	Stenographer	1	0.50	0	0.00	8,808	0
2700	Intermediate Clerk Typist	1	1.00	0	0.00	16,284	0
	Subtotal	9	7.83	5	5.00	$280,164	$259,992
DHS ALCOHOL & DRUG ABUSE SERVICES							
8802	Deputy Director, Drug & Alcohol Services	0	0.00	1	1.00	0	57,912
2758	Administrative Secretary III	0	0.00	1	1.00	0	25,488
	Subtotal	0	0.00	2	2.00	$0	$83,400
9999	Extra Help		0.42		0.42	7,361	6,847
	Total	30	28.75	32	31.92	$1,175,231	$1,476,577
Salary Adjustments:						$ 5,050	$ 20,751
Premium/Overtime Pay:						7,200	7,200
Employee Benefits:						319,060	402,569
Salary Savings:						(29,741)	(25,200)
	Total Adjustments					$301,569	$405,320
Program Totals		30	28.75	32	31.92	$1,476,800	$1,881,897

DEPARTMENT OF SOCIAL SERVICES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Adult & Employment Bureau							
Adult Social Services	10,887,942	$11,336,815	$12,472,536	$12,314,805	$12,600,212	$285,407	2.3
Employment Services	8,486,395	12,984,766	21,568,354	32,742,547	22,823,647	(9,918,900)	(30.3)
Childrens Svcs Bureau	22,833,177	27,141,261	34,734,748	32,072,161	41,181,156	9,108,995	28.4
Community Action Ptnrshp	6,112,335	6,325,058	6,592,108	6,499,430	7,357,083	857,653	13.2
Income Maintenance Bureau							
Aid to Families with Dependent Children	262,081,378	293,403,454	328,449,345	328,167,187	366,408,195	38,241,008	11.7
Aid to Families with Dependent Children-Foster Care	36,524,507	44,291,074	53,322,707	48,573,644	59,944,993	11,371,349	23.4
Eligibility Review	2,367,499	2,909,463	3,225,920	3,188,126	3,288,320	100,194	3.1
Food Stamp Admin	3,264,019	3,912,678	4,221,856	3,373,636	4,493,848	1,120,212	33.2
General Relief	11,312,134	13,813,899	18,117,629	18,855,075	20,692,347	1,837,272	9.7
Medi-Cal	7,130,952	7,784,179	8,382,660	8,198,276	9,343,166	1,144,890	14.0
Refugee Assistance	10,136,264	7,536,957	6,147,145	6,049,477	6,165,197	115,720	1.9
Management Svcs Bureau	5,822,057	7,825,524	8,860,498	7,860,286	9,767,477	1,907,191	24.3
Department Admin	914,267	1,016,447	1,102,882	954,460	1,037,125	82,665	8.7
TOTAL DIRECT COST	$387,872,926	$440,281,575	$507,198,388	$508,849,110	$565,102,766	$56,253,656	11.1
PROGRAM REVENUE	(350,738,305)	(400,794,868)	(458,534,356)	(462,969,250)	(513,134,670)	(50,165,420)	10.8
NET GENERAL FUND COST	$37,134,621	$39,486,707	$48,664,032	$45,879,860	$51,968,096	$6,088,236	13.3
STAFF YEARS	2,448.00	2,695.50	3,020.75	2,974.00	3,316.75	342.75	11.5

DEPARTMENT OF SOCIAL SERVICES



PROGRAM: ADULT SOCIAL SERVICES **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 27004 **ORGANIZATION #: 3900**
MANAGER: T. SCHWEND / **REFERENCE: 1989-90 Proposed Budget-Pg. 13E**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,869,292	$6,277,558	$6,252,762	$6,214,163	$6,512,261	4.8
Services & Supplies	508,178	550,929	724,351	729,368	729,368	0.0
IHSS Contract	4,510,472	4,508,328	5,472,399	5,348,250	5,358,583	0.2
Fixed Assets	0	0	23,024	23,024	0	(100.0)
TOTAL DIRECT COST	$10,887,942	$11,336,815	$12,472,536	$12,314,805	$12,600,212	2.3
PROGRAM REVENUE	$(7,736,406)	$(7,419,583)	$(7,857,159)	$(7,956,769)	$(8,099,102)	1.8
NET GENERAL FUND CONTRIBUTION	$3,151,536	$3,917,232	$4,615,377	$4,358,036	$4,501,110	3.3
STAFF YEARS	185.00	190.00	189.00	191.00	191.00	0.0

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 for all cases, whether individual or contract. Case management includes eligibility determination, assessment of needs, maintenance of records, authorizing payment of services, and assisting clients in obtaining other services as required.

Services are available to all persons who meet eligibility criteria established by State regulation.

The In-Home Supportive Services (IHSS) 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, 1990, providing a maximum of 715,000 hours of service. The County staff assigned to this program monitor the contract through random field reviews, monthly 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.

PROGRAM DESCRIPTION (continued)

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual salaries and benefits are higher than budgeted by the amount of the negotiated salary increases. The IHSS contract expenditure includes expenditure appropriated to the prior year.

1989-90 OBJECTIVES

1. To make initial contact within seven days, on In-Home Supportive Services referrals, at least 85% 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 5 days upon assignment of a case to Conservatorship, at least 90% of the time.

4. To ensure provision of In-Home Supportive Services to 11,104 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Adult Social Services administration (2.00 SY; E = $94,970; R = $66,840) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for operating Adult Services programs with expenditures of $12,600,212 and for managing 191 staff years.

2. In-Home Supportive Services (IHSS) Case Management, & Program Operations (104.00 SY; E = $3,555,564; R = $2,502,425) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for providing case management services for all clients, for maintaining records, and authorizing payments.
   - Projecting an increased caseload. The total individual provider and contract monthly average caseload is expected to increase to 11,229 cases from the 10,535 1988-89 actual cases.

3. In-Home Supportive Services (IHSS) Contract Management Staff (8.00 SY; E = $300,312; R = $211,361) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for monitoring the IHSS contract providing 729,778 hours of service to IHSS recipients this fiscal year.

4. In-Home Supportive Services (IHSS) Contract & Individual Care Provider Payments (0.00 SY; E = $5,358,583; R = $3,547,335) is:

   - Mandated/Mandated Service Level.
   - Providing 729,778 hours of service this fiscal year to IHSS recipients by contracted homemakers and an estimated 10,002,914 hours of service to IHSS recipients through independent providers.
   - Providing contracted services for a total cost of $5,358,583.
   - Budgeting for a County match of $1,811,248, the revised 1987-88 allocation base fixed by law as a maximum for 1988-89 and future years. This includes matching funds required for independent provider expenditures which are paid directly by the State through the State's computerized payroll system.

5. Adult Protective Services (APS) (31.00 SY; E = $1,141,626; R = $803,483) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for providing services such as crisis intervention, case management, and counseling for neglected, exploited, or abused adults.
   - Reclassifying at mid-year 1988-89 3.00 SY Sr. Social Work Supervisor to Protective Service Supervisor; 5.00 SY Social Worker V to Sr. Protective Services Worker; 13.00 SY Social Worker IV to Protective Service Worker.

6. Conservatorship Services (46.00 SY; E = $2,149,158; R = $967,658) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible, under agreement with the San Diego County Department of Health Services, for providing case management to adults whom the Superior Court has found to be gravely disabled and a danger to themselves or others.
   - Reclassifying at mid-year 1988-89 4.00 SY Sr. Social Work Supervisor to Protective Service Supervisor; 4.00 SY Social Worker V to Sr. Protective Services Worker; 19.00 SY Social Worker IV and 5.00 SY Social Worker III to 24.00 SY Protective Service Worker.

PROGRAM: ADULT SOCIAL SERVICES **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANT:				
County Services Block Grant (CSBG) (25% match required)	$3,523,198	$3,496,709	$3,559,722	$63,013
Short-Doyle (10% match required)	1,063,535	1,019,348	967,658	(51,690)
In-Home Supportive Services (IHSS) (match required)*	3,261,230	3,416,303	3,547,335	131,032
Non-Medical Out-of-Home Care	9,196	24,409	24,387	(22)
Sub-Total	$7,857,159	$7,956,769	$8,099,102	$142,333
Total	$7,857,159	$7,956,769	$8,099,102	$142,333

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
County Services Block Grant (CSBG)	$1,174,399	$1,165,570	$1,186,574	$21,004
Short-Doyle	118,171	113,260	107,401	(5,859)
In-Home Supportive Services (IHSS)	1,811,248	1,931,947	1,811,248	(120,699)
Sub-Total	$3,103,818	$3,210,777	$3,105,223	$(105,554)
GENERAL FUND SUPPORT:				
County Services Block Grant Shortfall	$652,503	$163,652	$321,788	$158,136
Unfunded Short-Doyle Expenditures	859,056	983,607	1,074,099	90,492
Sub-Total	$1,511,559	$1,147,259	$1,395,887	$248,628
Total	$4,615,377	$4,358,036	$4,501,110	143,074

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Non-medical out-of-home care actual revenues are less than budgeted; expenditures associated with only a very narrowly defined category of clients can be claimed against this revenue source. The revenue match for CSBG and Short-Doyle is higher than budgeted and consistent with the higher than budgeted amount of revenue from those sources shown in this Program. The IHSS match is lower than budgeted in accordance with the maximum fixed by law. The CSBG shortfall is higher than budgeted because the actual allocation was less than budgeted and because a change in State regulations mid-year mandated that certain staff training expenses be claimed against this revenue source rather than being spread to the associated programs.

Revenues and match budged for 1989-90 are consistent with current estimates of allocations and match requirements.

* 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 total allocation is anticipated to be $56,072,428 requiring a County match of $1,811,248. This match 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.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
Workload (monthly)					
IHSS individual provider cases	6,532	8,103	8,544	8,265	8,829
IHSS cases served by contract	2,035	2,022	1,991	2,275	2,400
IHSS total cases	8,567	10,125	10,535	10,540	11,229
Adults provided protective services	1,022	1,153	1,338	1,280	1,403
Adults provided conservatorship services	1,637	1,600	1,642	1,620	1,700
Total AIDS cases included in IHSS, APS, Conservatorship	N/A	N/A	N/A	N/A	385
Efficiency					
IHSS total cases per Social Worker	168	198.5	207	207	220
Adult Protective cases per Social Worker	49	55	64	61	67
Conservatorship Cases per Social Worker	58	57	59	58	61
Effectiveness					
To make initial contact within 7 days of IHSS referral	95%	98%	95%	95%	95%
To make initial contact within 5 days of APS referral	94%	94%	80%	75%	75%
To make initial contact within 24 hours, upon assignment of a case to Conservatorship	95%	95%	N/A	N/A	N/A
To make initial contact within 5 days, upon assignment of a case to Conservatorship	N/A	N/A	90%	90%	90%

Discussion

IHSS cases served by contract budgeted for 1989-90 are dependent on successful contract negotiations for 759,336 hours of service, March 1, 1990 through February 28, 1991.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Adult Social Services Administration							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$47,526	$49,239
2757	Admin Sec II	1	1.00	1	1.00	20,048	21,497
	Sub-Total	2	2.00	2	2.00	$67,574	$70,736
In-Home Supportive Services Case Mgmt & Program Mgt							
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 39,106	$ 40,518
5244	Program Specialist	1	1.00	1	1.00	35,433	35,301
5270	Social Work Supv	6	6.00	6	6.00	197,460	207,126
5260	Social Worker III	48	48.00	48	48.00	1,428,854	1,436,587
5235	Social Worker I	3	3.00	3	3.00	73,914	72,347
5222	Eligibility Supv	1	1.00	1	1.00	25,805	27,068
5221	Eligibility Technician	5	5.00	5	5.00	106,131	109,316
2745	Supervising Clerk	1	1.00	1	1.00	23,115	24,847
2730	Senior Clerk	5	5.00	5	5.00	95,937	103,594
4911	Soc Svcs Aide II	1	1.00	1	1.00	17,975	18,255
2493	Intermediate Acct Clerk	4	4.00	4	4.00	62,940	68,850
2700	Intermediate Clerk Typist	28	28.00	28	28.00	470,130	507,452
	Sub-Total	104	104.00	104	104.00	$2,576,800	$2,651,261
In-Home Supportive Services Contract Mgt							
5287	Soc Svcs Admin I	1	1.00	1	1.00	$ 37,207	$ 38,548
2412	Analyst II	3	3.00	3	3.00	106,299	110,124
2730	Senior Clerk	1	1.00	1	1.00	17,858	21,623
2493	Inter Acct Clerk	1	1.00	1	1.00	16,559	16,380
2700	Intermediate Clerk Typist	2	2.00	2	2.00	31,738	35,900
	Sub-Total	8	8.00	8	8.00	$209,661	$222,575
Adult Protective Services							
5259	Protective Services Supv	0	0	3	3.00	$ 0	$116,564
5263	Sr Soc Work Supv	3	3.00	0	0	111,375	0
5258	Sr Protective Svcs Worker	0	0	5	5.00	0	175,804
5261	Social Worker V	5	5.00	0	0	165,465	0
5257	Protective Services Worker	0	0	13	13.00	0	392,941
5266	Social Worker IV	13	13.00	0	0	383,221	0
5235	Social Worker I	3	3.00	3	3.00	73,914	69,202
4911	Soc Svcs Aide II	3	3.00	3	3.00	51,052	54,765
2700	Intermediate Clerk Typist	4	4.00	4	4.00	69,320	72,958
	Sub-Total	31	31.00	31	31.00	$854,347	$882,234
Conservatorship Services							
5289	Soc Svcs Admin III	1	1.00	1	1.00	$ 43,099	$ 44,611
5244	Program Specialist	1	1.00	1	1.00	35,433	36,708
5259	Protective Svcs Supervisor	0	0	4	4.00	0	158,584
5263	Sr Soc Work Supv	4	4.00	0	0	139,904	0
5258	Sr Protective Svcs Worker	0	0	4	4.00	0	143,134
5261	Social Worker V	4	4.00	0	0	135,208	0
5257	Protective Services Worker	0	0	24	24.00	0	737,318
5266	Social Worker IV	19	19.00	0	0	562,355	0
5260	Social Worker III	5	5.00	0	0	149,905	0
4911	Soc Svcs Aide II	6	6.00	6	6.00	103,771	106,899
2903	Legal Procedures Clk I	2	2.00	2	2.00	34,840	38,552
2700	Intermediate Clerk Typist	4	4.00	4	4.00	67,787	71,695
	Sub-Total	46	46.00	46	46.00	$1,272,302	$1,337,501

PROGRAM: ADULT SOCIAL SERVICES DEPARTMENT: SOCIAL SERVICES

	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Total	191	191.00	191	191.00	$4,980,684	$5,164,307
Salary Adjustments:					$16,840	$20,189
Premium/Overtime Pay:					3,985	3,985
Employee Benefits:					1,339,474	1,456,659
Salary Savings:					(126,820)	(132,879)
Total Adjustments					$1,233,479	$1,347,954
Program Totals	191	191.00	191	191.00	$6,214,163	$6,512,261

PROGRAM: EMPLOYMENT SERVICES | **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 27008 | **ORGANIZATION #: 3900**
MANAGER: T. SCHWEND | **REFERENCE: 1989-90 Proposed Budget, Pg: 13F**

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 for Independence (GAIN) program is mandated by the Welfare and Institutions Code, Section 11320 et seq.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,788,743	$7,186,834	$9,234,039	$10,415,020	$10,850,625	4.2
Services & Supplies	755,398	1,725,791	1,929,672	2,253,159	2,235,130	(0.8)
Contracts	1,942,254	3,245,944	6,215,470	9,862,205	6,290,749	(36.2)
Other Charges	0	826,197	4,184,773	10,207,763	3,447,143	(66.2)
Fixed Assets	0	0	4,400	4,400	0	(100.0)
TOTAL DIRECT COST	$8,486,395	$12,984,766	$21,568,354	$32,742,547	$22,823,647	(30.3)
PROGRAM REVENUE	$(7,457,915)	(12,023,354)	(20,812,049)	(32,405,431)	(22,445,615)	(30.7)
NET GENERAL FUND CONTRIBUTION	$1,028,480	$961,412	$756,305	$337,116	$378,032	12.1
STAFF YEARS	180.75	216.25	296.50	344.75	334.25	(3.0)

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.

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. This is achieved by means of contracted special community projects and by direct job development services.

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.

The Greater Avenues for Independence Program (GAIN) is a State mandated program that serves Aid to Families with Dependent Children (AFDC) parents. In addition to direct employment and training components, this program also provides contract educational and child care services, assessment, and job search.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual staffing and all expenditures except fixed assets are less than budgeted, primarily due to a lower than budgeted allocation for the GAIN Program. GAIN expenditures were held to the actual allocation level.

1989-90 OBJECTIVES

1. To place 7,583 GAIN participants in unsubsidized employment during FY 89-90.

2. To develop and maintain sufficient training sites to accommodate 8,095 Work Experience clients assigned to job sites annually.

3. To realize an annual value equivalent to $1,714,898 for hours worked by Work Experience participants.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Employment Preparation Division Administration (2.00 SY; E = $109,233 ; R = $109,233) including support personnel is:

   - Discretionary/Mandated Service Level.
   - Providing the day-to-day administration of the following programs.

2. Job Training (Including Youth Employment) (10.50 SY; E = $622,363 ; R = $622,363) including support personnel is:

   - Discretionary/Mandated Service Level.
   - Responsible for providing employment and training for public assistance recipients and for youth in foster care. Services include supervised job search, individual subsidized on-the-job training contracts with private employers and contracts for occupational skills training.
   - Decreasing by 2.50 SY Social Worker III due to a reduction in RETC and JTPA funding.
   - Prepared to enroll 273 clients during the year.

3. Refugee Employment Services (9.50 SY; E = $377,975 ; R = $377,975) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for providing comprehensive employment and training services to foster refugee self-support and reduced welfare dependency. Services include 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.
   - Increasing by a net 2.50 SY (+1.00 SY Social Worker III, +2.00 SY Intermediate Clerk Typist -.50 SY Senior Clerk).
   - Preparing to serve 120 clients directly during the year.

4. Refugee Employment Contract Management (2.00 SY; E = $1,460,471 ; R = $1,460,471) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for managing a series of contracts which provide employment and training services to hard-to-employ refugee cash aid recipients.
   - Preparing to serve 2,333 clients through contract employment, as an arm of Refugee Employment Services.

5. Food Stamp Employment and Training (FSE&T) (27.00 SY; E = $1,189,474 ; R = $811,442) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for providing Food Stamp 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.
   - Decreasing by a net of 18.00 SY (-3.00 SY Social Work Supervisor, -16.00 SY Social Worker III, +1.00 Intermediate Clerk Typist) due to funding reductions.
   - Continuing to provide services to 18,062 clients during the year, with the addition of automated procedures and in conjunction with the GAIN Preemployment Preparation Program.

6. Greater Avenues for Independence (GAIN) (283.25 SY; E = $19,064,131; R = $19,064,131) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for providing a comprehensive employment, training and education service program to Aid to Families with Dependent Children recipients.
   - Increasing by 9.50 SY (1.00 SY Analyst II, 8.50 SY Social Worker III) bringing staffing into line with that authorized by the State Department of Social Services and for which funds are allocated.
   - Decreasing midyear 1988-89 by a net 2.00 SY (+4.00 SY Senior Clerk, +16.00 SY Intermediate Account Clerk, +2.00 Supervising Clerk, -24.00 SY Intermediate Clerk) as a result of reclassifying 24 clerical positions to 22 higher level positions, meeting changing program needs.
   - Prepared to register 18,726 clients during the year.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Job Training (JTPA)	$582,414	$715,513	$532,481	$(183,032)
Youth Employment (JTPA)	0	0	20,732	20,732
Refugee Employment Services (RES)	1,689,940	1,776,935	1,905,477	128,542
Refugee Social Services	57,121	0	60,966	60,966
Food Stamp Employment & Training (FSE&T) (match required)*	943,372	1,077,303	820,105	(257,198)
Greater Avenues for Independence (GAIN)	17,539,202	28,835,680	19,105,854	(9,729,826)
Total	$20,812,049	$32,405,431	$22,445,615	$(9,959,816)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Food Stamp Employment & Training	$444,338	$293,916	$334,832	$40,916
Sub-Total	$444,338	$293,916	$334,832	40,916
GENERAL FUND SUPPORT				
GR Grant Diversion Project	47,365	43,200	43,200	0
Unfunded Costs	264,602	0	0	0
Sub-Total	$311,967	$43,200	$43,200	0
Total	$756,305	$337,116	$378,032	$40,916

EXPLANATION/COMMENT ON PROGRAM REVENUES:

1988-89 actual revenue is less than budgeted for Job Training (JTPA) and Refugee Employment Services (RES), reflecting a conservative approach to expenditures. Excess expenditures would not be reimbursed by the funding sources. Food Stamp Employment and Training (FSE&T) revenues are less than budgeted due to a severe reduction in funding, a reduction which at the same time mandated the higher match reflected above. The Greater Avenues for Independence (GAIN) allocation was considerably less than budgeted, obviating budgeted program expansion, and resulting in less than budgeted revenue. GR Grant Diversion, a County cost program, exceeded budgeted levels on the basis of saving even greater General Relief Aid costs. The actual unfunded costs are attributable to the late notification that FSE&T funds would be reduced. The program was severely reduced mid-year.

Revenues budgeted for 1989-90 reflect current estimates of allocation and match requirements.

* The funding formula for Food Stamp Employment and Training varies by year. For 1989-90, it is as follows: The first $376,992 of expenditures require no match, the next $376,028 requires a 25% match, and the remaining $635,810 requires a 50% match. Total expenditures for 1989-90 are $1,249,915. Of this figure, only $1,016,022 is shown in the Employment Services Program. The remainder is shown in Support programs.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Job Training Program (Including Youth Employment)					
Clients enrolled (annual)	498	513	463	396	273
Jobs developed in private sector (annual)	1,232	1,893	1,639	1,250	903
Refugee Employment Services (RES)					
Clients served directly (annual)	379	170	192	105	120
Work Experience (FSET & GAIN PREP)					
Clients referred (dup./monthly)	4,008	N/A	N/A	N/A	N/A
Clients assigned (dup./monthly)	2,080	N/A	N/A	N/A	N/A
Clients referred (unduplicated/annual)	N/A	15,744	17,707	18,062	18,062
Clients assigned (unduplicated/annual)	N/A	7,070	8,288	8,095	8,095
Greater Avenues for Independence (GAIN)					
Carryover participants	N/A	N/A	10,620	N/A	10,936
New participants registered (annual)	N/A	18,190	20,275	17,000	18,726
Total participants served (annual)	N/A	N/A	30,895	N/A	29,662
Average participants served (monthly)	N/A	N/A	N/A	N/A	12,868
EFFICIENCY (Annual)					
Clients per job training worker	71	51	51	44	42
Jobs developed per job training worker	176	189	182	139	139
Clients per refugee counselor	75	34	64	35	30
Clients referred per work experience worker	N/A	478	536	547	722
GAIN participants per Social Worker (annual)	N/A	N/A	N/A	N/A	206
GAIN average participants per case manager (monthly)	N/A	N/A	N/A	N/A	123

PERFORMANCE INDICATORS (Cont'd)

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
EFFECTIVENESS					
Job Training clients employed	397	424	357	297	191
Refugee clients employed	245	89	64	77	95
Dollar value of work experience hours worked	N/A	$559,687	$1,674,364	$1,714,898	$1,714,898
Work experience hours worked	N/A	161,764	355,522	365,564	365,564
GAIN participants employed	N/A	5,780	6,566	5,000	7,583
GAIN Program AFDC savings	N/A	$20.6M	$17.8	$22.2M	$18.9M

Discussion:

Job Training Program: Workload is budgeted at the level agreed to in the performance-based contract with the Regional Employment and Training Consortium, and reflects a program reduction in 1989-90. The high actual achievement in 1988-89 was due to exclusive arrangements with several employers who hired large numbers of clients at one time.

Refugee Employment Services: State regulations shifted the emphasis of the program in 1988-89 to newly arrived refugees. As they are more difficult to place in employment, a greater number had to be served in order to approach the goal for number employed. Efficiency budgeted for 1989-90 shows a decline due to the anticipated impact of Amerasians who face special barriers to employment. As in 1988-89, it may prove necessary to serve more than the targeted 120 in order to approach the goal of 95 employed. The indicators budgeted are those accepted by the State in the County's annual plan. The State considers 65% achievement of goals to be successful.

GAIN: GAIN performance indicators for 1989-90 have been redefined to reflect the fully operational status of the program.

New participants registered were more than budgeted in 1988-89 due to a higher than projected number of volunteer participants and due to a rise in the AFDC caseload. The phase-in of the existing registrant pool was completed in 1988-89; therefore, the 1989-90 projection for new participants registered is lower than the 1988-89 actual.

Average participants monthly, not relevant during the program's growth period, should now be a useful indicator.

New efficiency indicators are introduced now that the hiring of new social workers has levelled off giving a year-long constant figure of 144 social workers of which 105 are case managers and 39 provide direct job search, work experience and training development services. "Participants per Social Worker" indicates the average number of GAIN participants served during the year by each social worker in the program. "Average participants per case manager" indicates the average monthly caseload for each social worker who is a GAIN case manager.

The program was effective in placing more clients in employment than budgeted, and expects a further increase in 1989-90 as greater numbers of participants successfully complete program activities. AFDC savings declined compared to budget as a larger percentage of clients placed in employment had their AFDC grants reduced rather than terminated. Single parent recipients who enter employment often remain eligible for a partial AFDC grant, especially when the employment is part-time or entry level or when the family size is large. A modest increase in grant savings over 1988-89 actual is projected to reflect the expected increase in employment.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Employment Preparation Division							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$47,526	$49,239
2757	Admin Sec II	1	1.00	1	1.00	19,672	21,537
Sub Total		2	2.00	2	2.00	67,198	70,776
Job Training (Including Youth Employment)							
5288	Soc Svcs Admin II	1	1.00	1	1.00	39,106	40,518
5270	SW Supervisor	1	1.00	1	1.00	26,712	34,521
5260	Social Worker III	9	9.00	7	6.50	218,628	193,819
2493	Intermediate Acct Clerk	1	1.00	1	1.00	17,792	18,804
2700	Intermediate Clerk	1	1.00	1	1.00	15,846	17,731
Sub Total		13	13.00	11	10.50	318,084	305,393
Refugee Employment Services							
2413	Analyst III	1	1.00	1	1.00	36,365	40,377
5270	SW Supervisor	1	.50	1	.50	14720	17,260
5260	Social Worker III	3	3.00	4	4.00	72,876	116,442
2730	Senior Clerk	1	.50	0	0	10,506	0
2700	Intermediate Clerk	2	2.00	4	4.00	31,926	66,854
Sub-Total		8	7.00	10	9.50	166,393	240,933
Refugee Employment Contract Management							
2413	Analyst III	1	1.00	1	1.00	39,106	40,518
2700	Intermediate Clerk	1	1.00	1	1.00	16,100	18,215
Sub-Total		2	2.00	2	2.00	55,206	58,733
Food Stamp Employment and Training							
5288	Soc Svcs Admin II	1	1.00	1	1.00	39,106	40,518
5287	Soc Svcs Admin I	1	1.00	1	1.00	37,207	38,413
5244	Program Specialist	1	1.00	1	1.00	35,433	36,708
5270	Social Work Supervisor	6	5.00	2	2.00	136,519	68,776
5260	Social Worker III	34	33.00	17	17.00	740,453	507,638
2700	Intermediate Clerk	4	4.00	5	5.00	63,716	87,010
Sub-Total		47	45.00	27	27.00	1,052,434	779,063
GAIN Administration							
0969	GAIN Coordinator	1	1.00	1	1.00	52,282	56,297
2412	Analyst II	1	1.00	1	1.00	33,441	33,236
2757	Admin Sec II	1	1.00	1	1.00	20,318	21,115
Sub Total		3	3.00	3	3.00	106,041	110,648
GAIN Support							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	47,526	49,239
5288	Soc Svcs Admin II	1	1.00	1	1.00	38,750	40,518
2413	Analyst III	2	2.00	2	2.00	75,471	81,036
5244	Program Specialist	2	2.00	2	2.00	66,750	73,416
2412	Analyst II	4	4.00	5	5.00	133,764	166,182
2757	Admin Sec II	1	1.00	1	1.00	20,318	21,115
2730	Senior Clerk	0	0	1	1.00	0	19,798
2700	Intermediate Clerk	5	5.00	5	5.00	77,170	87,540
Sub Total		16	16.00	18	18.00	459,749	538,844
GAIN Operations							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	47,526	49,239
5287	Soc Svcs Admin I	6	6.00	6	6.00	207,540	224,961
5244	Program Specialist	2	2.00	2	2.00	66,750	73,416
5270	Soc Work Supv	20	19.25	20	19.25	619,996	636,370
5260	Soc Worker III	159	135.50	144	144.00	3,845,211	4,066,486
2757	Admin Sec II	1	1.00	1	1.00	20,319	21,115
2745	Supervising Clerk	0	0	2	2.00	0	42,334
2730	Senior Clerk	8	8.00	11	11.00	173,732	217,782
2493	Intermediate Acct Clk	0	0	16	16.00	0	253,344
2700	Intermediate Clerk	103	84.00	60	60.00	1,296,461	1,050,482
Sub-Total		300	256.75	263	262.25	6,277,535	6,635,529

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
	Total	391	344.75	336	334.25	$8,502,640	$8,739,919
Salary Adjustments:						$30,660	$43,725
Premium/Overtime Pay:						0	0
Employee Benefits:						2,113,416	2,288,071
Salary Savings:						(231,696)	(221,090)
	Total Adjustments					$1,912,380	$2,110,706
Program Totals		391	344.75	336	334.25	$10,415,020	$10,850,625

PROGRAM: CHILDRENS SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM #: 27001
MANAGER: R. FELLERS

ORGANIZATION #: 3900
REFERENCE: 1989-90 Proposed Budget-Pg. 13G

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$20,310,167	$24,748,315	$30,012,035	$27,342,856	$35,421,764	29.5
Services & Supplies	1,811,727	1,766,930	3,417,014	3,412,986	4,566,000	33.8
Support & Care	21,446	14,803	26,541	30,000	30,000	0.0
Contracts	647,026	611,213	939,070	1,163,392	1,163,392	0.0
Fixed Assets	42,811	0	340,088	122,927	0	(100.0)
TOTAL DIRECT COST	$22,833,177	$27,141,261	$34,734,748	$32,072,161	$41,181,156	28.4
PROGRAM REVENUE	$(17,917,756)	$(23,880,867)	$(31,826,349)	$(28,601,440)	$(37,550,991)	31.3
NET GENERAL FUND CONTRIBUTION	$4,915,421	$3,260,394	$2,908,399	$3,470,721	$3,630,165	4.6
STAFF YEARS	720.25	761.25	915.50	852.75	1,054.50	23.7

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.

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 assesses the need for child protective services and determines 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. A small staff component provides a careful match of newly adjudicated dependent children with available foster home beds.

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.

PROGRAM DESCRIPTION: (Continued)

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 home conditions so that the child is no longer endangered. Family Reunification Services are provided when it is necessary to remove the child from his/her own home and arrange 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. Sexual abuse, substance abuse, and medically fragile cases are served by specialized Family Service units. 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. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 88-89 actual salaries, benefits staff years and fixed assets are higher than the budget as a result of mid-year additions primarily in additional Child Welfare Services funding.

1989-90 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 30% of cases closed that were receiving family Maintenance/Reunification and Residential Support Services each month.

6. To make 7.5 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%.

1989-90 SUB PROGRAM ACTIVITIES

This program includes an increase of 201.75 staff years due to additional Childrens Services revenue approved by the Board of Supervisors as a mid-year addition on October 18, 1988 (36).

The activities of this program are summarized as follows:

1. Emergency Response Services (452.00 SY; E = $17,322,646; R = $15,703,559) including support personnel is:

   - Mandated/Mandated Service Level.
   - Including Initial Services, Court Intervention, and Emergency Services.
   - Responsible for operating the Child Abuse Hotline and emergency response, investigating and assessing of children's protective custody, investigating reports of child abuse and neglect and providing social services to children in emergency shelter care.
   - Reclassifying 1.00 SY Principal Clerk I to Principal Clerk II; 27.00 SY Sr. Social Worker Supervisor to Protective Service Supervisor; 29.00 SY Social Worker V to Sr. Protective Service Worker; 129.00 SY Social Worker IV and 65.00 SY Social Worker III to Protective Service Worker.
   - Increasing 109.00 SY as a result of the mid-year increases already noted.
   - Projecting to serve 5,957 children monthly.

2. Hillcrest/Emergency Shelter Care (46.50 SY; E = $1,782,086; R = $1,603,063) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for providing services to children taken into custody by law enforcement or by the Juvenile Court and operating Hillcrest Receiving Home.
   - Reclassifying 1.00 SY Social Worker V to Sr. Protective Service Worker; 3.00 SY Social Worker IV and 4.00 SY Social Worker III to Protective Service Worker.
   - Increasing 2.00 SY as a result of a mid-year increase already noted.
   - Projecting to admit a total of 475 children each month to Hillcrest Receiving Home.

SUB PROGRAM ACTIVITIES: (Continued)

3. Family Services (408.00 SY; E = $15,636,370; R = $14,356,899) including Family Maintenance and Reunification and Adoptions/Permanent Placement Services and support personnel is:

   - Discretionary/Mandated Service Level for Adoptions.
   - Mandated/Mandated Service Level for Family Maintenance and Reunification.
   - Mandated/Mandated Service Level for Permanent Placement.
   - Responsible for providing family maintenance services to protect children who remain in their own homes; providing reunification services to eliminate or modify home conditions to facilitate earliest safe return of children to their own homes; providing permanent placement services for adoptions, guardianships, and long-term foster care.
   - Reclassifying 1.00 SY Intermediate Clerk-Typist to Legal Procedures Clerk I; 1.00 SY Intermediate Clerk-Typist to Intermediate Transcriber; 1.00 SY Intermediate Clerk-Typist to Administrative Secretary II; 1.00 SY Principal Clerk I to Principal Clerk II; reclassifying 29.00 SY Sr. Social Work Supervisor to Protective Service Supervisor; 30.00 SY Social Worker V to Sr. Protective Service Worker; and 156.75 SY Social Worker IV and 38.00 SY Social Worker III to Protective Service Worker.
   - Increasing 66.25 SY as a result of the mid-year increase already noted.
   - Projecting to serve 7,784 children per month in Family Maintenance/Reunification/Permanent Placement Services.
   - Projecting to receive 160 adoptive applicant requests monthly.

4. Residential Support Services (103.00 SY; E = $3,947,417; R = $3,552,675) including support personnel is:

   - Mandated/Mandated Service Level.
   - Responsible for providing case management services to children in out-of-home care and providing transportation to protective service clients and evaluates group homes providing residential care to children.
   - Reclassifying 1.00 SY Social Service Administrator II to Social Service Administrator III; 3.00 SY Social Worker V to Sr. Protective Service Worker; 8.00 SY Social Worker IV and 16.00 SY Social Worker III to Protective Service Worker.
   - Increasing 21.50 SY as a result of the mid-year increases already noted.

5. Licensing (45.00 SY; E = $1,724,600; R = $1,672,090) including support personnel is:

   - Discretionary/Mandated Service Level.
   - Responsible for providing Foster Care and Family Day Care licensing, and Child Development Services.
   - Increasing 3.00 SY as the result of the mid-year increases already noted.
   - Projecting a workload of 1,050 monthly licensing actions.

6. Department of Education Child Care Contract (0.00 SY; E = $768,037; R = $662,705) is:

   - Discretionary/Mandated Service Level.
   - Responsible for providing child care to support protective services.
   - Estimating to provide 500,000 hours of child care to eligible families.

PROGRAM: CHILDRENS SERVICES **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Child Welfare Services (match required)*	$26,846,496	$23,497,612	$32,110,875	$8,613,263
Refugee Unaccompanied Minor	41,738	109,842	109,738	(104)
Refugee Social Services	57,119	122,046	44,177	(77,869)
Foster Care Licensing Contract	772,069	727,896	840,915	113,019
Day Care Licensing Contract	691,441	658,313	771,175	112,862
Adoptions Contract	2,441,110	2,550,040	2,584,172	34,132
Department of Education Child Care (Maintenance of effort required)**	683,722	698,037	662,705	(35,332)
Independent Living Skills Contract	243,941	171,193	368,706	197,513
Adoption Fees	8,459	24,410	24,386	(24)
Packard Grant	40,254	42,051	34,142	(7,909)
Sub-Total	$31,826,349	$28,601,440	$37,550,991	$8,949,551
Total	$31,826,349	$28,601,440	$37,550,991	$8,949,551

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Child Welfare Services ($ match required)	$2,803,067	$3,365,389	$3,524,833	$159,444
Dept. of Education Contract (Maintenance of Effort)	105,332	105,332	105,332	0
Sub-Total	$2,908,399	$3,470,721	$3,630,165	$159,444
Total	$2,908,399	$3,470,721	$3,630,165	159,444

EXPLANATION/COMMENT ON PROGRAM REVENUES:

1988-89 actual is higher than budget due to additional unanticipated Child Welfare Services revenue being added during mid-year.

The 1989-90 adopted Child Welfare Services revenue reflects an increase in funding, consistent with the State allocation formula revisions which base funding entirely upon County reported workloads.

The revenue match for Child Welfare Services was less than 1988-89 budget.

* Child Welfare Services revenues require a SB 14 dollar amount County match.

** Department of Education Contract requires an initial County maintenance of effort expenditure of $105,332.

PROGRAM: CHILDRENS SERVICES **DEPARTMENT: SOCIAL SERVICES**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD (monthly)					
Children admitted to Hillcrest Receiving Home	430	454	522	485	475
Number of children served by Emergency Response workers	3,208	4,513	5,262	5,727	5,957
Adoptive applicant requests	108.6	143	130	160	160
Foster/day care license actions	788	917	940	1,020	1,050
Children receiving Family Maintenance/Reunification or Permanent Placement Services	5,107	5,903	6,890	6,937	7,784
EFFICIENCY					
Children per emergency response worker	18.5	23	20.6	23.8	22.3
Children supervised per continuing protective services worker	32.5	34	33.8	32.6	37.3
Adoptive applicants served per adoption protective services worker	36.1	35.4	36	36	38
License actions per social worker	33	39.8	36	43	37
EFFECTIVENESS					
Average length of stay in Hillcrest Receiving Home	2.1 days	1.9 days	2.5 days	2.5 days	2.5 days
Percent of children directed to Emergency Shelter Care Unit	72%	59%	61%	70%	70%
Percent of petitions sustained by the Juvenile Court	96%	95%	92%	90%	90%
Percent of referrals served and closed by Initial Services staff within 30 days	70%	68%	76%	75%	75%
Percent of referrals served and closed by Emergency Response staff within 24 hours	44%	48%	52%	45%	45%

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
EFFECTIVENESS (Continued)					
Children placed in adoptive homes (monthly)	19.6	25.7	29	26	30
Number of children maintained in their own homes with supervision (monthly)	1,558	1,979	2,309	2,435	2,678
Number of cases closed due to successful achievement of goals (monthly)	215	396	298	467	468
Number of applicants provided with licensing orientation (monthly)	302	345	389	359	411

DISCUSSION

The actual number of children admitted monthly to Hillcrest Receiving Home has increased 15% compared to the prior year due to increased admissions.

The actual number of children served monthly by Emergency Response workers has increased 16.6% compared to the prior year.

The actual workload in Licensing, and Family Maintenance/Reunification and Permanent Placement has increased, by 2.5% and 16.7% respectively, compared to the prior year.

The actual workload for the number of children served by Emergency Response Workers was less than budget due to delays in hiring Protective Service Workers to handle increased cases.

PROGRAM: CHILDRENS SERVICES **DEPARTMENT: SOCIAL SERVICES**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Family Services							
5296	Soc Svcs Admin IV	1	1.00	2	2.00	$ 47,526	$ 98,474
5289	Soc Svcs Admin III	4	4.00	7	7.00	169,369	311,773
5288	Soc Svcs Admin II	2	2.00	2	2.00	75,226	80,968
5087	Sr Clinical Psych	1	1.00	1	1.00	41,593	43,342
5045	Clinical Psych	0	0.00	1	1.00	0	37,974
5244	Program Specialist	3	3.00	4	4.00	103,937	144,585
2302	Admin Asst III	0	0.00	1	1.00	0	40,518
2303	Admin Asst II	0	0.00	1	1.00	0	35,584
5263	Sr Soc Work Supv	29	29.00	0	0.00	1,017,083	0
5259	Prot Svc Supv	0	0.00	37	37.00	0	1,392,118
5261	Social Worker V	30	30.00	0	0.00	977,135	0
5258	Sr Prot Svc Worker	0	0.00	35	35.00	0	1,224,345
5266	Social Worker IV	157	156.75	0	0.00	4,436,095	0
5260	Social Worker III	38	38.00	0	0.00	1,097,129	0
5257	Prot Svc Worker	0	0.00	205	205.00	0	6,081,319
2757	Admin Sec II	1	1.00	2	2.00	20,162	44,642
2730	Senior Clerk	7	7.00	11	11.00	132,673	214,047
2725	Principal Clerk I	1	1.00	0	0.00	26,917	0
2726	Principal Clerk II	0	0.00	1	1.00	0	24,831
2745	Supervising Clerk	3	3.00	3	3.00	62,413	70,681
2756	Admin Sec I	4	4.00	8	8.00	63,705	146,278
2650	Stock Clerk	2	2.00	2	2.00	29,980	32,117
4911	Soc Svcs Aide II	1	0.50	1	1.00	7,796	18,255
2906	Legal Proc Clk III	1	1.00	1	1.00	17,858	24,532
2907	Legal Proc Clk II	2	2.00	2	2.00	36,035	40,096
2903	Legal Proc Clk I	7	7.00	8	8.00	124,048	144,296
2760	Stenographer	1	1.00	1	1.00	19,524	20,635
2714	Inter Trans Typist	5	5.00	6	6.00	72,443	110,860
2700	Inter Clerk Typist	43	42.50	66	66.00	674,337	1,149,922
	Sub-Total	343	341.75	408	408.00	9,252,984	11,532,192
Residential Support Services							
5296	Soc Svcs Admin IV	1	1.00	2	2.00	$ 47,526	$ 98,474
5289	Soc Svcs Admin III	0	0.00	1	1.00	0	40,304
5288	Soc Svcs Admin II	1	1.00	0	0.00	39,106	0
5259	Prot Svc Supv	0	0.00	3	3.00	0	111,606
5244	Program Specialist	2	2.00	2	2.00	70,866	70,455
5270	Social Work Supervisor	5	5.00	6	6.00	164,550	203,071
5261	Social Worker V	3	3.00	0	0.00	97,098	0
5268	Sr Prot Svc Worker	0	0.00	4	4.00	0	141,470
5266	Social Worker IV	8	8.00	0	0.00	233,414	0
5260	Social Worker III	16	16.00	0	0.00	466,413	0
5257	Prot Svc Worker	0	0.00	28	28.00	0	833,684
4911	Soc Svcs Aide II	24	24.00	32	32.00	423,315	561,098
2757	Admin Sec II	1	1.00	2	2.00	19,672	43,236
2730	Senior Clerk	2	2.00	2	2.00	40,475	41,472
2756	Admin Sec I	1	1.00	1	1.00	14,321	17,853
2650	Stock Clerk	1	1.00	1	1.00	15,076	16,102
2700	Inter Clerk Typist	17	16.50	20	19.00	259,115	319,600
	Sub-Total	82	81.50	104	103.00	1,890,947	2,498,425
Licensing							
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 39,106	$ 40,518
5270	Soc Work Supv	4	4.00	4	4.00	127,444	138,084
5260	Social Worker III	25	25.00	28	28.00	725,858	799,947
5221	Eligibility Tech	1	1.00	1	1.00	21,796	22,151
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
2576	Admin Sec I	1	1.00	1	1.00	15,155	19,933
2700	Inter Clerk Typist	9	9.00	9	9.00	153,146	153,677
	Sub-Total	42	42.00	45	45.00	1,102,967	1,195,933

PROGRAM: CHILDRENS SERVICES **DEPARTMENT:** SOCIAL SERVICES

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Emergency Response Services							
5207	Soc Svcs Admin IV	2	2.00	3	3.00	$ 93,235	$ 144,244
5289	Soc Svcs Admin III	4	4.00	5	5.00	169,369	223,269
5288	Soc Svcs Admin II	1	1.00	2	2.00	37,613	81,036
5263	Sr Soc Work Supv	27	27.00	0	0.00	974,650	0
5259	Prot Svc Supv	0	0.00	40	40.00	0	1,496,691
5244	Program Specialist	5	5.00	7	7.00	171,602	246,520
5261	Social Worker V	29	29.00	0	0.00	944,722	0
5258	Sr. Prot. Svc Worker	0	0.00	39	39.00	0	1,335,840
5270	Soc Work Supv	1	1.00	1	1.00	32,910	34,521
5266	Social Worker IV	129	129.00	0	0.00	3,581,042	0
5260	Social Worker III	65	65.00	0	0.00	1,844,155	0
5257	Prot Svc Worker	0	0.00	228	228.00	0	6,675,928
2500	Jr Accountant	0	0.00	1	1.00	0	25,382
2725	Principal Clerk I	1	1.00	0	0.00	23,492	0
2726	Principal Clerk II	0	0.00	1	1.00	0	30,466
2745	Supv Clerk	2	2.00	4	4.00	47,526	97,388
2757	Admin Sec II	2	2.00	3	3.00	42,140	63,593
2730	Senior Clerk	8	8.00	13	13.00	149,612	259,771
2756	Admin Sec I	5	5.00	7	7.00	79,159	130,388
2650	Stock Clerk	0	0.00	2	2.00	0	33,628
2903	Legal Proc Clerk I	3	3.00	3	3.00	50,876	54,133
2714	Inter Trans Typist	3	3.00	3	3.00	46,847	54,201
2700	Inter Clerk Typist	53	53.00	85	85.00	847,092	1,466,558
3039	Mail Clerk Driver	3	3.00	5	5.00	45,291	84,818
	Sub-Total	343	343.00	452	452.00	9,252,984	11,532,192
Hillcrest/Emergency Shelter Care							
5289	Soc Svcs Admin III	1	1.00	1	1.00	$ 43,099	$ 44,653
5244	Program Specialist	1	1.00	1	1.00	34,459	36,708
5270	Social Work Supv	6	6.00	6	6.00	193,428	204,227
5261	Social Worker V	1	1.00	0	0.00	33,802	0
5258	Sr Prot Svc Worker	0	0.00	1	1.00	0	37,173
5266	Social Worker IV	3	3.00	0	0.00	90,656	0
5260	Social Worker III	4	4.00	0	0.00	116,107	0
5257	Prot Svc Worker	0	0.00	8	8.00	0	242,752
4407	Recreational Therapist	1	1.00	1	1.00	22,666	25,132
5089	Sr Child Care Worker	3	3.00	3	3.00	52,004	51,152
5072	Child Care Worker	10	10.00	10	10.00	178,259	178,839
2730	Senior Clerk	1	1.00	1	1.00	20,462	19,999
2756	Admin Sec I	1	1.00	1	1.00	15,618	17,885
2700	Intermediate Clerk Typist	7	6.50	8	7.50	111,483	138,251
9999	Temp & Seasonal	6	6.00	6	6.00	71,635	71,635
	Sub-Total	45	44.50	47	46.50	983,678	1,068,406
	Total	855	852.75	1,056	1,054.50	$22,411,909	$28,833,331
Salary Adjustments:						$ 49,250	$ 49,250
Premium/Overtime Pay:						180,910	180,910
Employee Benefits:						5,260,147	7,076,144
Salary Savings:						(559,360)	(717,871)
	Total Adjustments					$4,930,947	$6,588,433
Program Totals		855	852.75	1,056	1,054.50	$27,342,856	$35,421,764

PROGRAM: COMMUNITY ACTION PARTNERSHIP **DEPARTMENT:** SOCIAL SERVICES

PROGRAM #: 27017 **ORGANIZATION #:** 3900
MANAGER: G. Tate **REFERENCE:** 1989-90 Proposed Budget, Pg. 13H

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 469,941	$ 500,049	$ 505,375	$ 504,390	$ 567,771	12.6
Services & Supplies	20,821	16,355	39,650	53,309	53,309	0.0
Contracts	5,621,573	5,763,611	6,042,226	5,937,018	6,721,736	13.2
Fixed Assets	0	45,043	4,857	4,713	14,267	202.7
TOTAL DIRECT COST	$6,112,335	$6,325,058	$6,592,108	$6,499,430	$7,357,083	13.2
PROGRAM REVENUE	$(4,842,963)	$(4,641,112)	$(5,192,352)	$(5,048,434)	$(5,906,087)	17.0
NET GENERAL FUND CONTRIBUTION	$1,269,372	$1,683,946	$1,399,756	$1,450,996	$1,450,996	0.0
STAFF YEARS	11.00	10.50	11.50	12.00	13.00	8.3

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The budgeted expenditure was exceeded as a result of mid-year increases in contracts. Net County Cost was not exceeded.

1989-90 OBJECTIVES

1. To develop a Local Plan for the 1990-91 Community Services Block Grant Program.

2. To administer 70 contracts for a variety of community social services.

1989-90 ADOPTED BUDGET

The activities of this program are summarized as follows:

1. Program Administration (13 SY; E = $635,347 ; R = $635,347) including support personnel is:

   - Mandated Activity/Discretionary Service Level.
   - Able to administer 70 contract projects that will serve 6,500 clients monthly.
   - Adding one staff year Administrative Trainee for implementation of the Dispute Resolution Program.

2. Contract Services (0 SY; E = $6,721,736; R = $5,270,740) including support personnel is:

   - Mandated Activity/Discretionary Service Level.
   - Providing for grant funded community contracts as established by Article XVI of the County Administrative Code and amended by Ordinance 5969(NS) 2-2-81. Contract expenditures are augmented by County General funds at the level established by the Board on August 6, 1985 (43-48).
   - Providing a variety of social services through community agencies to 6,500 clients each month.

PROGRAM: COMMUNITY ACTION PARTNERSHIP **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Community Services Block Grant	$1,926,005	$1,770,226	$1,782,061	$11,835
Assembly Bill 90	2,054,569	1,894,173	1,852,456	(41,717)
Assembly Bill 1733	481,849	538,477	538,477	0
Senate Bill 1246	417,555	395,816	475,398	79,582
City of San Diego	74,827	75,000	75,000	0
Fed. Homeless Grant	0	65,845	272,695	206,850
Dispute Resolution	0	0	360,000	360,000
Assembly Bill 2994	237,547	305,000	410,000	105,000
Challenge Grant	0	3,897	15,000	11,103
Youth Self-Sufficiency Grant	0	0	125,000	125,000
Sub-Total	$5,192,352	$5,048,434	$5,906,087	$857,653
Total	$5,192,352	$5,048,434	$5,906,087	$857,653

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
**Board Directed General Fund Contracts	$1,399,756	$1,450,996	$1,450,996	$0
Sub-Total	$1,399,756	$1,450,996	$1,450,996	$0
Total	$1,399,756	$1,450,996	$1,450,996	0

** Replaces Revenue Sharing Expenditures

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Additional program revenues in FY 89-90 result from implementation of the Dispute Resolution Program, Youth Self-Sufficiency Grant and increases in other program revenues.

FIXED ASSETS

Item	Quantity	Cost
Personal Computer	2	$6,000
Personal Computer with Printer	1	2,667
Laser Printer	1	3,000
Dot Matrix Printer	1	1,000
Printer Sharing Device	1	1,000
Typewriter	1	600
Total		$14,267

PROGRAM: COMMUNITY ACTION PARTNERSHIP **DEPARTMENT: SOCIAL SERVICES**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Projects supervised	51	50	75	58	70
EFFICIENCY					
Projects supervised per contract specialist	25:1	25:1	37.5:1	29:1	23.3:1
EFFECTIVENESS					
Number of clients served by contract services (monthly)	4,788	4,571	7,742	5,000	6,500

DISCUSSION

The lower efficiency ratio in FY 89-90 is due to the addition of the added Administration Trainee position.

PROGRAM: COMMUNITY ACTION PARTNERSHIP DEPARTMENT: SOCIAL SERVICES

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2292	Deputy Dir., CAP	1	1.00	1	1.00	$47,775	$57,369
2413	Analyst III	2	2.00	2	2.00	78,212	81,036
2412	Analyst II	2	2.00	2	2.00	70,866	73,416
2411	Analyst I	1	1.00	1	1.00	29,858	30,932
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2425	Assoc Accountant	1	1.00	1	1.00	32,050	33,560
2403	Accounting Tech	1	1.00	1	1.00	20,071	24,050
2306	Admin Trainee	0	0.00	1	1.00	0	21,964
2758	Admin Sec III	1	1.00	1	1.00	26,056	26,998
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
2760	Stenographer	1	1.00	1	1.00	17,033	18,006
	Total	12	12.00	13	13.00	$381,284	$429,684
Salary Adjustments:						$1,680	$1,680
Premium/Overtime Pay:						0	0
Employee Benefits:						133,161	148,676
Salary Savings:						(11,735)	(12,269)
	Total Adjustments					$123,106	$138,087
Program Totals		12	12.00	13	13.00	$504,390	$567,771

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN

DEPARTMENT: SOCIAL SERVICES

PROGRAM #: 24001

ORGANIZATION #: 3900

MANAGER: C. E. REID

REFERENCE: 1989-90 Proposed Budget, Pg. 131

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$16,066,737	$17,060,796	$17,567,459	$17,408,312	$18,977,388	9.0
Services & Supplies	1,383,307	1,521,084	2,378,299	2,315,317	2,434,576	5.2
Support & Care	244,631,334	274,821,574	308,503,587	308,443,558	344,996,231	11.9
Fixed Assets						
TOTAL DIRECT COST	$262,081,378	$293,403,454	$328,449,345	$328,167,187	$366,408,195	11.7
PROGRAM REVENUE	$(244,350,585)	$(273,706,740)	$(306,477,493)	$(306,345,805)	$(341,964,393)	11.6
NET GENERAL FUND CONTRIBUTION	$17,730,793	$19,696,714	$21,971,852	$21,821,382	$24,443,802	12.0
STAFF YEARS	640.75	649.75	673.00	673.75	709.00	5.2

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 88-89 actual Support and Care expenditure exceeded the budgeted amount due to more cases than anticipated. The County is required to provide assistance to all families who meet eligibility criteria established by State and Federal regulations. The actual salary and benefits expenditure was higher than budget due to negotiated pay raise dollars which were not included in the adopted budget.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

Aid to Families with Dependent Children (709.00 SY; E = $366,408,195 ; R = $341,964,393) including support personnel is:

- Mandated Activity/Mandated Service Level.
- Providing cash assistance and associated Food Stamps and Medi-Cal to all families in which children are deprived of parental support as mandated by the Social Security Act (Title 42 U.S. Code [Sections 605 and 607], 45 Code of Federal Regulations [200-299], and the Welfare and Institutions Code [Sections 11000, 11200-11270]).
- Providing assistance to over 45,000 San Diego County families each month in FY 89-90.
- Increasing 35.25 staff years as follows:
  - 4.25 SY for full year funding of mid-year additions.

Classification	Staff Years
Eligibility Technician	2.5
Intermediate Clerk	1.75

  - 29.50 SY for workload increases.

Classification	Staff Years
Program Assistant	1.0
Eligibility Supervisor	2.0
Eligibility Technician	17.25
Intermediate Clerk	9.25

  - 1.50 SY to support the new Ninth District Office.

Classification	Staff Years
Eligibility Supervisor	.75
Extra help (Security Guard)	.75

- Increasing a total of $36,552,673 in support and care costs to fund projected caseload growth and the State mandated cost-of-living adjustment of 4.71%.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State AFDC Administrative Reimbursement (25% of cost)	$4,986,440	$4,930,907	$5,352,991	$422,084
Federal AFDC Administrative Reimbursement (50% of cost)	$9,972,879	9,861,815	10,705,982	844,167
State AFDC Aid Payments Reimbursement (44.66% of cost)	$140,929,776	137,752,988	157,425,489	19,672,501
Federal AFDC Aid Payments Reimbursement (49.86% of cost)	$150,588,398	153,800,095	168,479,931	14,679,836
Sub-Total	$306,477,493	$306,345,805	$341,964,393	$35,618,588
Total	$306,477,493	$306,345,805	$341,964,393	$35,618,588

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Administrative cost match (25% required)	$4,986,440	$4,930,907	$5,352,991	$422,084
Aid payment match (5.4% required)	16,985,412	16,890,475	19,090,811	2,200,336
Sub-Total	$21,971,852	$21,821,382	$24,443,802	$2,622,420
Total	$21,971,852	$21,821,382	$24,443,802	$2,622,420

EXPLANATION/COMMENT ON PROGRAM REVENUES: 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 5.4%.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN **DEPARTMENT: SOCIAL SERVICES**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Preapplication (monthly)	3,758	3,772	3,824	3,484	4,050
Eligibility determination (monthly)	2,895	2,856	2,749	2,851	2,947
Cases supervised (monthly)	36,080	39,275	41,830	40,191	45,648
EFFICIENCY					
Cases per Eligibility Technician	94.8	99.0	106.6	102.7	107.5
EFFECTIVENESS					
Percentage of eligibility determinations made within 20 days of application	68%	72.0%	75.5%	80%	80%
Percentage of immediate need determinations made within 1 day of application	85%	78.8%	67.3%	100%	100%
Percentage of benefits paid with no dollar errors	97%	92.0%	95.63%	97%	97%

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN **DEPARTMENT: SOCIAL SERVICES**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5296	Soc Svcs Admin IV	.75	.75	.75	.75	$35,645	$36,929
5289	Soc Svcs Admin III	4.75	4.75	4.75	4.75	204,720	209,399
5288	Soc Svcs Admin II	5.25	5.25	5.25	5.25	202,194	211,980
5287	Soc Svcs Admin I	.50	.50	.50	.50	18,536	19,169
5148	Program Assistant	5.50	5.50	6.50	6.50	184,043	225,842
5222	Eligibility Supv	62.50	62.50	65.25	65.25	1,576,502	1,729,952
2745	Supervising Clerk	4.75	4.75	4.75	4.75	111,077	115,921
5221	Eligibility Tech	489.75	453.00	472.75	472.75	9,380,448	9,867,645
2757	Admin Secretary II	1.00	1.00	1.00	1.00	22,550	21,805
2730	Senior Clerk	13.50	13.50	13.50	13.50	258,826	277,331
2756	Admin Secretary I	3.75	3.75	3.75	3.75	68,264	71,023
2650	Stock Clerk	2.00	2.00	2.00	2.00	31,951	33,699
2700	Intermediate Clerk Typist	106.25	104.00	115.00	115.00	1,718,712	2,031,019
4911	Social Svcs Aid II	7.00	7.00	7.00	7.00	124,137	126,074
2709	Department Clerk	2.00	2.00	2.00	2.00	27,560	28,926
9999	Extra Help	3.50	3.50	4.25	4.25	51,586	64,178
	Total	712.75	673.75	709.00	709.00	$14,016,751	$15,070,892
Salary Adjustments:						$94,215	$91,805
Premium/Overtime Pay:						88,931	86,657
Employee Benefits:						3,566,013	4,110,936
Salary Savings:						(357,598)	(382,902)
	Total Adjustments					$3,391,561	$3,906,496
Program Totals		712.75	673.75	709.00	709.00	$17,408,312	$18,977,388

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

PROGRAM #: 24002

ORGANIZATION #: 3900

MANAGER: C.E. REID

REFERENCE: 1989-90 Proposed Budget, Pg. 13K

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$908,965	$1,072,741	$1,225,332	$1,189,807	$1,301,588	9.4
Services & Supplies	75,107	110,394	167,614	163,916	171,545	4.7
Support & Care	35,540,435	43,107,939	51,929,761	47,219,921	58,471,860	23.8
TOTAL DIRECT COST	$36,524,507	$44,291,074	$53,322,707	$48,573,644	$59,944,993	23.4
PROGRAM REVENUE	(33,343,022)	(40,544,232)	(48,742,330)	(44,635,101)	(55,126,596)	23.5
NET GENERAL FUND CONTRIBUTION	$3,181,485	$3,746,842	$4,580,377	$3,938,543	$4,818,397	22.3
STAFF YEARS	36.25	41.00	47.00	45.75	48.00	4.9

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 other environments in which they are abused or not receiving adequate care. Eligibility is established by State and Federal regulations. The program staff is centralized at the Kearny Mesa District Office.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 88-89 actual support and care expenditure was greater than budget due to more foster care placements than anticipated. The number of foster care placements exceeded budgeted levels due to the increasing incidence of child abuse and neglect cases which result in out of home placements.

The actual salary and benefit expenditure was higher than budget due to negotiated pay raise dollars which were not included in the Adopted budget.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. AFDC Foster Care (48.00 SY; E = $59,944,993; R = $55,126,596) including support personnel is:

   - Mandated Activity/Mandated Service Level.
   - Responsible for providing for foster homes or institutional care for children who must be removed from their homes for protective reasons as mandated by Social Security Act (Title 42 U.S. Code Sections 601-608), 45 Code of Federal Regulations (200-299), and Welfare and Institutions Code (Sections 11000, 11400-11492 and 11250).
   - Protecting over 6,600 children in FY 89-90.
   - Increasing 2.25 staff years as follows:
     - 1.25 SY Eligibility Technicians.
     - 1.00 SY Intermediate Clerk Typist.
   - Increasing a total of $11,251,939 in support and care costs to fund projected caseload growth in FY 89-90.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State Administrative Reimbursement (25% of cost)	$348,237	$338,431	$368,283	$29,852
State Aid Payments Reimbursement*	37,657,778	35,446,785	44,172,016	8,725,231
Federal Administrative Reimbursement (50% of cost)	696,473	676,862	736,566	59,704
Federal Aid Payments Reimbursement*	9,144,042	7,753,023	9,435,032	1,682,009
Child Welfare Services (75% of cost)	839,442	360,000	354,699	(5,301)
Revenue and Recovery Collections (for Children in Court Ordered Placement)	56,358	60,000	60,000	0
Sub-Total	$48,742,330	$44,635,101	$55,126,596	$10,491,495
Total	$48,742,330	$44,635,101	$55,126,596	$10,491,495

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Administrative cost match (25% required)	$348,237	$338,430	$368,283	$29,853
Aid payment match	2,235,688	2,153,873	2,570,680	416,807
Child Welfare Services (25% required)	279,814	120,000	118,233	(1,767)
Care of Court Wards	1,313,188	906,240	1,379,193	472,953
Emergency Shelter Care	403,450	420,000	382,008	(37,992)
Sub-Total	$4,580,377	$3,938,543	$4,818,397	$879,854
Total	$4,580,377	$3,938,543	$4,818,397	879,854

EXPLANATION/COMMENT ON PROGRAM REVENUES: *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.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE **DEPARTMENT:** SOCIAL SERVICES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Eligibility determination (monthly)	431	528	802	495	993
Cases supervised (monthly)	4,188	4,927	5,545	5,171	6,608
EFFICIENCY					
Cases per Eligibility Technician	172.7	170.3	200.9	173.0	223.6
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	53%	55%	59%	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.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5289	Soc Svcs Admin III	.25	.25	.25	.25	$ 10,775	$ 11,066
5288	Soc Svcs Admin II	.25	.25	.25	.25	9,628	10,088
5248	Program Assistant	1.00	1.00	1.00	1.00	33,462	34,745
5222	Eligibility Supervisor	4.25	4.25	4.25	4.25	107,202	112,679
5221	Eligibility Technician	32.75	32.75	34.00	34.00	678,167	709,677
2730	Senior Clerk	.50	.50	.50	.50	9,586	10,272
2757	Admin Secretary II	.25	.25	.25	.25	5,638	5,451
5756	Admin Secretary I	.25	.25	.25	.25	4,551	4,716
2650	Stock Clerk	1.00	1.00	1.00	1.00	15,975	16,849
2700	Intermediate Clerk Typist	5.50	5.25	6.25	6.25	86,768	110,381
	Total	46.00	45.75	48.00	48.00	$961,752	$1,025,924
Salary Adjustments:						$7,029	$6,603
Premium/Overtime Pay:						6,634	6,232
Employee Benefits:						239,857	288,897
Salary Savings:						(25,465)	(26,068)
	Total Adjustments					$228,055	$275,664
Program Totals		46.00	45.75	48.00	48.00	$1,189,807	$1,301,588

PROGRAM: ELIGIBILITY REVIEW | **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 21004 | **ORGANIZATION #: 3900**
MANAGER: C.E. REID | **REFERENCE: 1989-90 Proposed Budget, Pg. 13L**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,213,764	$2,700,228	$2,937,259	$2,908,102	$2,996,440	3.0
Services & Supplies	153,735	209,235	288,661	280,024	291,880	4.2
TOTAL DIRECT COST	$2,367,499	$2,909,463	$3,225,920	$3,188,126	$3,288,320	3.1
PROGRAM REVENUE	$(1,811,305)	$(2,217,778)	$(2,456,032)	$(2,426,775)	$(2,504,938)	3.2
NET GENERAL FUND CONTRIBUTION	$556,194	$691,685	$769,888	$761,351	$783,382	2.9
STAFF YEARS	65.75	70.50	82.25	82.00	82.00	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 88-89 actual expenditure was slightly higher than budget due to negotiated pay raise dollars which were not included in the Adopted budget.

1989-90 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 $178,000 per month in misspent dollars.

3. To identify for collection through overpayment specialist activity, an average of $600,000 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 $30,000 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Quality Control (19.00 SY; E = $610,010 ; R = $460,390) including support personnel is:

   - Mandated Activity/Discretionary Service Level.
   - Reviewing the eligibility of a random sample of welfare clients to determine the accuracy of the Department's eligibility determination process.
   - 75% offset by State and Federal revenue.
   - Remaining at the same staffing level as FY 88-89.

2. Welfare Investigations (42.50 SY; E = $1,794,493 ; R = $1,370,750) including support personnel is:

   - Mandated Activity/Discretionary Service Level.
   - Investigating allegations of welfare fraud and engages in fraud prevention activities.
   - 75% offset by State and Federal revenue.
   - Remaining at the same staffing level as FY 88-89

3. Appeals (20.50 SY; E = $883,817 ; R = $673,798) including support personnel is:

   - Mandated Activity/Mandated Service Level.
   - Representing the County at State hearings on client eligibility for assistance.
   - 75% offset by State and Federal revenue.
   - Remaining at the same staffing level as FY 88-89.

PROGRAM: ELIGIBILITY REVIEW **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State AFDC Administrative Reimbursement (25% of cost)	$741,299	$732,763	$747,647	$14,884
State CMS Administrative Reimbursement (100% of cost)	41,967	44,065	46,268	2,203
Federal AFDC Administrative Reimbursement (50% of cost)	1,482,598	1,465,525	1,495,294	29,769
State Food Stamp Reimbursement (25% of cost)	28,590	28,588	35,735	7,147
Federal Food Stamp Reimbursement (50% of cost)	57,180	57,176	71,470	14,294
State Medi-Cal Administrative Reimbursement (100% of cost)	104,398	98,658	108,524	9,866
Sub-Total	$2,456,032	$2,426,775	$2,504,938	$78,163
Total	$2,456,032	$2,426,775	$2,504,938	$78,163

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
AFDC Administration (25% of cost)	$741,298	$732,763	$747,647	$14,884
Food Stamp Administration (25% of cost)	28,590	28,588	35,735	7,147
Sub-Total	$769,888	$761,351	$783,382	$22,031
Unfunded Salary Increases	0	0	0	0
Total	$769,888	$761,351	$783,382	22,031

EXPLANATION/COMMENT ON PROGRAM REVENUES: AFDC and Food Stamp Administration each require a 25% County match.

PROGRAM: ELIGIBILITY REVIEW **DEPARTMENT: SOCIAL SERVICES**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD (monthly)					
State/County hearing issues	658	708	765.6	770	770
Field investigations completed	56.25	60	96	90	90
Total Prevention investigations completed	658	689	757	808	808
Asset match investigations completed	46	37	22	36	36
Quality Control audits completed	160	173.4	173.2	192	190
EFFICIENCY					
Appeal issues per staff year	650	607	680.4	660	660
Investigations per staff year	450	301	403.8	357	357
Field investigations per staff year	93	90	88.6	108	108
Total prevention investigations per staff year	877	722	825	722	722
Asset match investigations per staff year	137	112	132	144	144
Quality Control audits per staff year	164.1	174.9	177.7	192	190
EFFECTIVENESS					
Percentage of Appeal issues resolved without hearing	66.2%	83%	87.3%	75%	75%
Dollars saved due to Fraud Prevention Program (monthly)	$174,395	$155,493	$178,000	$155,000	$178,000
Overpaid dollars identified for collection by overpayment specialist activity (monthly)	$434,864	$489,030	$554,000	$430,000	$600,000

PROGRAM: ELIGIBILITY REVIEW **DEPARTMENT: SOCIAL SERVICES**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
EFFECTIVENESS (Continued)					
Percentage of State hearing decisions implemented within 30 days of receipt	77.2%	87%	79.6%	90%	90%
Overpayments discovered by asset match (monthly)	$73,349	$38,732	$26,700	$35,000	$30,000
Dollars saved due to GR Fraud Prevention (monthly)	N/A	$10,696	$20,300	$21,392	$21,392

PROGRAM: ELIGIBILITY REVIEW **DEPARTMENT: SOCIAL SERVICES**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Quality Control							
5296	Soc Svcs Admin IV	.25	.25	.25	.25	$11,882	$12,310
5288	Soc Svcs Admin II	.50	.50	.50	.50	19,256	20,188
5287	Soc Svcs Admin I	1.00	1.00	1.00	1.00	37,071	38,338
5233	Eligibility Control Supv	1.00	1.00	1.00	1.00	27,016	26,914
2757	Admin Secretary II	.25	.25	.25	.25	5,638	5,451
2761	Group Secretary	.50	.50	.50	.50	8,604	10,396
5225	Eligibility Control Worker	12.00	12.00	12.00	12.00	273,203	278,774
2493	Intermediate Account Clerk	1.00	1.00	1.00	1.00	17,792	18,804
2730	Senior Clerk	.50	.50	.50	.50	9,586	10,272
2700	Intermediate Clerk Typist	2.00	2.00	2.00	2.00	33,054	35,542
	Sub-Total	19.00	19.00	19.00	19.00	443,102	456,989
Welfare Investigations							
5289	Soc Svcs Admin III	.00	.00	1.00	1.00	0	44,084
5288	Soc Svcs Admin II	1.00	1.00	.00	.00	38,513	0
5287	Soc Svcs Admin I	1.00	1.00	1.00	1.00	37,072	38,339
5717	Sr Field Investigator	4.00	4.00	4.00	4.00	140,756	143,233
5719	Field Investigator	25.50	25.50	25.50	25.50	782,049	834,772
5221	Eligibility Technician	1.00	1.00	1.00	1.00	20,707	21,131
2730	Senior Clerk	1.00	1.00	1.00	1.00	19,173	20,543
2756	Admin Secretary I	1.00	1.00	1.00	1.00	18,204	18,940
2714	Intermediate Trans Typist	2.00	2.00	2.00	2.00	29,192	38,660
2700	Intermediate Clerk Typist	6.00	6.00	6.00	6.00	99,163	106,632
	Sub-Total	42.50	42.50	42.50	42.50	1,184,829	1,266,334
Appeals							
5288	Soc Svcs Admin II	.50	.50	.50	.50	19,257	20,189
5287	Soc Svcs Admin I	2.00	2.00	2.00	2.00	74,143	76,677
5248	Program Assistant	14.00	14.00	14.00	14.00	468,474	486,424
2756	Admin Secretary I	.00	.00	.00	.00	0	0
2761	Group Secretary	.50	.50	.50	.50	8,467	10,397
2730	Senior Clerk	.50	.50	.50	.50	9,586	10,271
2700	Intermediate Clerk Typist	3.00	3.00	3.00	3.00	49,581	53,313
	Sub-Total	20.50	20.50	20.50	20.50	629,508	657,271
	Total	82.00	82.00	82.00	82.00	$2,257,439	$2,380,594
Salary Adjustments:						$2,687	$2,524
Premium/Overtime Pay:						2,537	2,383
Employee Benefits:						704,788	671,827
Salary Savings:						(59,349)	(60,888)
	Total Adjustments					$650,663	$615,846
Program Totals		82.00	82.00	82.00	82.00	$2,908,102	$2,996,440

PROGRAM: FOOD STAMP ADMINISTRATION **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 24007 **ORGANIZATION #: 3900**
MANAGER: C.E. REID **REFERENCE: 1989-90 Proposed Budget, Pg. 13M**

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)

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,996,450	$3,591,766	$3,787,390	$2,984,335	$4,071,916	36.4
Services & Supplies	267,569	320,912	434,466	389,301	421,932	8.4
Fixed Assets	0	0	0	0	0	100.0
TOTAL DIRECT COST	$3,264,019	$3,912,678	$4,221,856	$3,373,636	$4,493,848	33.2
PROGRAM REVENUE	$(2,448,015)	$(2,820,509)	$(3,166,392)	$(2,530,227)	$(3,370,386)	33.2
NET GENERAL FUND CONTRIBUTION	$816,004	$1,092,169	$1,055,464	$843,409	$1,123,462	33.2
STAFF YEARS	119.50	136.50	145.00	114.00	156.00	36.8

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 88-89 actual expenditure exceeded budget due to higher numbers of eligible clients and negotiated pay raises which were not provided for in the FY 88-89 budget. The Food Stamp program has been understaffed for three years. The actual expenditures reflect the growth in caseload which, by law, had to be served but was not provided for in the FY 88-89 adopted budget.

1989-90 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%.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Food Stamps (156.00 SY; E = $4,493,848; R = $3,370,386) including support personnel is:

   - Mandated Activity/Mandated Service Level.
   - Providing food coupons or cash assistance to all eligible individuals and families as mandated by Title 7 U.S. Code, Section 2012 et seq.; 7 Code of Federal Regulations 217-283, and California Welfare & Institutions Code, Section 18900-18919.
   - Providing assistance to over 6,600 San Diego County families and individuals each month in FY 89-90.
   - Increasing 42.00 staff years as follows:
     - 2.0 staff years for Food Stamp Cash Out project

Classification	Staff Years
Social Services Administrator III	1.0
Analyst III	1.0

     - 40.00 staff years for caseload growth

Classification	Staff Years
Social Services Administrator III	1.0
Eligibility Supervisor	3.0
Eligibility Technician	24.50
Administrative Secretary III	1.0
Administrative Secretary I	1.0
Intermediate Clerk	5.0
Extra Help	4.5

PROGRAM: FOOD STAMP ADMINISTRATION **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State Administrative Reimbursement (25% of Cost)	$1,055,464	$843,409	$1,123,462	$280,053
Federal Administrative Reimbursement (50% of Cost)	2,110,928	1,686,818	2,246,924	560,106
Sub-Total	$3,166,392	$2,530,227	$3,370,386	$840,159
Total	$3,166,392	$2,530,227	$3,370,386	$840,159

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Revenue Match (25% of Cost)	$1,055,464	$843,409	$1,123,462	$280,053
Sub-Total	$1,055,464	$843,409	$1,123,462	$280,053
Total	$1,055,464	$843,409	$1,123,462	$280,053

EXPLANATION/COMMENT ON PROGRAM REVENUES: State and Federal Administrative Reimbursements are based on actual costs.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Preapplication (monthly)	3,160	3,473	3,550	3,588	4,086
Eligibility determination (monthly)	2,441	2,722	2,635	2,960	3,459
Cases supervised (monthly)	6,096	6,149	6,678	6,249	6,668
EFFICIENCY					
Cases per Eligibility Technician	159.1	176.3	138.9	188.9	154.1
EFFECTIVENESS					
Percentage of eligibility determinations within 15 days of application	80%	92.1%	75.8%	80%	80%
Percentage of expedited service determinations within 6 days of application	95%	100%	80.4%	100%	100%
Percentage of benefits issued with no dollar errors	83%	89%	88.5%	95%	95%

The actual cases per Eligibility Technician is lower than budget due to the FY 88-89 adopted budget providing for caseload increases but no associated staffing.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5296	Social Services Admin IV	.25	.25	.25	.25	$11,882	$12,310
5289	Social Services Admin III	1.25	1.25	3.25	3.25	53,874	133,053
5288	Social Services Admin II	2.00	2.00	2.00	2.00	77,026	80,701
5287	Social Services Admin I	.25	.25	.25	.25	9,268	9,585
2413	Analyst III	0.00	0.00	1.00	1.00	0	40,350
5248	Program Assistant	2.25	2.25	2.25	2.25	75,290	86,779
5222	Eligibility Supervisor	8.25	8.25	11.25	11.25	208,098	319,248
2745	Supervising Clerk	1.00	1.00	1.00	1.00	23,385	24,404
5221	Eligibility Technician	67.75	67.75	92.25	92.25	1,402,926	1,925,522
2758	Administrative Secretary III	0.00	0.00	1.00	1.00	0	26,074
2757	Administrative Secretary II	.25	.25	.25	.25	5,638	5,451
2730	Senior Clerk	2.75	2.75	2.75	2.75	52,724	56,493
2756	Administrative Secretary I	1.75	1.75	2.75	2.75	31,857	51,881
2650	Stock Clerk	1.50	1.50	1.50	1.50	23,963	25,273
2700	Intermediate Clerk	20.00	20.00	25.00	25.00	330,543	441,526
4911	Social Services Aid II	8.00	4.00	4.00	4.00	70,935	72,042
9999	Extra Help	.75	.75	5.25	5.25	11,054	79,278
	Total	118.00	114.00	156.00	156.00	$2,388,463	$3,389,970
Salary Adjustments:						$14,005	$17,914
Premium/Overtime Pay:						13,220	16,910
Employee Benefits:						629,552	732,036
Salary Savings:						(60,905)	(84,914)
	Total Adjustments					$595,872	$681,946
Program Totals		118.00	114.00	156.00	156.00	$2,984,335	$4,071,916

PROGRAM: GENERAL RELIEF **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 24004 **ORGANIZATION #: 3900**
MANAGER: C.E. REID **REFERENCE: 1989-90 Proposed Budget, Pg. 13N**

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."

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,705,093	$2,247,648	$2,372,033	$2,419,798	$2,869,312	18.6
Services & Supplies	124,396	216,937	321,588	313,260	326,868	4.3
Contracts					130,100	100.0
Support & Care	9,482,645	11,349,314	15,424,008	16,122,017	17,366,067	7.7
Fixed Assets						100.0
TOTAL DIRECT COST	$11,312,134	$13,813,899	$18,117,629	$18,855,075	$20,692,347	9.7
PROGRAM REVENUE	$(482,492)	$(557,783)	$(584,493)	$(550,000)	$(550,000)	0.0
NET GENERAL FUND CONTRIBUTION	$10,829,642	$13,256,116	$17,533,136	$18,305,075	$20,142,347	10.0
STAFF YEARS	68.00	85.50	91.00	93.75	106.25	13.3

PROGRAM DESCRIPTION

This program is intended to provide temporary financial assistance to meet the basic needs of food, clothing, shelter, utilities and household supplies to eligible persons. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The FY 88-89 actual aid payment expenditure was lower than budget due to fewer eligible clients than anticipated in the adopted budget.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. General Relief (106.25 SY; E = $20,692,347; R = $550,000) including support personnel is:

   - Mandated Activity/Discretionary Service Level.
   - Providing cash assistance to all eligible individuals who do not quality for financial assistance under other Federal or State programs as mandated by the California Welfare and Instituions Code, Sections 17000 & 17100.
   - Providing assistance to over 5,300 individuals each month in FY 89-90.
   - Increasing 12.50 staff years as follows:
     - 11.5 SY for full year funding of mid-year additions.

Classification	Staff Years
Eligibility Supervisor	2.25
Eligibility Technician	8.25
Intermediate Clerk	1.00

     - 1.00 SY for the Social Security Advocacy Project

Classification	Staff Years
Program Specialist	1.00

   - Increased a total of $1,244,050 in support and care costs to fund projected caseload growth and a 4.71% Cost of Living Adjustment for housing.

PROGRAM: GENERAL RELIEF **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Collection of Aid Payments	$584,493	$550,000	$550,000	$0
Sub-Total	$584,493	$550,000	$550,000	$0
Total	$584,493	$550,000	$550,000	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Administration	$2,693,621	$ 2,733,058	$ 3,326,280	$593,222
Aid Payments	14,839,515	15,572,017	16,816,067	1,244,050
Unfunded Salary Settlement Costs	0	0	0	0
Sub-Total	$17,533,136	$18,305,075	$20,142,347	$1,837,272
Total	$17,533,136	$18,305,075	$20,142,347	$1,837,272

EXPLANATION/COMMENT ON PROGRAM REVENUES: This program is entirely funded by County funds except for repayment of grants collected by the Department of Revenue and Recovery.

PROGRAM: GENERAL RELIEF **DEPARTMENT:** SOCIAL SERVICES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Preapplication (monthly)	2,580	2,887	3,223	3,475	3,804
Eligibility determination (monthly)	1,641	2,096	2,231	3,196	2,979
Cases supervised (monthly)	3,632	4,138	4,722	4,948	5,368
EFFICIENCY					
Cases per Eligibility Technician	195.1	174.6	172.8	193.7	178.0
EFFECTIVENESS					
Percentage of intake appointments within 5 days of application	82%	64.5%	41.2%	90%	90%
Percentage of eligibility determinations within 3 days of intake appointment	82%	63.8%	97.9%	90%	90%

PROGRAM: GENERAL RELIEF **DEPARTMENT: SOCIAL SERVICES**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5289	Social Services Admin III	.75	.75	.75	.75	$32,324	$33,198
5288	Social Services Admin II	.25	.25	.25	.25	9,628	10,088
5248	Program Assistant	1.00	1.00	1.00	1.00	33,462	34,745
5244	Program Specialist	0.00	0.00	1.00	1.00	0	36,900
5222	Eligibility Supervisor	6.00	6.00	8.25	8.25	151,344	218,730
2745	Supervising Clerk	.50	.50	.50	.50	11,692	12,202
5221	Eligibility Technician	60.00	60.00	68.25	68.25	1,242,444	1,424,573
2730	Senior Clerk	2.25	2.25	2.25	2.25	43,138	46,222
2756	Administrative Secretary I	.50	.50	.50	.50	9,102	9,433
2650	Stock Clerk	1.00	1.00	1.00	1.00	15,975	16,849
2700	Intermediate Clerk	16.50	16.50	17.50	17.50	272,698	309,068
4911	Social Services Aid II	2.00	2.00	2.00	2.00	35,468	36,021
2709	Department Clerk	2.00	1.50	2.00	1.50	20,670	21,695
9999	Extra Help	1.50	1.50	1.50	1.50	22,108	22,651
	Total	94	93.75	107	106.25	$1,900,053	$2,232,375
Salary Adjustments:						$14,109	$13,254
Premium/Overtime Pay:						13318	12511
Employee Benefits:						546627	668905
Salary Savings:						(54309)	(57733)
	Total Adjustments					$519,745	$636,937
Program Totals		94.25	93.75	106.25	106.25	$2,419,798	$2,869,312

PROGRAM: MEDI-CAL ADMINISTRATION | **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 24009 | **ORGANIZATION #: 3900**
MANAGER: C.E. REID | **REFERENCE: 1989-90 Proposed Budget, Pg. 130**

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, California Admin. Code (Title 22, Sec. 5000-50955), W&I Code (Sections 12500 & 14000, 12200, 12201), Department of Health Services Medi-Cal Eligibility Manual, and Department of Social Services Eligibility and Assistance Standards (Div. 46) and Title 22 California Code of Regulations, Section 5000-50955, which mandate County Administration of this program.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$6,425,411	$7,017,176	$7,286,466	$7,106,611	$8,135,473	14.5
Services & Supplies	597,336	673,275	973,157	941,665	1,057,693	12.3
Other Charges	108,175	93,728	123,037	150,000	150,000	0.0
Fixed Assets						100.0
TOTAL DIRECT COST	$7,130,922	$7,784,179	$8,382,660	$8,198,276	$9,343,166	14.0
PROGRAM REVENUE	$(6,708,417)	$(7,212,314)	$(8,382,660)	$(8,198,276)	$(9,343,166)	14.0
NET GENERAL FUND CONTRIBUTION	$422,505	$571,865	$0	$0	$0	100.0
STAFF YEARS	256.25	268.75	279.00	275.75	306.50	8.3

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.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual expenditure exceeded the budgeted amount due to negotiated pay raise dollars which were not included in the adopted budget.

1989-90 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%.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Medi-Cal Administration (298.50 SY; E = $9,343,166; R = $9,343,166) including support personnel is:

   - Mandated Activity/Mandated Service Level.
   - Providing medical coverage to all eligible individuals as mandated by Title 42 U.S. Code, Subchapters XVI and XIX, 42 Code Federal Regulations 430-456, California Administrative Code Title 22, Sections 50000-50955, and Welfare & Institutions Code, Sections 12500, 14000, 12200 and 12201.
   - Providing assistance to over 20,000 San Diego county residents each month in FY 89-90.
   - Increasing a total of 30.75 staff years, as follows:

     - 14.75 SY for caseload growth

Classification	Staff Years
Eligibility Supervisor	1.00
Eligibility Technician	11.00
Intermediate Clerk	2.75

     - 16.0 SY for Hospital Outstationed Eligibility Services

Classification	Staff Years
Eligibility Technician	16.00

PROGRAM: MEDI-CAL ADMINISTRATION **DEPARTMENT:** SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
State Administrative Reimbursement	$7,827,894	$7,563,472	$8,735,453	$1,171,981
State Special Circumstances Reimbursement	123,037	150,000	150,000	0
State Reimbursement for County Medical Services Administration	431,729	484,804	457,713	(27,091)
Hospital Council Contract	0	0	0	0
Sub-Total	$8,382,660	$8,198,276	$9,343,166	$1,144,890
Total	$8,382,660	$8,198,276	$9,343,166	$1,144,890

EXPLANATION/COMMENT ON PROGRAM REVENUES: The Medi-Cal Program is 100% revenue offset.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Preapplication (monthly)	3,681	3,901	4,237	4,058	4,317
Eligibility determination (monthly)	4,545	4,520	4,168	4,672	4,551
Cases supervised (monthly)	19,921	20,071	20,742	20,902	20,082
EFFICIENCY					
Cases per Eligibility Technician	173.5	170.3	154.1	170.1	149.8
EFFECTIVENESS					
Percentage of eligibility determinations within 30 days of application	70%	70%	59.3%	80%	80%
Percentage of benefits issued without error	83%	83.8%	83.8%	97%	97%
Percentage of immediate need determinations made within 5 days	95%	100%	90.1%	100%	100%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5296	Social Services Admin IV	.50	.50	.50	.50	$23,763	$24,620
5289	Social Services Admin III	1.50	1.50	1.50	1.50	64,649	66,396
5288	Social Services Admin II	4.00	4.00	4.00	4.00	154,053	161,401
5287	Social Services Admin I	.25	.25	.25	.25	9,268	9,585
5248	Program Assistant	3.25	3.25	3.25	3.25	108,753	112,920
5222	Eligibility Supervisor	21.00	21.00	22.00	22.00	529,705	583,279
2745	Supervising Clerk	2.00	2.00	2.00	2.00	46,769	48,809
5221	Eligibility Technician	184.75	174.25	201.25	201.25	3,608,264	4,257,681
2730	Senior Clerk	4.75	4.75	4.75	4.75	91,068	97,579
2756	Administrative Secretary I	2.25	2.25	2.25	2.25	40,959	42,448
2650	Stock Clerk	2.50	2.50	2.50	2.50	39,939	42,122
2700	Intermediate Clerk	53.00	52.00	54.75	54.75	859,411	966,942
4911	Social Services Aid II	6.00	6.00	6.00	6.00	106,403	108,063
9999	Extra Help	1.50	1.50	1.50	1.50	22,108	22,651
	Total	287	275.75	307	306.50	$5,705,112	$6,544,496
Salary Adjustments:						$36,021	$37,528
Premium/Overtime Pay:						34,002	35,424
Employee Benefits:						1,476,509	1,678,888
Salary Savings:						(145,033)	(160,863)
	Total Adjustments					$1,401,499	$1,590,977
Program Totals		287.25	275.75	306.50	306.50	$7,106,611	$8,135,473

PROGRAM: REFUGEE ASSISTANCE **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 24008 **ORGANIZATION #: 3900**
MANAGER: C.E. REID **REFERENCE: 1989-90 Proposed Budget, Pg. 13P**

AUTHORITY: This program was developed to carry out the Refugee Assistance Acts, (Title 8 U.S. Code, Section 1521-1524); (Title 22 U.S. Code Section 2601); 45 Code of Federal Regulations, Part 400 & 401; and the State Department 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).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$802,397	$772,629	$596,285	$898,704	$754,477	(16.0)
Services & Supplies	89,132	95,632	106,850	115,254	119,945	4.1
Support & Care	9,244,735	6,668,696	5,444,010	5,035,519	5,290,775	5.1
Fixed Assets						100.0
TOTAL DIRECT COST	$10,136,264	$7,536,957	$6,147,145	$6,049,477	$6,165,197	1.9
PROGRAM REVENUE	$(9,775,712)	$(7,281,925)	$(6,015,074)	$(5,974,973)	$(6,091,363)	1.9
NET GENERAL FUND CONTRIBUTION	$360,552	$255,032	$132,071	$74,504	$73,834	(0.9)
STAFF YEARS	32.00	28.75	23.00	33.75	25.50	(24.4)

PROGRAM DESCRIPTION

This program provides financial assistance to meet the basic needs of food, clothing, shelter, utilities and household supplies to eligible refugees. It is centrally administered at the Kearny Mesa District Office in order to provide for those who require special language assistance. Assistance is provided for needy refugees currently living in San Diego County who have been admitted into the United States from Indo-China, Cuba, Haiti, Ethiopia, Afghanistan, Russia 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.

1988-89 BUDGET TO ACTUAL COMPARISON

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. Unfortunately, the clients remained AFDC eligible and are now receiving benefits in that program which mandates State and County match.

Support and care payments exceeded budget due to more clients than anticipated in the budget and the higher cost of homeless assistance cases. While the number of refugee clients did decrease from FY 87-88, they did not decrease as much as anticipated.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Refugee Assistance (25.50 SY; E = $6,165,197 ; R = $6,091,363) including support personnel is:

   - Mandated Activity/Mandated Service Level.
   - Providing cash assistance to all eligible refugees as mandated by the Refugee Assistance Act title 8 U.S. Code Section 1521-1524; Title 22 U.S. Code Section 2601; and 45 Code of Federal Regulations, Part 400 & 401.
   - Providing assistance to over 800 San Diego County refugee families in FY 89-90.
   - Decreasing 8.25 staff years due to caseload decreases

Classification	Staff Years
Eligibility Supervisor	(1.5)
Eligibility Technician	(6.75)

   - Increasing a total of $225,196 in support and care costs to fund the State mandated cost of living adjustment of 4.71%.

PROGRAM: REFUGEE ASSISTANCE **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Federal Administrative Reimbursement	$703,135	$1,013,958	$ 874,422	$(139,536)
Federal Aid Payments Reimbursement (1.4% match required)	5,311,939	4,961,015	5,216,941	255,926
Sub-Total	$6,015,074	$5,974,973	$6,091,363	$116,390
Total	$6,015,074	$5,974,973	$6,091,363	$116,390

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Net County Cost of Aid Payments	$132,071	$74,504	$73,834	$(670)
Sub-Total	$132,071	$74,504	$73,834	$(670)
Total	$132,071	$74,504	$73,834	$(670)

EXPLANATION/COMMENT ON PROGRAM REVENUES: Federal revenue exceeded the budgeted amount due to higher aid payment expenditures.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD					
Preapplication (monthly)	221	222	160	228	108
Eligibility determination (monthly)	194	130	139	207	133
Cases supervised (monthly)	1,456	1,381	1,086	1,603	889
EFFICIENCY					
Cases per Eligibility Technician	103.9	97.2	104.5	101.9	85.3
EFFECTIVENESS					
Percentage of immediate need determinations made within 1 day of application	100%	100%	100%	100%	100%
Percentage of eligibility determinations made within 15 days of application	87%	88.6%	89.6%	80%	80%

PROGRAM: REFUGEE ASSISTANCE **DEPARTMENT:** SOCIAL SERVICES

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5296	Soc Svcs Admin IV	.25	.25	.25	.25	$ 11,882	$ 12,310
5289	Soc Svcs Admin III	.50	.50	.50	.50	21,550	22,132
5288	Soc Svcs Admin II	.25	.25	.25	.25	9,628	10,088
5248	Program Assistant	1.00	1.00	1.00	1.00	33,462	34,745
5222	Eligibility Supervisor	2.75	2.75	1.25	1.25	69,366	33,141
2745	Supervising Clerk	.75	.75	.75	.75	17,539	18,303
5221	Eligibility Technician	20.00	20.00	13.25	13.25	414,148	296,565
2757	Admin Sec II	.25	.25	.25	.25	5,638	5,451
2730	Senior Clerk	1.25	1.25	1.25	1.25	23,965	25,679
2756	Admin Sec I	.50	.50	.50	.50	9,102	9,433
2650	Stock Clerk	1.00	1.00	1.00	1.00	15,975	16,849
2700	Intermediate Clerk Typist	5.50	5.00	5.00	5.00	82,636	88,305
9999	Extra Help	.25	.25	.25	.25	3,685	3,775
	Total	34.25	33.75	25.50	25.50	$718,576	$576,776
Salary Adjustments:						$4,134	$2,673
Premium/Overtime Pay:						3,903	2,529
Employee Benefits:						190,432	186,545
Salary Savings:						(18,341)	(14,046)
	Total Adjustments					$180,128	$177,701
Program Totals		34.25	33.75	25.50	25.50	$898,704	$754,477

PROGRAM: MANAGEMENT SERVICES | **DEPARTMENT: SOCIAL SERVICES**

PROGRAM #: 92101 | **ORGANIZATION #: 3900**
MANAGER: L. WILLINGHAM | **REFERENCE: 1989-90 Proposed Budget, Pg: 13Q**

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, an in conformity with, State and Federal statutes and regulations.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,097,266	$6,322,149	$7,144,613	$6,661,896	$8,151,691	22.4
Services & Supplies	599,866	886,593	953,870	907,408	983,442	8.4
Fixed Assets	124,925	616,782	762,015	290,982	632,344	117.3
TOTAL DIRECT COST	$5,822,057	$7,825,524	$8,860,498	$7,860,286	$9,767,477	24.3
PROGRAM REVENUE	$(4,621,461)	$(6,339,322)	$(6,881,836)	$(6,391,782)	$(7,738,870)	21.1
NET GENERAL FUND CONTRIBUTION	$1,200,596	$1,486,202	$1,978,662	$1,468,504	$2,028,607	38.1
STAFF YEARS	188.00	218.00	248.75	237.75	273.75	15.1

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, word processing, centralized contracting, volunteer coordination, public inquiry, supplies management, program evaluation and special studies. Coordination of these administrative services is provided department-wide to avoid duplication of effort and expenditures.

1988-89 BUDGET TO ACTUAL COMPARISON

Actuals for Salaries and Benefits, Services and Supplies, and Fixed Assets were higher than budget as a result of mid-year unanticipated additional Childrens Services revenues.

1989-90 OBJECTIVES

1. To implement automated intake system on the mainframe computer.

2. To implement voice mail processing at 1255 Imperial Avenue.

3. To study the Department's word processing services for possible implementation of new systems.

4. To implement an image processing system.

5. To conduct a telecommuting feasibility study.

1989-90 SUB PROGRAM ACTIVITIES

Increase of 36.00 SY to support Childrens Services Bureau due to a mid-year addition approved by the Board on 10/18/88 (36).

The activities of this program are summarized as follows:

1. Support Services (2.00 SY; E = $112,706; R = $89,298) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for administrative guidance to the General Services and Word Processing sub-programs and provides consolidated facility planning and management for the whole Department.
   - Reclassifying 1.00 SY Analyst II to Analyst III.

2. Word Processing (73.00 SY; E = $2,373,736; R = $1,880,735) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for centralized word processing services at the Department's Mission Valley, Levant Street, Ruffin Road, Mills Building, Chesapeake, Oceanside and Escondido facilities.
   - Increasing by 14.00 SY mid-year addition including: 1.00 SY Principal Clerk I, 2.00 SY Word Processing Center Supervisors, 2.00 SY Sr. Word Processing Operators and 9.00 SY Word Processing Operators to provide additional word processing of Childrens Services court reports as a result of a mid-year addition noted above.

3. General Services (40.00 SY; E = $1,247,047; R = $988,048) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for inactive case record storage, duplication services, supply requisition control, fixed asset inventory and repair controls for all departmental programs.
   - Increasing by 8.00 SY including: 1.00 SY Sr. Offset Equipment Operator, 3.00 SY Intermediate Clerk, 2.00 SY Construction & Service Workers I, and 2.00 SY Building Maintenance Engineer Assistants as a result of a mid-year addition noted above.
   - Expected to process 825,000 case records.

4. Fiscal Services (72.00 SY; E = $2,332,183; R = $1,847,812) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for departmentwide accounting services, managing conservatee funds, accounts for Child Support collections, preparing assistance and administrative revenue claims and assembling and mailing Food Stamp coupon packets.
   - Increasing by 1.00 SY Admin. Secretary II due to Board approved mid-year addition noted above.
   - Expected to process 361,319 financial transactions and mail 441,354 Food Stamp packets.

5. Public Inquiry/Volunteer Coordination (10.00 SY; E = $383,666; R = $303,983) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Responding to inquiries from citizens, other counties, other states and the media; coordinates the departmentwide volunteer program.
   - Expected to respond to 130,000 public inquiries/requests.

6. Personnel and Training (41.75 SY; E = $1,617,360; R = $1,281,451) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for Departmentwide personnel and payroll services and training coordination and providing in-house training for Eligibility Technicians and Social Worker staff.
   - Increasing by 7.00 SY including: 2.00 SY Payroll Clerk, 2.00 SY Intermediate Clerk, 1.00 SY Protective Service Supervisor, 1.00 SY Staff Development Specialist, and 1.00 SY Social Service Administrator I as a result of a mid-year addition noted above.
   - Reclassifying 1.00 SY Sr. Payroll Clerk to Personnel Aide and 1.00 SY Department Personnel Officer II to Sr. Personnel Analyst.
   - Expected to provide personnel, payroll and training services for an average of 3,600 employees.

7. Budget and Revenue (10.00 SY; E = $487,031; R = $385,880) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for preparing and monitoring the Department's Budget; prepares analysis of State and Federal Budgets; performing other fiscal analysis as required.
   - Reclassifying 1.00 SY Administrative Services Mgr. II to Chief, Social Services Revenue & Budget.
   - Increasing by 2.00 SY including: 1.00 SY Associate Accountant, and 1.00 SY Administrative Secretary II as a result of a mid-year addition noted above.

8. Evaluation and Contracting (5.00 SY; E = $245,417; R = $194,447) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for evaluating the Department's programs, providing centralized contracting-out services, performing planning functions for Departmental programs.
   - Reclassifying 1.00 SY Analyst IV to Principal Administrative Analyst.

9. Electronic Data Processing (20.00 SY; E = $968,331 ; R = $767,216) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for developing, coordinating and implementing Departmental record automation efforts.
   - Reclassifying 2.00 SY Intermediate Clerk to Distributed Network Technician I.
   - Increasing by 4.00 SY including: 2.00 SY Associate Systems Analysts, 1.00 SY Eligibility Supervisor, and 1.00 SY Distributed Network Technician as a result of a mid-year addition noted above.
   - Expected to process over 12 million input computer records.

PROGRAM: MANAGEMENT SERVICES **DEPARTMENT: SOCIAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Foster Day Care Licensing Contract	$65,704	$57,072	$71,068	$13,996
Foster Home License Contracts	73,366	63,105	77,495	14,390
Adoptions Service Contract	230,248	190,973	237,629	46,656
Refugee Social Services	14,821	20,104	19,802	(302)
Child Welfare Services (match required)	1,755,835	2,030,810	2,959,206	928,396
County Services Block Grant (25% match required)	320,538	303,145	303,425	280
Short-Doyle (10% match required)	91,560	88,372	89,176	804
Refugee Targeted Assistance Program (RTAP)	31,303	35,355	49,334	13,979
RETC Contract Administration	25,919	41,424	43,026	1,602
AFDC Administration (25% match required)	2,138,425	1,727,065	1,788,447	61,382
Medi-Cal Program Administration	687,912	712,230	806,458	94,228
Food Stamp Program Admin. (25% match required)	918,498	550,289	320,481	(229,808)
Refugee Aid Administration	66,815	87,905	80,583	(7,322)
Dept. of Education Contract Administration	5,296	2,276	10,102	7,826
Food Stamp Employment & Training (match required)	62,517	93,396	62,776	(30,620)
Job Clubs		0	0	0
Greater Avenues to Independence	366,073	373,419	747,815	374,396
Independent Living Skills Contract	27,006	14,842	33,978	19,136
Parkard Grant	0	0	3,146	3,146
Hospital Council Contract	0	0	34,923	34,923
Sub-Total	$6,881,836	$6,391,782	$7,738,870	$1,347,088
Total	$6,881,836	$6,391,782	$7,738,870	$1,347,088

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
REVENUE MATCH:				
Child Welfare Services ($ match required)	266,361	299,488	332,551	33,063
County Services Block Grant (25% of cost)	106,846	101,048	102,486	1,438
Short-Doyle (10% of cost)	10,173	9,819	9,908	89
AFDC Administration (25% of cost)	768,087	678,912	796,149	117,237
Food Stamp Program (25% of cost)	265,486	294,686	306,827	12,141
Food Stamp Employment & Training	30,688	25,489	31,257	5,768
Sub-Total	$1,447,641	$1,409,442	$1,579,178	$169,736
GENERAL FUND SUPPORT:	$531,021	$59,062	$449,429	$390,367
Sub-Total	$531,021	$59,062	$449,429	$390,367
Total	$1,978,662	$1,468,504	$2,028,607	560,103

EXPLANATION/COMMENT ON PROGRAM REVENUES: County cost match percentages are indicated above. Child Welfare Services require a SB14 dollar amount County match.

FIXED ASSETS

Departmental fixed assets are frequently used by staff in several programs. Consequently, all departmental fixed assets (except Community Action Partnership) are shown in this program.

Item	Quantity	Cost
Microphone, Cordless	1	$400
Public Address System	3	3,900
Personal Computer with Printer & Interface	42	189,193
Terminals	46	36,524
Modems	10	3,910
Data Service Units	43	31,605
Optical Character Reader	2	7,940
Local Area Network	1	3,861
Expansion Chassis	5	1,500
Protocol Line Analyzer	1	2,500
Distributed Processor Complex	1	40,787
Control Units	16	9,248
Communications Adapter	1	4,110
Optical Storage & Retrieval System	1	80,000
Terminal Printers	10	5,000
Haworth Panels	2	872
Desks	141	81,510
Credenza	1	750
Microfiche Reader	4	1,600
Bursters (Table Top)	4	10,000
Check Protectors	6	2,400
Photocopy Machine	1	10,345
Film Projector	2	3,400
Refrigerator	2	1,500
Typewriter	86	52,500
Video Monitor & Mounts	4	1,400
Video Character Generator	1	500
Video Cassette Recorder	3	3,000
Video Camcorder	1	2,000
Television with VCR	1	800
Total		$593,055

Vehicles/Communication Equipment

Item	Quantity	Cost
Facsimile Machine	13	$36,289
Van Lift	1	3,000
Total		$39,289

PERFORMANCE INDICATORS	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
WORKLOAD (ANNUAL)					
General Services					
Case records processed	587,000	600,000	795,000	625,000	825,000
Printing impressions	24M	32M	43M	33M	35M
Public Inquiry/Volunteer Coordination					
Volunteer hours donated	38,366	60,244	160,165	37,000	160,200
Value of donated time	$2,116,100	$2,823,182	$6,645,553	$2,099,150	$6,000,000
Public Inquiries and/or requests	133,977	135,000	125,000	150,000	130,000
Client complaints resolved avoiding appeal hearings	1,464	1,200	1,355	1,400	1,400
TV program hours (free)	227	180	220	180	200
Value if purchased	$124,400	$180,000	$220,000	$180,000	$200,000
Speaking requests filled/audience	195/11,244	167/700	194/5,900	150/8,500	200/6,000
Personnel/Payroll					
Significant personnel activities	2,750	3,200	3,500	3,000	3,600
Training					
Hours of staff training provided	125,867	108,222	162,000	125,000	150,000
Fiscal Services					
Financial transactions	253,404	295,356	328,472	295,000	361,319
Food Stamp packets assembled and mailed	432,656	469,381	518,269	490,000	441,354
Budget and Revenue					
Management reports prepared	16	16	16	16	16
Evaluations and Contracts					
Contracts negotiated	12	29	19	7	8
Program evaluations conducted	3	2	1	3	2
Systems studies conducted	12	4	7	15	8
Legislation analyzed, number of bills	0	135	186	200	120
Electronic Data Processing					
Computer documents processed	5,400,000	5,410,000	5,936,000	5,490,000	6,500,000
Input records processed	9,000,000	10,490,000	11,084,000	10,650,000	12,000,000
Output documents printed on mini-computers	8,210,000	9,670,000	10,364,000	9,800,000	10,500,000

Discussion:

Workload increases are due to caseload increases in the assistance programs, Childrens Services, and the Greater Avenues to Independence Program and by new State mandated requirements.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Support Services Division							
2412	Admin Svcs Manager II	1	1.00	1	1.00	$46,354	$48,022
2412	Analyst II	1	1.00	0	0.00	33,957	0
2413	Analyst III	0	0.00	1	1.00	0	40,518
	Sub-Total	2	2.00	2	2.00	$80,311	$88,540
Word Processing							
2125	Principal Clerk I	0	0.00	1	1.00	$ 0	$ 26,714
3010	WP Center Supervisor	5	5.00	7	7.00	121,008	177,507
3008	Sr WP Operator	8	7.50	10	9.50	154,984	199,985
3009	WP Operator	40	39.50	49	48.50	716,699	959,276
2724	Sr Trans Typist	1	1.00	1	1.00	20,462	23,768
2417	Intermediate Trans Typist	7	5.00	7	5.00	73,330	89,442
2700	Intermediate Clerk Typist	1	1.00	1	1.00	14,596	17,185
	Sub-Total	62	59.00	76	73.00	$1,101,079	$1,493,877
General Services Section							
2304	Admin Asst I	1	1.00	1	1.00	$ 26,041	$ 26,989
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2730	Senior Clerk	4	4.00	4	4.00	75,458	82,833
3073	Sr Offset Equipment Oper	1	1.00	2	2.00	21,426	44,722
3050	Offset Equipment Oper	2	2.00	2	2.00	36,861	39,368
2650	Stock Clerk	1	1.00	1	1.00	18,567	16,504
2700	Intermediate Clerk Typist	22	22.00	25	25.00	363,158	445,469
6200	Building Maint Eng Asst	0	0.00	2	2.00	0	48,430
7541	Construction & Svcs Wkr I	0	0.00	2	2.00	0	35,508
	Sub-Total	32	32.00	40	40.00	$565,274	$764,941
Fiscal Services Division							
2535	Soc Svcs Finance Officer	1	1.00	1	1.00	$ 46,813	$ 48,502
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2425	Associate Accountant	1	1.00	1	1.00	32,050	33,560
2757	Admin Secretary II	0	0.00	1	1.00	0	21,618
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2500	Jr Accountant	1	1.00	1	1.00	18,745	23,594
2403	Accounting Tech	6	6.00	6	6.00	135,131	141,862
2510	Sr Account Clerk	15	15.00	15	15.00	303,437	317,794
2493	Intermediate Account Clerk	39	39.00	39	39.00	655,770	703,231
2700	Intermediate Clerk Typist	6	6.00	6	6.00	103,980	108,369
	Sub-Total	71	71.00	72	72.00	$1,358,590	$1,464,378
Public Inquiry/Volunteer Coordination							
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 39,106	$40,518
5248	Program Assistant	1	1.00	1	1.00	33,741	34,959
2337	Public Information Spec	1	1.00	1	1.00	32,137	33,291
5222	Eligibility Supervisor	1	1.00	1	1.00	25,805	27,068
5221	Eligibility Technician	4	4.00	4	4.00	87,184	88,604
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,230
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,312	17,468
	Sub-Total	10	10.00	10	10.00	$254,747	$263,138
Personnel & Training Division							
2312	Dept Prsnl Training Admin	1	1.00	1	1.00	$48,674	$50,428
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
	Sub-Total	2	2.00	2	2.00	$69,136	$72,051

PROGRAM: MANAGEMENT SERVICES **DEPARTMENT: SOCIAL SERVICES**

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Personnel & Payroll Section							
2328	Dept Personnel Officer II	4	4.00	3	3.00	$151,233	$121,554
2374	Sr Personnel Analyst	0	0.00	1	1.00	0	57,543
2306	Admin Trainee	1	1.00	1	1.00	25,160	26,066
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2320	Personnel Aide	0	0.00	1	1.00	0	21,344
2511	Sr Payroll Clerk	5	5.00	4	4.00	107,130	90,576
2494	Payroll Clerk	4	4.00	6	6.00	70,220	110,298
2760	Stenographer	1	1.00	1	1.00	17,330	18,006
2700	Intermediate Clerk Typist	1	1.00	2	2.00	17,330	36,162
9999	Temporary Extra Help	1	.25	1	.25	8,000	8,000
	Sub-Total	18	17.25	21	20.25	$221,277	$315,677
Training Section							
2308	Dept Training Admin	1	1.00	1	1.00	$ 39,106	$40,558
5287	Soc Svc Admin I	0	0.00	1	1.00	0	38,543
2365	Staff Devel Spec	1	.50	2	1.50	17,785	53,686
5259	Protective Svcs Supervisor	2	2.00	3	3.00	72,558	111,415
4925	Instructor	1	1.00	1	1.00	22,688	26,520
5226	Eligibility Training Spec	8	7.00	8	7.00	184,330	185,072
2730	Senior Clerk	1	1.00	1	1.00	18,799	20,834
2700	Intermediate Clerk Typist	3	3.00	4	4.00	48,131	70,365
	Sub-Total	17	15.50	21	19.50	$403,397	$546,993
Budget and Revenue Division							
2534	Chief, SS Rev & Budget	0	0.00	1	1.00	$ 0	$ 50,428
2369	Admin Svcs Manager II	1	1.00	0	0.00	45,269	0
2413	Analyst III	3	3.00	3	3.00	116,749	121,554
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2425	Associate Accountant	3	3.00	4	4.00	96,150	132,173
2757	Admin Sec II	0	0.00	1	1.00	0	21,618
	Sub-Total	8	8.00	10	10.00	$297,069	$366,503
Evaluation and Contracting Division							
2414	Analyst IV	1	1.00	0	0.00	$ 45,269	$ 0
2367	Principal Admin Analyst	0	0.00	1	1.00	0	45,751
2413	Analyst III	2	2.00	2	2.00	78,212	81,036
2412	Analyst II	1	1.00	1	1.00	35,433	36,708
2757	Admin Sec II	1	1.00	1	1.00	20,236	21,658
	Sub-Total	5	5.00	5	5.00	$179,150	$185,153
Electronic Data Processing Division							
2471	EDP Systems Manager	1	1.00	1	1.00	$ 54,977	$ 56,956
2499	Principal Systems Analyst	1	1.00	1	1.00	49,902	51,701
2525	Sr Systems Analyst	2	2.00	2	2.00	89,850	96,044
2487	EDP District Network Coord	1	1.00	1	1.00	42,055	43,569
2427	Associate Systems Analyst	6	6.00	8	8.00	236,121	316,953
2303	Administrative Assistant II	1	1.00	1	1.00	26,536	30,932
2756	Administrative Secretary I	1	1.00	1	1.00	19,524	19,933
2700	Intermediate Clerk Typist	2	2.00	0	0.00	32,336	0
2484	District Network Tech I	0	0.00	3	3.00	0	61,995
2485	District Network Tech II	1	1.00	1	1.00	21,628	23,783
5222	Eligibility Supervisor	0	0.00	1	1.00	0	25,408
	Sub-Total	16	16.00	20	20.00	$572,929	$727,274
	Total	243	237.75	279	273.75	$5,301,848	$6,487,515

PROGRAM: MANAGEMENT SERVICES DEPARTMENT: SOCIAL SERVICES

Class Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Salary Adjustments:					$36,260	$36,260
Premium/Overtime Pay:					0	0
Employee Benefits:					1,459,745	1,795,886
Salary Savings:					(135,957)	(167,970)
Total Adjustments					$1,360,048	$1,664,176
Program Totals	243	237.75	279	273.75	$6,661,896	$8,151,691

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

PROGRAM #: 93101
MANAGER: R. JACOBSEN

ORGANIZATION #: 3900
REFERENCE: 1989-90 Proposed Budget Pg. 13R

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$893,591	$999,583	$1,090,446	$937,006	$1,019,671	8.8
Services & Supplies	20,676	16,864	12,436	17,454	17,454	0.0
TOTAL DIRECT COST	$914,267	$1,016,447	$1,102,882	$954,460	$1,037,125	8.7
PROGRAM REVENUE	$(725,731)	$(785,244)	$(855,630)	$(760,274)	$(820,417)	7.9
NET GENERAL FUND CONTRIBUTION	$188,536	$231,203	$247,252	$194,186	$216,708	11.6
STAFF YEARS	17.00	18.75	19.25	17.00	17.00	0.0

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

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and Benefits were over budget due to hiring temporary clerical staff during high workload periods.

1989-90 OBJECTIVES

1. Achieve adequate funding for mandated services so that services can be at a quality level.
2. Develop new, and improve existing, automated systems.
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.

1989-90 PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

Department Administration (17.00 SY; E = $1,037,125 ; R = $820,417) including support personnel is:

- Mandated/Discretionary Service Level.
- Responsible for the administration of the Department's other programs.
- Reclassifying 1.00 SY Analyst IV to Social Service Staff Officer in the Director's Office.
- Adding 1.00 SY Analyst IV in Childrens Service Bureau as a result of a mid-year addition approved by the Board on October 18, 1988 (36).
- Transferring 1.00 SY Administrative Assistant III from the Childrens Service Bureau to the Childrens Services Program.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Foster Day Care Licensing Contract	$8,210	$6,935	$7,666	$731
Foster Home Lic. Contracts	9,168	7,668	8,359	691
Adoptions Service Contract	28,771	23,206	25,631	2,425
Refugee Social Services	1,852	2,443	2,136	(307)
Child Welfare Services (match required)*	219,408	246,188	319,189	73,001
County Services Block Grant (25% match required)	40,054	36,837	32,728	(4,109)
Short-Doyle (10% match required)	11,441	10,739	9,619	(1,120)
Ref. Employment Services	3,912	4,296	5,322	1,026
RETC Contract Administration	3,239	5,034	4,641	(393)
AFDC Administration (25% match required)	267,216	209,867	192,907	(16,960)
Medi-Cal Program Administration	85,961	94,383	86,987	(7,396)
Food Stamp Program Administration (25% match required)	112,278	43,189	34,568	(8,621)
Refugee Aid Administration	8,349	10,682	8,692	(1,990)
Department of Education (maint. of effort required)**	662	277	1,090	813
Food Stamp Empl. & Training (match required)	10,311	11,349	6,771	(4,578)
Job Clubs	0	0	0	0
Greater Avenues to Independence (GAIN)	41,423	45,377	66,340	20,963
Independent Living Grant	3,375	1,804	4,004	2,200
Hospital Council Contract	0	0	3,767	3,767
Sub-Total	$855,630	$760,274	$820,417	$60,143
Total	$855,630	$760,274	$820,417	$60,143

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Child Welfare Services	$33,284	$36,393	$35,381	(1,012)
County Services Block Grants	13,351	12,279	10,904	(1,375)
Short-Doyle	1,271	1,193	1,069	(124)
AFDC Administration	95,980	82,499	83,054	555
Food Stamp Admin.	33,175	30,913	36,523	5,610
Food Stamp Empl. & Training	3,835	3,097	3,326	229
Sub-Total	$180,896	$166,374	$170,257	$3,883
County Cost Program Support	$66,356	$27,812	$46,451	$18,639
Sub-Total	$66,356	$27,812	$46,451	$18,639
Total	$247,252	$194,186	$216,708	22,522

EXPLANATION/COMMENT ON PROGRAM REVENUES: The 1988-89 actual was higher than budget due to higher than anticipated caseloads in entitlement programs and additional State revenue as approved by the Board.

* Child Welfare Services revenues require a SB14 dollar amount County match.

** Department of Education Contract requires an initial County maintenance of effort expenditure of $105,332, which is included in Childrens Services Program budget.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
DSS Director's Office							
2121	Director, Soc Svcs	1	1.00	1	1.00	$ 88,868	$ 99,434
2225	Asst Dir, Soc Svcs	1	1.00	1	1.00	71,992	78,275
2414	Analyst IV	1	1.00	0	0.00	45,269	0
0988	Soc Svcs Staff Officer	0	0.00	1	1.00	0	44,005
2759	Admin. Sec. IV	1	1.00	1	1.00	28,043	25,351
2758	Admin. Sec III	1	1.00	1	1.00	26,056	26,998
	Sub-Total	5	5.00	5	5.00	260,228	274,063
Income Maintenance Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 58,046	$ 68,777
2302	Admin Assistant III	1	1.00	1	1.00	39,106	40,518
2758	Admin Secretary III	1	1.00	1	1.00	23,960	26,074
	Sub-Total	3	3.00	3	3.00	121,112	135,369
Childrens Services Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 58,046	$ 68,777
2302	Admin Assistant III	1	1.00	0	0.00	39,106	0
2412	Analyst IV	0	0	1	1.00	0	45,760
2303	Admin Assistant II	1	1.00	1	1.00	35,433	35,585
2758	Admin Secretary III	1	1.00	1	1.00	22,728	25,927
	Sub-Total	4	4.00	4	4.00	155,313	176,049
Employment Services Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 58,046	$ 68,777
2302	Admin Assistant III	1	1.00	1	1.00	39,106	40,518
2758	Admin Secretary III	1	1.00	1	1.00	26,056	26,998
	Sub-Total	3	3.00	3	3.00	123,208	136,293
Management Services Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$58,046	$68,777
2700	Intermediate Clerk	1	1.00	1	1.00	14,596	17,185
	Sub-Total	2	2.00	2	2.00	72,642	85,962
	Total	17	17.00	17	17.00	$732,503	$807,736
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						223,626	231,694
Salary Savings:						(19,123)	(19,759)
	Total Adjustments					$204,503	$211,935
Program Totals		17	17.00	17	17.00	$937,006	$1,019,671

COMMUNITY SERVICES

AGRICULTURE/WEIGHTS & MEASURES

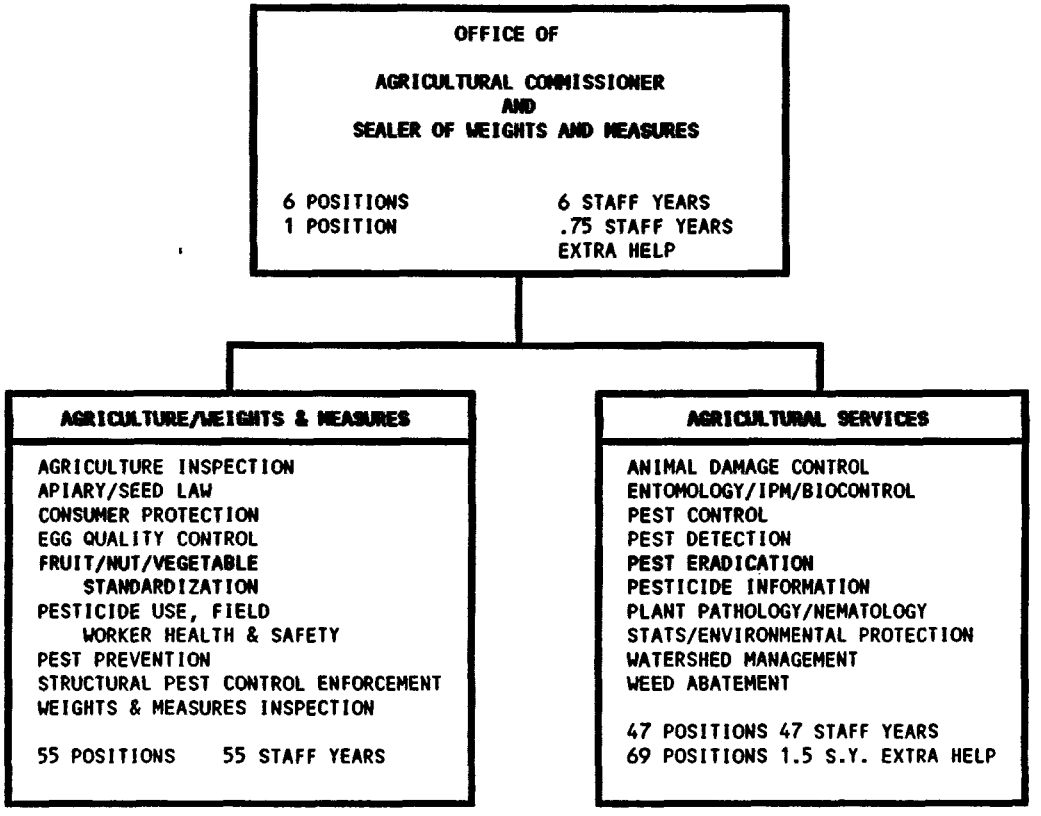
	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Agriculture/Weights & Measures	$2,852,478	$3,072,062	$3,265,134	$3,417,692	$3,766,974	$349,282	10.2
*Watershed Resources Management	112,078	117,216	176,226	173,131	166,330	(6,801)	(3.9)
Department Overhead	320,763	413,915	422,778	444,177	507,322	63,145	14.2
TOTAL DIRECT COST	$3,285,319	$3,603,193	$3,864,138	$4,035,000	$4,440,626	$405,626	10.1
PROGRAM REVENUE	$(1,859,607)	$(1,847,323)	$(2,157,619)	$(1,877,116)	$(2,019,633)	$(142,517)	7.6
NET GENERAL FUND COST	$1,425,712	$1,755,870	$1,706,519	$2,157,884	$2,420,993	$263,109	12.2
STAFF YEARS	94.57	96.30	99.36	107.50	110.25	2.75	2.6

GRAZING LAND

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Total Direct Costs	$0	$0	$0	$101,000	$101,000	$0	0.0
TOTAL DIRECT COST	$0	$0	$0	$101,000	$101,000	$0	0.0
PROGRAM REVENUE	$(101,000)	$(101,000)	$(101,000)	$(101,000)	$(101,000)	$0	0.0
GRAZING LAND FUND BALANCE	$(101,000)	$(101,000)	$(101,000)	$0	$0	$0	0.0
STAFF YEARS	0	0	0	0	0	0	0.0

* Watershed Resources programs are consolidated with Grazing Land in Fund 120000.

AGRICULTURE / WEIGHTS & MEASURES



PROGRAM: Agriculture/Weights & Measures

DEPARTMENT: AGRICULTURE/WEIGHTS & MEASURES

PROGRAM #: 32001, 32022
MANAGER: Kathleen A. Thuner

ORGANIZATION #: 4855
REFERENCE: 1989-90 Proposed Budget - Pg. 14D

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 Professional 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 requlations pertaining to weights and measures standards, specifications and tolerances.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,544,773	$2,760,997	$2,915,628	$3,046,888	$3,308,013	8.6
Services & Supplies	271,282	285,720	296,950	338,804	377,191	11.3
Other Charges	0	0	0	0	0	0.0
Fixed Assets	36,107	9,654	23,375	32,000	81,770	155.5
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	316	15,691	29,181	0	0	0.0
TOTAL DIRECT COST	$2,852,478	$3,072,062	$3,265,134	$3,417,692	$3,766,974	10.2
PROGRAM REVENUE	$(1,814,117)	$(1,772,116)	$(2,038,808)	$(1,758,516)	$(1,901,033)	8.1
NET GENERAL FUND CONTRIBUTION	$1,038,361	$1,299,946	$1,226,326	$1,659,176	$1,865,941	12.5
STAFF YEARS	82.48	83.13	85.97	94.00	96.00	2.1

PROGRAM DESCRIPTION

The agriculture industry in San Diego County produces food and flower crops valued at $608 million (1988). 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 4,500 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Estimated actuals in salary were lower than budget level because anticipated recruitment of licensed qualified persons to fill Agricultural/Standards Inspector positions did not occur which further impacted level of performance of mandated duties. Estimated actuals in service and supplies were lower than budgeted level because required expenditures in purchase of pesticides and other chemicals as well as minor testing and sampling equipment were deleted because of mid-year reallocation to fund critical EDP hardware and software. In addition, funds were reallocated to 1989-90 for the purchase of rodent baits from outside sources. Estimated actuals for fixed assets were lower than budgeted level due to reallocation of money from vapor meter calibration equipment to purchase additional office automation equipment.

1989-90 OBJECTIVES

Continue to develop the Pesticide Use Enforcement section of this program.

Develop a method to test vapor meters on site at the C.O.C. facility. Consolidate Weights and Measures calibration laboratory.

Complete construction of Pesticide Storage and Bait 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Technical/Clerical/Indirect Support (12 SY; E = $883,925 ; R = $0) including support personnel involves the following:

   - o Mandated/Discretionary Service Level.
   - o Agriculture enforcement and services.

2. Agriculture Enforcement (69 SY; E = $2,348,528 ; R = $1,692,560) including support personnel involves the following:

   - o Mandated/Mandated Service Level.
   - o Pest exclusion activities.
     - Added 1.00 staff years to support hydrilla inspection at Lake Murray.
   - o Pesticide use enforcement and worker health and safety programs.
   - o Seed, nursery, and apiary inspections.
   - o Policing fruit, nuts, honey, eggs and vegetable standards.
     - Added 1.0 staff year to support imported food inspections at the U.S.-Mexico Border.
   - o Pest detection/eradication/control (including structural pest control) activities.

3. Weights and Measures (15 SY; E = $534,521 ; R = $208,473) including support personnel involves the following:

   - o Mandated/Mandated Service Level.
   - o Device inspection and consumer protection programs.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Agriculture				
CHARGES:				
Business License	$6,974	$6,380	$6,380	$0
Certified Producers	3,845	2,500	2,500	0
Farmers Market	280	120	120	0
Other Licenses	54,137	44,500	47,893	3,393
AB 2187 Inventory Hazardous Materials	21,075	61,237	30,000	(31,237)
Imported Food Inspection	0	0	33,930	33,930
Vertebrate Bait Sales	100,621	85,000	97,000	12,000
Miscellaneous	6,324	0	0	0
Sub-Total	$193,256	$199,737	$217,823	$18,086
OTHER:				
Hydrilla	$17,736	$0	$54,265	$54,265
Road Fund (Plant Pests)	138,018	140,000	140,000	0
Airport Enterprise	11,935	20,000	20,000	0
Flood Control and Other Services	0	8,000	0	(8,000)
Special Districts	18,045	10,000	18,000	8,000
Pesticide Residue Sampling	1,320	0	7,250	7,250
Border Contract	44,351	45,910	45,910	0
Miscellaneous (Fines & Forfeitures/Other)	9,668	0	0	0
Seed Agreement	3,451	0	0	0
Sub-Total	$244,524	$223,910	$285,425	$61,515
LOCAL ASSISTANCE:				
State Nursery Contract	$31,418	$35,366	$35,366	$0
State Egg Quality Control Contract	33,063	32,715	27,864	(4,851)
AB 3765 - Pesticide Control	107,386	111,050	107,536	(3,514)
Detection Contract (Medfly, etc.)	679,951	635,859	635,859	0
Apiary Inspections	2,385	0	0	0
Sub-Total	$854,203	$814,990	$806,625	$(8,365)
SUBVENTION:				
Gas Tax Subvention	$279,310	$122,624	$122,624	$0
Pesticide Dealers Tax	4,715	760	760	0
Pesticide Enforcement Mil Subvention	238,931	173,610	238,931	65,321
Sub-Total	$522,956	$296,994	$362,315	$65,321
GRANTS:				
Integrated Pest Management (IPM) Contract	$14,935	$24,010	$20,372	$(3,638)
Sub-Total	$14,935	$24,010	$20,372	$(3,638)
Weights & Measures				
LOCAL ASSISTANCE:				
Audit Kosher Food Records	$4,866	$0	$7,540	$7,540
Sub-Total	$4,866	$0	$7,540	$7,540
CHARGES:				
Device Registration	$169,789	$164,805	$164,805	$0
Sub-Total	$169,789	$164,805	$164,805	$0
OTHER:				
Petroleum Products Inspection	$20,178	$23,028	$23,028	$0
Other Miscellaneous (Fines & Forfeitures/Other)	2,059	0	0	0
Sub-Total	$22,237	$23,028	$23,028	$0

SUBVENTIONS:				
Enhancement of Quantity Control Program	$12,042	$12,042	$13,100	$1,058
Sub-Total	$12,042	$12,042	$13,100	$1,058
Total	$2,038,808	$1,759,516	$1,901,033	$141,517

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,226,326	$1,659,176	$1,865,941	$206,765
Sub-Total	$1,226,326	$1,659,176	$1,865,941	$206,765
Total	$1,226,326	$1,659,176	$1,865,941	206,765

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Agriculture

The Detection Contract has been frozen by the California Department of Food and Agriculture (CDFA) at the FY 88/89 Department requested amounts.

Pesticide Enforcement Mil Tax increased in FY 88/89 due to the County's having met mandates of AB 3765 (1978). An increase in this revenue has been estimated for FY 89/90 based on available data.

AB 2187 revenues have been revised to reflect first year actuals.

Hydrilla revenue, from the City of San Diego, is a new revenue expected to be received through 1993.

Residue sampling reflects expanded contract with CDFA to provide food safety for Californians.

Gas Tax subvention over-realized revenues show no change, although they do vary from year to year, but are an unreliable revenue source.

Weights & Measures

The audit of Kosher Food records is funded through FY 90-91 only.

Device registration revenues are the same due to Legislative constraints on the fees counties may charge.

The Department qualified for additional State funding for petroleum quality inspection in FY 88/89.

FIXED ASSETS

Item	Quantity	Cost
None	0	$0
Total		$0

Vehicles/Communication Equipment

Item	Quantity	Cost
Mini Pick-up	6	$66,768
Van	1	15,002
Total		$81,770

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Exclusion/Pest Detection/Eradication					
% OF RESOURCES: 70%					
WORKLOAD					
Terminal Inspections	56,758	66,853	70,517	70,000	70,000
Detection Servicings	216,800	250,000	255,000	250,000	250,000
ACTIVITY B: Regulation of Pesticides					
% OF RESOURCES: 20%					
WORKLOAD					
Pre-Application Site Inspection	564	400	412	500	500
Field Worker Safety Inspection	140	400	212	500	500
ACTIVITY C: Enforcing Nursery Laws					
% OF RESOURCES: 6%					
WORKLOAD					
Inspections	1,970	2,000	1,371	2,000	2,000
ACTIVITY D: Various					
% OF RESOURCES: 4%					
WORKLOAD					
Seed Lots Inspected	888	850	1,112	800	800
Apiary Colonies Registered	17,259	18,000	15,409	12,500	12,500
EFFICIENCY					
N/A					
EFFECTIVENESS					
N/A					
Total Agric. Enforcement 100%					

ACTIVITY E: Weighing & Measuring Devices					
% OF RESOURCES: 50%					
WORKLOAD					
Weighing & Measuring devices inspections	34,300	18,000	16,712	20,000	20,000
EFFECTIVENESS					
Retail scales % Defective	17%	15%	18%	15%	15%
Gasoline pumps % Defective	20%	10%	13%	10%	10%
ACTIVITY F: Quantity Control/Weighmaster/Petroleum					
% OF RESOURCES: 25%					
WORKLOAD					
Establishments visited to determine compliance with requlations: Quantity control, weighmaster, petroleum.	2,100	2,200	3,358	3,000	3,000
EFFECTIVENESS					
Notices of violation issued	150	300	1,109	300	300
Packages taken off sale	6,000	12,000	25,376	15,000	15,000
Judgments obtained	$8,900	$40,000	$9,800	$10,000	$10,000
Complaints (criminal)	20	30	20	30	30
ACTIVITY G: Enforcing Fruit, Nut, Vegetable and Egg Standards					
% OF RESOURCES: 25%					
WORKLOAD					
Containers inspected	15,970,000	12,000,000	20,276,324	13,500,000	20,000,000
Dozens inspected	850,000	840,000	230,375	850,000	850,000
Total Measurement and Quality Standards **100%**					

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0255	Chief, Agricultural Services	1	1.00	1	1.00	$42,033	$49,151
0256	Chief Deputy Commissioner/Sealer	1	1.00	1	1.00	42,033	49,151
2700	Intermediate Clerk	1	1.00	1	1.00	17,330	18,661
2730	Senior Clerk	7	7.00	7	7.00	141,973	146,765
2745	Supervising Clerk	0	0.00	1	1.00	0	23,619
3019	Computer Operator Trainee	1	1.00	0	0.00	16,588	0
5380	Agric. Standards Inspector IV	4	4.00	5	5.00	119,350	162,875
5385	Agric. Standards Inspector III	34	34.00	34	34.00	901,124	948,279
5390	Agric. Standards Inspector II	5	5.00	7	7.00	129,087	176,079
5397	Senior Agricultural Technician	4	4.00	3	3.00	101,132	80,163
5398	Agricultural Technician	13	13.00	13	13.00	282,744	301,959
5399	Agricultural Technician Aid	12	12.00	12	12.00	216,738	230,535
5408	Deputy Agric. Comm/Sealer	9	9.00	8	8.00	319,696	301,250
5419	Asst. Plant Path/Nematologist	0	0.00	1	1.00	0	28,486
5420	Plant Pathologist/Nematologist	1	1.00	1	1.00	36,207	38,270
5421	Entomologist	1	1.00	1	1.00	31,863	35,369
	Total	94	94.00	96	96.00	$2,397,898	$2,590,612
Salary Adjustments:						$0	$4,320
Premium/Overtime Pay:						15,760	16,705
Employee Benefits:						700,897	768,256
Salary Savings:						(67,665)	(71,880)
	Total Adjustments					$648,992	$717,401
Program Totals		94	94.00	96	96.00	$3,046,890	$3,308,013

PROGRAM: Watershed Resources Management

DEPARTMENT: AGRICULTURE/WEIGHTS & MEASURES

PROGRAM #: 31522
MANAGER: Gary Reece

ORGANIZATION #: 4854
REFERENCE: 1989-90 Proposed Budget - Pg. 14G

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$95,563	$79,326	$119,380	$111,783	$106,982	(4.3)
Services & Supplies	16,515	37,890	55,026	59,348	59,348	0.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	0	0	1,820	2,000	0	(100.0)
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$112,078	$117,216	$176,226	$173,131	$166,330	(3.9)
PROGRAM REVENUE	$(38,889)	$(68,307)	$(112,006)	$(112,000)	$(112,000)	0.0
NET GENERAL FUND CONTRIBUTION	$73,189	$48,909	$64,220	$61,131	$54,330	(11.1)
STAFF YEARS	3.27	3.19	4.32	3.00	3.00	0.0

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: minimizes environmental pollution and allows reestablishment of a natural, ecologically healthy environment; improve wildlife habitat; improves and increases recreational acreage; improves aesthetics; improves grazing animal habitat; increases water yield; reduces wildfire hazard; decreases the cost of fire protection; decreases erosion; and, preserves and protects 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.

1988-89 BUDGET TO ACTUAL COMPARISON

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 about 1.5 staff years that will probably be also necessary for 1989-90.

1989-90 OBJECTIVES

1. Continue to seek additional funding sources and agencies to participate in the prescribed burning program.
2. Identify regulatory changes required to implement full cost recovery for the Animal Damage Control Program.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Watershed Management (3 SY; E = $137,620 ; R = $102,250) including support personnel is:

   - Discretionary/Mandated Service Level.

2. Animal Damage Control (0 SY; E = $28,710 ; R = $9,750) including support personnel is:

   - Discretionary/Mandated Service Level.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CONTRACTS:				
Department of Interior	$22,430	$22,430	$22,430	$0
Sub-Total	$22,430	$22,430	$22,430	$0
OTHER:				
Department of the Navy	$11,000	$11,000	$11,000	$0
Department of Justice	6,000	6,000	6,000	0
Small contracts and equip. rental	5,000	5,000	5,000	0
Grazing Land Fund	0	9,750	9,750	0
Miscellaneous (Reforestation-Fed)	67,576	57,820	57,820	0
Sub-Total	$89,576	$89,570	$89,570	$0
Total	$112,006	$112,000	$112,000	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$64,220	$61,131	$54,330	$(6,801)
Sub-Total	$64,220	$61,131	$54,330	$(6,801)
Total	$64,220	$61,131	$54,330	(6,801)

EXPLANATION/COMMENT ON PROGRAM REVENUES: The Federal contracts, due to budgetary constraints at the federal level, remain the same. The County is the primary provider of watershed resources management services on Federal and Indian Lands.

The service level of this program, and consequently revenue generation potential, is restricted because the California Department of Forestry and Fire Protection (CDFFP) conducts similar programs on private lands at only 10% of full cost while County policy requires this Department to achieve full cost recovery.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Watershed Resources Management					
% OF RESOURCES: 100%					
WORKLOAD					
Acres Managed	56,400	56,400	56,400	56,400	64,744
Acres Treated (Reforested)	2,700	2,700	3,700	3,700	4,200
Weed Abatement Complaints	250	400	300	400	400
Animal Damage Complaints	N/A	3,000	3,000	3,000	3,500
EFFICIENCY					
N/A	N/A	N/A	N/A	N/A	N/A
EFFECTIVENESS					
N/A	N/A	N/A	N/A	N/A	N/A

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5390	Agric. Standards Inspector II	2	2.00	2	2.00	$48,168	$52,005
5453	Watershed Manager	1	1.00	1	1.00	33,970	35,883
	Total	3	3.00	3	3.00	$82,138	$87,888
Salary Adjustments:						$6,098	$58
Premium/Overtime Pay:						0	0
Employee Benefits:						23,547	19,036
Salary Savings:						(0)	(0)
	Total Adjustments					$29,645	$19,094
Program Totals		3	3.00	3	3.00	$111,783	$106,982

PROGRAM: Grazing Land | **DEPARTMENT: AGRICULTURE/WEIGHTS & MEASURES**

PROGRAM #: 75803 | **ORGANIZATION #: 4450**
MANAGER: Gary Reece | **REFERENCE: 1989-90 Proposed Budget - Pg. 14G**

AUTHORITY: 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, to which they have made improvements. The Animal Damage Control Agreement was approved by the Board of Supervisors on September 23, 1986 (No. 11). This program is directed toward the reduction of wild animal damage to agriculture, endangered species and private property as well as the suppression of wildlife borne disease.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	0.0
Services & Supplies	0	0	0	101,000	101,000	0.0
Fixed Assets	0	0	0	0	0	0.0
TOTAL DIRECT COST	$0	$0	$0	$101,000	$101,000	0.0
PROGRAM REVENUE	$(101,000)	$(101,000)	$(101,000)	$(101,000)	$(101,000)	0.0
GRAZING LAND FUND BALANCE	$(101,000)	$(101,000)	$(101,000)	$0	$0	0.0
STAFF YEARS	0	0	0	0	0	0.0

PROGRAM DESCRIPTION

This is an operating fund which provides resources to the Watershed Resources Management program. 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 $9,750 to help offset Animal Damage Control contract costs. The Grazing Advisory Board typically budgets available fund balance and all anticipated revenues as an operating transfer in Fund 120000.

PROGRAM: Department Overhead

DEPARTMENT: AGRICULTURE/WEIGHTS & MEASURES

PROGRAM #: 92101
MANAGER: Kathleen A. Thuner

ORGANIZATION #: 4851
REFERENCE: 1989-90 Proposed Budget - Pg. 14H

AUTHORITY: This program was developed for the purpose of carrying out Division 2, Chapters 1 and 2, of the Food and Agricultural Code which establishes a Department of Agriculture, within the County for the enforcement of all applicable state and local laws. Sections 176.1, 176.2, 176.2a, 176.3 in the San Diego Administrative Code. Sections 12006, 12012 California Business and Professional Code.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$285,647	$370,118	$370,823	$401,262	$435,507	8.5
Services & Supplies	29,027	43,116	43,949	39,915	48,915	22.5
Other Charges	0	0	0	0	0	100.0
Fixed Assets	6,089	681	8,006	3,000	22,900	663.3
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$320,763	$413,915	$422,778	$444,177	$507,322	14.2
PROGRAM REVENUE	$(6,601)	$(6,900)	$(6,805)	$(6,600)	$(6,600)	0.0
NET GENERAL FUND CONTRIBUTION	$314,162	$407,015	$415,973	$437,577	$500,722	14.4
STAFF YEARS	8.82	9.98	9.05	10.50	11.25	7.1

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 a dual role. As the designated agent for implementing State statutes, the Commissioner/Sealer reports to the Director, California Department of Food and Agriculture; as the enforcing officer for County ordinances and resolutions, the Commissioner/Sealer reports to the CAO.

1988-89 BUDGET TO ACTUAL COMPARISON

Estimated actuals are lower relative to budgeted salaries due to spreading FY 1988-89 budgeted extra-help to other programs.

1989-90 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 (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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Adminstrative Services (4.0 SY; E = $338,452 ; R = $6,600) including support personnel involves the following:
   - o Mandated/Mandated Service Level.
   - o Department management, budgeting and finance activities, and secretarial support.
2. Clerical Services (5.0 SY; E = $122,390 ; R = $0) including support personnel involves the following:
   - o Mandated/Discretionary Service Level.
   - o Payroll, purchasing, and word processing activities.
3. Extra Help (2.25 SY; E = $46,480 ; R = $0) involves:
   - o Mandated/Discretionary Service Level.
   - o Watershed and clerical support.
   - o Agriculture/Weights and Measures support.
     - Added .75 staff year to support the Pesticide Advisory Task Force.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
SUBVENTIONS:				
State Dept. of Food & Agric. Salary Reimbursement	$6,600	$6,600	$6,600	$0
Sub-Total	$6,600	$6,600	$6,600	$0
OTHER REVENUE:				
Miscellaneous	$205	$0	$0	$0
Sub-Total	$205	$0	$0	$0
Total	$6,805	$6,600	$6,600	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT:				
General Fund Support	$415,973	$437,577	$500,722	$63,145
Sub-Total	$415,973	$437,577	$500,722	$63,145
Total	$415,973	$437,577	$500,722	63,145

EXPLANATION/COMMENT ON PROGRAM REVENUES: There has been no increase in the Commissioner reimbursement paid to the counties since 1977. (Sec. 2223, Food and Agriculture Code)

PROGRAM: Program Overhead **DEPARTMENT: AGRICULTURE/WEIGHTS & MEASURES**

FIXED ASSETS

Item	Quantity	Cost
Personal Computers & Related Equipment	24	$15,840
Facsimile Equipment	2	5,000
Telephone Answering Device	3	1,140
Typewriters, Electric	2	920
Total		$22,900

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2102	Agric. Comm./Sealer, Wts. & Meas.	1	1.00	1	1.00	$65,562	$71,460
2235	Asst. Agric. Comm./Sealer	1	1.00	1	1.00	53,077	59,603
2369	Admin. Services Manager II	1	1.00	1	1.00	46,354	48,022
2510	Senior Account Clerk	1	1.00	1	1.00	20,462	19,483
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
2700	Intermediate Clerk	3	3.00	2	2.00	49,540	34,207
2757	Administrative Secretary II	0	0.00	1	1.00	0	20,125
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
9999	Extra Help	70	1.50	70	2.25	40,000	46,480
	Total	79	10.50	79	11.25	$322,477	$349,022
Salary Adjustments:						$1,635	$2,819
Premium/Overtime Pay:						0	0
Employee Benefits:						77,150	83,666
Salary Savings:						(0)	(0)
	Total Adjustments					$78,785	$86,485
Program Totals		79	10.50	79	11.25	$401,262	$435,507

AIR POLLUTION CONTROL

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Air Pollution Control	$ 810,552	$ 366,152	$ 40,178	$ 40,178	$ 584,350	$ 544,172	1,354.4
TOTAL DIRECT COST	$ 810,552	$ 366,152	$ 40,178	$ 40,178	$ 584,350	$ 544,172	1,354.4
LESS FUNDING	0	0	0	0	0	0	0
NET PROGRAM COST	$ 810,552	$ 366,152	$ 40,178	$ 40,178	$584,350	$544,172	1,354.4
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.00	00.0

PROGRAM: Air Pollution Control

DEPARTMENT: AIR POLLUTION CONTROL

PROGRAM #: 41010
MANAGER: R. J. Sommerville

ORGANIZATION #: 6710
REFERENCE: 1989-90 Proposed Budget - Pg. 15A

AUTHORITY: Mandated program to protect public health. Authority and responsibilities are contained in the California Health and Safety Code and Federal Clean Air Act.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	0.0
Services & Supplies	0	0	0	0	0	0.0
Fixed Assets	0	0	0	0	0	0.0
TOTAL DIRECT COST	$0	$0	$0	$0	$0	0.0
GENERAL FUND CONTRIBUTION TO APCD	$810,552	$366,152	$40,178	$40,178	$584,350	1,354.4
FUNDING	0	0	0	0	0	0.0
NET GENERAL FUND CONTRIBUTION	$810,552	$366,152	$40,178	$40,178	$584,350	1,354.4
STAFF YEARS	0	0	0	0	0	0.0

PROGRAM DESCRIPTION

This provides funding to the Air Pollution Control District Budget to ensure that the potential air quality impacts of the proposed SDG&E/SCE merger are disclosed and evaluated and that mitigating measures are implemented as conditions of the merger costs funded in the District budget. These costs are:

SALARIES & BENEFITS

Senior APC Engineer (1 Staff Year)		$ 62,500

SERVICES & SUPPLIES

Account 2305	Office Supplies	$ 4,000
Account 2315	Professional & Spec. Services - Technical Consultant	$ 250,000
Account 2317	Interdepartmental - County Counsel	$ 265,000
Account 2340	Spec. Dept. Expense - Reproduction, Postage, Advertisement	$ 2,000
Account 2348	Minor Equipment - Chair, File Cabinets	$ 300

FIXED ASSETS

(1) Desk for new position		$ 550
	TOTAL	$ 584,350

PROGRAM: Air Pollution Control District DEPARTMENT: AIR POLLUTION CONTROL DISTRICT

PROGRAM REVENUE BY SOURCE: N/A

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$40,178	$40,178	$584,350	$544,172
Sub-Total	$40,178	$40,178	$584,350	$544,172
Total	$40,178	$40,178	$584,350	544,172

EXPLANATION/COMMENT ON PROGRAM REVENUES:

ANIMAL CONTROL

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Animal Regulation	$3,120,308	$3,463,976	$4,019,242	$4,146,030	$4,529,924	$383,894	9.3
TOTAL DIRECT COST	$3,120,308	$3,463,976	$4,019,242	$4,146,030	$4,529,924	$383,894	9.3
PROGRAM REVENUE	$(1,765,658)	$(3,059,779)	$(3,554,420)	$(3,608,382)	$(3,954,560)	$(346,178)	9.6
NET GENERAL FUND COST	$1,354,650	$404,197	$464,822	$537,648	$575,364	$37,716	7.0
STAFF YEARS	109.98	117.55	135.09	147.00	150.00	3.00	2.0

Department of Animal Control

OFFICE OF THE DIRECTOR
ADMINISTRATION

Responsible for overall departmental management and completion of department goals; Chief Administrative Office (CAO), Board of Supervisors and Financial Management liaison; departmental representation, positive public service; adhere to CAO's Main Events; and litigation. Also, does legislative review, oversees the complaint/referral response process, assists the Negotiation Group/Civil Service Commission, provides day-to-day management, Does media liaison, public relations, volunteers programs, fairs/community relations, revenue generation fund raising, facilities and fleet management.

7 Positions 7.0 Staff Years

ANIMAL CARE AND ENFORCEMENT

Supervision of all shelter facilities; day-to-day operations of each central office; abatement; kennel inspections; impound hearings; vicious dog hearings and followup enforcement; department-wide dispatching and training.

21 Positions 21.0 Staff Years

FIELD ENFORCEMENT

Rescue injured animals; impound stray animals; quarantine biter dogs; investigate vicious dogs; patrol/issue citations enforcing local, state and federal laws; investigate humane cases; return lost dogs in the field; present cases to District Attorney for prosecution.

52 Positions 52.0 Staff Years

ANIMAL CARE/KENNELS

Operate 3 full service shelters, 24-hours per day, seven days per week for feeding/care of lost/ abandoned/ impounded animals; adoption services; humane disposal of animals; ongoing, on-site medical treatment for injured/sick animals.

19 Positions 19.0 Staff Years

ANIMAL CARE/MEDICAL

Emergency medical treatment and appropriate inoculations to animals. Develop rabies control resource information; provide medical services to animals from quarantine, S.D. County Veterinary Medical Association liaison; set schedules/training for Veterinarian Technician; medical legislative review.

3 Positions 2.0 Staff Years

ADMINISTRATIVE SERVICES

Oversee departmental budget preparation and related fiscal activities; coordinate personnel matters, supervise the accounting, purchasing, clerical support, and contract administration activities, contract city liaison and department automation.

7 Positions 6 Staff Years

PERSONNEL

Personnel/payroll (PAN's TANs & AANs) processing; maintain personnel records of all departmental employees and risk management files.

1 Position 1.0 Staff Year

BUDGET & FISCAL GROUP

Prepare/monitor departmental budget; all auditing/requisitioning/Auditor & Controller, vendor, Purchasing liaison; Accounts Payable follow-up; cash statement preparation; contract preparation/billing; all cash management, tracking and balancing.

3 Positions 3.0 Staff Years

CONTRACT ADMINISTRATION AND COLLECTIONS

Collect and record service log data, generate workload activity reports, prepare city billings and perform collections for department-wide bad checks and accounts receivables.

2 Positions 2.0 Staff Years

SHELTER CLERICAL SUPPORT

Provide and supervise the clerical and accounting support needs of the shelters. Customer services include: adoptions, license sales, collection of fees, lost and found, and general information on animal related services.

19 Positions 19.0 Staff

LICENSING

Maintain dog license files; issue new licenses; follow-up on dogs vaccinated but not licensed; schedule rabies clinics.

18 Positions 18.0 Staff Years

PROGRAM: Animal Health & Regulation | **DEPARTMENT: ANIMAL CONTROL**

PROGRAM #: 31523 | **ORGANIZATION #: 4300**
MANAGER: Sally B. Hazzard, Director | **REFERENCE: 1989-90 Proposed Budget Pg: 16D**

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 spay-neuter and adoption programs. The Department of Animal Control is also responsible for enforcement of sections of the following Stat 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,869,711	$3,208,686	$3,669,262	$3,803,121	$4,117,365	8.3
Services & Supplies	235,568	225,979	296,063	251,309	313,159	24.6
Other Charges	2,093	1,087	3,783	2,000	9,800	390.0
Fixed Assets	12,936	28,224	50,134	51,400	89,600	74.3
Vehicle/Comm. Equip.	0	0	0	38,200	0	(100.0)
TOTAL DIRECT COST	$3,120,308	$3,463,976	$4,019,242	$4,146,030	$4,529,924	9.3
PROGRAM REVENUE	$(1,765,658)	$(3,059,779)	$(3,554,420)	$(3,608,382)	$(3,954,560)	9.6
NET GENERAL FUND CONTRIBUTION	$1,354,650	$404,197	$464,822	$537,648	$575,364	7.0
STAFF YEARS	109.98	117.55	135.09	147.00	150.00	2.0

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 shelter 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
- 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

1988-89 BUDGET TO ACTUAL COMPARISON

Most of the Department's revenue and expense goals were closely met. Our budget for communications equipment was not spent within the fiscal year but the equipment appears in the 1989-90 budget. Over $130,000 of our Salaries and Benefits budget was unspent due to several vacancies that were not filled until late in the fiscal year. These two items account for most of the decrease in our budgeted Net General Fund cost from $537,648 to the actual cost of $464,822.

1989-90 OBJECTIVES

To provide animal regulatory and health services to unincorporated San Diego County and those incorporated cities that contract for services to ensure the protection and health of animals and people in our region.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. ADMINISTRATION/ADMINISTRATIVE SERVICES (17.0 SY; E = $573,102 ; R = $41,698) including support personnel involves:

   - Mandated/Discretionary Service Level.
   - Providing department-wide budgeting, accounting, personnel, payroll, supplies, inventory, workers compensation, liability services and automation/EDP interface.
   - Providing public education/information.
   - Managing fixed assets and services and supplies.
   - Serving as liaison to Chief Administrative Office/Board of Supervisors and ten 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.
   - Perform department-wide risk management, safety, and other training.
   - Contract city liaison/Monitoring of city services.

2. FIELD ENFORCEMENT/SUPERVISION (73.0 SY; E = $2,327,435 ; R = $1,444,270) including support personnel involves:

   - Mandated/Discretionary Service Level.
   - Rescuing injured animals.
   - Quarantining biter dogs.
   - Investigating humane cases/initiate prosecution as required to enforce anti-cruelty laws.
   - Impounding stray animals.
   - Investigation of animal-related complaints.
   - 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/hearings.

- Registration and tracking of vicious and/or public nuisances.
- Annual inspection of declared vicious dog owner property.
- Liaison to District Attorney and Courts.
- Interface to all law enforcement.

3. SHELTER/KENNEL (38.0 SY; E = $1,166,129 ; R = $841,897) including support personnel involves:

- 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/requests for information or services.
- Department-wide dispatching.
- 24-hour emergency line operations.
- Fee processing and AMIS input.
- 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.

4. MEDICAL SERVICES (2.0 SY; E = $128,948 ; R = $77,700) including support personnel involves:

- Mandated/Discretionary Service Level.
- Provides emergency medical treatment.
- Appropriate inoculations to animals under supervision.
- Medical screening of adoption animals.
- Spay-Neuter of adoption animals.

5. LICENSING/COLLECTION (20.0 SY; E = $334,310 ; R = $1,548,995) including support personnel involves:

- Mandated/Mandated Service Level.
- Processing all dog license applications.
- Maintain license informational records.
- Data collection for city contract billing.
- Quarterly billing.
- Bad check and fee collection.
- Staffing and schedule coordination of rabies clinics.
- Enforcement of all licensing laws.
- Licensing canvassing program.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FEES:				
Animal Licenses	$1,468,555	$1,500,000	$1,410,000	$(90,000)
Kennel Licenses	9,055	10,600	10,600	0
Animal Control Fines	6,288	5,400	5,400	0
Animal Shelter Fees	176,792	269,314	200,000	(69,314)
Rabies Vaccination	23,377	24,365	24,365	0
Veterinarian Fees	16,657	11,000	21,850	10,850
Board Fees	59,954	60,000	60,000	0
Adoption/Quarantine/Miscellaneous Fees	74,795	70,380	70,689	309
Sub-Total	$1,835,473	$1,951,059	$1,802,904	$(148,155)
CONTRACTS:				
City Contracts/Beach	$1,677,123	$1,611,721	$2,106,054	$494,333
Sub-Total	$1,677,123	$1,611,721	$2,106,054	$494,333
OTHER MISC./TAXABLE:				
Other Miscellaneous	$36,750	$40,882	$40,882	$0
Other Misc./Taxable	5,074	4,720	4,720	0
Sub-Total	$41,824	$45,602	$45,602	$0
Total	$3,554,420	$3,608,382	$3,954,560	$346,178

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:-				
General Fund Support Costs	$464,822	$537,648	$575,364	$37,716
Sub-Total	$464,822	$537,648	$575,364	$37,716
Total	$464,822	$537,648	$575,364	$37,716

EXPLANATION/COMMENT ON PROGRAM REVENUES: This Department does not receive grants or any other revenue match. Revenues consist of fees, fines, licensing and city contracts.

FIXED ASSETS

Item	Quantity	Cost
Walkie Talkies	Lot	$22,000
Computer Equipment	Lot	30,000
Anesthesia Machine	Lot	1,800
Surgical Tables	Lot	400
Inserter Machine	1	30,000
Typewriters	Lot	5,400
Total		$89,600

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Animal Health & Regulation					
% OF RESOURCES: 100%					
WORKLOAD					
Licenses Sold	79,742	88,524	85,718	90,000	90,000
Field Officer Service Requests	1:1,280	1:1,216	1:1,272	1:1,216	1:1,304
Field Officer/Population Served Ratio	1:50,391	1:54,087	1:45,354	1:48,900	1:44,563
EFFICIENCY					
Volunteer Hours	15,000	15,500	15,800	15,500	16,000
EFFECTIVENESS					
Claimed Animals	6,244	6,474	5,504	6,500	5,600
Adopted Animals	5,761	5,818	6,685	5,800	6,700

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2112	Director of Animal Control	1	1.00	1	1.00	$64,938	$74,430
2216	Asst. Director of Animal Control	1	1.00	1	1.00	55,436	62,419
2302	Admin. Assistant III	0	0.00	1	1.00	0	36,755
2303	Admin. Assistant II	2	1.00	2	1.00	35,433	34,452
2368	Admin. Services Manager I	1	1.00	0	0.00	44,160	0
2369	Admin. Services Manager II	0	0.00	1	1.00	0	45,751
2403	Accounting Technician	2	2.00	2	2.00	45,815	45,213
2493	Intermediate Acct. Clerk	8	8.00	8	8.00	127,590	141,125
2510	Senior Account Clerk	2	2.00	2	2.00	35,749	41,323
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
2700	Intermediate Clerk	8	8.00	8	8.00	129,422	141,332
2730	Senior Clerk	3	3.00	3	3.00	58,254	58,884
2745	Supervising Clerk	1	1.00	1	1.00	20,035	25,118
2758	Admin. Secretary III	1	1.00	1	1.00	26,056	26,998
2778	Animal Control Dispatcher	8	8.00	8	8.00	141,738	153,751
2779	Sr. Animal Control Dispatcher	1	1.00	1	1.00	20,402	21,562
3007	Junior Word Processor	1	1.00	1	1.00	17,070	18,041
3119	Dept. Computer Specialist II	0	0.00	1	1.00	0	26,092
4225	Veterinarian	3	2.00	3	2.00	80,132	81,797
5699	Animal Control Dist. Manager	4	4.00	4	4.00	121,891	127,838
5703	Animal Control Officer II	35	35.00	35	35.00	695,298	722,096
5704	Animal Control Officer I	24	24.00	25	25.00	394,676	427,374
5705	Animal Control Officer III	11	11.00	11	11.00	256,653	250,396
5708	Chief, Animal Control Oper.	1	1.00	1	1.00	37,751	39,106
5709	Animal Control Officer IV	8	8.00	8	8.00	202,179	225,356
5710	Animal Health Technician	3	3.00	3	3.00	66,242	71,205
5711	Animal Licensing Supervisor	1	1.00	1	1.00	23,968	28,246
6346	Coordinator, Volunteer Program	1	1.00	1	1.00	31,150	36,076
9999	Extra-Help	17	17.00	17	17.00	185,542	185,542
	Total	149	147.00	152	150.00	$2,939,006	$3,170,922
Salary Adjustments:						40,384	52,978
Premium/Overtime Pay:						76,121	77,105
Employee Benefits:						831,562	898,672
Salary Savings:						(83,952)	(82,312)
	Total Adjustments					$864,115	$946,443
Program Totals		149	147.00	152	150.00	$3,803,121	$4,117,365

CABLE TELEVISION (CATV)

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Video Services	$ 370,861	$ 461,066	$ 1,295,091	$ 1,664,741	$ 662,017	$(1,002,724)	(60)
TOTAL DIRECT COST	$ 370,861	$ 461,066	$ 1,295,091	$ 1,664,741	$ 662,017	$(1,002,724)	(60)
PROGRAM REVENUE	$(564,061)	$(461,066)	$(1,295,091)	$(1,664,741)	$(662,017)	$(1,002,724)	(60)
NET GENERAL FUND COST	$(193,200)	$ 0	$ 0	$ 0	$ 0	$ 0	0
STAFF YEARS	2.07	3.00	3.00	3.00	3.92	.92	31

CABLE TELEVISION (CATV)

	Staff Years
Cable TV Review Officer	1.00
Admin. Asst. II	1.00
Board Secretary	1.00
Student Worker III	.92
	3.92

5 Positions - 3.92 Staff Years

CATV Review Commission
7 Positions
0.00 Staff Years

PROGRAM: Video Services

DEPARTMENT: Cable Television (CATV)

PROGRAM #: 5970

ORGANIZATION #: 5970

MANAGER: Vicky Pion, Deputy Director

REFERENCE: 1989-90 Proposed Budget-Pg. 16-1D

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 94,405	$ 115,460	$ 125,329	$ 120,217	$ 144,752	20.4
Services & Supplies	111,400	112,197	126,759	140,800	141,330	.4
Other Charges	0	22,137	58,404	203,412	122,935	(39.6)
Fixed Assets	423	0	0	220,441	150,800	(31.6)
Operating Transfers	163,633	211,272	984,599	979,871	102,200	(89.6)
Less Reimbursements	0	0	0	0	0	0.0
TOTAL DIRECT COST	$ 370,861	$ 461,066	$ 1,587,885	$ 1,664,741	$ 662,017	(60.2)
PROGRAM REVENUE	$(564,061)	$(461,066)	$(1,587,885)	$(1,664,741)	$(662,017)	(60.2)
NET GENERAL FUND CONTRIBUTION	$(193,200)	$ 0	$ 0	$ 0	$ 0	0.0
STAFF YEARS	2.07	3.00	3.00	3.00	3.92	

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and Benefits were $5,112 over budget due to the funding of a temporary professional position.

Services and Supplies were $14,041 under budget. Savings were realized in televising the Board of Supervisors' meetings.

"Other Charges" were $145,808 under budget. The video arraignment lease was not paid in 1988-89.

Fixed Assets were $220,441 under budget because the Video Production studio was not invoiced in 1988-89.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

Video Services (3.92 SY; E $662,017; R $662,017) is:

- Discretionary/Discretionary Service Level
- Responsible for Cable Grant Award program, televising of the Board of Supervisor's sessions, and operating transfers in support of telecommunication needs of County departments.
- Offset 100% by revenue.
- Providing services to 65,571 cable television systems subscribers in 1989-90.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
License Fees (9159)	$ 817,509	$ 566,629	$ 662,017	$ 95,388
Recovered Expenditures (9989)	80	0	0	0
Other Sales (9996)	88	0	0	0
Total	$ 817,677	$ 566,629	$ 662,017	$ 95,388

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$ 0	$ 0	$ 0	$ 0
Total	$ 0	$ 0	$ 0	$ 0

EXPLANATION/COMMENT ON PROGRAM REVENUES

The actual revenue was greater than the 1988-89 budget due to growth in cable TV. In 1989-90, it is anticipated that there will be a four percent growth over 1988-89.

PROGRAM: Video Services **DEPARTMENT:** Cable Television (CATV)

FIXED ASSETS

Item	Quantity	Cost
Desk	1	$ 500
Bookcase	1	300
Video Arraignment	Lot	150,000
Total		$150,800

Vehicles/Communication Equipment N/A

Item	Quantity	Cost
Total		$

PROGRAM: Video Services **DEPARTMENT: Cable Television (CATV)**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: VIDEO SERVICES					
% of Resources					
100%					
Workload					
Regular Meetings Involving Hearings	22	9	6	20	20
Complaints from Subscribers	300	200	300	358	292
Requests for Information	700	600	700	600	550
Number of Subscribers	65,152	62,877	64,972	71,728	65,571
Legislative Proposals Reviewed	12	8	6	10	7
License Applications and Transfer of Ownership	8	0	1	0	4
Efficiency					
Number of Subscribers per Staff Year	24,461	20,959	21,657	23,910	21,857
Percent of Costs Recovered by Fees	100%	100%	100%	100%	100%
Average Time to Process License Application	1.5 mos	2.0 mos	2.0 mos	2.0 mos	2.0 mos
Effectiveness					
Percent of Subscriber Complaints Resolved Within One Week After Receipt	95%	99%	95%	95%	95%
Percent of New Subscribers	19%	8%	4%	8%	4%
Percent of Complaints Per Subscriber	0.5%	0.3%	0.4%	0.5%	0.4%

PROGRAM: Video Services **DEPARTMENT:** Cable Television (CATV)

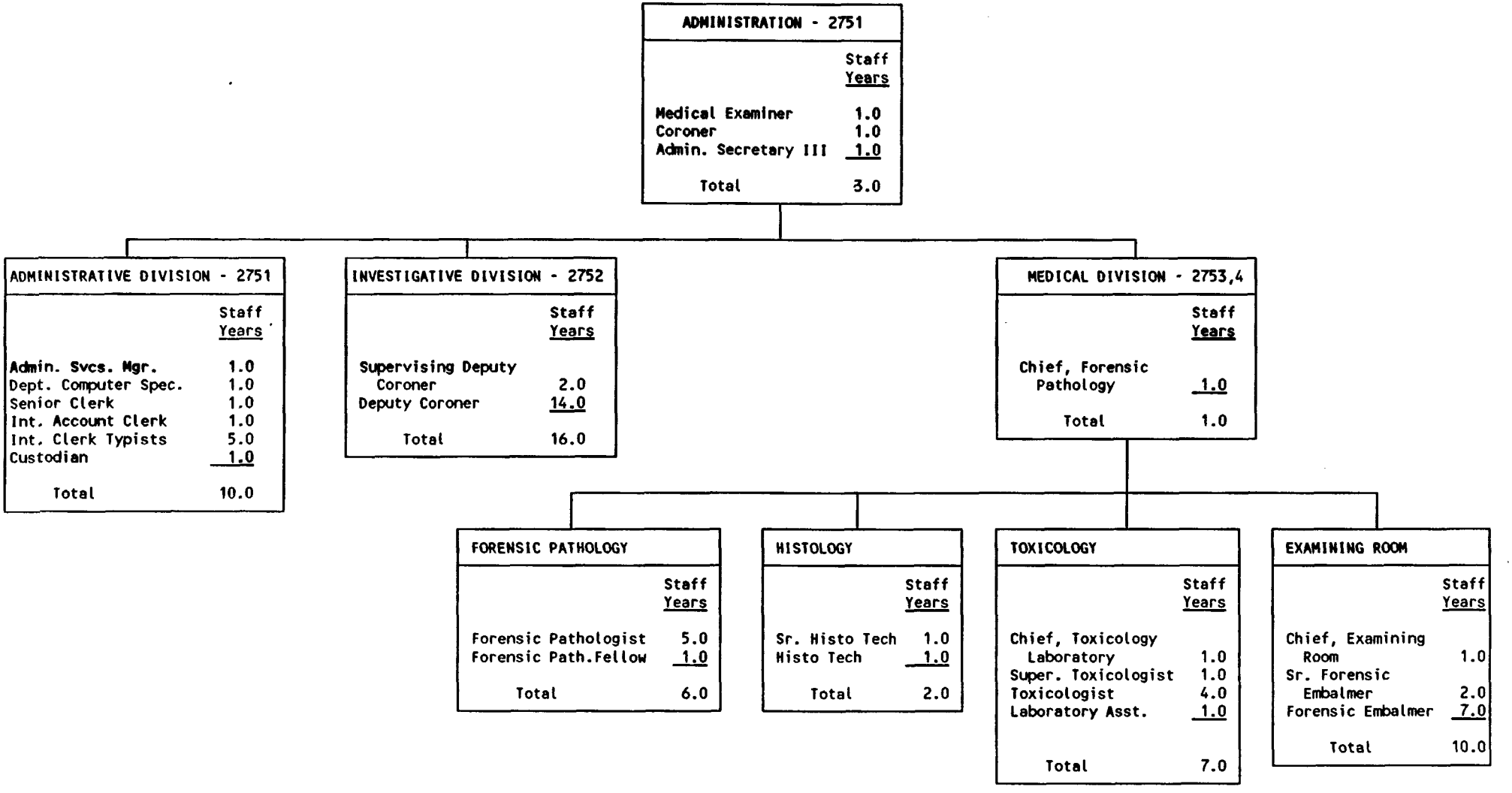
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2311	CATV Review Officer	1	1.00	1	1.00	$ 38,169	$ 39,547
2303	Admin. Asst. II	1	1.00	1	1.00	31,982	32,031
2754	Board Secretary	1	1.00	1	1.00	21,128	25,094
0943	Student Worker III	0	0.00	2	0.92	0	13,472
0472	CATV Commission	7	0.00	7	0.00	6,600	6,600
	Total	10	3.00	12	3.92	$ 97,879	$116,744
Salary Adjustments:						$ (17)	$(34)
Premium/Overtime Pay:							
Employee Benefits:						24,808	30,861
Salary Savings:						(2,453)	(2,819)
	Total Adjustments					$ 22,338	$ 28,008
Program Totals		10	3.00	12	3.92	$120,217	$144,752

CORONER

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Decedent Investigation	$2,493,896	$2,985,656	$3,185,920	$3,072,447	$3,499,784	$427,337	13.9
TOTAL DIRECT COST	$2,493,896	$2,985,656	$3,185,920	$3,072,447	$3,499,784	$427,337	13.9
PROGRAM REVENUE	$(224,075)	$(182,260)	$(293,762)	$(195,000)	$(195,000)	$0	0.0
NET GENERAL FUND COST	$2,269,821	$2,803,396	$2,892,158	$2,877,447	$3,304,784	$427,337	14.9
STAFF YEARS	50.00	51.35	53.92	53.00	55.00	2	3.8

Medical Examiner/Coroner
(Interim Org. Chart)



PROGRAM: Decedent Investigation

DEPARTMENT: CORONER

PROGRAM #: 19001
MANAGER: David J. Stark

ORGANIZATION #: 2750
REFERENCE: 1989-90 Proposed Budget - Pg: 17D

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,191,125	$2,590,409	$2,719,914	$2,606,043	$2,996,507	15.0
Services & Supplies	267,611	353,809	417,018	350,227	440,877	25.9
Other Charges	3,111	5,436	0	54,077	0	(100.0)
Fixed Assets	31,982	36,002	48,988	62,100	62,400	0.5
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$2,493,829	$2,985,656	$3,185,920	$3,072,447	$3,499,784	13.9
PROGRAM REVENUE	$(224,075)	$(182,260)	$(293,762)	$(195,000)	$(195,000)	0.0
NET GENERAL FUND CONTRIBUTION	$2,269,754	$2,803,396	$2,892,158	$2,877,447	$3,304,784	14.9
STAFF YEARS	50.00	51.35	53.92	53.00	55.00	3.8

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 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual expenditures and revenue exceeded budget for a net effect of an increase in net county cost of $14,711. Expenditures exceeded budget by $113,473, due primarily to salary settlement and overtime costs. The revenue increase chiefly reflects the unanticipated revenue from the Trauma System, as well as small increases from fees charged to estates for decedent transportation.

1989-90 OBJECTIVES

1. Establish a cause of death and issue a final death certificate within 30 days of the initial investigation in at least 77% of the cases.

2. Reduce the average weekly toxicology case backlog to 70 cases.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administrative Services (13.00 SY; E = $613,797 ; R = $21,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for payroll, personnel, accounting, property transfer, and death certificate preparation.
   - Completing transition to Medical Examiner system.
   - Anticipating a reduction of the 1700 case backlog awaiting indexing.
   - Expecting a collection effort for Decedent Transportation to sustain 70% collectability.
   - Adding, with funding, new position of Medical Examiner.

2. Investigation Services (16.00 SY; E = $828,318 ; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for on scene death investigation, follow-up investigation, initial property protection, and next of kin notification.
   - 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.
   - Adding 1.00 SY Deputy Coroner to handle increased workload.

3. Medical Services (26.00 SY; E = $2,057,669 ; R = $174,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for decedent handling, autopsy services, evidence documentation, embalming, histology, and toxicology.
   - 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 and is adding a new position of Forensic Pathology Fellow with full year funding.
   - 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 and courts.

PROGRAM: Decedent Investigation **DEPARTMENT: CORONER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Transportation Fees	$117,350	$116,000	$113,000	$(3,000)
Embalming Fees	58,974	54,000	54,000	0
Copies of Reports	23,798	21,000	21,000	0
Other Miscellaneous	93,640	4,000	7,000	3,000
Sub-Total	$293,762	$195,000	$195,000	$0
Total	$293,762	$195,000	$195,000	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General fund support costs	$2,892,158	$2,877,447	$3,304,784	$427,337
Sub-Total	$2,892,158	$2,877,447	$3,304,784	$427,337
Total	$2,892,158	$2,877,447	$3,304,784	427,337

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue from all sources is expected to remain approximately the same. All revenue for this department comes from fees. There is no revenue with matching requirements.

PROGRAM: Decedent Investigation **DEPARTMENT: CORONER**

FIXED ASSETS

Item	Quantity	Cost
Pager	8	$2,400
Computer System	Lot	13,200
Printer	3	4,800
Tape Back-up Unit	1	800
Credenza	1	800
Conference Table	1	1,900
Dental X-ray Developer	Lot	1,200
Autopsy Tables/Gurneys	Lot	12,700
Auto Sampler	1	15,000
Switching Valve	1	1,200
Microfilm Reader/Printer	1	3,000
Photo Equipment	Lot	2,500
Facsimile	1	1,500
Typewriters, Elec.	2	1,400
Total		$62,400

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PROGRAM: Decedent Investigation **DEPARTMENT: CORONER**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Decedent Investigation					
% OF RESOURCES: 100%					
WORKLOAD					
Annual Case Load	7893	8380	8548	8500	8700
EFFICIENCY					
Cases Per Staff Year	158	163	159	160	155
Toxicology Case Backlog	10 weeks	6 weeks	7 weeks	8 weeks	7 weeks
EFFECTIVENESS					
Percentage of time the cause of death is established and a final death certificate is issued within 30 days of death.	78%	79%	76%	75%	77%

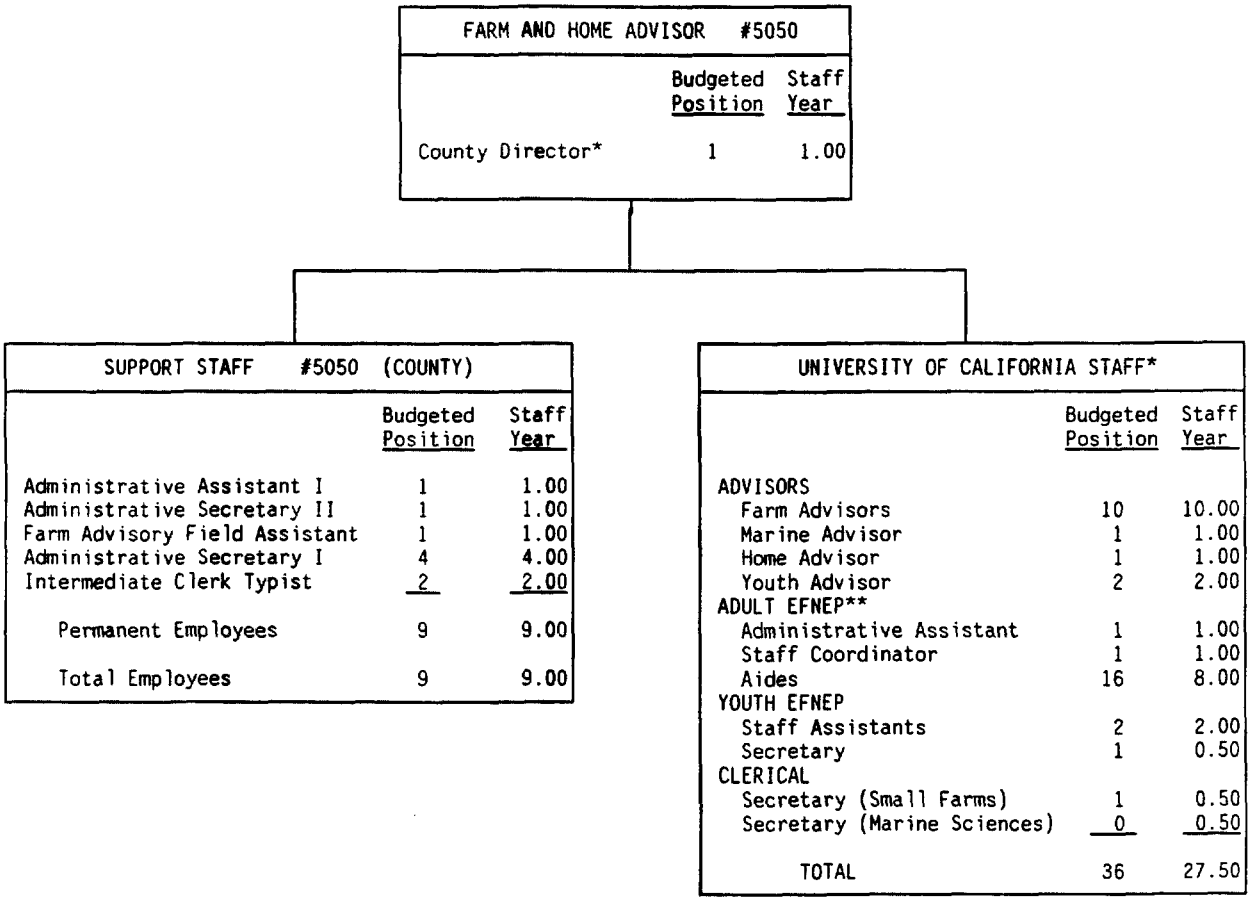
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2180	County Medical Examiner	0	0.00	1	1.00	$0	$*
2111	Coroner	1	1.00	1	1.00	63,058	67,436
4157	Chief, Forensic Pathology	1	1.00	1	1.00	99,756	106,412
4159	Forensic Pathologist	5	5.00	5	5.00	432,448	441,165
4316	Chief, Coroner's Laboratory	1	1.00	1	1.00	51,132	52,974
4306	Supervising Toxicologist	1	1.00	1	1.00	45,518	47,151
2369	Administrative Services ManagerII	1	1.00	1	1.00	41,054	48,022
5792	Supervising Deputy Coroner	2	2.00	2	2.00	82,388	85,362
4305	Toxicologist	4	4.00	4	4.00	157,460	165,061
4800	Chief, Coroner's Examining Room	1	1.00	1	1.00	41,194	42,681
5740	Deputy Coroner II	20	13.00	20	14.00	425,663	495,655
4819	Senior Forensic Embalmer	2	2.00	2	2.00	65,394	67,744
4820	Forensic Embalmer	7	7.00	7	7.00	206,367	213,794
4318	Histology Technician	1	1.00	1	1.00	21,652	22,325
4319	Senior Histology Technician	1	1.00	1	1.00	28,376	25,425
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
2493	Intermediate Account Clerk	2	2.00	1	1.00	35,584	18,804
2700	Intermediate Clerk Typist	5	5.00	5	5.00	85,178	89,647
4330	Laboratory Assistant	1	1.00	1	1.00	17,194	17,280
7031	Custodian	1	1.00	1	1.00	16,349	16,939
3118	Dept. Computer Specialist I	0	0.00	1	1.00	0	18,804
8805	Forensic Pathologist Fellow	0	0.00	1	1.00	0	36,998
9999	Temporary Extra Help	1	1.00	1	0.00	8,000	8,890
	Total	60	53.00	62	55.00	$1,970,283	$2,137,190
Salary Adjustments:						$1,438	$168,212
Premium/Overtime Pay:						40,000	30,000
	Shift Premium					10,450	10,400
	Standby					46,000	46,000
Employee Benefits:						537,872	604,705
Salary Savings:						(0)	(0)
	Total Adjustments					$635,760	$859,317
Program Totals		60	53.00	62	55.00	$2,606,043	$2,996,507

*The salary for this new position will not be established until the position is filled. The appropriations are temporarily included in the Salary Adjustments entry.

FARM AND HOME ADVISOR

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Farm & Home Advisor	$214,806	$217,802	$234,498	$235,474	$252,705	$17,231	7.3
TOTAL DIRECT COST	$214,806	$217,802	$234,498	$235,474	$252,705	$17,231	7.3
PROGRAM REVENUE	$0	$0	$0	$0	$0	$0	100.0
NET GENERAL FUND COST	$214,806	$217,802	$234,498	$235,474	$252,705	$17,231	7.3
STAFF YEARS	9.00	8.33	8.52	9.00	9.00	0	0.0



* University of California Employees

** Expanded Food Nutrition Education Program

PROGRAM: Farm and Home Advisor Education Support

DEPARTMENT: FARM AND HOME ADVISOR

PROGRAM #: 45801
MANAGER: B. Diane Wallace

ORGANIZATION #: 5050
REFERENCE: 1989-90 Proposed Budget - Pg. 18D

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$187,896	$194,564	$211,051	$215,677	$230,539	6.9
Services & Supplies	25,126	23,238	23,447	19,797	19,797	0.0
Fixed Assets	1,784	0	0	0	2,369	100.0
TOTAL DIRECT COST	$214,806	$217,802	$234,498	$235,474	$252,705	7.3
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$214,806	$217,802	$234,498	$235,474	$252,705	7.3
STAFF YEARS	9.00	8.33	8.52	9.00	9.00	0.0

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 Education Program (EFNEP) 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, businessmen, homemakers, consumers, educators, and other researchers.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals were consistent with the anticipated costs of administering this program.

1989-90 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 "latchkey" 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 consumer products, home horticulture, agriculture, marine science, youth development, water and agriculture public policy; and foods and nutrition, safety and buying.

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 specialty crops suited to the San Diego climate to aid in diversification of San Diego agri-business.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administrative Services (9.00 SY; E = $252,705 ; R = $0) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Able to provide support and maintenance for the University of California Cooperative Extension (UC-CE) Program of Agriculture and Home Economics.

PROGRAM: Farm and Home Advisor Education Support DEPARTMENT: FARM AND HOME ADVISOR

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
N/A:	$	$	$	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$234,498	$235,474	$252,705	$17,231
Sub-Total	$234,498	$235,474	$252,705	$17,231
Total	$234,498	$235,474	$252,705	17,231

EXPLANATION/COMMENT ON PROGRAM REVENUES: N/A

PROGRAM: Farm and Home Advisor Education Support DEPARTMENT: FARM AND HOME ADVISOR

FIXED ASSETS

Item	Quantity	Cost
Desk	1	$ 780
Slide Projector	1	489
Typewriter - IBM Wheelwriter	2	1,100
Total		$2,369

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Publications Distribution					
% OF RESOURCES: 100%					
WORKLOAD					
Number of Publications Distributed	396,000	398,400	399,140	399,200	400,200
EFFICIENCY					
Value of 220 hours donated per volunteer per year to 4-H programs	$760,000	$831,000	$840,000	$840,000	$849,000
EFFECTIVENESS					
Distribution of requested materials	100%	100%	100%	100%	100%

PROGRAM: Farm and Home Advisor Education Support DEPARTMENT: FARM AND HOME ADVISOR

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2304	Administrative Assistant I	1	1.00	1	1.00	$25,160	$26,066
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2756	Administrative Secretary I	4	4.00	4	4.00	70,530	74,592
2700	Intermediate Clerk Typist	2	2.00	2	2.00	32,599	34,917
7510	Farm Advisor Field Assistant	1	1.00	1	1.00	20,046	21,186
9999	Temporary Extra Help	0	0.00	1	1.00	0	3,000
	Total	9	9.00	10	10.00	$170,885	$182,785
Salary Adjustments:						$(12,235)	$596
Premium/Overtime Pay:						0	0
Employee Benefits:						52,401	49,463
Salary Savings:						(0)	(2,305)
	Total Adjustments					$40,166	$47,754
Program Totals		9	9.00	10	10.00	$211,051	$230,539

HOUSING & COMMUNITY DEVELOPMENT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
HOUSING & COMMUNITY DEVELOPMENT	$7,035,494	$6,312,096	$9,626,243	$9,927,865	$9,664,884	(262,981)	(2.7)
TOTAL DIRECT COST	$7,035,494	$6,312,096	$9,626,243	$9,927,865	$9,664,884	$(262,981)	(2.7)
PROGRAM REVENUE	$(7,112,410)	$(7,759,798)	$(9,984,018)	$(10,310,730)	$(10,047,749)	$262,981	(2.6)
NET GENERAL FUND COST	$(76,916)	$(1,447,702)	$(357,775)	$(382,865)	$(382,865)	$0	0.0
STAFF YEARS	68.04	79.71	77.54	78.00	84.00	6	7.7

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DIRECTOR'S OFFICE

	STAFF YEARS
DIRECTOR	1.00
ADMIN SECTY III	1.00
2 POSITION - 2 STAFF	2.00

HOUSING ASSISTANCE DIVISION

	STAFF YEARS
HOUSING PROGRAM MANAGER	1.00
HSNG SPCLST III	5.00
HSNG SPCLST II	13.00
HSNG SPCLST I	11.00
SENIOR CLERK	1.00
HOUSING AID	7.00
INTER CLRK TYPST	5.00
43 Positions - 43 Staff Years	43.00

COMMUNITY DEVELOPMENT DIVISION

	STAFF YEARS
COMMUNITY DEVELOPMENT MANAGER	1.00
ANALYST III	2.00
ANALYST II	1.00
ADMINISTRATIVE SECRETARY II	1.00
5 Positions - 5 Staff Years	5.00

HOUSING REHABILITATION

	STAFF YEARS
HOUSING PROGRAM MANAGER	1.00
PRINCIPAL REHABILITATION SPECIALIST	2.00
HSNG REHAB SPCLST III	2.00
HSNG REHAB SPCLST II	5.00
HOUSING AID	1.00
11 Positions - 11 Staff Years	11.00

PROGRAM SERVICES DIVISION

	STAFF YEARS
HOUSING PROGRAM MANAGER	1.00
ADMINISTRATIVE SERVICES	
ANALYST III	1.00
INTER ACCT CLERK	1.00
PAYROLL CLERK	1.00
ADMIN SECTY II	1.00
INTER CLRK TYPST	2.00
HCD PROGRAM ANALYST	1.00
PROGRAM REVIEW AND SUPPORT SERVICES	
SENIOR SYSTEMS ANALYST	1.00
ASSOCIATE SYSTEMS ANALYST	1.00
HOUSING SPEC III	1.00
HOUSING SPEC II	1.00
ACCOUNTING TECH	1.00
INTER ACCT CLERK	4.00
17 POSITIONS - 17 STAFF YEARS	17.00

PROGRAM DEVELOPMENT DIVISION

	STAFF YEARS
HOUSING PROGRAM MGR	1.00
HSNG PROG ANALYST II	4.00
HOUSING AID	1.00
6 Positions - 6 Staff Years	6.00

PROGRAM: Housing and Community Development

DEPARTMENT: HOUSING AND COMMUNITY DEVELOPMENT

PROGRAM #: 39001
MANAGER: Gabriel G. Rodriguez

ORGANIZATION #: 5630
REFERENCE: 1989-90 Proposed Budget - Page 19

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,186,666	$2,550,162	$2,643,972	$2,727,038	$3,243,495	18.9
Services & Supplies	3,158,803	2,792,545	4,674,585	6,017,581	5,563,291	(7.5)
Other Charges	1,690,025	969,389	2,307,686	1,183,246	858,098	(27.5)
Fixed Assets	0	0	0	0	0	??
Vehicle/Comm. Equip.	0	0	0	0	0	??
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	??
Operating Transfers	0	0	0	0	0	??
TOTAL DIRECT COST	$7,035,494	$6,312,096	$9,626,243	$9,927,865	$9,664,884	(2.6)
PROGRAM REVENUE	$(7,112,410)	$(7,759,798)	$(9,984,018)	$(10,310,730)	$(10,047,749)	(2.6)
NET GENERAL FUND CONTRIBUTION	$(76,916)	$(1,447,702)	$(357,775)	$(382,865)	$(382,865)	0.0
STAFF YEARS	68.04	79.71	77.54	78.00	84.00	7.7

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, 5,700 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.

1988-89 BUDGET TO ACTUAL COMPARISON

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 1989-90.

1989-90 OBJECTIVES

Rental Assistance

1. Assist 5,700 low income households to live 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 home ownership.

2. Work cooperatively with the private sector provide low income housing opportunities through two new housing developments in conjunction with Local, State or Federal programs.

3. Create low income housing opportunities by contracting with developers of three housing developments through density bonus programs.

Community Development

1. Expend 84% of the total CDBG entitlement by July, 1990.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Rental Assistance (57.1 SY; General Fund E = $2,176,087; R = $2,386,365; Special Fund E = $34,507,031; R= $34,507,031) including support personnel is:

   Discretionary/Mandated Service Level.

   Providing rental assistance to 5,700 low-income households.

   Leasing 97% of authorized existing rental assistance units.

   Assuming contractual obligations for the Section 8 Moderate Rehabilitation, Rental Rehabilitation, Section 312 and Rental Rehabilitation Demonstration Programs as units are rehabilitated.

   Certifying eligible participants for density bonus developments and participating city programs.

   Overseeing private management company operations of Public Housing developments.

2. Residential Rehabilitation (14.4 SY; General Fund E = $949,326; R = $1,023,830; Special Fund E = $2,422,058; R = $2,422,058) including support personnel is:

   Discretionary/Mandated Service Level.

   Rehabilitating 375 dwelling units.

3. Program Development (6.8 SY; General Fund E = $2,308,572; R = $2,357,931; Special Fund E = $3,176,100; R = $3,176,100) including support personnel is:

   Discretionary/Mandated Service Level.

   Stimulating private sector production or rehabilitation of lower-income housing units through 986 Revenue Act/Internal Revenue Service financing (e.g.tax exempt mortgage revenue bond financing, tax credits.

Stimulating private sector production of industrial projects through tax exempt industrial development bond financing.

Implementing various State and Local mobilehome assistance programs to promote resident ownership.

Implementing County Density Bonus programs.

Developing affordable housing through available Federal (HUD) and State Housing and Community Development Department resources.

Monitoring twenty-one density bonus developments, five bond financing and ten mobilehome park conversions for contract compliance.

Providing lead staff support and technical assistance to the Board of Supervisors' created Mobile Home Task Force.

4. Community Development (5.7 SY; E = $4,230,899 ; R = $4,279,623) including support personnel is:

Discretionary/Mandated Service Level.

Monitoring the progress and performance of 174 active CDBG projects.

Planing and developing the Sixteenth-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 and reviewing 177 projects for inclusion in this application.

PROGRAM: Housing and Community Development | DEPARTMENT: HOUSING AND COMMUNITY DEVELOPMENT

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GRANT CONTRACTS:				
Housing Authority	$2,121,436	$2,016,577	$2,386,365	$369,788
Community Development Block Grant	7,699,406	8,294,153	7,661,384	(632,769)
Sub-Total	$9,820,842	$10,310,730	$10,047,749	$(262,981)
OTHER REVENUE:				
Misc.	$163,176	$0	$0	$0
Sub-Total	$163,176	$0	$0	$0
Total	$9,984,018	$10,310,730	$10,047,749	$(262,981)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
N/A:				
	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: None

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Rental Assistance					
% OF RESOURCES: 74%					
WORKLOAD					
Households Receiving Housing Assistance	3,946	4,300	5,660	5,000	5,700
EFFICIENCY					
Households Assisted per Staff Year	78	88	107	95	102
EFFECTIVENESS					
Percent Authorized Units Under Lease	86%	97%	98%	97%	97%
ACTIVITY B: Residential Rehabilitation					
% OF RESOURCES: 5%					
WORKLOAD	345	320	268	375	375
Units Rehabilitated					
EFFICIENCY	$1,109	$1,398	$1,341	$1,417	$1,813
Cost per Unit Rehabilitated					
EFFECTIVENESS	2.6	2.1	1.5	2.2	2.2
Total Dollars of Rehab Work Generated (millions)					
ACTIVITY C: Program Development					
% OF RESOURCES: 12%					
WORKLOAD	2,719	2,435	2,090	2,245	2,200
Low & Moderate Units in Process					
EFFICIENCY	$106	$139	$148	$169	$205
Cost per Low/Moderate Units in Process					
EFFECTIVENESS	1,026	1,160	845	863	863
Low/Moderate Units Approved/Under Construction					
ACTIVITY D: Community Development					
% OF RESOURCES: 9%					
WORKLOAD	346	347	346	351	345
CDBG Projects in Process					
EFFICIENCY	$1,233	$1,092	$1,041	$1,172	$1,204
Cost per CDBG Project in Process					
EFFECTIVENESS	80%	82%	92%	84%	84%
Cummulative CDBG Entitlement Expended					

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2278	Director, HCD	1	1.00	1	1.00	$75,296	$80,212
0979	Housing Development Mgr	1	1.00	1	1.00	51,132	52,974
0981	Housing Program Mgr	1	1.00	2	2.00	51,132	105,954
0984	Community Development Mgr	1	1.00	1	1.00	51,132	52,974
0986	Housing Assistance Mgr	1	1.00	1	1.00	44,160	52,977
2369	Admin Services Mgr II	1	1.00	0	0.00	46,354	0
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
2412	Analyst II	1	1.00	2	2.00	35,433	73,416
2413	Analyst III	3	3.00	3	3.00	117,318	121,554
2427	Associate Systems Analyst	1	1.00	1	1.00	42,055	43,578
2493	Interm Account Clerk	5	5.00	5	5.00	80,898	86,459
2511	Senior Payroll Clerk	1	1.00	1	1.00	18,676	22,644
2525	Senior Systems Analyst	0	0.00	1	1.00	0	43,554
2700	Interm Clerk Typist	7	7.00	7	7.00	113,986	125,339
2730	Senior Clerk	1	1.00	1	1.00	17,858	21,230
2757	Admin Secretary II	2	2.00	2	2.00	39,344	46,048
2758	Admin Secretry III	1	1.00	1	1.00	26,056	26,998
3517	Chief Rehab Specialist	1	1.00	1	1.00	44,160	45,760
3548	Housing Program Analyst II	4	4.00	4	4.00	158,403	195,008
3826	Housing Rehab Spclst II	0	0.00	5	5.00	0	142,882
3827	Housing Rehab Spclst III	0	0.00	2	2.00	0	67,940
3829	Housing Aid	9	9.00	9	9.00	172,555	185,730
3830	Housing Specialist I	10	10.00	11	11.00	234,418	262,933
3831	Housing Specialist II	16	16.00	14	14.00	424,133	407,109
3832	Housing Specialist III	8	8.00	6	6.00	252,098	205,865
6010	Planner Estimator III	1	1.00	1	1.00	27,873	28,738
	Total	78	78.00	84	84.00	$2,147,482	$2,521,964
Salary Adjustments:						$0	$116,733
Premium/Overtime Pay:						0	0
Employee Benefits:						$579,556	$604,798
Salary Savings:						(0)	(0)
	Total Adjustments					$579,556	$721,531
Program Totals		78	78.00	84	84.00	$2,727,038	$3,243,495

COUNTY LIBRARY

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Library Services	$7,919,998	$7,743,079	$7,957,918	$8,738,131	$9,398,830	$660,699	7.6
TOTAL DIRECT COST	$7,919,998	$7,743,079	$7,957,918	$8,738,131	$9,398,830	$660,699	7.6
PROGRAM REVENUE	$(7,919,998)	$(7,743,079)	$(7,957,918)	$(8,738,131)	$(9,338,855)	$(600,724)	6.9
NET GENERAL FUND COST	$0	$0	$0	$0	$59,975	$59,975	100.0
STAFF YEARS	189.83	194.93	196.15	205.67	201.00	(4.67)	(2.4)

LIBRARY
(Headquarters Location: County Operations Center)

ADMINISTRATION

	STAFF YEARS
County Librarian	1.00
Assistant County Librarian	1.00
Administrative Secretary	1.00
TOTAL	3.00

ADMINISTRATIVE SERVICES

	STAFF YEARS
Library Develop. Officer	1.00
Administrative Svcs. Mgr.	1.00
Librarian III	1.00
Principal Clerk	1.00
Personnel Aide	1.00
Senior Payroll Clerk	1.00
Senior Account Clerk	1.00
Word Processor	2.00
Intermediate Acct. Clerk	1.00
Intermediate Clerk Typist	2.00
TOTAL	12.00

PROFESSIONAL & SUPPORT SERVICES

	STAFF YEARS
Principal Librarian	1.00
Coord. Adult Literacy	1.00
Librarian III	5.00
Carpenter	1.00
Librarian II	2.00
Librarian I	0.50
Library Technician IV	1.00
Graphic Artist	1.00
Supervising Clerk	1.00
Library Technician III	2.00
Delivery Vehicle Driver	3.00
Library Technician II	12.09
Intermediate Clerk Typist	2.50
Library Technician I	6.00
Departmental Clerk	2.00
Junior Clerk Typist	2.00
Library Page	1.95
TOTAL	45.04

BRANCH OPERATIONS

	STAFF YEARS
Principal Librarian	3.00
Librarian III	6.16
Librarian II	11.00
Librarian I	10.00
Library Technician IV	3.00
Bookmobile Driver	2.00
Library Technician III	18.67
Library Technician II	29.58
Intermediate Clerk Typist	2.50
Library Technician I	37.42
Library Substitutes	4.50
Library Page	12.13
Extra Help	1.00
TOTAL	140.96

TOTAL POSITIONS 374
TOTAL STAFF YEARS 201.00

PROGRAM: Library Services

DEPARTMENT: COUNTY LIBRARY

PROGRAM #: 45803
MANAGER: Catherine Lucas

ORGANIZATION #: 4950
REFERENCE: 1989-90 Proposed Budget - Pg.20

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$4,381,017	$4,879,960	$4,891,635	$5,103,667	$5,271,647	3.3
Services & Supplies	2,805,213	2,753,096	2,983,263	3,437,314	3,354,954	(2.4)
Other Charges	66,483	33,276	33,276	33,300	604,189	1,714.4
Fixed Assets	35,727	30,646	15,537	16,250	52,920	225.7
Vehicle/Comm. Equip.	0	17,524	0	84,000	39,120	(53.4)
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	631,558	28,577	34,207	63,600	76,000	19.5
TOTAL DIRECT COST	$7,919,998	$7,743,079	$7,957,918	$8,738,131	$9,398,830	7.6
PROGRAM REVENUE	$(7,919,998)	$(7,743,079)	$(7,957,918)	$(8,738,131)	$(9,338,855)	6.9
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$59,975	100.0
STAFF YEARS	189.83	194.93	196.15	205.67	201.00	(2.3)

PROGRAM DESCRIPTION
The County Library provides comprehensive library resources and services on a free and equal basis to people within the San Diego County Library service area to facilitate and encourage the public pursuit of information and knowledge.

In 1989-90 the County Library will operate thirty-one branches and two bookmobiles to serve 855,811 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, and Vista.

County Library staff, including professional librarians, are supplemented by volunteers in providing systematic library services for the public. Services include:

- books and periodicals
- reference and information research assistance
- business and telephone directories
- 16mm films and videocassettes, 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 shows and summer reading programs
- literacy coordination and networking
- Indian Library Outreach Services

A support and administration headquarters is located at the County Operations 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The actual cost for salaries and benefits was $212,032 lower than the budget for 1988-89 as a result of delays in filling positions and because Project CLIMB was budgeted for 12 month's but funded for only 3 months of 1988-89. Services and Supplies were $454,051 less than budget due to savings in service contracts, utility costs, and because $210,596 of the Library Book Budget was encumbered but not spent when the 1988-89 Budget cycle closed. These books will be prior year expenditures in 1989-90. The new East County Bookmobile was ordered and encumbered in 1988-89 but payment and delivery will take place in 1989-90 resulting in the Vehicle Equipment budget showing no expenditure in 1988-89.

1989-90 OBJECTIVES

1. Implement Task Force recommendations, including the determination on whether to seek a vote on a tax measure.

2. Complete move to temporary branch site in El Cajon and oversee construction of branch library (completion during FY 1990-91).

3. Hire new Development Officer; determine fundraising priorities for Vista, San Marcos, Poway and Del Mar; set new fundraising goals including support for the Literacy Program.

4. Proceed with new 5-year contract for automation services which was recently successfully negotiated with San Diego Data Processing Corporation which uses a time-sharing computer hardware environment allowing automation program growth and the major addition of an online public access catalog with little or no cost increases above 1988-89 expenditure levels.

   Explore with San Diego Public Library the possibility of establishing reciprocal holds on each others materials for quicker patron service.

   Explore possibility of bringing other public libraries, school libraries and community college libraries onto the joint SDCL/SDPL automation system and/or establish reciprocal access with other systems.

5. Implement approved service innovation grants.

6. Continue to monitor Library Budget to assure that the County Library meets its Public Library Fund revenue matching requirements necessary for receiving about $410,000 of annual State funding support.

7. Secure space for literacy program to have broader visibility in East County Service Area.

8. Continue implementation of the Rancho San Diego Public Benefit Agreement for a new 26,500 sq. ft. Regional Library.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration (15.00 SY; E = $718,600 ; R = $718,600) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Offset 100% by Program Revenue.
   - Responsible for providing comprehensive Library resources and services to 855,811 residents in the unincorporated area and eleven cities.
   - Established by the Board of Supervisors in accordance with the provisions of the State of California Education Code Section 19100.
   - Providing Library Management, Public Relations, Development Officer, Fiscal Accounting, Budgeting, Payroll, Personnel and General Clerical services.
   - Provides for continued State Public Library Funding of $417,000 in 1989-90.
   - Includes $1,400 for purchase of a Laser Printer for the Business Office.

2. Professional and Technical Support Services (45.04 SY; E = $1,974,811 ; R = $1,921,011) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Offset 97.3% by Program Revenue.
   - Provides Technical Services, Audiovisual, Children's Services, Outreach, Automation, Acquisitions, Adult Literacy, Project CLIMB and a Grant for Indian Services.
   - Increased by $52,200 and 2.0 SY's from General Fund Support of the Adult Literacy Services Program.
   - Includes $1,600 from a General Fund Service Innovation grant for one facsimile machine at Library Headquarters.
   - Provides $63,076 and 1.17 SY's of Library Services and Construction Act Grant Funding (LSCA) for a Countywide Libraries and the urban Indian Community Grant (CLIC).
   - Includes $39,120 in Vehicle Replacement for two Library Box Vans.

3. Branch Operations (140.96 SY; E = $6,705,419 ; R = $6,699,244) including support staff is:

   - Discretionary/Discretionary Service Level.
   - Offset 99.9% by Program Revenue.
   - Provides Reference, Interlibrary Loans, Information Programs, operation of thirty-one branches and two bookmobiles for the unincorporated area and eleven cities.
   - Includes General Fund Service Innovation Grants of $3,200 for two facsimile machines and $2,975 for a Local Area Government Information Network (LOGIN).
   - Increasing $199,725 to provide for the temporary move and preparation for the opening of the new El Cajon Library.
   - Increased $570,889 in Other Charges from a Library Services and Construction Act (LSCA) Grant for the new El Cajon Library.
   - Includes $66,000 in Operating Transfers for reroofing the La Mesa and Imperial Beach Branch Libraries.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
PROGRAM REVENUE				
Current Property Taxes (9000)	$5,756,763	$5,686,000	$6,101,000	$415,000
Taxes Other than Current Prop. (9100)	458,855	434,000	443,000	9,000
Special District Augmentation Fund	659,069	621,414	475,790	(145,624)
Use of Money and Property (9400)	145,888	75,000	100,206	25,206
Fund Balance (0750)	735,000	735,000	820,000	85,000
Public Library Fund	409,825	416,150	417,000	850
Aid from Other Gov't Agencies (9500)	338,768	452,767	151,170	(301,597)
Charges for Current Svcs.-Fines	185,263	160,000	175,000	15,000
Other Revenue	$128,202	$85,800	$84,800	$(1,000)
Las Patronas & Community Foundation	$72,000	$72,000	$0	$(72,000)
New El Cajon Lib.-LSCA Grant	0	0	570,889	570,889
Sub-Total	$8,889,633	$8,738,131	$9,338,855	$600,724
Total	$8,889,633	$8,738,131	$9,338,855	$600,724

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS				
General Fund Support Costs	$0	$0	$59,975	$59,975
Sub-Total	$0	$0	$59,975	$59,975
Total	$0	$0	$59,975	59,975

EXPLANATION/COMMENT ON PROGRAM REVENUES: Property Tax and related revenue are budgeted in conformity with the five year growth trends for Library Funds. Due to the continuing decrease in the Special District Augmentation Fund and a new allocation formula, the County Library is projecting $475,790 SDAF funding for FY 1989-90 a decrease of $145,624 from FY 1988-89. The County Library fund balance is projected at $820,000 for FY 1989-90, an increase of $85,000 over the current fiscal year. The decrease of $301,587 in the Aid from Other Grant Agencies (9500) reflects the end of funding for Project CLIMB ($122,215) on 9-30-88, Adult Literacy Services ($58,324) on 6-30-89 and Indian Services ($125,717) which will end 9-30-89. However, the 1989-90 Budget does include a new County-wide Libraries and the Urban Indian Community (CLUIC) Grant ($63,076) scheduled to start on 10-1-89. The County Library was a Major Beneficiary of both Las Patronas ($62,000) and Community Foundation ($10,000) in FY 1988-89. The one time contributions were used to purchase a Bookmobile for the East County. The Library Services and Construction (LSCA) Grant of $570,899 is for the new El Cajon Library scheduled to begin construction in 1989-90. These funds will be received by the County Library at each 25% completion phase of construction and passed on to the El Cajon Redevelopment Agency which is awarding the construction contract.

EXPLANATION/COMMENT ON GENERAL FUND CONTRIBUTIONS: The County Library received County General Fund Contributions of $66,000 for FY 1989-90 to assist the Library in continuation of the Adult Literacy Program. This included $52,200 in the Library Budget for staffing (2.0 SY) and materials and $13,800 is the Countywide Rents and Leases Budget for lease costs. The County Library Budget also included $7,775 of County General Fund's for two Service Innovation Grants. One grant of $4,800 is for the purchase of three telefacsimile machines. The other grant was for membership in the Local Area Government Information Network (LOGIN) to improve and broaden information retrieval service to County staff and will cost $2,975 for a years service.

FIXED ASSETS

Item	Quantity	Cost
Cash Register	1	$500.
Microcomputers	Lot	10,000.
Microfiche Readers	20	6,200.
Reader Printer Coin Box	4	2,000.
16 MM Film Projector	1	1,300.
Large Screen Video Monitor	1	4,500.
Closed Caption Decoder	1	400.
Facsimile Equipment	8	11,800.
Typewriter-Electric	6	2,640.
Video-Camera	Lot	1,500.
Microfiche/Film Reader-Printer	2	9,800.
Laser Printer	1	1,400.
Electronic Button Maker	1	880.
Total		$52,920

Vehicles/Communication Equipment

Item	Quantity	Cost
High Cube Van, 1 ton	2	$39,120
Total		$39,120

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Library Services					
WORKLOAD					
Population	771,935	799,550	843,775	823,536	855,811
Information Units:					
Circulation	2,809,903	2,894,409	2,909,317	3,188,974	3,106,578
Reference Questions	493,782	543,526	521,175	552,692	548,625
Film/Video-Audience	640,965	558,236	557,232	537,332	593,085
Program Audience	80,606	92,586	105,447	82,361	89,555
TOTAL:	4,025,256	4,088,757	4,093,171	4,361,359	4,337,843
Number of Volumes	813,166	874,274	947,087	859,018	908,286
Number of Titles	189,312	187,013	209,000	196,505	209,000
EFFICIENCY					
Information Units Per Staff Year	21,204	20,972	20,868	21,206	21,581
EFFECTIVENESS					
Circulation per Capita	3.64	3.62	3.45	3.87	3.63
Volumes per Capita	1.05	1.09	1.12	1.04	1.06

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2115	County Librarian	1	1.00	1	1.00	$69,555	$74,500
2205	Assistant County Librarian	1	1.00	1	1.00	51,489	58,093
4047	Development Officer	1	1.00	1	1.00	46,354	48,022
2369	Admin. Services Manager II	1	1.00	1	1.00	43,091	44,407
4048	Principal Librarian	4	4.00	4	4.00	148,323	155,655
4044	Coordinator, Adult Literacy	1	1.00	1	1.00	33,763	36,561
4023	Librarian III	14	13.00	14	12.16	402,144	409,813
4024	Librarian II	14	13.00	14	13.00	367,095	393,482
3817	Graphic Artist	1	1.00	1	1.00	26,206	29,553
2725	Principal Clerk	1	1.00	1	1.00	26,917	28,450
4025	Librarian I	16	11.50	15	10.50	292,595	288,312
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
5905	Carpenter	1	1.00	1	1.00	25,885	27,673
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2320	Personnel Aide	1	1.00	1	1.00	23,386	24,228
4021	Library Technician IV	4	4.00	4	4.00	88,499	93,676
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
4005	Bookmobile Driver	2	2.00	2	2.00	41,470	43,830
2510	Senior Account Clerk	1	1.00	1	1.00	20,462	21,623
3009	Word Processor Operator	2	2.00	2	2.00	34,832	42,902
4020	Library Technician III	22	20.67	22	20.67	419,787	429,292
7516	Delivery Vehicle Driver	3	3.00	3	3.00	56,244	59,451
2493	Intermediate Account Clerk	1	1.00	1	1.00	17,792	18,804
2700	Intermediate Clerk Typist	9	7.75	8	7.00	130,870	127,837
4015	Library Technician II	53	43.83	54	41.67	741,293	749,092
4016	Library Technician I	58	43.00	59	43.42	614,507	655,388
2709	Departmental Clerk	2	2.00	2	2.00	27,585	28,248
2710	Junior Clerk Typist	2	2.00	2	2.00	24,968	26,888
4037	Library Substitute	100	4.50	100	4.50	55,871	58,894
4035	Library Page	30	14.42	30	14.08	163,207	168,248
9999	Extra Help	25	1.00	25	1.00	17,500	17,500
	Total	374	205.67	374	201.00	$4,082,935	$4,235,182
Salary Adjustments:						$15,200	$21,282
Premium/Overtime Pay:						0	9,000
Employee Benefits:						1,077,035	1,095,069
Salary Savings:						(71,503)	(88,886)
	Total Adjustments					$1,020,732	$1,036,465
Program Totals		374	205.67	374	201.00	$5,103,667	$5,271,647

PROGRAM: Library Services-Contingency Reserve

DEPARTMENT: COUNTY LIBRARY

PROGRAM #: 45803
MANAGER: Catherine Lucas

ORGANIZATION #: 5170
REFERENCE: 1989-90 Proposed Budget - Pg. 20G

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	0.0
Operating Transfers	0	0	0	300,000	300,000	0.0
TOTAL DIRECT COST	$0	$0	$0	$300,000	$300,000	0.0
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(300,000)	$(300,000)	0.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.0

PROGRAM DESCRIPTION

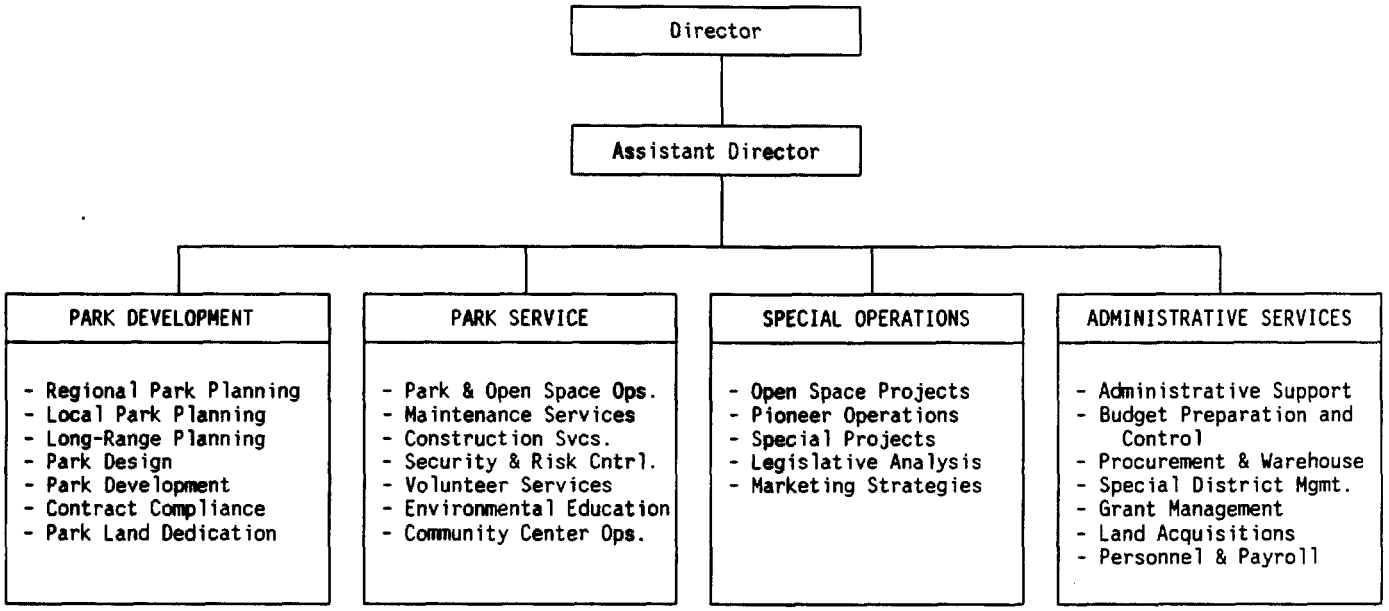
The Contingency Reserve is a source of funds for expenditures not specifically contained in the Library Services operating program. It provides a contingency for expenses which have not been anticipated, and it brings the Library into conformance with the procedures used by the rest of the County.

The County Library is budgeting $300,000 in the FY 1989-90 Contingency Reserve for unanticipated expenditures in the Library Services operating budget.

PARKS AND RECREATION

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Parks and Recreation	$4,535,644	$4,686,518	$5,056,264	$5,484,372	$6,597,070	$1,112,698	21.0
Park Land Dedication Ord	932,471	1,230,527	1,160,915	6,973,270	8,525,364	1,552,094	22.3
Fish & Wildlife	11,444	11,033	22,114	30,000	20,700	(9,300)	(31.0)
TOTAL DIRECT COST	$5,479,559	$5,928,078	$6,239,293	$12,487,642	$15,143,134	$2,655,492	21.3
PROGRAM REVENUE	$(3,088,292)	$(3,613,868)	$(3,449,534)	$(9,252,417)	$(11,012,111)	$(1,759,694)	20.4
NET COST ALL FUNDS	$2,391,267	$2,314,210	$2,789,759	$3,235,225	$4,131,023	$895,798	27.7
STAFF YEARS	125.0	117.3	124.6	125.8	134.1	8.3	6.6

SAN DIEGO COUNTY
PARKS AND RECREATION DEPARTMENT



PROGRAM: Parks and Recreation

DEPARTMENT: PARKS AND RECREATION

PROGRAM #: 45308
MANAGER: Robert R. Copper

ORGANIZATION #: 5100
REFERENCE: 1988-89 Final Budget - Pg. C-74

AUTHORITY: Administrative Code Section 430

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$3,911,986	$4,016,579	$4,172,767	$4,386,983	$5,070,366	15.6
Services & Supplies	495,310	403,552	475,215	501,609	598,529	19.3
Other Charges	33,137	247,532	236,790	540,780	781,180	44.5
Fixed Assets	34,211	21,167	175,088	24,200	103,195	326.4
Vehicle/Comm. Equip.	0	0	0	30,800	43,800	42.2
Less Reimbursements	(0)	(2,312)	(3,596)	(0)	(0)	100.0
Operating Transfers	61,000	0	0	0	0	100.0
TOTAL DIRECT COST	$4,535,644	$4,686,518	$5,056,264	$5,484,372	$6,597,070	20.3
PROGRAM REVENUE	$(2,144,377)	$(2,372,308)	$(2,266,505)	$(2,249,147)	$(2,466,047)	9.6
NET GENERAL FUND CONTRIBUTION	$2,391,267	$2,314,210	$2,789,759	$3,235,225	$4,131,023	27.7
STAFF YEARS	125.0	117.3	124.6	125.8	134.1	6.6

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, ecological reserves and open spaces. These facilities provide recreational opportunities for millions of County residents as well as tourists. County Park facilities are operated and maintained by County staff, volunteers, other sources of free labor and service contracts. Facilities are operated year-round.

This program includes the appropriation of $221,990 in annual payments for a $1,000,000 loan from the State Coastal Conservancy used to purchase park land known as Holmwood Canyon adjacent to San Elijo Lagoon. This approximately 5.6 acre parcel was purchased in 1985 for $2,000,000, and other considerations, in response to Board of Supervisors action. The $2,000,000 cash payment included the $1,000,000 loan, $950,000 of grant funds and $50,000 of citizen donations. The loan is repayable over six years beginning in FY 1987-88. The total interest and principal due over that period is $1,331,940, at $221,990 per year.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Department actual costs were $428,108 less than budgeted due primarily to the means used to spend grant match funding. Grant match funding is transferred from the Parks and Recreation Department to a capital project. A total of $303,990 was transferred and is not reflected as an actual cost. Also contributing to the the reduction of actual costs for 1988-89 were salary savings due to delays in hiring budgeted staff. Park user fee revenue was less than budgeted due to construction activities and lake water loss at the Lake Morena campground .

1989-90 OBJECTIVES

1. Develop stewardship capabilities for Proposition 70 regional open space acquisitions and Bureau of Land Management (BLM) wilderness park sites.
2. Preserve Department revenue base.
3. Develop a flexible operations plan for both existing and newly acquired park lands.
4. Develop approaches to community park planning and open space and regional facility planning.
5. Pursue competitive grant funding for park projects while preserving existing funding.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

The Department of Parks and Recreation is divided into four basic divisions; Administration, Park Services and Maintenance, Park Development and Special Operations. Park program activities will be implemented across these division lines. Resources and personnel are assigned to program activities on an as needed basis in response to both demand and opportunities. The divisions have the following responsibilities:

ADMINISTRATIVE SERVICES
Administrative Support
Budget Preparation and Control
Procurement and Warehouse Operations
Grant Management
Land Acquisition
Personnel and Payroll
Special District Administration

PARK SERVICES AND MAINTENANCE
Park and Open Space Operations
Community Center Operations
Maintenance Services
Construction Services
Security and Risk Control
Volunteer Services
Environmental Education

PARK DEVELOPMENT
Regional Park Planning
Local Park Planning
Long-Range Planning
Park Design
Park Development
Contract Compliance
Park Land Dedication Mgmt.

SPECIAL OPERATIONS
Open Space Planning and Project Management
Pioneer Operations
Special Projects
Legislative Analysis
Marketing Strategies

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Rents and Concessions	$285,987	$264,044	$278,124	$14,080
Plan Review Charges	16,862	0	26,200	26,200
Inter-Fund Charges - Road Fund	1,723	0	0	0
Inter-Fund Charges, Capital Outlay Fund	307,963	341,909	218,909	(123,000)
Inter-Fund Charges, PLDO Fund	53733	80000	40000	(40,000)
Inter-Fund Charges, Special Districts	26,947	8,000	13,000	5,000
User Fees, Park and Camping	1,074,491	1,179,634	1,209,634	30,000
User Fees, Lake Morena Water Surcharge	0	0	225,000	225,000
Employee Maintenance Charges	25,306	25,560	26,480	920
Sub-Total	$1,793,012	$1,899,147	$2,037,347	$138,200
OTHER:				
Inter-Fund Transfer, Parkland Dedication Fund	$350,000	$350,000	$350,000	$0
Miscellaneous	2,739	0	0	0
Sub-Total	$352,739	$350,000	$350,000	$0
GRANTS AND AID FROM OTHER AGENCIES:				
State Grant - Operations	$0	$0	$27,500	$27,500
State Grants - Equipment Purchases	120,754	0	0	0
Transfer from Trust Fund	0	0	51,200	51,200
Sub-Total	$120,754	$0	$78,700	$78,700
Total	$2,266,505	$2,249,147	$2,466,047	$216,900

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$2,789,759	$3,235,225	$4,131,023	$895,798
Sub-Total	$2,789,759	$3,235,225	$4,131,023	$895,798
Total	$2,789,759	$3,235,225	$4,131,023	895,798

EXPLANATION/COMMENT ON PROGRAM REVENUES: Significant revenue changes are the loss of grant revenues through the Capital Outlay Fund due to State regulations prohibiting the reimbursements of any overhead or indirect costs and the addition of a new proposed fee to recover water evaporation charges at Lake Morena.

FIXED ASSETS

Item	Quantity	Cost
Restrooms, Portable	16	$9,600
Computers w/Modems	6	18,600
Computer Equipment	lot	10,995
Printers, Dot Matrix	6	2,400
Drain Cleaner, Elec.	1	2,302
Chipper	1	15,000
Mower, 72"	1	15,000
Motors, Boat	9	8,298
Fax Machines	7	21,000
Total		$103,195

Vehicles/Communication Equipment

Item	Quantity	Cost
Radios, Handheld	6	$6,000
Radios, Mobile	4	3,800
Trucks, 4X4 w/acessories	2	34,000
Total		$43,800

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
Parks - County Operated	65	66	66	66	70
Park Acreage	18,515	18,536	21,376	21,376	30,120
Visitor Days	3,807,000	3,810,000	3,812,000	3,810,000	3,950,000
PLDO Permits Processed	75	75	84	75	85
Developer Impacts Evaluated	45	45	51	45	50
Active Park Projects	104	97	109	100	119
Site Plans and Record Drawings Prepared	15	25	28	26	26
Vistor Days/Field Staff	46,145	46,125	47,650	47,625	46,470
Active Projects/Project Staff	19	18	12	11	11

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2131	Director, Parks and Rec.	1	1	1	1	$73,290	$79,160
2215	Asst. Dir.,Parks and Rec.	1	1	1	1	55,436	65,469
2302	Administrative Asst. III	0	0	2	1	0	36,755
2303	Administrative Asst. II	1	1	2	2	32,882	67,669
2497	Principal Accountant	1	1	1	1	44,160	45,751
2511	Senior Payroll Clerk	2	1	2	1	21,426	21,775
2650	Stock Clerk	1	1	1	1	16,529	17,910
2655	Storekeeper III	1	1	1	1	23,441	25,655
2700	Intermediate Clk Typist	6	6	6	6	97,428	106,705
2730	Senior Clerk	1	1	1	1	20,462	21,623
2758	Administrative Secretary III	1	1	1	1	23,432	26,998
3009	Word processor Operator	1	1	1	1	17,709	20,216
3528	Chief, Park Development	1	1	1	1	43,099	44,653
3801	Drafting Tech. II	1	1	1	1	23,085	25,200
4000	Historian	1	.5	1	.5	13,371	14,104
5427	Horticulturist	1	1	1	1	28,251	29,443
6304	Chief, Park Services & Maint.	1	1	1	1	43,099	44,653
6323	Asst. Park Project Mgr.	3	3	3	3	76,838	94,485
6324	Park Project Manager	7	7	7	7	247,373	272,034
6325	Senior Park Project Mgr.	2	2	3	2.5	77,416	103,572
6327	District Park Manager	5	5	5	5	169,108	189,177
6332	Park Ranger	32	32	32	32	783,676	822,341
6342	Senior Park Ranger	11	11	14	14	281,855	387,991
6343	Supervising Park Ranger	21	20	21	20	577,309	628,604
6345	Senior Park Maint Worker	1	1	1	1	25,160	26,966
6346	Coord, Volunteer & Pub Serv	1	1	1	1	35,247	38,866
6347	Park Maintenance Worker	16	16	18	18	335,581	403,740
8804	Div Chief, Park Special Ops	0	0	1	.8	0	75,465
0735	Park Attendant	19	.7	19	.7	9,988	10,641
9999	Temporary Extra Help	29	6.6	29	6.6	99,578	105,055
	Total	169	125.80	179	134.10	$3,296,229	$3,852,676
	Salary Adjustments:					$(6,833)	$(17,153)
	Premium/Overtime Pay:					193,441	194,491
	Employee Benefits:					979,430	1,122,124
	Salary Savings:					(75,284)	(81,772)
	Total Adjustments					$1,090,754	$1,217,690
	Program Totals	169	125.80	179	134.10	$4,386,983	$5,070,366

PROGRAM: Parks Land Dedication

DEPARTMENT: PARKS AND RECREATION

PROGRAM #: 45500
MANAGER: Wm. Noel Parr

ORGANIZATION #: 5400
REFERENCE: 88-89 Final Budget - pg:C-74

AUTHORITY: County Code of Regulatory Ordinances (820.202)

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Contributions to Other Agencies	$ 54,943	$ 60,634	$ 53,375	$ 6,183,270	$ 7,649,964	23.7
Operating Transfers	877,528	1,169,893	1,107,540	790,000	875,400	10.8
TOTAL DIRECT COST	$ 932,471	$ 1,230,527	$ 1,160,915	$ 6,973,270	$ 8,525,364	22.3
PROGRAM REVENUE						
Fund Balance Adjustments	(637,571)	(1,352,602)	(1,869,982)			0.0
Charges, Fees, etc.	1,499,266	2,595,488	3,090,597	2,249,937	2,721,841	21.0
Other Revenue	70,776	(12,369)	(59,700)			
Fund Balance				4,723,333	5,803,523	22.9
TOTAL FUNDING	$ 932,471	$ 1,230,527	$ 1,160,915	$ 6,973,270	$ 8,525,364	22.3

PROGRAM DESCRIPTION

This program was established by the Board of Supervisors in 1972/73 for the purpose of accumulating funds for the provision of local parks. Revenues for this fund are derived by developers as required by the Park Land 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, park maintenance and operation.

PROGRAM: Fish and Wildlife

DEPARTMENT: PARKS AND RECREATION

PROGRAM #: 76802
MANAGER: Nancy Nieto

ORGANIZATION #: 4800
REFERENCE: 88-89 Final Budget - pg:C-109

AUTHORITY: County Administrative Code Section 265 and Fish and Game Code Section 13100 et. seq.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Services & Supplies	$ 1,224	$ 33	$ 57	$ 3,000	$ 1,200	(60.0)
Other Charges	10,220	11,000	22,057	27,000	19,500	(27.8)
TOTAL DIRECT COST	$ 11,444	$ 11,033	$ 22,114	$ 30,000	$ 20,700	(31.0)
PROGRAM REVENUE						
Fund Balance Adjustments	8,217	6,530	8,321			0.0
Fine Revenue	(19,661)	(17,563)	(13,793)	(26,330)	(12,000)	(54.4)
Fund Balance				(3,670)	(8,700)	137.1
TOTAL FUNDING	$ (11,444)	$ (11,033)	$(22,114)	$(30,000)	$(20,700)	(31.0)

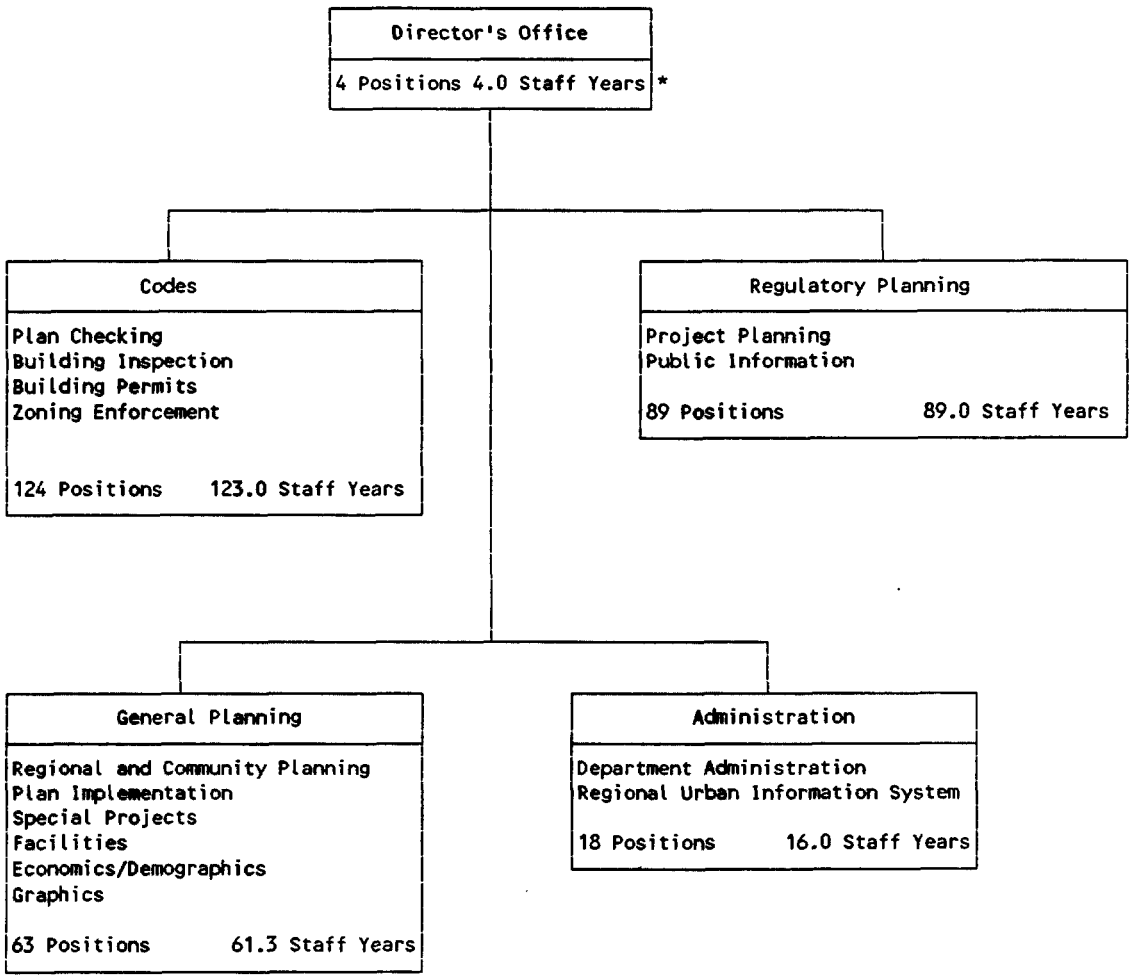
PROGRAM DESCRIPTION

On Behalf of the Fish and Game fund, the Fish and Wildlife Advisory Commission reviews and approves project proposals meeting the stated objectives of the Fish and Game Code. The Fish and Game Code requires the County to place fifty percent of the Fish and Game Code fines into this fund. The remainder is sent to the State of California. The fund expenditures are limited to fish and wildlife preservation activities, habitat restoration and related educational and informational processing activities.

DEPARTMENT OF PLANNING AND LAND USE

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
CODES	$3,749,514	$4,321,379	$5,322,449	$5,608,689	$8,290,944	$2,682,255	47.8
REGULATORY PLANNING	2,078,693	2,310,502	2,757,156	3,011,078	4,404,862	1,393,784	46.3
GENERAL PLANNING	2,628,440	2,649,004	2,581,526	2,866,831	3,525,415	658,584	23.0
ADMINISTRATION	702,028	887,589	965,837	872,902	1,115,095	242,193	27.8
TOTAL DIRECT COST	$9,158,675	$10,168,474	$11,626,968	$12,359,500	$17,336,316	$4,976,816	40.3
PROGRAM REVENUE	$(7,443,090)	$(10,497,540)	$(13,908,058)	$(9,979,000)	$(15,130,950)	$(5,151,950)	51.6
NET GENERAL FUND COST	$1,715,585	$(329,066)	$(2,281,090)	$2,380,500	$2,205,366	$(175,134)	(7.4)
STAFF YEARS	215.5	225.6	212.3	246.0	293.3	47.3	19.1

PLANNING AND LAND USE
FISCAL YEAR 1989-90



* Director's office is a part of the Administration Program.

PROGRAM: CODES

DEPARTMENT: PLANNING AND LAND USE

PROGRAM #: 5669
MANAGER: Randall L. Hurlburt

ORGANIZATION #: 5650
REFERENCE: 1989-90 Proposed - Pg. 22E

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, yard, 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."

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$3,012,972	$3,659,295	$4,054,006	$4,355,769	$4,974,504	14.2
Services & Supplies	667,107	642,403	890,672	844,120	1,625,340	92.5
Other Charges	6,609	0	4,665	3,800	3,800	0.0
Fixed Assets	62,826	12,331	356,674	405,000	647,000	59.8
Vehicle/Comm. Equip.	0	0	0	0	375,300	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	7,350	16,432	0	665,000	100.0
TOTAL DIRECT COST	$3,749,514	$4,321,379	$5,322,449	$5,608,689	$8,290,944	47.8
PROGRAM REVENUE	$(5,867,685)	$(8,060,890)	$(10,532,633)	$(7,240,000)	$(11,400,000)	57.5
NET GENERAL FUND CONTRIBUTION	$(2,118,171)	$(3,739,511)	$(5,210,184)	$(1,631,311)	$(3,109,056)	90.6
STAFF YEARS	86.1	97.6	107.9	106.5	123.0	15.5

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:

- Plan check review of new and altered structures and associated grading to assure compliance with regulatory codes.
- Inspection of buildings and structures during construction to assure compliance with approved plans and regulatory codes.
- Acceptance of plans for review and issuance of approved plans, building permits, street names and addresses.
- Investigation of citizen complaints alleging violations of zoning, building, use permit or sign codes and follow-up action where necessary to obtain compliance.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual expenditures for Fiscal Year 1988-89 were 5% below budgeted. Actual Program Revenues exceeded budgeted by 45% due to unanticipated processing demand just prior to the passage of the Resource Protection Ordinance.

1989-90 OBJECTIVES

Plan Check:

1. Process initial plan checks within an average of 2 weeks for residential plans and 3 weeks for complex plans. A productivity level of 382 equivalent single-family units (ESUs) per line engineer will be maintained to reach this objective.

2. Complete establishment of quality standards for Plan Check and Building Inspection activities; complete policy, form and handout updates.

3. Complete requirements of the SB 547 Study of unreinforced masonry buildings (earthquake hazards) within the mandated timelines.

Building Inspection:

1. Maintain a productivity level of 8.4 calls per line inspector per day, with an average of 15 minutes spent on each site inspection. These inspections are to be made within the current one-day response time standard.

2. Implement the updated Disaster Preparedness Plan for building inspection.

3. Increase utilization of computerized Building Inspection Tracking System (BPIS).

Building Permits:

1. Increase utilization of BPIS computerized Permit Processing System and support to the Regional Urban Information System (RUIS) Building Permit Inspection System.

2. Maintain a counter productivity level of 13.0 customers per line technician per day and an average customer waiting time of under 10 minutes.

3. Maintain an overall Codes Division productivity level of 300 permits per assigned staff year.

Zoning Enforcement:

1. Maintain an average initial response time of one week and establish a measured 90 day resolution rate of minimum of 67%.

2. Establish an appropriate productivity standard, to include implementation of a new productivity monitoring system.

3. Initiate computerization of enforcement records.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows: Plan Checking, Building Inspection, Building Permits, Zoning Enforcement and Process Simplification.

1. Plan Check (26.9 SY; E = $2,192,499 ; R = $2,964,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 100% offset by revenue.
   - Processing 6,049 equivalent single-family units per year
   - Changes to this component include: The addition of 2 Associate Structural Engineers and 1 Plans Examiner. Also included are costs related to remodeling the Planning and Land Use Ruffin Road facility $ 330,000 in Services and Supplies, $40,000 in Fixed Assets and $ 665,000 in Operating Transfers.

2. Building Inspection (33.3 SY; E = $2,588,426 ; R = $3,648,000) including support personnel is:

   - Mandated/Discretionary Service Level
   - 100% offset by revenue
   - Making 54,530 inspection calls per year with an average of 13.9 minutes per call.
   - There is no change to this component.

3. Building Permits (39.8 SY; E = $2,113,249 ; R = $2,964,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 100% offset by revenue.
   - Servicing 52,401 customers per year with an average waiting time of 16.6 minutes.
   - Changes to this component include: The addition of 1 Land Use Aid, 2 Land Use Technicians.

4. Zoning Enforcement (19.2 SY; E = $1,145,066 ; R = $1,482,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 100% offset by revenue.
   - Changes to this component include: The addition of 1 Supervising Codes Enforcement Officer, 1 Codes Enforcement Officer II, and 1 Land Use Technician II.

5. Process Simplification (3.8 SY; E = $251,704 ; R = $342,000) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 100% offset by revenue.
   - Changes to this component include: The addition of 1 Senior Systems Analyst, 1 Department E.D.P. Coordinator, and 1 Analyst II.

PROGRAM: CODES DEPARTMENT: PLANNING AND LAND USE

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
FEES	$10,532,633	$7,240,000	$11,400,000	$4,160,000
Sub-Total	$10,532,633	$7,240,000	$11,400,000	$4,160,000
Total	$10,532,633	$7,240,000	$11,400,000	$4,160,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NOT APPLICABLE	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue projections are based on prior experience and anticipated workload.

FIXED ASSETS

Item	Quantity	Cost
Office Automation Equipment	Lot	$360,000
Office Automation-Clerk of The Board	Lot	25,000
Office Furniture	Lot	37,000
Microfiche Reader-Printer	1	10,000
Microfilm Equipment	Lot	100,000
Office Equipment	Lot	35,000
Records Management Equipment	Lot	30,000
Copiers	Lot	50,000
Total		$647,000

Vehicles/Communication Equipment

Item	Quantity	Cost
Vehicle-Radio	16	$12,800
Vehicles	25	362,500
Total		$375,300

PROGRAM: CODES DEPARTMENT: PLANNING AND LAND USE

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: PLAN CHECK					
% OF RESOURCES: 26%					
WORKLOAD					
# OF PLANS PER YEAR (ESU'S)	5,290	5,197	6,049	5,200	5,300
EFFICIENCY					
# OF PLANS CHECKED PER ENGINEER	445	452	416	382	382
EFFECTIVENESS					
TURNAROUND TIME IN WEEKS	3.7	2.7	5.4	2.0	2.0
# OF PLAN ESU'S TO CONTRACT	9	131	545	0	0
ACTIVITY B: BUILDING PERMITS-COUNTER					
% OF RESOURCES: 25%					
WORKLOAD					
# OF CUSTOMERS PER YEAR	50,329	48,374	52,401	49,000	50,100
EFFICIENCY					
# OF CUSTOMERS SERVED PER TECH PER DAY	22.4	20.6	16.2	13.1	13.0
EFFECTIVENESS					
AVERAGE WAITING TIME PER CUSTOMER (IN MINUTES)	24.0	16.0	16.6	10.0	10.0
ACTIVITY C: BUILDING INSPECTION					
% OF RESOURCES: 32%					
WORKLOAD					
# OF CALLS PER YEAR	52,162	52,891	54,530	52,000	53,100
EFFICIENCY					
# OF CALLS PER BI PER DAY	9.9	9.8	9.1	8.4	8.4
EFFECTIVENESS					
AVERAGE MINUTES PER CALL	13.0	13.1	14.0	15.0	15.0

Relative to Activities D and E, performance indicators are not maintained for these sub-activities.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2351	Deputy Director	1	1.00	1	1.00	$57,986	$60,075
2403	Accounting Technician	1	1.00	1	1.00	24,165	24,088
2412	Analyst II	1	1.00	1	1.00	33,250	34,461
2430	Cashier	2	2.00	2	2.00	37,979	40,244
2469	Department EDP Coordinator	1	1.00	1	1.00	32,743	35,081
2525	Senior Systems Analyst	0	0.00	1	1.00	0	43,554
2700	Intermediate Clerk Typist	11	10.50	15	14.00	176,404	244,832
2730	Senior Clerk	1	1.00	2	2.00	20,462	39,865
2758	Administrative Secretary III	2	1.00	2	1.00	26,056	26,998
3009	Word Processing Operator	1	1.00	0	0.00	20,295	0
3508	Associate Planner	4	4.00	4	4.00	133,135	137,636
3527	Chief, Land Use Regulation	4	4.00	4	4.00	223,670	231,739
3550	Senior Planner	2	2.00	2	2.00	77,643	83,446
3585	Zoning Enforcement Officer	1	1.00	1	1.00	33,558	36,009
3588	Code Enforcement Inspector II	8	8.00	6	6.00	217,242	179,372
3590	Supervising Code Enforcement Ofc	1	1.00	3	3.00	32,676	89,172
3643	Associate Mechanical Engineer	1	1.00	1	1.00	42,531	43,509
3650	Associate Structural Engineer	12	12.00	14	14.00	494,688	608,081
3661	Building Inspector II	22	22.00	22	22.00	742,607	795,240
3663	Fire Inspector	1	1.00	1	1.00	33,135	35,348
3664	Plans Examiner	2	2.00	3	3.00	65,148	94,911
3671	Chief, Fire Inspector	1	1.00	1	1.00	36,564	39,012
3673	Chief, Electrical Inspector	1	1.00	1	1.00	36,564	39,012
3674	Chief, Plumbing Inspector	1	1.00	1	1.00	36,564	39,012
3715	Supervising Building Inspector	4	4.00	4	4.00	138,772	155,724
3735	Senior Structural Engineer	4	4.00	4	4.00	203,844	225,316
3834	Land Use Technician Supervisor	2	2.00	0	0.00	63,508	0
3835	Land Use Technician II	15	13.00	12	12.00	336,077	335,285
3837	Land Use Aid II	2	2.00	3	3.00	36,706	55,486
3838	Permit Process Coordinator	1	1.00	1	1.00	40,501	39,012
8803	Land Use Technician III	0	0.00	6	6.00	0	172,854
8804	Land Use Technician Manager	0	0.00	2	2.00	0	66,244
8805	Codes Enforcement Officer III	0	0.00	3	3.00	0	94,452
9999	Extra-Help	0	0.00	0	0.00	75,000	75,000
	Total	110	106.50	125	123.00	$3,529,473	$4,220,070
Salary Adjustments:						$37,742	$(234,890)
Premium/Overtime Pay:						70,000	70,000
Employee Benefits:						874,795	1,026,069
Salary Savings:						(156,241)	(106,745)
	Total Adjustments					$826,296	$754,434
Program Totals		110	106.50	125	123.00	$4,355,769	$4,974,504

PROGRAM: REGULATORY PLANNING

DEPARTMENT: PLANNING AND LAND USE

PROGRAM #: 5668
MANAGER: Gerald Hermanson

ORGANIZATION #: 5650
REFERENCE: 1989-90 Proposed - Pg. 22G

AUTHORITY: This program was developed to ensure professional review, investigation and recommendations to the Planning Commission, Board of Supervisors, and other hearing bodies. Staff decisions are provided on land development proposals in accordance with sections of the Government Code, Zoning Ordinance, Subdivision Ordinance, 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,739,764	$1,984,428	$2,305,055	$2,463,978	$3,491,452	41.7
Services & Supplies	334,649	309,843	411,066	502,600	659,810	31.3
Other Charges	0	0	0	3,300	3,300	0.0
Fixed Assets	4,280	16,231	41,035	41,200	143,900	249.3
Vehicle/Comm. Equip.	0	0	0	0	106,400	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$2,078,693	$2,310,502	$2,757,156	$3,011,078	$4,404,862	46.3
PROGRAM REVENUE	$(1,409,116)	$(2,170,533)	$(2,697,325)	$(2,295,000)	$(3,070,000)	33.8
NET GENERAL FUND CONTRIBUTION	$669,577	$139,969	$59,831	$716,078	$1,334,862	86.4
STAFF YEARS	60.7	56.1	63.4	64.5	89.0	38.0

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. 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual expenditures were 8% below budget due largely to difficulties in maintaining staff in professional and technical classes. Program Revenues exceeded budgeted by 17.5%, this was attributed to the unusually high project processing demand which occurred just prior to passage of the Resource Protection Ordinance.

1989-90 OBJECTIVES

This is the first budget year which corresponds to the Department restructuring completed during FY 88-89. As such, FY 89-90 objectives reflect the new divisional organization, consisting of three sections which reflect a geographical division of the County, and one Section which provides County - wide support to the geographic units, as well as staffing for the public information/ zoning counter.

Objectives for the Community Planning Division include the following:

1. Staff training for all personnel given new responsibilities as a result of the Department restructuring;

2. Enhanced communication and service to the Community Planning and Sponsor Groups as a result of providing additional, trained staffing;

3. Process major divisional planning projects (Community Plan Updates and Otay Ranch) within budget and in accord with approved scheduling;

4. Process applications for land development expeditiously, in accord with established standards, Board policies, and requirements of law; and

5. Enhance interjurisdictional coordination through implementation of approved interagency Memorandum of Understanding on Project Notification.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows: Project Planning and Public Information.

1. Project Planning (74.2 SY; E = $3,785,611 ; R = $3,070,000) including support personnel is:

   - Mandated/Mandated Service Level.
   - 81% offset by revenue.
   - Changes to this component include: The addition of 1 Chief, Planning Division, 1 Environmental Management Specialist III, 1 Senior Planner, 7 Associate Planners, 2 Environmental Management Specialist II, 1 Department Computer Specialist, 3 Land Use Technicians, and 1.5 Intermediate Clerk Typist.

2. Public Information (14.8 SY; E = $619,251 ; R = $0) including support personnel is:

   - Mandated/Mandated Service Level.
   - This is not a revenue generating activity.
   - Changes to this component include: The addition of 1 Associate Planner, 2 Land Use Technician Managers, 2 Land Use Technicians, and 2 Intermediate Clerk Typists.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Fees	$2,697,325	$2,295,000	$3,070,000	$775,000
Sub-Total	$2,697,325	$2,295,000	$3,070,000	$775,000
Total	$2,697,325	$2,295,000	$3,070,000	$775,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$59,831	$716,078	$1,334,862	$618,784
Sub-Total	$59,831	$716,078	$1,334,862	$618,784
Total	$59,831	$716,078	$1,334,862	$618,784

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue projections are based on prior experience and anticipated workload.

FIXED ASSETS

Item	Quantity	Cost
Freight	Lot	$700
Office Furniture	Lot	5,000
Electronic Planimeter	3	3,000
Microfilm Reader/Printer	6	4,200
Office Equipment	Lot	2,000
Records Management Equipment	Lot	40,000
Copiers	Lot	50,000
Video Equipment	Lot	19,000
Slide/Overhead Projector	16	8,000
Facsimile Trans. Equipment	4	12,000
Total		$143,900

Vehicles/Communication Equipment

Item	Quantity	Cost
Vehicle-Radio	3	$2,400
Vehicles	8	104,000
Total		$106,400

PROGRAM: REGULATORY PLANNING DEPARTMENT: PLANNING AND LAND USE

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2351	Deputy Director, Plng&Land Use	1	1.00	1	1.00	$57,986	$60,075
2700	Intermediate Clerk Typist	8	7.50	11	11.00	127,633	188,501
2725	Principal Clerk	1	1.00	1	1.00	26,917	28,450
2730	Senior Clerk	2	2.00	2	2.00	39,663	43,246
2754	Board Secretary	2	2.00	2	2.00	47,563	47,521
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2769	Commission Secretary	1	1.00	1	1.00	26,685	27,647
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,880	22,749
3009	Word Processor Operator	3	3.00	3	3.00	58,106	62,697
3120	Departmental Computer Spec. III	0	0.00	1	1.00	0	30,961
3504	Landscape Architect	1	1.00	1	1.00	31,236	35,222
3507	Assistant Planner	1	1.00	1	1.00	28,740	31,122
3508	Associate Planner	9	9.00	17	17.00	293,591	565,969
3514	Environmental Mgt.Specialist III	3	3.00	4	4.00	117,318	158,781
3515	Environmental Mgt.Specialist II	5	5.00	7	7.00	164,864	242,406
3520	Chief, Planning Division	2	2.00	3	3.00	102,264	164,318
3550	Senior Planner	6	6.00	7	7.00	228,965	286,396
3551	Regional Planner	6	6.00	6	6.00	270,774	263,460
3711	Acoustical Engineer	1	1.00	1	1.00	41,444	45,843
3817	Graphic Artist	1	1.00	1	1.00	25,860	29,286
3834	Land Use Technician Supervisor	2	2.00	0	0.00	63,684	0
3835	Land Use Technician II	8	8.00	13	13.00	206,111	354,348
8803	Land Use Technician III	0	0.00	2	2.00	0	57,618
8804	Land Use Technician Manager	0	0.00	2	2.00	0	66,244
9008	Plg Cmn & Brd of Plg & Zng Apls	0	0.00	0	0.00	43,300	43,300
9999	Extra-Help	0	0.00	0	0.00	25,000	25,000
	Total	65	64.50	89	89.00	$2,072,134	$2,904,184
Salary Adjustments:						$(0)	$(44,443)
Premium/Overtime Pay:						0	0
Employee Benefits:						515,928	705,067
Salary Savings:						(124,084)	(73,356)
	Total Adjustments					$391,844	$587,268
Program Totals		65	64.50	89	89.00	$2,463,978	$3,491,452

PROGRAM: GENERAL PLANNING

DEPARTMENT: PLANNING AND LAND USE

PROGRAM #: 5671
MANAGER: William T. Healy

ORGANIZATION #: 5650
REFERENCE: 1989-90 Proposed - 221

AUTHORITY: Government Code Section 65103 mandates the functions of a Planning Agency; Section 65300 mandates a General Plan; 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,144,537	$2,322,370	$2,243,704	$2,529,331	$2,941,265	16.3
Services & Supplies	480,985	324,910	323,702	318,500	578,150	81.5
Other Charges	2,918	0	0	4,000	4,000	0.0
Fixed Assets	0	1,724	14,120	15,000	2,000	(86.7)
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$2,628,440	$2,649,004	$2,581,526	$2,866,831	$3,525,415	23.0
PROGRAM REVENUE	$(166,274)	$(266,117)	$(677,870)	$(444,000)	$(660,950)	48.9
NET GENERAL FUND CONTRIBUTION	$2,462,166	$2,382,887	$1,903,656	$2,422,831	$2,864,465	18.2
STAFF YEARS	53.3	56.6	53.9	57.5	61.3	6.6

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, Graphic, provides graphics support to General Planning and Regulatory Planning activities.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual expenditures were 10% below budgeted due largely to the difficulties in filling professional and technical positions. Program Revenues exceeded budgeted by 53% due to higher than anticipated processing demand just prior to passage of the Resource Protection Ordinance.

1989-90 OBJECTIVES

REGIONAL AND COMMUNITY PLANNING:

Adjustments have been made in this total program to focus on activities that are regional in scope. Community planning workload is now combined with regulatory activities in a separate program. Overall, workload in Regional Planning is directly proportional to the planning projects approved in the Work Program.

The Transportation Planning Section will continue to support the Community Plan Updates for Central Mountain and Valley Center. In addition, there will be substantial effort on the SANDAG South Bay Rail Study, the Otay Ranch analysis with the cities of San Diego and Chula Vista and involvement in the Peak Hour Traffic Management Study. Progress on the Camino Ruiz/SF 728 analysis with the City of San Diego and the Caltrans SR 125 environmental and route location study will continue.

PLAN IMPLEMENTATION:

Continue implementation and support of Regional Plan policies, including the Community Design Review Program; Housing Element Implementation and support programs; zoning and subdivision ordinance maintenance and revisions. Workload is expected to be consistent with previous years activity.

SPECIAL PROJECTS:

The Special Projects Section typically handles larger projects of regional significance, including: growth management (funded by Community Development Block Grants); several river projects (Upper San Diego River Improvement Project: a 500-acre Specific Plan funded jointly by property owners and the County; Santa Fe Valley: a 3,500-acre Specific Plan funded by property owners); feasibility studies for potential development along the U.S.-Mexico border (5,000-acre East Otay Mesa, funded by property owners and the County); freeway corridor planning (I-15 Corridor: 1,200-acre Specific Plan at intersection of Highway 76 and 120-acre project at Champagne Blvd. funded by the property owners and the County); implementation of the Hazardous Waste Management Plan, and endangered species protection (least Bells 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, particularly sewer, water, fire, and school districts, to ensure that facilities are available when development occurs. During FY 89-90 emphasis will be placed on coordinating the facilities planning needs with the implementation of the recommendations of the Regional Growth and Planning Review task force through the preparation of a public Facilities Element for the General Plan. In addition, this section is involved with government structure analysis, property tax negotiations, general plan conformance review of County and special district's capital projects, water conservation and groundwater programs, SANDAG open space studies (San Dieguito River Valley Regional Open Space Park and Regional Open Space Committee), and representing the County's positions on offshore oil development.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows: Regional and Community Planning, Plan Implementation, Special Projects, Facilities, Economic/Demographic, and Graphics.

1. Regional and Community Planning (25.3 SY; E = $1,476,064 ; R = $112,362) including support personnel is:
   - Mandated/Discretionary Service Level.
   - 7% offset by revenue.
   - Changes to this component include: The addition of 1 Associate Planner.
2. Plan Implementation (10.2 SY; E = $593,749 ; R = $52,876) including support personnel is:
   - Mandated/Discretionary Service Level.
   - .9% offset by revenue.

- There is no change to this component.

3. Special Projects (10.4 SY; E = $574,410 ; R = $383,351) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 66% offset by revenue.
   - Changes to this component include: The addition of 4 Associate Planners.

4. Facilities (8.8 SY; E = $517,711 ; R = $112,361) including support personnel is:

   - Mandated/Discretionary Service Level.
   - 21% offset by revenue.
   - There is no change to this component.

5. Economic/Demographics (3.6 SY; E = $226,184 ; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level.
   - This is not a revenue generating activity.
   - There is no change to this component.

6. Graphics (3.0 SY; E = $137,297 ; R = $0) including support personnel is:

   - Mandated/Discretionary Service Level.
   - This is not a revenue generating activity.
   - There is no change to this component.

PROGRAM: GENERAL PLANNING **DEPARTMENT: PLANNING AND LAND USE**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Fees	$238,770	$167,000	$350,950	$183,950
Sub-Total	$238,770	$167,000	$350,950	$183,950
AID FROM OTHER GOVERNMENTAL AGENCIES:				
Community Block Grant	$315,286	$165,000	$200,000	$35,000
Outer Continental Shelf	0	20,000	0	(20,000)
Road Fund	68,656	50,000	50,000	0
State Funds	50,872	42,000	40,000	(2,000)
Sub-Total	$434,814	$277,000	$290,000	$13,000
OTHER REVENUE:				
Other	$4,286	$0	$20,000	$20,000
Sub-Total	$4,286	$0	$20,000	$20,000
Total	$677,870	$444,000	$660,950	$216,950

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,903,656	$2,422,831	$2,864,465	$441,634
Sub-Total	$1,903,656	$2,422,831	$2,864,465	$441,634
Total	$1,903,656	$2,422,831	$2,864,465	$441,634

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue projections are based on prior experience.

PROGRAM: GENERAL PLANNING DEPARTMENT: PLANNING AND LAND USE

FIXED ASSETS

Item	Quantity	Cost
Office Furniture	Lot	$2,000
Total		$2,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: REGIONAL & COMMUNITY PLANNING					
% OF RESOURCES: 42%					
Section Management				1.0	1.0
Community Plan Updates				4.0	4.5
General Plan Public Information				1.0	1.0
General Plan Amendments				2.0	2.0
Sensitive Lands Mapping (Update)				1.0	1.0
Environmnetal Analysis				3.0	3.0
PERB Participation				0.2	0.2
Safety/Seismic Safety Element				0.5	0.5
B/S & CAO Referrals				1.0	1.0
Traffic and Route Studies				2.0	2.5
Traffic System Management				0.0	0.5
Regional Coord/Legislative Review				0.5	0.5
DPLU Advisory Board				0.3	0.3
Total Staff Years				15.3	18.0
ACTIVITY B: PLAN IMPLEMENTATION					
% OF RESOURCES: 17%					
Section Management				1.0	1.0
Ordinance Amendments				2.0	2.0
Housing Programs				1.0	1.0
Historic Sites Board Staffing				0.0	0.5
Zoning Ord. Format/Org Revisions				0.0	1.5
Reg./Comm. Plan Implementation				0.0	0.5
Planning Group Coord. and Liaison				1.0	1.0
Design Guidelines/Review Boards				1.7	2.2
PERB Participation				0.2	0.2
B/S & CAO Referrals				1.0	1.5
Planning Commission Referrals				0.0	1.0
Total Staff Years				7.2	11.7
ACTIVITY C: SPECIAL PROJECTS					
% OF RESOURCES: 16%					
Section Management				1.0	1.0
Scenic Highways Element Revisions				0.0	1.0
San Diego River Plan				0.5	0.5
Noise Element Revision				0.0	1.0
Conser. Ele Rev/Mineral Extr Plan				1.0	1.0
Otay Mesa Plan and Development				0.3	0.3
Energy and Telecommunications				0.0	0.0
Baldwin Corporation (Otay Mesa)				1.0	1.0
I-15 Corridor/Plan Implementation				0.3	0.3
Growth Management Program/Implementation				3.0	3.0
Proposition 'C' Implementation				0.0	0.5
Growth Control Ballot Measure Imple				0.0	0.0
Sensitive Land Mapping/Non-update				1.0	1.0
San Dieguito Valley Planning				0.5	0.5
Hazardous Waste Mgmt Plan Implem				0.3	0.3
Bell's Vireo/HCP Management Plan				0.3	0.3
B/S & CAO Referrals				0.2	0.2
Total Staff Years				9.4	12.9

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY D: FACILITIES					
% OF RESOURCES: 15%					
Section Management				1.0	1.0
Plan Consistency Review GC Sec.65402				0.5	0.5
Government Structures/Reorg				1.0	1.0
Groundwater Program				1.0	1.0
Fiscal Impact Analysis				0.0	0.5
Property Tax Transfers				0.5	0.5
OCS/Off-Shore Oil Grant Adm.				0.5	0.5
Water Conservation Study				0.5	0.5
City County Coord. Task Force				0.2	0.2
Public Benefit/Devel Agreements				0.5	0.5
Special District Liaison				1.0	1.0
Facilities Planning (Growth Mgt.)				2.0	2.0
Sensitive Lands Ballot Meas Impl.				0.0	0.0
B/S & CAO Referrals				0.5	0.5
Total Staff Years				9.2	9.7
ACTIVITY E: ECONOMICS/DEMOGRAPHICS					
% OF RESOURCES: 6%					
Section Management				0.5	0.5
Economic Analysis				2.0	2.0
Demographics Analysis				1.0	1.0
Ballot Measure Implem(Econ)				0.0	0.0
Total Staff Years				3.5	3.5
ACTIVITY F: GRAPHICS					
% OF RESOURCES: 4%					
Graphics				3.0	3.0
Total Staff Years				3.0	3.0

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2351	Deputy Director,Plg & Lnd Use	1	1.00	1	1.00	$57,986	$57,763
2412	Analyst II	5	4.50	5	4.50	155,993	161,231
2414	Analyst IV	1	1.00	1	1.00	45,269	46,902
2700	Intermediate Clerk Typist	2	2.00	2	2.00	33,581	35,002
2754	Board Secretary	1	1.00	1	1.00	22,734	23,549
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
2760	Stenographer	1	1.00	1	1.00	19,524	20,635
3008	Senior Word Processor Operator	1	1.00	1	1.00	20,529	23,125
3009	Word Processor Operator	2	2.00	2	2.00	39,351	42,902
3507	Assistant Planner	3	3.00	3	3.00	77,299	86,689
3508	Associate Planner	14	14.00	19	16.83	458,717	578,424
3514	Environmental Mgt Specialist III	1	1.00	1	1.00	39,106	41,723
3515	Environmental Mgt Specialist II	3	3.00	3	3.00	101,406	108,195
3520	Chief, Planning Division	4	4.00	4	4.00	204,528	228,844
3550	Senior Planner	9	9.00	9	9.00	349,678	370,397
3551	Regional Planner	1	1.00	2	2.00	45,129	83,379
3655	Associate Transportation Spec	2	2.00	2	2.00	84,274	90,828
3690	Groundwater Geologist	1	1.00	1	1.00	49,005	52,819
3708	Principal Transportation Spec	1	1.00	1	1.00	53,662	55,597
3817	Graphic Artist	2	2.00	2	2.00	51,432	53,050
3818	Graphic Supervisor	1	1.00	1	1.00	28,850	32,524
9999	Extra-Help	0	0.00	0	0.00	20,000	20,000
	Total	58	57.50	64	61.33	$2,006,659	$2,263,600
Salary Adjustments:						$(9,000)	$70,300
Premium/Overtime Pay:						0	0
Employee Benefits:						591,756	663,895
Salary Savings:						(60,084)	(56,530)
	Total Adjustments					$522,672	$677,665
Program Totals		58	57.50	64	61.33	$2,529,331	$2,941,265

PROGRAM: ADMINISTRATION

DEPARTMENT: PLANNING AND LAND USE

PROGRAM #: 5651
MANAGER: Phil Steed

ORGANIZATION #: 5650
REFERENCE: 1989-90 Proposed - Pg. 22K

AUTHORITY: This program was developed to provide administrative support and management for the Department of Planning and Land Use.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$505,408	$695,734	$768,229	$744,202	$975,295	31.1
Services & Supplies	171,665	178,819	165,225	90,500	97,900	8.2
Other Charges	0	0	32,383	37,700	37,700	0.0
Fixed Assets	24,955	13,036	0	500	4,200	740.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$702,028	$887,589	$965,837	$872,902	$1,115,095	27.7
PROGRAM REVENUE	$(15)	$(0)	$(230)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$702,013	$887,589	$965,814	$872,902	$1,115,095	27.7
STAFF YEARS	15.4	15.4	17.5	17.5	20.0	14.3

PROGRAM DESCRIPTION

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 Board of Supervisors, Chief Administrative Officer and other County departments.

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 Administration Program, the Codes Program and the Regulatory Planning Program.

1988-89 BUDGET TO ACTUAL COMPARISON

This program exceeded budget by approximately 10%. This was largely due to increased labor costs resulting from annual negotiated salary increases.

1989-90 OBJECTIVES

1. Revise the Department's Management Information System and FY 90-91 Program Budget to reflect the geographic restructuring of the General Planning and Regulatory Planning Divisions.

2. Implement Phase 2 and begin implementation of Phase 3 of the Department Business Automation Plan. This will include installation of a Local Area Network and automation of document processing and records management functions.

3. Complete remodeling of the Kearny Mesa Office and provide additional space funded in the FY 89-90 budget.

4. Provide departmental coordination for the Regional Urban Information System (RUIS). This will include design and development of the geographic system. The Road Information Phase 2 and Land Development Phase 1 Modules should complete testing. Data base development and data conversion will start.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows: Department Administration and Regional Urban Information System (RUIS).

1. Department Administration (18.5 SY; E = $965,550 ; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - This is not a revenue generating activity.
   - Changes to this component include: The addition of .5 Analyst III, 1 Administrative Assistant III.
2. Regional Urban Information System (RUIS) (1.5 SY; E = $149,545 ; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - This is not a revenue generating activity.
   - Changes to this component include: The addition of 1 Chief, Land Use - RUIS.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
None:				
Not applicable	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL SUPPORT COSTS:				
General Support Costs	$965,837	$872,902	$1,115,095	$242,193
Sub-Total	$965,837	$872,902	$1,115,095	$242,193
Total	$965,837	$872,902	$1,115,095	$242,193

EXPLANATION/COMMENT ON PROGRAM REVENUES:

FIXED ASSETS

Item	Quantity	Cost
Office Furniture	Lot	$1,000
Cellular Telephone	2	3,200
Total		$4,200

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

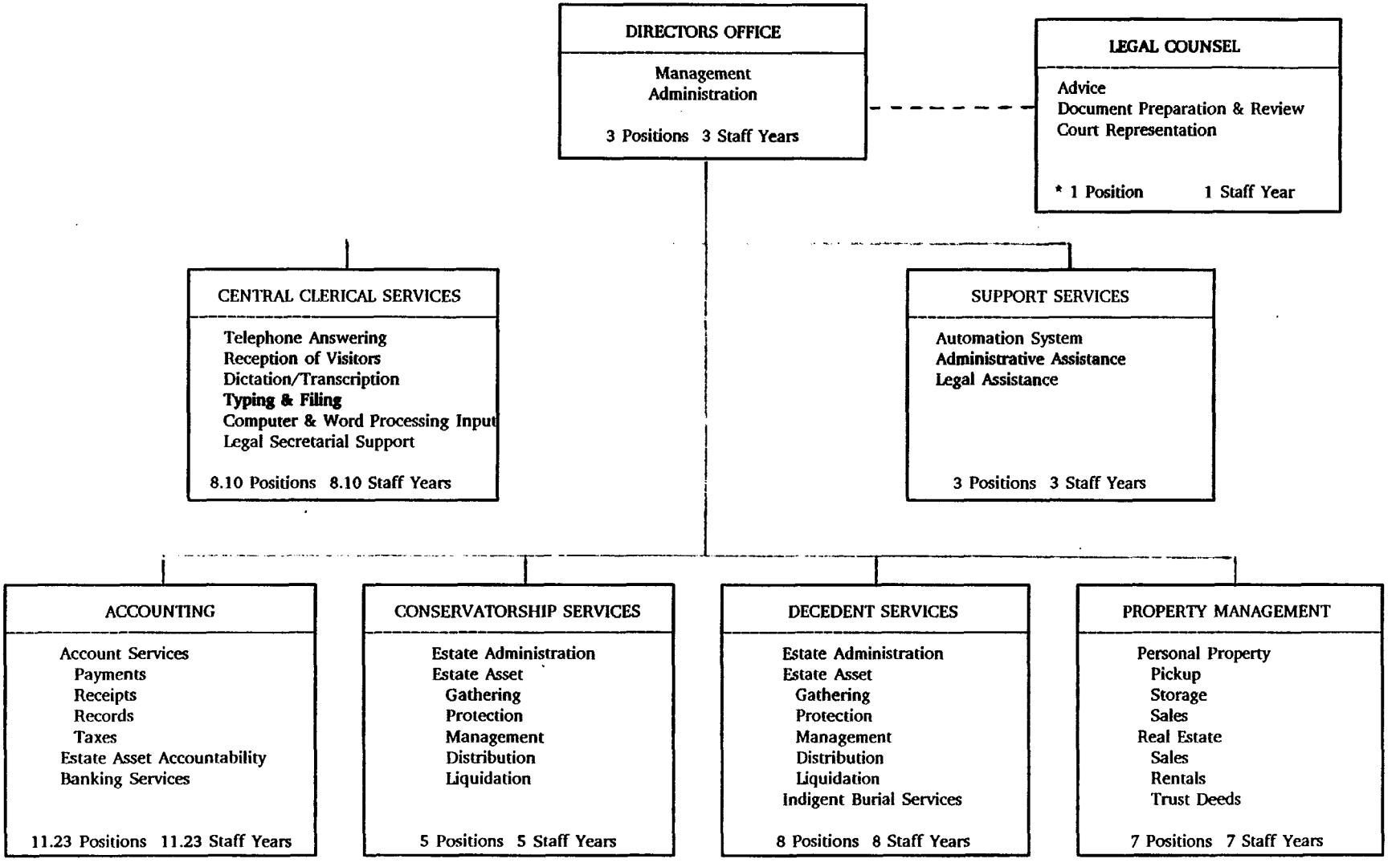
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2137	Director, Planning and Land Use	1	1.00	1	1.00	$80,325	$85,254
2268	Assistant Director	1	1.00	1	1.00	73,036	83,973
2302	Administrative Assistant III	0	0.00	1	1.00	0	36,755
2302	Administrative Assistant II	2	1.50	2	1.50	50,516	52,287
2351	Deputy Director, Plng.& Land Use	1	1.00	1	1.00	53,917	60,072
2369	Administrative Serv Manager II	1	1.00	1	1.00	43,091	48,022
2412	Anaylst II	1	1.00	1	1.00	31,257	36,181
2413	Anaylst III	3	2.50	4	3.00	98,288	121,554
2426	Assistant Systems Analyst	1	1.00	1	1.00	33,250	34,260
2469	Departmental EDP Coordinator	1	1.00	1	1.00	38,795	40,193
2493	Intermediate Account Clerk	2	2.00	2	2.00	34,444	36,875
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,281	18,661
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,880	23,125
4024	Librarian II	1	.50	1	.50	14,304	15,429
8806	Chief, Land Use-RUIS	0	0	1	1.00	0	64,342
	Total	19	17.50	22	20.00	$635,866	$806,625
Salary Adjustments:						$(8,391)	$23,236
Premium/Overtime Pay:						0	0
Employee Benefits:						145,351	192,589
Salary Savings:						(28,624)	(47,155)
	Total Adjustments					$108,336	$168,670
Program Totals		19	17.50	22	20.00	$744,202	$975,295

PUBLIC ADMINISTRATOR

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
FIDUCIARY SERVICES	$1,490,654	$1,724,526	$1,713,076	$1,680,700	$1,843,874	$163,174	9.7
TOTAL DIRECT COST	$1,490,654	$1,724,526	$1,713,076	$1,680,700	$1,843,874	$163,174	9.7
PROGRAM REVENUE	$(1,506,835)	$(1,593,468)	$(1,721,002)	$(1,680,700)	$(1,765,000)	$(84,300)	(5.0)
NET GENERAL FUND COST	$(16,181)	$131,058	$(7,926)	$0	$78,874	$78,874	100.0
STAFF YEARS	41.80	44.95	44.26	45.25	45.33	.08	0.2

PUBLIC ADMINISTRATOR



* Assigned to County Counsel

PROGRAM: FIDUCIARY SERVICES

DEPARTMENT: PUBLIC ADMINISTRATOR

PROGRAM #: 19004
MANAGER: BARBARA A. BAKER

ORGANIZATION #: 2050
REFERENCE: 1989-90 PROPOSED BUDGET 23D

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. This program is required to: (1) administer the estates of deceased persons and conservatees when estate assets are in danger of being lost, wasted, or misappropriated and there is no one else willing or able to administer the estates and (2) arrange for the burial of indigent persons.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,265,196	$1,425,362	$1,465,194	$1,471,486	$1,678,160	14.0
Services & Supplies	99,276	91,047	84,021	89,214	90,714	1.7
Other Charges						
Indigent Burials	43,030	43,964	80,661	40,000	75,000	87.5
Automation System	79,961	159,922	79,961	80,000	0	(100.0)
Fixed Assets	3,191	4,231	3,239	0	0	0.0
TOTAL DIRECT COST	$1,490,654	$1,724,526	$1,713,076	$1,680,700	$1,843,874	9.7
PROGRAM REVENUE	$(1,506,835)	$(1,593,468)	$(1,721,002)	$(1,680,700)	$(1,765,000)	(5.0)
NET GENERAL FUND CONTRIBUTION	$(16,181)	$131,058	$(7,926)	$0	$78,874	100.0
STAFF YEARS	41.80	44.95	44.26	45.25	45.33	0.2

PROGRAM DESCRIPTION

The Public Administrator: (1) takes charge and safeguards the property of persons who have died in the County when the property is in danger of being lost, wasted or misappropriated; (2) administers the estates of deceased persons when there are no qualified persons to act or qualified persons choose not to act; (3) acts as conservator of the estate 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 of indigent persons.

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 decedent estate assets such as real estate, businesses, and vehicles are converted to cash. Similar conservatees' estate assets are converted to cash when additional funds are needed for conservatees' living expenses or medical care. All cash is maintained in interest bearing accounts with the County Treasurer. Total estate assets on hand are over $20 million.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Actual exceeds the 1988-89 Budget amount by $32,376. A savings of $6,292 in Salaries and Benefits and $5,193 in Services and Supplies was offset by $40,661 in appropriation transfers to provide additional funds for Indigent Burials. A mid-year appropriation transfer of $8,525 was made from unanticipated revenue to fund an automated estate tax form preparation system which included the expenditure of $3,239 for Fixed Assets.

1989-90 OBJECTIVES

1. To automate the estate auction process.

2. To render annual accountings on all conservatorship cases over one year old.

3. To file conservatorship inventories with the Court within 90 days of appointment.

4. To hold four or more real estate sales.

1989-90 SUB PROGRAM ACTIVITIES

The Department's workload is continuing to increase steadily. The decedent caseload is projected to increase in Fiscal Year 1989-90 primarily because of the growing number of older persons living in the County who do not have next of kin residing in the State who would be able or willing to administer their estates. The conservator of the estate caseload is expected to increase slightly during the year, and 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 continuing to order a number of complex cases, often involving will contests, family disputes, allegations of fraud, or other problems, into the care of the Public Administrator.

Fiscal Year 1989-90 will be the third full year of operation for the Department's new automation system. While maximum benefits have not yet been derived, the 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 program are summarized below:

1. Decedent Services (SY-29.46; E-$1,198,518; R-$1,147,250) including administrative, legal, accounting, clerical, and property management support personnel, is:

   - Mandated with mandated service level;
   - Responsible to: (1) Safeguard the property and administer and settle the estates of persons who have died in the County when the property is in danger of being lost, wasted, or misappropriated and there are no qualified persons willing or able to act, and (2) administer the indigent burial program;
   - Expected to expend approximately $106,063 more than 1988-89 Budget which includes $52,000 as its pro rata share of $80,000 of additional appropriations in Salaries and Benefits to fund new staff positions which may be requested during the year;
   - Expected to earn approximately $54,795 more in revenue than 1988-89 Budget;
   - Budgeted to handle 2,838 cases in Fiscal Year 1989-90, up 35 from 1988-89 Budget.

2. Conservatorship Services (SY-15.87; E-$645,356; R-$617,750) including administrative, legal, accounting, clerical, and property management support personnel, is:

   - Discretionary with discretionary service level (The Public Administrator is the only public agency available to provide this service.);
   - Responsible to safeguard the property and administer the estates of persons (usually elderly) who need assistance in managing their financial affairs and in protecting their assets when there are no qualified persons to act;
   - Expected to expend approximately $57,111 more than 1988-89 Budget which includes $28,000 as its pro rata share of $80,000 of additional appropriations in Salaries and Benefits to fund new staff positions which may be requested during the year;
   - Expected to earn approximately $29,505 more in revenue than 1988-89 Budget;
   - Budgeted to handle 652 cases in Fiscal Year 1989-90, up 4 from 1988-89 Budget.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Estate Administration Fees	$692,629	$656,700	$710,800	$54,100
*Estate Legal Service Fees	500,223	500,000	508,000	8,000
Sub-Total	$1,192,852	$1,156,700	$1,218,800	$62,100
OTHER REVENUE:				
Pooled Estate Investment and Deposit Interest	$512,509	$517,000	$532,000	$15,000
Indigent Burial Cost Recovery & Miscellaneous	15,641	7,000	14,200	7,200
Sub-Total	$528,150	$524,000	$546,200	$22,200
Total	$1,721,002	$1,680,700	$1,765,000	$84,300

*These revenues are contained in the Line Item Budget for County Counsel.

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$(7,926)	0	$78,874	$78,874
Sub-Total	$(7,926)	0	$78,874	$78,874
Total	$(7,926)	0	$78,874	$78,874

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Revenue in this program is difficult to predict because of the uncertainty as to:

(1) The number of persons who may die in any given year where there is a need to protect estate assets and administer those estates;
(2) The number of persons who may require conservator of 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 extraordinary charges;
(5) The interest rate spread between the County Treasurer and private sector banking institutions; and
(6) The effect legislative changes may have on the program.

The projections for Fiscal Year 1989-90 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 adversely affect the Department's ability to earn revenue; expectations of a continuing workload/caseload increase; approval by the Court of extraordinary charges; the administration of some high value estates; and the maintenance of at least a one to two percent spread between the interest rate earned by the County Treasurer and that earned by private sector banking institutions.

The increase in estate administration fees for 1989-90 Budget over 1988-89 Budget is projected primarily because of the higher number of cases budgeted to be handled, the expectation that some additional high value estates will be closed during the year, and approximately $10,000 in additional fees which will be earned from the implementation of an automated tax form preparation system. The relatively modest increase in legal service fees is the result of a change in the law which limits the fee which can be charged in certain types of cases.

Revenue from pooled estate investment and deposit interest is projected to increase slightly as a result of higher estate funds on hand.

Indigent burial cost recovery and miscellaneous revenue is expected to increase as a result of the higher number of indigent burials which are projected to be handled during the year and the likelihood that there will be a corresponding increase in cost recovery.

PERFORMANCE INDICATORS

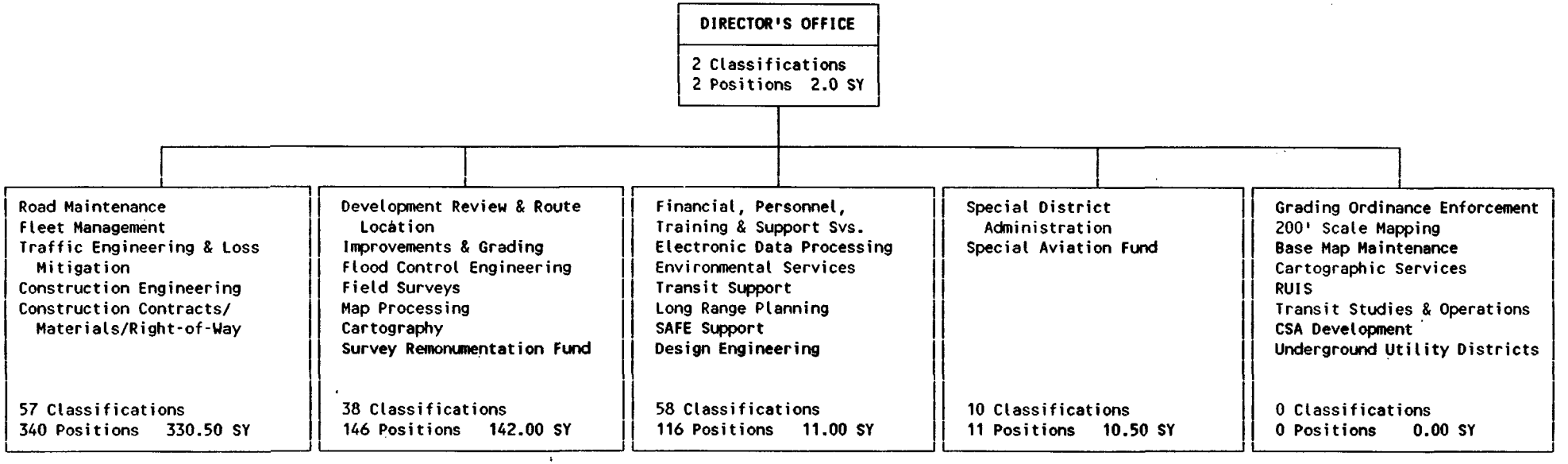
	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Decedent Services					
% OF RESOURCES: 65%					
WORKLOAD					
Total Cases	2,670	2,698	2,758	2,803	2,838
EFFICIENCY					
Unit Costs: Dollar Cost Per Case Year	$363	$417	$403	$390	$422
Productivity: Number of Cases per Staff Year	99	93	94	95	96
EFFECTIVENESS					
Average Open Time per case in months	13.8	13.8	13.8	13.8	13.8
ACTIVITY B: Conservatorship Services					
% OF RESOURCES: 35%					
WORKLOAD					
Total Cases	648	642	632	648	652
EFFICIENCY					
Unit Costs: Dollar Costs Per Case Year	$805	$944	$949	$908	$989
Productivity: Number of Cases per Staff Year	43	41	40	41	41
EFFECTIVENESS					
Average Open Time per case in Months	58	58	58	58	58

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2158	Public Administrator	1	1.00	1	1.00	$64,539	$68,924
2282	Asst. Public Administrator	1	1.00	1	1.00	47,374	55,966
2403	Accounting Technician	1	1.00	2	2.00	23,012	44,406
2425	Associate Accountant	1	1.00	1	1.00	27,956	31,786
2493	Intermediate Acct Clerk	5	5.00	4	4.00	84,183	69,515
2502	Estate Tax Accountant	0	0.00	1	1.00	-0-	40,730
2505	Senior Accountant	1	1.00	0	0.00	38,901	-0-
2510	Senior Account Clerk	4	4.00	3	3.00	80,147	65,193
2645	Senior Estate Mover	2	2.00	2	2.00	46,602	48,552
2671	Estate Mover	4	4.00	4	4.00	76,685	82,829
2700	Inter. Clerk Typist	3	3.00	3	3.00	50,015	52,419
2745	Supervising Clerk	1	1.00	1	1.00	23,072	25,118
2758	Administrative Sec. III	1	1.00	1	1.00	26,056	26,998
2760	Stenographer	2	2.00	2	2.00	32,658	38,641
2762	Legal Secretary I	2	2.00	1	1.00	42,897	20,854
2763	Legal Secretary II	0	0.00	1	1.00	-0-	23,077
3119	Dept. Comp. Specialist II	0	0.00	1	1.00	-0-	27,441
3637	Supervising Deputy Public Administrator/Guardian	3	3.00	3	3.00	93,330	106,269
3935	Legal Assistant	1	1.00	1	1.00	22,528	24,505
5600	Deputy Public Administrator/ Guardian II	11	11.00	11	11.00	302,094	320,074
5605	Estate Property Manager	1	1.00	1	1.00	31,110	35,423
9999	Temporary Extra Help	.25	.25	.33	.33	6,000	7,500
	Total	45.25	45.25	45.33	45.33	$1,119,159	$1,216,220
Salary Adjustments:						$27,616	$105,525
Premium/Overtime Pay:						3,880	3,680
Employee Benefits:						343,239	377,059
Salary Savings:						(22,408)	(24,324)
	Total Adjustments					$352,327	$461,940
Program Totals		45.25	45.25	45.33	45.33	$1,471,486	$1,678,160

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Field Operations	$31,869,592	$31,626,560	$30,457,466	$47,654,005	$49,742,028	$2,088,023	4.4
Land Development	5,381,225	5,876,164	6,144,622	6,739,349	8,174,224	1,434,875	21.3
Program Development	10,333,340	9,130,325	9,001,523	8,654,507	10,068,227	1,413,720	16.3
Public Service	419,062	609,944	744,179	966,196	730,476	(235,720)	(24.4)
General Fund Activities	988,128	1,215,084	1,064,315	1,158,417	2,524,551	1,366,134	117.9
Department Overhead	111,425	164,060	180,963	172,796	190,889	18,093	10.5
TOTAL DIRECT COST	$49,102,772	$48,622,137	$47,593,068	$65,345,270	$71,430,395	$6,085,125	9.3
PROGRAM REVENUE	$(48,375,419)	$(47,756,519)	$(46,891,232)	$(64,680,270)	$(71,181,581)	$(6,501,311)	10.1
NET GENERAL FUND COST	$727,353	$865,618	$701,836	$665,000	$248,814	$(416,186)	(62.6)
STAFF YEARS	550.25	540.25	530.75	574.00	595.00	21.00	3.7

DEPARTMENT OF PUBLIC WORKS
(Headquarters Location: County Operations Center)
FY 1989-90 COUNTY FAMILY OF FUNDS PROGRAM BUDGETS *



* The County Family of Funds includes the Road Fund, Survey Remonumentation Fund, Special Aviation Fund, and Public Works General Fund. Seven additional program budgets administered by the Department of Public Works are in the Special Districts and Enterprise Funds Program Budget Book for FY 1989-90 and include Airports, Liquid Waste, Solid Waste, County Service Districts, Flood Control, Sanitation Districts and County Transit. Staff year changes for the Enterprise Funds (Airports, Liquid Waste and Solid Waste; Total of 192.50 SY) are shown in their corresponding budgets, and are administered under the Public Service Program. Other program budgets prepared by the Department include Independent Sanitation Districts and the Service Authority for Freeway Emergencies (SAFE). These budgets are administered by the County, but have independent governing boards.

PROGRAM: Field Operations

DEPARTMENT: PUBLIC WORKS

PROGRAM #: 10000

ORGANIZATION #: 5750

MANAGER: H. E. Sorlie

REFERENCE: 1989-90 Proposed Budget - Pg. 24D

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 (Functions of the Department of Public Works).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$12,208,450	$12,346,386	$12,140,557	$12,841,373	$14,035,808	9.3
Services & Supplies	19,562,682	18,017,168	17,868,249	31,042,403	32,351,002	4.2
Other Charges	14,145	1,132,580	367,443	2,987,043	2,611,738	(12.6)
Fixed Assets	47,602	29,172	63,394	86,725	148,980	71.8
Operating Transfers	36,713	101,254	17,823	696,461	594,500	(14.6)
TOTAL DIRECT COST	$31,869,592	$31,626,560	$30,457,466	$47,654,005	$49,742,028	4.4
PROGRAM REVENUE	$(31,869,592)	$(31,626,560)	$(30,457,466)	$(47,654,005)	$(49,742,028)	4.4
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	325.50	319.50	309.25	327.00	330.50	1.1

PROGRAM DESCRIPTION

The Field Operations Program includes 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 identifies and schedules road sites for maintenance and needed rehabilitation.

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 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. Traffic studies, accident investigations, and safety and loss mitigation are also performed by Field Operations.

There are 15 second-year capital road projects approved by the Board of Supervisors for funding with TransNet Transportation Sales Tax Funds included in this year's budget. Sales tax revenues from this source are expected to total approximately $7 million for County road projects this fiscal year.

The priority of road projects 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.

The Field Operations Program is also responsible for the inspection of improvement plans, road permits, bridge and other County construction projects and provides staff support for enforcement of the County's Grading Ordinance.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals for Salaries and Benefits were under budget by $700,814. This shortfall in expenditures was a result of additional staff reductions as part of the Road Station Consolidation Plan and several new positions that were not filled until after mid-year.

The 1988-89 actuals for Services and Supplies were under budget by $13,174,159. This shortfall in expenditures was a result of several large scale projects that had been budgeted for 1988-89 being carried over until FY 1989-90.

The 1988-89 actuals for Other Charges were under budget by $2,619,600. This shortfall in expenditures was for right-of-way acquisition and relocation assistance that did not occur during 1988-89, but is budgeted for 1989-90.

The 1988-89 actuals for Operating Transfers were under budget by $678,638. This shortfall in expenditures was for Capital (road station construction, parcel acquisition, and the storage tank replacement program) and Major Maintenance (road station improvements) projects that had been budgeted to be performed by General Services that were not completed during the fiscal year. These projects have been carried over into the current fiscal year.

1989-90 OBJECTIVES

1. Continue the implementation of the recommendations on road station consolidations and equipment/land surplusing.

2. Perform routine maintenance functions on County maintained roads.

3. Fully implement quality control measures, through the Construction Inspection and Material Testing Sections, to ensure levels consistent with County standards.

4. Maintain an adequate level of grading and watercourse enforcement.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Road Maintenance (242.00 SY; E = $21,314,404; R = $21,314,404) including borrow-site operations, routine maintenance activities and scheduled special maintenance activities coordinated through three Divisional Field Headquarters and 16 Road Stations. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 100% by revenue.
   - Increasing 1.50 staff years for seasonal help.
   - Increasing $878,247 in total expenditures.

   There is no Net General Fund Contribution in this activity.

2. Construction Contracts/Materials/Right-of-Way (0.00 SY; E = $22,364,860; R = $22,364,860) including contracts for road betterments, rehabilitation, new construction and right-of-way costs for projects in the Roads Detailed Work Program. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 100% by revenue.
   - Increasing $494,192 in total expenditures.

   There is no Net General Fund Contribution in this activity.

3. Construction Engineering (58.50 SY; E = $3,437,215; R = $3,437,215) including the inspection of improvement plans, road permits, bridges, road betterments, road rehabilitations, new road construction, Capital Improvement Projects, and other County construction projects. Provides staff support for County Grading Ordinance Enforcement for the General Fund Activities Program. This activity is:

   - Mandated/Discretionary Service Level with respect to inspection of improvement plans and construction projects.
   - Discretionary/Discretionary Service Level with respect to Grading Ordinance Enforcement.
   - Offset 100% by revenue.
   - Unchanged with respect to staffing.
   - Increasing by $498,900 in total expenditures.

   There is no Net General Fund Contribution in this activity.

4. Traffic Engineering and Loss Mitigation (30.00 SY; E = $2,625,549; R = $2,625,549) including traffic signal maintenance and operation, safety and loss mitigation, and support for the Traffic Advisory Committee. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 100% by revenue.
   - Increasing 2.00 staff years to provide for traffic investigations and County road review.
   - Increasing $216,684 in total expenditures.

   There is no Net General Fund Contribution in this activity.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
SALES, USE & GAS TAX:				
Gas Tax (2104)	$21,285,110	$21,790,000	$22,604,000	$814,000
Gas Tax (2106)	1,914,572	2,160,000	2,241,000	81,000
Transportation Sales Tax	1,885,000	5,995,360	9,934,349	3,938,989
In Lieu Highway Land Rental Tax	22,849	130,000	133,000	3,000
Sub-Total	$25,107,531	$30,075,360	$34,912,349	$4,836,989
GRANTS:				
Federal Aid Highway Admin. (FHWA BR)	$332,054	$1,209,438	$815,483	$(393,955)
Federal Aid Secondary Sys. (FAS)	17,646	701,810	1,166,222	464,412
Federal Aid Urban Highway (FAU)	511,601	1,925,153	3,166,437	1,241,284
Federal Forest Reserve	30,166	25,000	30,000	5,000
CDBG/HUD	803,091	1,330,700	936,410	(394,290)
Transportation Development Act (TDA)	0	651,509	599,695	(51,814)
State Construction Other	349,031	0	1,085,581	1,085,581
Other Grants	351,166	15,000	0	(15,000)
Sub-Total	$2,394,755	$5,858,610	$7,799,828	$1,941,218
CHARGES FOR CURRENT SERVICES:				
Fees & Services to property owners	$678,208	$1,280,968	$1,336,869	$55,901
Other Revenues	0	494,000	150,000	(344,000)
Service to Other Governments	930,453	5,945,838	740,371	(5,205,467)
Sub-Total	$1,608,661	$7,720,806	$2,227,240	$(5,493,566)
CHARGES FOR CURRENT SERVICES - INTERFUND:				
Public Works General Fund	$110,334	$111,340	$144,494	$33,154
Other County Departments & Funds	891,707	3,342,120	4,098,529	756,409
Enterprise Funds	344,478	545,769	559,588	13,819
Sub-Total	$1,346,519	$3,999,229	$4,802,611	$803,382
Total	$30,457,466	$47,654,005	$49,742,028	$2,088,023

*No County match required of any revenue source.

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Program revenue will increase from Transportation Sales Tax revenues and available State Construction and FAU grants which are shown in the Road Fund Detailed Work Program. Services to Other Governments will decrease with receipt of State Funds for the Otay Mesa Road Project.

FIXED ASSETS

Item	Quantity	Cost
Replacement Field Equipment	Lot	$25,000
Two-Way Radio	34	20,400
Construction Equipment	2	1,850
Jackhammer	1	6,000
Computer Equipment	26	65,000
Desk, Metal	2	3,330
Various Lab Equipment	10	1,500
Lab Scale	2	6,500
Oven, Drying, Floor Model	2	16,100
Oven, Microwave, Commercial	1	500
Photocopier, Desk Top	1	2,000
TV/VCR Unit	1	800
Total		$148,980

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: ROAD MAINTENANCE (includes Construction Contracts)					
% OF RESOURCES: 88.0%					
WORKLOAD					
Lane miles of road surface treatment	600	319	538	600	738
Shoulder grading (miles)	436	594	410	450	560
Grading DG roads (miles)	564	694	842	575	600
Pavement markings (miles of striping)	3,164	1,696	2,785	1,700	1,560
Number of trees trimmed	5,814	4,263	4,525	4,500	4,000
Miles of channels cleaned	10.4	8.0	13.75	12.0	18.0
Cubic yds. of digout/rebase	12,113	16,132	8,018	8,000	11,000
EFFICIENCY					
Lane miles of road seal/staff hour	0.02	0.03	0.02	0.02	0.02
Miles striped/staff hour	0.12	0.12	0.12	0.12	0.02
EFFECTIVENESS					
% Paved lane miles of road seal coated	15.5	7.1	13.6	15.8	21.7
ACTIVITY B: CONSTRUCTION ENGINEERING					
% OF RESOURCES: 7.0%					
WORKLOAD					
Ave. no. of projects under construction	31	31	26	35	28
Ave. value of projects under construction	$11,231,010	$11,383,099	$20,516,629	$17,300,000	$18,500,000
Value of projects completed	$12,537,721	$12,008,193	$16,368,091	$22,000,000	$14,000,000
Number of projects completed	41	35	23	57	25
Number of active subdivisions	222	238	247	200	240
Number of active permits	4,480	6,513	5,351	5,200	5,300
Number of subdivisions completed	25	48	36	30	35
Number of permits completed	1,730	2,668	2,107	2,000	2,100
Grading complaints investigated	330	321	320	330	336

Average response time in days	4.00	2.70	1.23	3.40	1.29
Watercourse complaints investigated	117	167	87	120	91
Average response time in days	4.50	2.60	1.37	2.80	1.43
ACTIVITY C: TRAFFIC ENGINEERING					
% OF RESOURCES: 5.0%					
WORKLOAD					
No. of traffic signals installed	16	10	16	11	15
No. of traffic inquiries received	3,500	2,963	3,054	3,500	3,000
Drainage complaints investigated	40	272	240	75	240
No. of accident reports reviewed	5,000	4,506	4,315	5,000	4,500
No. of serious injury/fatal accidents investigated	150	177	130	150	130
No. of responses to legal claims	90	60	114	90	90
No. of responses to litigation interrogatories/production/admissions	90	131	160	100	100
EFFICIENCY					
No. of traffic studies conducted	1,200	1,200	1,200	1,200	1,300
Staff hours/accident report reviewed	0.1	0.1	0.1	0.1	0.1
Staff hrs/serious injury/fatal accidents investigated	8	8	8	8	8
Staff hours/response to claim	3.2	3.2	3.2	3.2	3.2
EFFECTIVENESS					
% of accidents reports reviewed with time goals	100	100	100	100	100
% of serious injury/fatal accidents investigated within time goal	97	100	100	100	100
% of response to claims prepared with time goals of County Counsel	90	80	95	80	90
% of responses to interrogatories/admission/productions within time goals of County Counsel	90	95	98	90	95

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0390	Deputy County Engineer	1	1.00	1	1.00	$65,001	$61,352
2211	Asst. Dir., Dept. Public Works	1	1.00	1	1.00	71,992	76,763
2302	Administrative Assistant III	1	1.00	1	1.00	35,433	36,755
2303	Administrative Assistant II	1	1.00	1	1.00	35,433	26,066
2306	Administrative Trainee	1	1.00	1	1.00	21,948	22,725
2381	Traffic Safety Specialist	1	1.00	1	1.00	36,018	38,823
2412	Analyst II	1	1.00	1	1.00	35,433	36,708
2416	Fuel Management Specialist	1	1.00	1	1.00	21,122	30,940
2427	Associate Systems Analyst	1	1.00	1	1.00	35,468	36,752
2510	Senior Account Clerk	1	1.00	1	1.00	23,763	21,018
2658	Storekeeper II	1	1.00	1	1.00	18,745	19,532
2660	Storekeeper I	3	3.00	3	3.00	56,081	60,053
2700	Intermediate Clerk Typist	5	5.00	5	5.00	81,367	90,171
2730	Senior Clerk	7	7.00	7	7.00	132,728	145,867
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2756	Administrative Secretary I	2	2.00	2	2.00	36,584	35,090
2758	Administrative Secretary III	1	1.00	1	1.00	23,373	26,998
3615	Assistant Civil Engineer	14	14.00	14	14.00	500,055	540,284
3635	Associate Civil Engineer	11	11.00	11	11.00	461,187	486,741
3695	Junior Civil Engineer	6	6.00	6	6.00	178,704	188,344
3700	Principal Civil Engineer	2	2.00	2	2.00	107,324	111,194
3720	Senior Civil Engineer	7	7.00	6	6.00	351,512	317,817
3740	Senior Transportation Specialist	1	1.00	1	1.00	50,216	54,123
3780	Assistant Land Surveyor	1	1.00	1	1.00	36,835	39,704
3795	Construction Technician	5	5.00	7	7.00	212,775	306,666
3810	Engineering Aid	1	1.00	1	1.00	22,069	23,791
3812	Engineering Technician III	16	16.00	16	16.00	499,596	564,111
3813	Engineering Technician II	10	10.00	9	9.00	270,548	263,471
3814	Engineering Technician I	5	5.00	5	5.00	120,367	134,334
3930	Litigation Investigator	1	1.00	1	1.00	40,588	42,293
5761	Traffic Safety Investigator	1	1.00	1	1.00	35,477	38,736
5884	Building Maintenance Engineer	1	1.00	1	1.00	23,010	28,266
5920	Electrician	1	1.00	1	1.00	29,256	30,322
5940	Painter	3	3.00	3	3.00	79,047	80,232
5970	Sign Painter	1	1.00	1	1.00	27,748	28,766
5999	Assistant Division Road Super.	3	3.00	3	3.00	128,369	136,757
6005	Division Road Superintendent	3	3.00	3	3.00	142,578	147,717
6019	Road Crew Supervisor II	5	5.00	5	5.00	175,390	181,705
6020	Road Crew Supervisor I	20	20.00	20	20.00	630,605	650,030
6026	Bridge Construction Worker II	4	4.00	4	4.00	121,008	129,100
6027	Bridge Construction Worker III	1	1.00	1	1.00	27,686	33,863
6028	Bridge Construction Supervisor	1	1.00	1	1.00	31,738	31,700
6030	Equipment Operator III	6	6.00	6	6.00	179,148	177,684
6031	Equipment Operator II	37	37.00	37	37.00	1,047,528	1,056,241
6032	Equipment Operator I	89	89.00	89	89.00	2,284,356	2,354,375
6102	Chief, Fleet Operations	1	1.00	1	1.00	47,526	49,239
6108	Senior Equipment Mechanic	3	3.00	3	3.00	93,648	97,062
6110	Equipment Mechanic	16	16.00	16	16.00	489,520	478,328
6130	Equipment Shop Supervisor	3	3.00	3	3.00	102,972	106,728
6155	Road Equipment Specialist	1	1.00	1	1.00	35,433	32,031
6164	Traffic Signal Technician III	1	1.00	1	1.00	33,326	34,541
6180	Welder	3	3.00	3	3.00	87,507	90,687
7539	Const. & Serv. Worker III	1	1.00	1	1.00	20,295	19,071
7540	Const. & Serv. Worker II	3	3.00	3	3.00	50,416	58,229
7541	Const. & Serv. Worker I	1	1.00	1	1.00	15,512	17,520
8801	Assistant Traffic Safety Inv.	0	0.00	1	1.00	0	39,678
8802	Chief, Safety & Loss Mitigation	0	0.00	1	1.00	0	54,104
9999	Extra Help	16	8.00	19	9.50	115,936	188,653
	Total	335	327.00	340	330.50	$9,661,063	$10,234,969

PROGRAM: Field Operations DEPARTMENT: PUBLIC WORKS

STAFFING SCHEDULE

Class Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Salary Adjustments:					$29,966	$741,748
Premium/Overtime Pay:					150,000	150,000
Employee Benefits:					3,263,413	3,193,990
Salary Savings:					(263,069)	(284,899)
Total Adjustments					$3,180,310	$3,800,839
Program Totals	335	327.00	340	330.50	$12,841,373	$14,035,808

PROGRAM: Land Development

DEPARTMENT: PUBLIC WORKS

PROGRAM #: 20000

MANAGER: John S. Burke

ORGANIZATION #: 5750, 5820

REFERENCE: 1989-90 Proposed Budget - Pg. 24F

AUTHORITY: This program was developed to carry out the provisions of the following California statutes and authorities: Business & Professions Code Sec. 8700 et. seq. (Professional Land Surveyors Act); Government Code Sec. 25680 et. seq. (Streams and Flood Waters), Sec. 27551 et. seq. (County Surveyor), Sec. 27584 (Survey Monument Preservation Fund), Sec. 65300 et. seq. (County General Plan), Sec. 66410 et. seq. (Subdivision Map Act); Streets and Highways Code Sec. 1460 (Permits Within County Highways), Sec. 5700 (County Engineer); Public Resources Code Sec. 8801 et. seq. (California Coordinate System), Sec. 21000 et. seq. (Environmental Quality Act); Water Code Sec. 8100 et. seq. (Flood Control in Counties), Sec. 8325 (Cooperation in the National Flood Insurance Program), Sec. 8400 et. seq. (Flood Plain Management Act), Sec. 12800 (The Flood Control Law of 1946); Water - Uncodified Acts, Act 6914a (San Diego County Flood Control District Act); San Diego County Administrative Code Sec. 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, Sec. I (Planning and Land Use Controls), Sec. J (Roads, Streets and Highways).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$4,666,886	$5,145,049	$5,268,197	$5,749,636	$6,788,890	18.1
Services & Supplies	556,508	522,461	733,291	535,017	947,046	77.0
Other Charges	6,041	17,590	19,189	156,183	102,790	(34.2)
Fixed Assets	14,574	29,111	49,773	31,000	42,350	36.6
Operating Transfers	137,216	161,973	74,172	267,513	293,148	9.6
TOTAL DIRECT COST	$5,381,225	$5,876,184	$6,144,622	$6,739,349	$8,174,224	21.3
PROGRAM REVENUE	$(5,381,225)	$(5,876,184)	$(6,144,622)	$(6,739,349)	$(8,174,224)	21.3
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	115.75	118.75	121.00	132.00	142.00	7.6

PROGRAM DESCRIPTION

The Land Development Program provides for four primary functions in the adopted budget for FY 1989-90: 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; engineering support services to Special Districts, Enterprise Funds, Survey Remonumentation Fund, other County Departments, Funds and agencies, and to developers and the general public; 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 and the public county-wide. 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.

This program also provides staffing for Field Surveys; County Base Map Maintenance and preparation; maps and mapping/graphics to the public and all County departments; and support for RUIS to develop the base map module and land coordinates as shown in the General Fund Activities Program.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals were less than the 1988-89 budget by $594,729 (9%). This variance was due to: Savings in Salaries and Benefits ($481,443) because of unfilled or underfilled positions; savings in Other Charges ($126,994) because no expenditures were incurred; and savings in operating transfers ($193,341) due to less Survey Remonumentation work done than was budgeted. These savings were offset by overexpenditures in Services and Supplies ($198,276) and Fixed Assets ($18,773) due to FY 1987-88 carryovers being expensed in FY 1988-89.

1989-90 OBJECTIVES

1. Implement Bridge and Major Thoroughfare Fees.
2. Develop additional Flood Plain Maps for the County (10 miles).
3. Continue interdepartmental cross-training between DPW, DPLU and Health Departments.
4. Develop an automated system for the tracking and management of Special Area Drainage Fee accounts.
5. Develop an automated project control and monitoring system.
6. Publish and distribute Land Development Division procedure manual.

1989-90 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. The activities of this program are summarized as follows:

1. Development Review and Route Locations (25.50 SY; E = $1,896,915 ; R = $1,896,915) including reviewing and conditioning of discretionary and non-discretionary permits; representing the Department of Public Works and reviewing items scheduled before various reviewing boards; reviewing and conditioning proposed land development actions to protect road corridors from development encroachment and to protect public and private property from flood hazards; and providing traffic forecasts and various other traffic-related studies. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 100% by revenue.
   - Increasing 1.00 staff year for processing of TPMs.
   - Increasing $435,954 in total expenditures.

   There is no Net General Fund Contribution in this activity.

2. Improvements and Grading (27.50 SY; E = $1,308,927 ; R = $1,308,927) including engineering plan checks of road and flood control items on TMs, TPMs and various grading permits; reviewing conditions of and issuing permits for work within the County right-of-way; performing field reviews to determine necessary street improvements and flood control easements; issuing Watercourse Permits; performing Flood Control Building Permit reviews; and providing Flood Hazard letters. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 100% by revenue.
   - Increasing 2.00 staff years for the processing of the Baldwin Project in Otay Mesa.
   - Increasing $179,524 in total expenditures.

   There is no Net General Fund Contribution in this activity.

3. Flood Control Engineering (13.50 SY; E = $820,404 ; R = $820,404) including Flood Plain Management; administration of the National Flood Insurance Program; reviewing Federal Emergency Management Agency (FEMA) floodplain and alluvial fan map studies; maintaining and collecting hydrographic data from rain and stream gauges for publication of official hydrology and storm reports; maintaining and operating the County's ALERT Storm/Data System; performing drainage design and review of flood hazards to land development; and providing 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.
   - Offset 100% by revenue.
   - Unchanged with respect to staffing.
   - Increasing $69,692 in total expenditures.

   There is no Net General Fund Contribution in this activity.

4. Surveying and Mapping (75.50 SY; E = $4,147,978 ; R = $4,147,978) including map processing, reviewing, checking for conformance and recording various land development maps; performing all field, design, construction, photogrammetric, property, as-built and remonumentation surveys; maintaining the County's vertical control network (benchmarks) and horizontal control network (California Coordinate System); providing mandatory support to the Department of Planning and Land Use; providing staffing support to the General Fund Activity Program, including RUIS; providing multi-purpose mapping, graphics, typesetting, photo-reproduction and blueline support services to the public and all County Departments; and maintaining the County base map system. This activity is:

   - Mandated/Discretionary Service Level 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 with respect to RUIS.
   - Offset 100% by revenue.
   - Increasing 7.00 staff years for: Transportation Sales Tax project and traffic investigation surveying (4.00 SY), GPS Survey Crew (2.00 SY) and Graphics Unit Supervision (1.00 SY).
   - Increasing 749,705 in total expenditures.

   There is no Net General Fund Contribution in this activity.

PROGRAM REVENUE BY SOURCE

Source of Revenue *	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER REVENUES:				
Fines & Forfeitures	$186,500	$250,000	$183,000	$(67,000)
Services to Property Owners	1,604,463	2,327,789	3,144,481	816,692
Interest Earned from Developer Deposits	1,332,538	1,000,000	1,000,000	0
Survey Remonumentation Fund	60,971	257,513	230,248	(27,265)
Services to Other Governments	12,405	54,570	219,128	164,558
Misc. Revenues	$58,268	$40,000	$40,000	$0
Sub-Total	$3,255,145	$3,929,872	$4,816,857	$886,985
CHARGES FOR CURRENT SERVICES - INTERFUND:				
Public Works General Fund	$579,382	$438,581	$827,608	$389,027
Other County Departments and Funds	1,968,768	2,154,823	2,296,920	142,097
Enterprise Funds	341,327	216,073	232,839	16,766
Sub-Total	$2,889,477	$2,809,477	$3,357,367	$547,890
Total	$6,144,622	$6,739,349	$8,174,224	$1,434,875

*No County match required for any revenue source.

EXPLANATION/COMMENT ON PROGRAM REVENUES

Revenue projections are based on prior experience, the projected increase in land development activity, and the projected increase in work for the General Fund. Revenues are expected to increase by 21% ($1,434,875) in FY 1989-90.

PROGRAM: Land Development **DEPARTMENT: PUBLIC WORKS**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	2	$1,200
Desk, Metal	1	800
Conference Table	1	1,650
Drafting Table	1	800
Traverse Sight Set	4	6,400
Three Prism Reflector	4	8,000
Automatic Level	2	4,000
Magnetic Locator	3	2,400
Hand Pack Radio	4	8,000
Metoshift Paper Cutter	1	500
Related Photo Equipment	1	700
Photo Developing Equipment	3	5,400
Camera Recorder	1	2,500
Total		$42,350

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: DEVELOPMENT REVIEW & ROUTE LOCATIONS					
% OF RESOURCES: 23.0%					
WORKLOAD					
TMs Conditioned	121	170	194	140	150
TPMs Conditioned	248	308	445	280	310
Traffic EIR Reviewed	80	85	79	80	85
Route Location Studies Completed	0	0	2	5	3
Special Studies Completed	142	141	92	150	100
Recorded Official Centerline Studies	6	6	5	6	3
Building Permits Reviewed	3,575	3,741	3,815	3,950	4,000
EFFICIENCY					
Cost/TM Conditioned	$713	$731	$1,007	$750	$800
Cost/TPM Conditioned	$494	$475	$318	$500	$400
ACTIVITY B: IMPROVEMENTS & GRADING					
% OF RESOURCES: 16.0%					
WORKLOAD					
TM Improvement Plans Reviewed	71	60	68	65	70
TPM Improvement Plans Reviewed	117	111	94	115	100
Curb Grade Improvement Plans Reviewed	110	91	98	120	110
Major Grading Plans Reviewed	118	99	79	130	80
Minor Grading Plans Reviewed	116	165	117	180	120
Road Permits Issued	2,786	2,892	2,865	3,000	3,000
Centerline Projects Processed	222	146	158	160	160
EFFICIENCY					
Cost/TM Plan Reviewed	$2,117	$2,666	$2,030	$2,500	$2,100
Cost/TPM Plan Reviewed	$487	$561	$1,034	$750	$900
EFFECTIVENESS					
Day/Initial Plan Check	15	12	11	15	12

ACTIVITY C: FLOOD CONTROL ENGINEERING

% OF RESOURCES: 10.0%

WORKLOAD

Bridge/Drainage Design Plans Reviewed	59	64	72	70	70
ALERT Storm/Data Stations Operated	48	52	56	56	59
USGS Water Level Gauges Maintained	18	17	15	17	17
Other Rain/Stream Gauges Maintained	72	72	68	72	65
Consultant Studies Administered	0	4	1	4	2

EFFECTIVENESS

% of Gauges (Rain and Water Level) Maintained On-Line at All Times	97	98	97	98	98

ACTIVITY D: SURVEYING & MAPPING

% OF RESOURCES: 51.0%

WORKLOAD

Final Subdivision Maps Processed	71	69	71	70	75
Final Parcel Map Processed	214	182	152	200	160
Records of Survey Examined	523	573	559	500	575
Cartographic Map Changes Completed	4,415	10,043	9,572	10,000	10,200
Mapping & Graphic Requests Completed	14,665	15,472	14,359	14,000	16,000
Survey Monuments Established	678	1,104	315	600	600
Regulatory Cases Processed (DPLU)	167	80	201	100	300
Photogrammetric Model Completed	350	232	131	300	260

EFFICIENCY

Cost/Final Subdivision Map	$3,964	$4,419	$1,189	$4,000	$4,000
Cost/Final Parcel Map	$1,390	$950	$1,164	$1,400	$1,400
Cost Base Map Change	$40	$22	$37	$35	$35
Cost/Monument Established	$443	$250	$232	$450	$250

EFFECTIVENESS

Days/Final Map check	20	23	20	20	20
Days to Process Regulatory Case Work	3	3	3	3	3

PROGRAM: Land Development **DEPARTMENT:** PUBLIC WORKS

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0390	Deputy County Engineer	1	1.00	1	1.00	$65,001	$61,352
2210	Deputy Director, Public Works	1	1.00	1	1.00	69,571	74,241
2303	Administrative Assistant II	3	3.00	4	4.00	92,806	122,743
2359	Audio Visual Specialist	1	1.00	1	1.00	30,276	32,602
2412	Analyst II	1	1.00	1	1.00	30,908	33,618
2424	Public Works Program Coordinator	1	1.00	1	1.00	46,173	43,554
2700	Intermediate Clerk Typist	4	4.00	5	5.00	67,433	87,975
2730	Senior Clerk	1	1.00	1	1.00	17,330	16,794
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2769	Commission Secretary	1	1.00	1	1.00	26,635	27,647
3009	Word Processing Operator	1	1.00	1	1.00	20,295	19,289
3518	Cartographer	1	1.00	1	1.00	41,049	40,892
3586	Chief, Mapping Section	1	1.00	1	1.00	43,099	42,935
3615	Assistant Civil Engineer	11	11.00	12	12.00	414,871	477,904
3635	Associate Civil Engineer	10	10.00	10	10.00	419,279	448,262
3654	Assistant Transportation Spec.	0	0.00	1	1.00	0	33,070
3655	Associate Transportation Spec.	1	1.00	1	1.00	36,749	39,612
3695	Junior Civil Engineer	1	1.00	1	1.00	30,967	29,930
3700	Principal Civil Engineer	4	4.00	4	4.00	212,597	220,267
3705	Principal Land Surveyor	1	1.00	1	1.00	53,662	53,458
3720	Senior Civil Engineer	5	5.00	5	5.00	251,080	270,615
3728	Senior Land Surveyor	2	2.00	2	2.00	167,964	101,325
3779	Junior Land Surveyor	8	8.00	10	10.00	244,550	321,661
3780	Assistant Land Surveyor	10	10.00	11	11.00	365,219	429,085
3785	Associate Land Surveyor	6	6.00	6	6.00	212,655	267,851
3800	Drafting Technician III	4	4.00	4	4.00	111,893	119,898
3801	Drafting Technician II	8	8.00	8	8.00	183,347	201,399
3802	Drafting Technician I	6	6.00	6	6.00	125,079	134,276
3803	Hydrographic Instrument Tech.	2	2.00	2	2.00	67,024	72,240
3805	Cartographic Reproduction Tech.	2	2.00	2	2.00	51,156	53,232
3810	Engineering Aid	5	5.00	5	5.00	106,654	114,974
3812	Engineering Technician III	4	4.00	4	4.00	125,506	130,671
3813	Engineering Technician II	7	7.00	8	8.00	188,780	231,459
3814	Engineering Technician I	8	8.00	9	9.00	196,696	229,645
3817	Graphic Artist	2	2.00	2	2.00	54,834	56,044
3818	Graphic Supervisor	0	0.00	1	1.00	0	27,409
3819	Mapping Supervisor	2	2.00	2	2.00	67,072	72,288
3881	Land Development Process Super.	1	1.00	1	1.00	38,461	33,476
9999	Extra Help	7	4.00	8	4.00	62,085	103,518
	Total	135	132.00	146	142.00	$4,361,306	$4,900,235
Salary Adjustments:						$99,636	$608,547
Premium/Overtime Pay:						0	0
Employee Benefits:						1,407,762	1,418,658
Salary Savings:						(119,068)	(138,550)
	Total Adjustments					$1,388,330	$1,888,655
Program Totals		135	132.00	146	142.00	$5,749,636	$6,788,890

PROGRAM: Program Development

DEPARTMENT: PUBLIC WORKS

PROGRAM #: 30000

ORGANIZATION #: 5750

MANAGER: Sharon Jasek Reid

REFERENCE: 1989-90 Proposed Budget - Pg. 24H

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 Engineering 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 Section 706. 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$4,019,636	$3,810,964	$3,938,788	$4,605,838	$5,332,933	15.8
Services & Supplies	6,104,237	5,157,960	4,879,454	3,933,369	4,222,594	7.4
Other Charges	189,970	90,692	96,445	61,500	0	(100.0)
Fixed Assets	19,497	15,895	41,326	53,800	512,700	853.0
Operating Transfers	0	54,814	45,510	0	0	0.0
TOTAL DIRECT COST	$10,333,340	$9,130,325	$9,001,523	$8,654,507	$10,068,227	16.3
PROGRAM REVENUE	$(10,333,340)	$(9,130,325)	$(9,001,523)	$(8,654,507)	$(10,068,227)	16.3
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	99.25	87.25	88.00	102.50	110.00	7.3

PROGRAM DESCRIPTION

The Program Development Program provides engineering design, environmental services, program administration, long range planning, legislative analysis, transit 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. In addition, this program provides staff support to the Service Authority for Freeway Emergencies (SAFE).

1988-89 BUDGET TO ACTUAL COMPARISON

The total actual expenditures for FY 1988-89, were 4% ($347,016) over budget. Salaries and Benefits were 14% ($667,052) below budget due to staff vacancies. Services and Supplies were 24% ($946,087) over budget due to prior year encumbrances being expensed in the current year. Other Charges were 57% ($34,945) over budget due to prior year encumbrances, for Road Right-of-Way, being expensed in the current year. Fixed Assets were 23% ($12,474) under budget because encumbrances were not expensed prior to the closing of the fiscal year.

1989-90 OBJECTIVES

1. Centralized contracting unit to award 32 construction contracts.
2. Complete 26 design work projects.
3. Complete environmental review of 30 Community Development Block Grant (CDBG) projects.
4. Complete environmental review of 40 Detailed Work Program and/or other Department projects.
5. Increase County Transit system ridership by 10%.
6. Complete construction of the Escondido Transit Center and 50% of Palomar College Transit Center.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration and Support Services (42.50 SY; E = $5,019,183 ; R = $5,019,183) including responsibilities 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, word processing support, Affirmative Action Program, development of administrative reports and projects and coordination with other Department and County staff, and coordinating and preparing payments from the Road Fund to General Fund Departments included in the A-87 Cost Allocation Plan. This activity is:

   - o Discretionary/Discretionary Service Level.
   - o Offset 100% by revenue from service specific funds generated by services supported by this activity and provided by the Department's other Road Fund programs and Enterprise Funds.
   - o Increasing 3.00 staff years for budget/fiscal monitoring and safety training.
   - o Decreasing $24,271 in total expenditures.
   - o Responsible for Cost Allocation Plan payments to General Fund Department as follows:

A-87 EXTERNAL COST ITEM	1988-89 Actual	1988-89 Budget	1989-90 Adopted
County Counsel (Liability Insurance)	$505,928	$505,928	$531,019
County Counsel (Legal Service)	552,302	658,805	235,542
Liability Reserve	0	0	0
Auditor and Controller	503,721	547,364	552,634
General Services	315,368	781,934	1,029,248
Office of Employee Services	180,319	200,319	176,010
Purchasing	99,567	99,567	86,509
Electronic Data Processing	251,600	278,471	263,493
Equal Opportunity Management	22,692	16,194	19,684
Civil Service Commission	13,138	13,138	13,597
CAO	83,362	89,860	72,749
Treasurer/Tax Collector	25,337	25,337	27,526
A-87 Roll Forward Adjustment	(214,265)	(214,265)	(361,751)
Total	$2,339,069	$3,002,652	$2,646,260

The A-87 Cost Allocation Plan Expenditures also include $333,045 in utility costs budgeted in the Field Operations Program.

There is no Net General Fund Contribution in this activity.

2. Program Administration (21.00 SY; E = $1,383,921 R = 1,383,921) including developing and monitoring long range plans for roads, bridges, flood control, solid waste, airports, bikeways, transit systems, and transit centers; preparing the County Element of the Regional Transportation Improvement Program and Capital Improvement Program; performing legislative analyses; providing grant management, intergovernmental coordination, and environmental services; developing and coordinating the Five-year Transportation Sales Tax expenditure plan; providing staff for the General Fund Activities Program to manage transit operations and contracts for incorporated cities and unincorporated areas; developing and implementing multi-model transit centers throughout the County; and performing special studies that are unique to the department. This activity is:

- o Discretionary/Discretionary Service Level with respect to Vanpool Operations and Transportation Services.
- o Mandated/Discretionary Service Level with respect to all other activities.
- o Offset 100% by revenue.
- o Increasing 1.00 staff year for environmental support.
- o Increasing $270,446 in total expenditures.

There is no Net General Fund Contribution in this Activity.

3. Computer Services (20.50 SY; E = $2,119,197; R = 2,119,197) including the following major service areas: 1) Systems Development and Maintenance - developing and maintaining an EDP system used by the various sections and groups within the Department; 2) Operations - preparing input data and executing on computers, various programs and systems, as requested by the users of computer services; and 3) EDP Support Services - providing coordination and technical support to the users of various EDP systems, including the County's Fleet Management Information System (FMIS); providing the Department office automation capabilities and training; providing support and training for the users of microcomputers; and performing various interdepartmental and intergovernmental coordination activities. This activity is:

   - o Mandated/Discretionary Service Level.
   - o Offset 100% by revenue.
   - o Increasing 2.00 staff years for EDP support for installation and maintenance of local area networks, and 1.00 staff year for seasonal help.
   - o Increasing $939,895 in total expenditures for acquisition of hardware and implementation of the Department's EDP Master Plan.

   There is no Net General Fund Contribution in this activity.

4. Design Engineering (26.00 SY; E = $1,545,926; R = $1,545,926) including general engineering design for all roads, bridges, and County construction projects, and design projects which resulted from the Transportation Sales Tax (Proposition A) Plan; maintaining and updating regional standard drawings; providing engineering and consulting assistance to other County Departments; and soliciting, negotiating and administrating consultant construction and service contracts. The Contracting Section aggressively searches for new minority-owned and women-owned firms; provides certification assistance and promotion of 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:

   - o Mandated/Discretionary Service Level.
   - o Offset 100% by revenue.
   - o Increasing 0.50 staff year for seasonal help.
   - o Increasing $227,650 in total expenditures.

   There is no Net General Fund Contribution in this activity.

PROGRAM REVENUE BY SOURCE

Source of Revenue *	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICE - INTERFUND:				
Public Works General Fund	$264,707	$52,345	$152,323	$99,978
Other County Departments & Funds	1,608,219	1,362,314	1,613,324	251,010
Enterprise Funds	1,702,521	1,553,581	2,015,259	461,678
Sub-Total	$3,575,447	$2,968,240	$3,780,906	$812,666
OTHER REVENUE:				
Transportation Sales Tax	$0	$0	$2,727,144	$2,727,144
Fines & Forfeitures	712,664	910,600	647,400	(263,200)
Use of Money & Property	2,186,388	978,000	940,000	(38,000)
Contingency/Fund Balance	0	2,000,000	1,300,000	(700,000)
Transportation Development Act (TDA)	391,628	44,126	67,907	23,781
Fee & Services to Property Owners	219,418	187,240	286,434	99,194
Services to Other Governments	1,398161	1,453,301	196,436	(1,256,865)
Miscellaneous Revenue	517,817	113,000	122,000	9,000
Sub-Total	$5,426,076	$5,686,267	$6,287,321	$601,054
Total	$9,001,523	$8,654,507	$10,068,227	$1,413,720

* No County match required for any revenue source.

EXPLANATION/COMMENT ON PROGRAM REVENUES:

FY 1988-89 actual revenues increased approximately 4% from the FY 1988-89 budgeted revenues. Revenues vary depending on the amount of work requested. Revenues from the Enterprise Funds and Other County Departments' increased 20% due to requests for more work than originally anticipated. The total of Other Revenues were down by 5%. This was due to a decrease in Services to Other Governments and a decrease in the collection of Fines and Forfeitures. Total Road Fund revenues were higher than anticipated causing Contingency/Fund Balance to not be used.

PROGRAM: Program Development **DEPARTMENT:** PUBLIC WORKS

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$500,000
Copier Machine	1	11,700
Camera	1	200
TV/VCR Unit with Remote	1	800
Total		$512,700

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: TRANSIT OPERATIONS					
% OF RESOURCES: 14%					
WORKLOAD					
Transportation Studies	8	8	8	8	5
Bus Contracts Managed	21	20	21	21	21
EFFICIENCY					
Cost Per Transportation Study	$10,148	$15,000	$15,000	$15,000	$12,000
Operating Cost Per Passenger	$3.19	$3.43	$3.07	$3.60	$3.60
Operating Cost Per Revenue Mile	$1.86	$1.93	$1.79	$2.02	$1.80
EFFECTIVENESS					
Passengers Per Revenue Mile	0.58	0.57	0.58	0.60	0.60
Staff Years Per Transportation Study	0.05	0.25	0.25	0.25	0.75
ACTIVITY B: DESIGN ENGINEERING					
% OF RESOURCES: 15%					
WORKLOAD					
Number of Bridges or Major Culverts Designed	13	9	5	12	6
Number of Traffic Signals Designed	15	9	13	14	8
EFFECTIVENESS					
% Design Cost to Construction	6%	6%	6%	6%	6%

PROGRAM: Program Development DEPARTMENT: PUBLIC WORKS

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0390	Deputy County Engineer	1	1.00	1	1.00	$57,732	$74,585
0985	PW Policy & Resources Admin.	1	1.00	1	1.00	51,132	50,956
2210	Deputy Director, Public Works	1	1.00	1	1.00	63,099	67,480
2302	Administrative Assistant III	1	1.00	1	1.00	50,487	38,963
2303	Administrative Assistant II	4	4.00	4	4.00	120,134	127,004
2306	Administrative Trainee	1	1.00	1	1.00	24,110	23,690
2312	Dept. Personal & Training Admin.	1	1.00	1	1.00	41,035	46,677
2320	Personnel Aid	1	1.00	1	1.00	17,330	22,462
2328	Dept. Personnel Officer II	1	1.00	1	1.00	29,881	32,031
2331	Loss Prevention Analyst	0	0.00	1	1.00	0	28,777
2337	Public Information Specialist	1	1.00	1	1.00	29,155	31,258
2405	Assistant Accountant	1	1.00	1	1.00	23,012	24,088
2412	Analyst II	4	4.00	4	4.00	131,655	133,742
2413	Analyst III	5	5.00	5	5.00	195,530	202,590
2414	Analyst IV	1	1.00	1	1.00	45,269	46,902
2424	Public Works Program Coordinator	2	2.00	2	2.00	100,052	92,372
2425	Associate Accountant	1	1.00	2	2.00	27,956	61,835
2426	Assistant Systems Analyst	2	2.00	2	2.00	55,661	64,343
2427	Associate Systems Analyst	7	7.00	7	7.00	260,926	270,284
2485	Distributed Network Tech II	1	1.00	1	1.00	20,443	22,141
2487	EDP Distributed Network Coordin.	0	0.00	1	1.00	0	36,752
2494	Payroll Clerk	1	1.00	1	1.00	16,991	18,314
2499	Principal Systems Analyst	1	1.00	1	1.00	49,902	49,735
2510	Senior Account Clerk	2	2.00	2	2.00	36,355	34,946
2511	Senior Payroll Clerk	2	2.00	2	2.00	33,822	43,020
2525	Senior Systems Analyst	2	2.00	2	2.00	92,708	96,044
2650	Stock Clerk	2	2.00	2	2.00	32,172	34,286
2658	Storekeeper II	1	1.00	1	1.00	21,484	22,389
2700	Intermediate Clerk Typist	1	1.00	2	2.00	17,107	32,792
2725	Principal Clerk	1	1.00	1	1.00	26,917	28,450
2730	Senior Clerk	2	2.00	2	2.00	38,436	39,306
2745	Supervising Clerk	1	1.00	1	1.00	17,330	21,601
2756	Administrative Secretary I	2	2.00	2	2.00	19,524	36,189
2757	Administrative Secretary II	2	2.00	2	2.00	45,100	42,405
2761	Group Secretary	1	1.00	1	1.00	19,672	18,314
3009	Word Processing Operator	2	2.00	2	2.00	40,590	42,902
3018	Computer Operations Specialist	1	1.00	1	1.00	26,726	25,374
3030	Data Entry Operator	1	1.00	1	1.00	17,330	21,470
3050	Offset Equipment Operator	1	1.00	1	1.00	19,442	20,938
3072	Senior Computer Operator	1	1.00	1	1.00	24,239	22,413
3073	Senior Offset Equipment Operator	1	1.00	1	1.00	21,426	23,074
3119	Department Computer Spec. II	0	0.00	1	1.00	0	26,092
3514	Envir. Management Spec. III	1	1.00	1	1.00	39,106	36,396
3515	Environmental Management Spec. II	3	2.50	4	3.00	83,126	101,932
3615	Assistant Civil Engineer	4	4.00	4	4.00	183,431	156,385
3635	Associate Civil Engineer	6	6.00	6	6.00	255,186	259,384
3654	Assistant Transportation Spec.	1	1.00	1	1.00	31,226	34,776
3655	Associate Transportation Spec.	3	3.00	3	3.00	126,411	130,440
3695	Junior Civil Engineer	2	2.00	2	2.00	63,508	65,906
3700	Principal Civil Engineer	2	2.00	2	2.00	107,324	109,073
3720	Senior Civil Engineer	5	5.00	5	5.00	181,356	241,572
3740	Senior Transportation Specialist	2	2.00	2	2.00	92,555	101,325
3800	Drafting Technician III	1	1.00	1	1.00	28,899	31,152
3801	Drafting Technician II	1	1.00	1	1.00	25,578	27,572
3812	Engineering Technician III	1	1.00	1	1.00	33,512	36,120
3814	Engineering Technician I	1	1.00	1	1.00	25,578	24,046
5585	Supervising Real Property Agent	1	1.00	1	1.00	45,892	49,468
6003	Right-of-Way/Utility Coordinator	1	1.00	1	1.00	45,339	47,202
9999	Extra Help	6	3.00	10	5.00	49,980	157,628
	Total	106	102.50	116	110.00	$3,379,879	$3,809,363

STAFFING SCHEDULE

Class Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Salary Adjustments:					$298,792	$628,911
Premium/Overtime Pay:					0	0
Employee Benefits:					1,024,605	1,007,608
Salary Savings:					(97,438)	(112,949)
Total Adjustments					$1,225,959	$1,523,570
Program Totals	106	102.50	116	110.00	$4,605,838	$5,332,933

PROGRAM: Public Services

DEPARTMENT: PUBLIC WORKS

PROGRAM #: 40000
MANAGER: Roger F. Walsh

ORGANIZATION #: 5750, 5950
REFERENCE: 1988-89 Proposed Budget - Pg. 24J

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 445 provides that the Department of Public Works shall operate and administer special districts such as 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). 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$349,830	$577,802	$495,610	$498,357	$545,666	9.5
Services & Supplies	69,232	32,142	242,829	37,968	183,480	383.2
Fixed Assets	0	0	5,740	3,000	1,330	(55.7)
Operating Transfers	0	0	0	426,871	0	(100.0)
TOTAL DIRECT COST	$419,062	$609,944	$744,179	$966,196	$730,476	(24.4)
PROGRAM REVENUE	$(419,062)	$(609,944)	$(744,179)	$(966,196)	$(730,476)	(24.4)
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	9.00	12.75	10.50	10.50	10.50	0.0

PROGRAM DESCRIPTION

The Public Services Program provides for the administration and operation of special districts 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, one Lighting District, and one Water District administered by County staff. The cost of administration and operation is reimbursed to the program by the individual districts.

This program also provides staffing for special district formation and the operation of underground utility districts as shown in the General Fund Activities Program.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The total actual expenditures for FY 1988-89 were $220,017 or 29% under budget. This was due primarily to Special Aviation Fund projects that were deferred to FY 1989-90.

1989-90 OBJECTIVES

1. Complete initial investigation on 90% of all special district formation inquiries within 15 work days.
2. Repair 80% of overhead street light problems with five work days.
3. Prepare contingency plan for water shortage in CSA 4.
4. Prepare/Adopt Capital Improvement Projects for CSA 4.
5. Implement cross-connection control program for CSA 4.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Special Districts (10.50 SY; E = $588,585; R = $588,585) including administration and management of County Service Areas (CSAs), Underground Utility Districts, Fire Districts, Lighting Districts and the Majestic Pines Water District; responding to citizen's requests for information and assistance in forming special districts or service areas; and providing maintenance and engineering services to the various districts after their formation. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 100% by revenue.
   - Unchanged with respect to staffing.
   - Increasing $57,853 in total expenditures.

   There is no Net General Fund Contribution in this activity.

2. Special Aviation Fund (0.00 SY; E = $141,891; R = 141,891) 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.
   - Offset 100% by revenue from the Special Aviation Fund.
   - Unchanged with respect to staffing as there are no staff years associated with this activity.
   - Decreasing $293,573 in total expenditures.
   - Affected by changes in availability of State Funds and Grants.

   There is no Net General Fund Contribution in this activity.

PROGRAM REVENUE BY SOURCE

Source of Revenue *	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICE - INTERFUND:				
Public Works General Fund	$97,309	$115,199	$146,613	$31,414
Other County Departments & Funds	266,479	256,643	299,757	43,114
Enterprise Funds	123,179	105,343	116,215	10,872
Sub-Total	$486,967	$477,185	$562,585	$85,400
OTHER REVENUE:				
Fees & Services to property owners	$19,575	$34,801	$26,000	$(8,801)
Services to Other Governments	59,202	18,746	0	(18,746)
Special Aviation Fund	178,435	435,464	141,891	(293,573)
Sub-Total	$257,212	$489,011	$167,891	$(321,120)
Total	$744,179	$966,196	$730,476	$(235,720)

*No County match required of any revenue source.

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Program revenues for FY 1988-89 were down primarily due to large grants for the Special Aviation Fund being deferred to projects budgeted in FY 1989-90.

FIXED ASSETS

Item	Quantity	Cost
Desk, Double Pedestal	1	$665
Credenza	1	665
Total		$1,330

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: SPECIAL DISTRICT ADMINISTRATION					
% OF RESOURCES: 81.%					
WORKLOAD					
Assessment Districts in Process	4	3	3	4	3
Formations in Process	31	19	19	30	25
Special Districts Administered	87	76	81	78	81
Citizen's Requests	240	235	245	170	240
Improvement Projects Received	315	598	547	500	600
Street Lights Reported Out	786	717	680	600	600
EFFICIENCY					
Staff Years Per Formation in Process	0.03	0.02	0.02	0.02	0.02
Staff Years Per Special Dist. Administered	0.05	0.04	0.05	0.04	0.05
Street Lights Responded To Within 10 Days	786	682	654	600	600
EFFECTIVENESS					
Special Districts Formed/Terminated	4/12	2/1	1/0	4/3	5/5
Response to Citizen's Requests	240	235	240	160	250
Special Districts with Annual Workload	103	103	105	103	105

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2210	Deputy Director	1	1.00	1	1.00	$69,571	$74,241
2302	Administrative Assistant III	1	1.00	1	1.00	37,613	48,041
2303	Administrative Assistant II	1	1.00	1	1.00	29,881	36,708
2304	Administrative Assistant I	1	1.00	1	1.00	25,160	26,066
2730	Senior Clerk	1	1.00	1	1.00	20,462	18,876
3555	Chief Special	1	1.00	1	1.00	51,132	50,956
3635	Associate Civil Engineer	1	1.00	1	1.00	42,531	45,843
3812	Engineering Technician III	1	1.00	1	1.00	33,512	31,152
3813	Engineering Technician II	1	1.00	1	1.00	28,740	31,152
5920	Electrician	1	1.00	1	1.00	28,451	30,322
9999	Extra Help	1	0.05	1	0.05	8,496	10,929
	Total	11	10.05	11	10.05	$375,549	$404,286
Salary Adjustments:						$(8,512)	$34,240
Premium/Overtime Pay:							
Employee Benefits:						143,519	118,276
Salary Savings:						(12,199)	(11,136)
	Total Adjustments					$122,808	$141,380
Program Totals		11	10.05	11	10.05	$498,357	$545,666

PROGRAM: Department Overhead

DEPARTMENT: PUBLIC WORKS

PROGRAM #: 60000
MANAGER: Granville M. Bowman

ORGANIZATION #: 5750
REFERENCE: 1989-90 Proposed Budget - pg. 24K

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 Section 706 and County Administrative Code Section 451.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$103,100	$150,291	$160,437	$154,019	$166,571	8.1
Services & Supplies	8,325	13,769	20,526	18,777	24,318	29.5
TOTAL DIRECT COST	$111,425	$164,060	$180,963	$172,796	$190,889	10.5
PROGRAM REVENUE	$(111,425)	$(164,060)	$(180,963)	$(172,796)	$(190,889)	10.5
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	1.00	2.00	2.00	2.00	2.00	0.0

PROGRAM DESCRIPTION

This program provides direction and leadership to the Department of Public Works through its five major divisions: Public Services, Field Operations, Program Development, Land Development and Solid Waste. The program includes clerical support to the Director and required supplies.

1988-89 BUDGET TO ACTUAL COMPARISON

The actual total expenditures for FY 1988-89 were 5% over budget. Salaries and Benefits were 4% ($6,418) over budget due to pay increases. Services and Supplies were 9% ($1,749) over budget due to services and supplies being more than anticipated.

1989-90 OBJECTIVES

The objectives are shown in the direct programs.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Director's Office (2.00 SY; E = $190,889; R= $190,889) Includes program leadership and direction for the Department. The Director leads a team of five Deputies who manage the five major Divisions within the Department.

   There is no Net General Fund Contribution in this activity.

PROGRAM REVENUE BY SOURCE

Source of Revenue *	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER REVENUE:				
Gas Tax	$50,000	$50,000	$55,000	$5,000
Fees & Services to Property Owners	75,000	75,000	75,000	0
Sub-Total	$125,000	$125,000	$130,000	$5,000
CHARGES FOR CURRENT SERVICE - INTERFUND:				
Other County Departments & Funds	$23,963	$22,796	$25,889	$3,093
Enterprise Funds	32,000	25,000	35,000	10,000
Sub-Total	$55,963	$47,796	$60,889	$13,093
Total	$180,963	$172,796	$190,889	$18,093

*No County match required for any revenue source.

EXPLANATION/COMMENTS ON PROGRAM REVENUES:

Costs of this program are offset by revenues allocated from the five direct service programs.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2113	Dir. Department of Public Works	1	1.00	1	1.00	$86,485	$94,660
2759	Administrative Secretary IV	1	1.00	1	1.00	23,648	23,330
	Total	2	2.00	2	2.00	$110,133	$117,990
Salary Adjustments:						$10,376	$12,679
Premium/Overtime Pay:						0	0
Employee Benefits:						33,510	35,902
Salary Savings:						(0)	(0)
	Total Adjustments					$43,886	$48,581
Program Totals		2	2.00	2	2.00	$154,019	$166,571

PROGRAM: General Fund Activities

DEPARTMENT: PUBLIC WORKS

PROGRAM #: 50000
MANAGER: Granville M. Bouman

ORGANIZATION #: 5850
REFERENCE: 1989-90 Proposed Budget - Pg. 24L

AUTHORITY: California Government Code, Sections 27551 and 25210, et. seq.; Streets and Highways Code, Section 10000, et. seq.; California Public Utility Code, Section 15501, et. seq.; San Diego County Administration Code, Section 455.2; San Diego County Code of Regulatory County Ordinances, Section 87.207.1; and board action taken on 02/26/89 (58) to create the "Ridesharing Program".

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Services & Supplies	976,354	1,022,424	1,051,734	1,143,717	2,418,351	111.4
Other Charges	0	149,530	0	0	0	0.0
Fixed Assets	11,774	43,130	12,581	14,700	106,200	622.4
TOTAL DIRECT COST	$988,128	$1,215,084	$1,064,315	$1,158,417	$2,524,551	117.9
PROGRAM REVENUE	$(260,775)	$(349,466)	$(362,479)	$(493,417)	$(2,275,737)	361.2
NET GENERAL FUND CONTRIBUTION	$727,353	$865,618	$701,836	$665,000	$248,814	(62.6)
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.0

PROGRAM DESCRIPTION

The General Fund Activities Program consists of all DPW General Fund Activities. These activities are not the responsibility of the Road Fund or other Special Funds. Some of these activities are fully revenue offset and others result in a Net General Fund Contribution. There are no staff in this program/fund, rather activities are performed by Road Fund staff with reimbursement from the DPW General Fund. The General Fund Activities Program is composed of the following:

Field Operations Support - There is one General Fund activity performed by Field Operations staff. This activity is Grading Ordinance Enforcement which provides investigation and enforcement of the County Grading Ordinance to cite violators and issue stop notices to developers/property owners who have failed to apply for the proper grading permits or who have exceeded the conditions within the permits. This activity is enforced in the 3,630 square mile unincorporated area of the County to provide erosion control and reduce potential liability for property damage. It is carried out by County staff in the Road Fund upon receipt of complaints from the public, notice from other land use regulatory agencies and from field investigation, permit inspection and surveillance.

Land Development Support - There are five major General Fund activities performed by Land Development staff. These activities are County-wide in scope for the benefit of county departments, developers and the general public. The first activity is Field Surveys which develops and maintains the County's horizontal and vertical control network and publishes the record elevation (benchmarks) and California State plane coordinate values (horizontal control) of all control points, provides the coordination and field work necessary to produce the 200 scale maps which are used by developers, the general public and all County Departments for project planning and design. The second activity is Base Map Maintenance which provides for map preparation, maintenance and update of eight different map systems as part of the County's Regional Base Map System. These maps are used by all County departments for special studies concerning land development for the Board of Supervisors, Planning Commission, other regulatory agencies and citizen's groups. The third activity is Cartographic Services which provides map information, documentation and sales of blueline, photo-reproduction, graphics and typesetting to all County departments and the public on a full-cost recovery basis. The fourth activity is the Regional Urban Information System (RUIS) input into the six-core modules now being designed and to maintain the horizontal and vertical control which provide the special accuracy of the automated computer mapping and geographic information, and for the Department-wide coordination for the planning and development of RUIS. The fifth activity is the ALERT Storm/Data System which provides for the replacement of mechanical rain and stream level gauges with radio reporting stations. These new stations report instantaneously to a dedicated computer to forecast flood and storm warnings and issue flood evacuation bulletins as part of the County's ALERT Storm/Data System operated under joint agreement with National Weather Service. These activities are carried out by County staff in the Road Fund.

Program Development Support - There is one major General Fund activity performed by Program Development staff that is County-wide in scope and for the benefit of the general public and the County. This activity is Transit which provides

Program Development Support - There is one major General Fund activity performed by Program Development staff that is County-wide in scope and for the benefit of the general public and the County. This activity is Transit which provides for administration and support for the County Employee Vanpool Program, SANDAG transit studies, and operation of transit centers. These activities are carried out by County staff in the Road Fund.

Public Services Support - There are two major General Fund activities performed by Public Services staff that are County-wide in scope and for the benefit of property owners and the general public. The first activity is County Service Area (CSA) Development which provides administration (no net cost) and support to groups who are interested in forming a Special District or CSA for extended services for fire protection, road maintenance, lighting, water, landscape maintenance, facilities planning or sewer construction. The second activity is Underground Utility District administration which provides for planning, formation and administration of various underground utility districts. This activity results in the expenditure of approximately $2 million/year by utility companies in the unincorporated area. These activities are carried out by County staff in the Road Fund.

1988-89 BUDGET TO ACTUAL COMPARISON

Total actual expenditures for FY 1988-89 were 8% ($94,102) under budget. For FY 1989-90 expenditures will increase 111% primarily in the areas of Land Development Support for RUIS and 200 scale mapping, and Program Development Support for transit center operations.

1989-90 OBJECTIVES

1. Complete investigations of 80% of all Grading Ordinance within four working days.
2. Complete field survey work on 80% of all requests for services within ten working days.
3. Complete initial investigations on 90% of all requests for special district formation within ten working days.
4. Initiate and implement new fees in order to reduce or eliminate Net General Fund Contribution.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Field Operations Support (0.00 SY; E = $144,494 ; R = $22,079) including enforcement of the County Grading Ordinance. This activity is:

   - Discretionary/Discretionary Service Level.
   - Offset 15% by revenue.
   - Increasing $33,154 in total expenditures and increasing $9,079 in total revenues.
   - Unchanged with respect to Road Fund SY equivalents.

   There is a Net General Fund Contribution of $122,415 in this activity, an increase of $24,075 from the $98,340 Net General Fund Contribution budgeted in FY 1988-89.

2. Land Development Support (0.00 SY; E = $1,265,933 ; R = $1,265,933) including Field Surveys, County Base Map Maintenance and preparation; maps and mapping services to all County Departments and the public; preparation of parcel map completion notices; replacement fixed assets for the ALERT Storm/Data System; and support for the development of RUIS. This activity is:

   - Mandated/Discretionary Service Level with respect to Field Surveys, Base Map Maintenance, Mandatory Support to the Public, and Support to Other Departments and Funds.
   - Discretionary/Discretionary Service Level with respect to ALERT Storm/Data System and support and development for RUIS.
   - The largest General Fund activity with respect to expenditures and revenue.
   - Offset 100% by revenue.
   - Increasing $698,651 in total expenditures and increasing $1,150,962 in total revenues from a proposed new developer fee.
   - Increasing 1.00 new Road Fund SY equivalent and 3.50 reassigned Road Fund SY equivalents for support to RUIS, Field Surveys and Base Map Maintenance.

   There is a Net General Fund Contribution of $0, a decrease of $452,311 from the $452,311 Net General Fund Contribution budgeted in FY 1988-89.

3. Program Development Support (0.00 SY; E = $967,511 ; R = $921,010) including operation and administration of the County Employee Vanpool Program, administration of the various bus contracts throughout the County, providing for transit studies, regional transportation analysis, and transit center operations. This activity is:

   - Discretionary/Discretionary Service Level.
   - Offset 95% with revenue.
   - Increasing $625,998 in total expenditures and increasing $617,343 in total revenues.
   - Increasing 0.95 reassigned Road Fund SY equivalents.

   There is a Net General Fund Contribution of $46,501, an increase of $8,655, from the $37,846 Net General Fund Contribution budgeted in FY 1988-89.

4. Public Services Support (0.00 SY; E = $146,613 ; R = $66,715) including formation and management of County Services Areas, Underground Utility Districts, and responding to citizens requests for information and assistance in forming special districts and service areas. This activity is:

   - Discretionary/Mandated Service Level.
   - Offset 45% by revenue.
   - Increasing $8,331 in total expenditures and increasing $4,936 in total revenues.
   - Decreasing 0.20 reassigned Road Fund SY equivalents.

   There is a net General Fund Contribution of $79,898, an increase of $3,395, from the $76,503 Net General Fund Contribution Budgeted in FY 1988-89.

PROGRAM: General Fund Activities **DEPARTMENT:** PUBLIC WORKS

PROGRAM REVENUE BY SOURCE

Source of Revenue *	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES - INTERFUND:				
Other County Departments & Funds	$47,392	$46,779	$51,715	$4,936
Sub-Total	$47,392	$46,779	$51,715	$4,936
OTHER REVENUE:				
Transportation Development Act (TDA)	$126,415	$266,867	$888,011	$621,144
Fees & Services to property owners	17,970	34,000	43,079	9,079
Services to Other Governments	15,018	22,971	10,000	(12,971)
Miscellaneous Revenues	155,684	122,800	1,282,932	1,160,132
Sub-Total	$315,087	$446,638	$2,224,022	$1,777,384
Total	$362,479	$493,417	$2,275,737	$1,782,320

*No County match required for any revenue source.

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:	$701,836	$665,000	$248,814	$(416,186)
Sub-Total	$701,836	$665,000	$248,814	$(416,186)
Total	$701,836	$665,000	$248,814	(416,186)

EXPLANATION/COMMENT ON PROGRAM REVENUES:

FY 1988-89 actual program revenues increased primarily due to TDA revenues which affect Transit Center Operation and Studies. For FY 1989-90, a proposed new developer fee will affect current Land Development General Fund costs.

PROGRAM: General Fund Activities **DEPARTMENT: PUBLIC WORKS**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$95,000
ALERT Storm/Data Radio Gauges	4	11,200
Total		$106,200

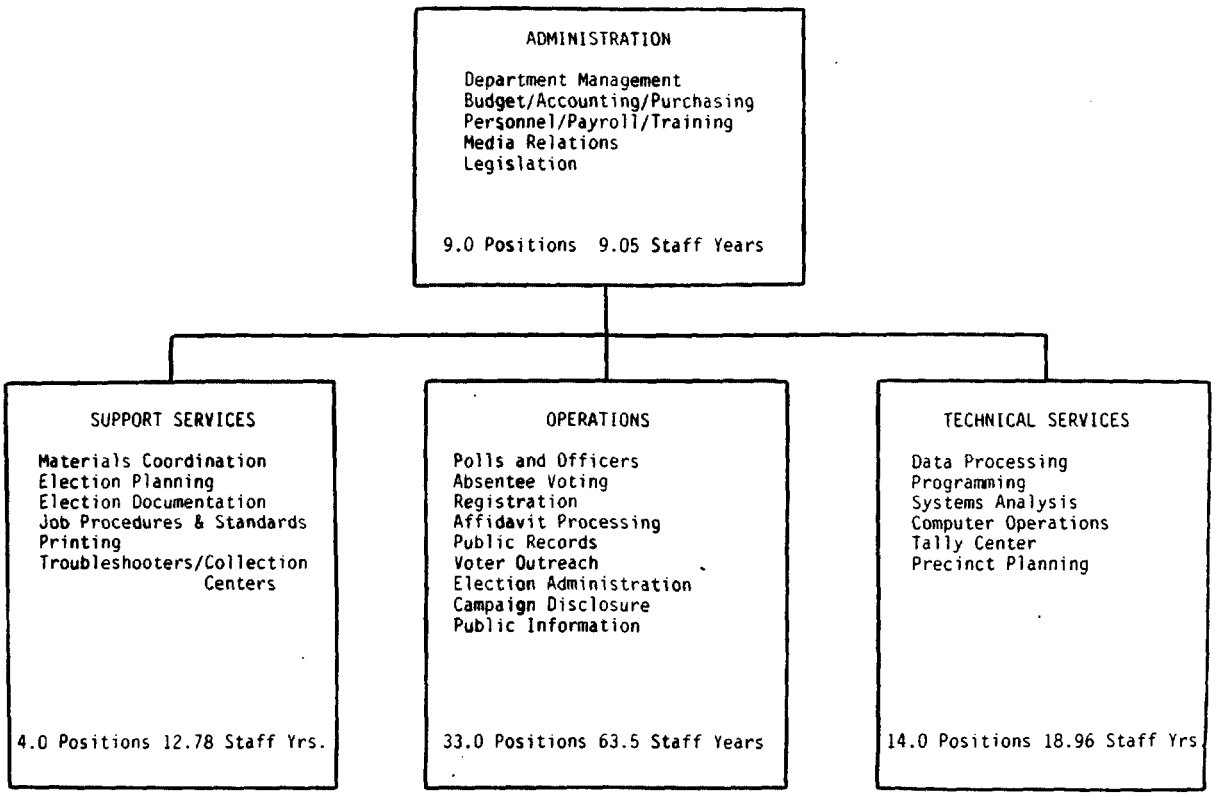
PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: FIELD OPERATIONS					
% OF RESOURCES: 6.0%					
WORKLOAD					
Grading Complaints Investigated	330	321	320	330	336
EFFECTIVENESS					
Average Response Time in Days	4.00	2.70	1.23	3.40	1.29
ACTIVITY B: LAND DEVELOPMENT					
% OF RESOURCES: 50.0%					
WORKLOAD					
Cartographic Map Changes Completed	4,415	10,043	9,572	10,000	10,200
Mapping and Graphic Requests Completed	14,665	15,472	14,359	14,000	16,000
RUIS Modules Placed Into Production	1	0	1	1	3
EFFICIENCY					
Cost/Base Map Change	$40	$22	$37	$35	$35
ACTIVITY C: PROGRAM DEVELOPMENT					
% OF RESOURCES: 38.0%					
WORKLOAD					
Transportation Studies Completed	8	6	1	8	8
EFFICIENCY					
Cost Per Transportation Study	$10,148	$15,000	$18,000	$15,000	$54,777
ACTIVITY D: PUBLIC SERVICES					
% OF RESOURCES: 6.0%					
WORKLOAD					
Assessment Districts in Progress	4	3	3	4	3
Formations in Process	31	19	19	30	25
Response to Citizen's Requests	240	235	240	160	250
EFFECTIVENESS					
Special Districts Formed/Terminated	4/13	2/1	1/0	4/3	5/5
Assessment Districts Formed/Terminated	0/1	0/0	0/0	2/0	3/0

REGISTRAR OF VOTERS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Registration	$827,508	$934,470	$1,116,645	$1,099,271	$1,199,750	$100,479	9.1
Elections	2,626,505	2,984,927	3,864,406	2,795,677	4,208,641	1,412,964	50.5
Department Overhead	218,826	236,831	245,960	250,065	273,056	22,991	9.2
TOTAL DIRECT COST	$3,672,839	$4,156,228	$5,227,011	$4,145,013	$5,681,447	$1,536,434	37.1
PROGRAM REVENUE	$(821,430)	$(2,399,265)	$(1,356,364)	$(827,000)	$(1,818,000)	$(991,000)	119.8
NET GENERAL FUND COST	$2,851,409	$1,756,963	$3,870,647	$3,318,013	$3,863,447	$545,434	16.4
STAFF YEARS	82.88	85.05	84.92	93.15	104.29	11	11.8

REGISTRAR OF VOTERS



PROGRAM: Registration

DEPARTMENT: REGISTRAR OF VOTERS

PROGRAM #: 04101

ORGANIZATION #: 4230

MANAGER: Ingrid Gonzales

REFERENCE: 1989-90 Proposed Budget - Pg. 250

AUTHORITY: The Registration Program is authorized by the U.S. Constitution, the California State Constitution, the California Election Code and other California Statutes.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$528,777	$673,656	$606,715	$725,111	$798,085	10.1
Services & Supplies	298,731	260,814	388,054	269,300	368,140	36.7
Other Charges	0	0	3,235	10,955	5,000	(54.4)
Fixed Assets	0	0	118,641	93,905	28,525	(69.6)
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$827,508	$934,470	$1,116,645	$1,099,271	$1,199,750	9.1
PROGRAM REVENUE	$(169,566)	$(58,273)	$(200,302)	$(157,000)	$(181,000)	15.3
NET GENERAL FUND CONTRIBUTION	$657,942	$876,197	$916,343	$942,271	$1,018,750	8.1
STAFF YEARS	18.65	27.20	23.78	36.85	37.14	0.8

PROGRAM DESCRIPTION

To provide all eligible citizens of San Diego County an ongoing opportunity to register to vote, and take part in the democratic process by citizen choice through elections.

The 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1.6% difference between the 1988-89 Budget and Actual is not significant.

1989-90 OBJECTIVES

Increase voter registration from 1,174,523 to 1,225,000 through voter outreach activities to reach eligible citizens.

1989-90 SUB PROGRAM ACTIVITIES

The year round registration program summarized below reflects stable costs in services and supplies. The increase in Salaries and Benefits is due to an anticipated increase in petition activity for candidates and issues. The activities of this program are summarized as follows:

1. Registration of Eligible Population and Community Development (3.4 SY; E = $109,832 ; R = $25,000) including distribution and receipt of affidavits, is:

   - o Mandated/Mandated Service Level.
   - o Offset 23% by program revenue.
   - o Able to distribute 384,000 and receive 96,000 new affidavits of registration.

2. Processing Affidavits (21.64 SY; E = $699,047 ; R = $135,000) 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:

   - o Mandated/Mandated Service Level.
   - o Offset 19% by program revenue.
   - o Able to process 48,000 new affidavits, contact non-voters after the November election and send cards to vacated addresses.

3. Signature Verification (8.5 SY; E = $274,579 ; R = $15,000) includes, verifying absentee ballot signatures and receiving and verifying petition signatures, is:

   - o Mandated/Mandated Service Level.
   - o Offset 5% by program revenue.
   - o Able to verify 167,000 absentee signatures; receive 1,300,000 petition signatures; and verify 200,000 petition signatures.

4. Public Record Activity (3.6 SY; E = $116,292 ; R = $6,000) including, providing registration and election telephone and counter information, and certified copies of registrations for citizenship proof, is:

   - o Mandated/Mandated Service Level.
   - o Offset 5% by program revenue.
   - o Able to respond to 140,000 public inquiries and provide 2,400 copies of affidavits for citizenship proof.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Candidate Signature Verification	$0	$15,000	$15,000	$0
Outreach and Community Development	21,618	20,500	25,000	4,500
Post Election Registration Verification	100,709	90,000	100,000	10,000
Recovered Postal Expenditures	72,650	25,000	35,000	10,000
Sale of Certified Copies of Affidavits of Registration	5,325	6,500	6,000	(500)
Sub-Total	$200,302	$157,000	$181,000	$24,000
Total	$200,302	$157,000	$181,000	$24,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT:				
General Fund Support	$916,343	$942,271	$1,018,750	$76,479
Sub-Total	$916,343	$942,271	$1,018,750	$76,479
Total	$916,343	$942,271	$1,018,750	$76,479

EXPLANATION/COMMENT ON PROGRAM REVENUES:

The increase in program revenue produced a lower amount of general fund support required for the Registration program. 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 **DEPARTMENT: REGISTRAR OF VOTERS**

FIXED ASSETS

Item	Quantity	Cost
Gigabyte Computer Disc Storage	1/2 of 1	$10,250
8 Megabyte Size Computer Memory	1/2 of 1	3,250
IAC/8 Computer Ports	1/2 of 2	3,125
Personal Computers	1/2 of 8	9,400
Wands to Read Barcodes	1/2 of 2	2,500
Total		**$28,525**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$**

NOTE: These computer-related fixed assets are divided equally between the Registration program and the Elections program.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Registration					
% OF RESOURCES: 100%					
WORKLOAD					
New Affidavits Processed	186,480	272,895	259,780	160,000	195,000
Voter File Changes/Cancellations	236,806	233,733	223,634	216,000	256,250
Petition & Absentee Signature Verifications	228,489	334,009	279,390	465,000	365,000
Standardized Data Base					
County Population	2,182,459	2,327,684	2,182,459	2,378,684	2,232,655
Population Eligible to Vote	1,588,830	1,467,597	1,481,457	1,499,597	1,625,373
Registered Voters	1,122,637	1,101,285	1,258,868	1,250,000	1,225,000
EFFICIENCY					
New Affidavits Processed & Voter File Changes/Cancellations	$1.19	$1.07	$1.45	$1.55	$1.55
Signature Verifications	.58	.72	.98	.55	.75
New Affidavits Processed & Voter File Change/Cancellations	16.0 SY	15.8 SY	21.6 SY	21.1 SY	21.6 SY
Signature Verifications	4.5 SY	7.0 SY	8.5 SY	9.3 SY	8.5 SY
SY/100,000 Registered Voters	2.47 SY	2.5 SY	1.88 SY	2.9 SY	3.0 SY
EFFECTIVENESS					
% of Eligible Voters Registered to Vote	70.7%	75.0%	84.9%	83.4%	75.4%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2163	Registrar of Voters	0.10	0.10	0.10	0.10	$6,024	$6,897
2233	Assistant Registrar of Voters	0.30	0.30	0.30	0.30	17,315	17,869
2302	Administrative Assistant III	0.10	0.10	0.10	0.10	3,911	4,052
2320	Personnel Aid	0.20	0.20	0.20	0.20	4,677	4,846
2337	Public Information Specialist	0.30	0.30	0.00	0.00	9,049	0
2425	Associate Accountant	0.10	0.10	0.10	0.10	2,907	3,196
2426	Assistant Systems Analyst	0.40	0.40	0.40	0.40	12,268	13,246
2427	Associate Systems Analyst	0.40	0.40	0.40	0.40	15,037	16,146
2494	Payroll Clerk	0.05	0.05	0.05	0.05	831	922
2525	Senior Systems Analyst	0.00	0.00	0.40	0.40	0	17,422
2650	Stock Clerk	0.35	0.35	0.35	0.35	5,072	6,269
2660	Storekeeper I	0.05	0.05	0.00	0.00	859	0
2700	Intermediate Clerk Typist	4.50	4.50	3.30	3.30	74,435	58,372
2730	Senior Clerk	4.05	4.05	3.60	3.60	81,827	75,257
2745	Supervising Clerk	1.60	1.60	1.20	1.20	35,038	29,648
2756	Administrative Secretary I	0.00	0.00	0.20	0.20	0	3,276
3020	Computer Operator	0.60	0.60	0.60	0.60	11,120	12,455
3021	Election Processing Supervisor	1.40	1.40	1.60	1.60	37,600	47,398
3030	Data Entry Operator	1.00	1.00	0.80	0.80	16,214	13,967
3035	Data Entry Supervisor	0.40	0.40	0.40	0.40	8,342	8,983
3050	Offset Equipment Operator	0.10	0.10	0.30	0.30	1,720	5,831
3072	Senior Computer Operator	0.30	0.30	0.40	0.40	6,500	9,821
3073	Senior Offset Operator	0.10	0.10	0.00	0.00	1,868	0
3100	Div. Chief, Election Operations	0.30	0.30	0.30	0.30	11,732	12,155
3101	Div. Chief, Technical Services	0.50	0.50	0.50	0.50	20,025	20,745
3102	Election Materials Coordinator	0.30	0.30	0.00	0.00	6,256	0
3103	Election Technician Coordinator	0.30	0.30	0.30	0.30	9,735	10,332
3104	Precinct Planning Technician I	1.00	1.00	1.00	1.00	16,093	18,452
3105	Precinct Planning Technician II	1.00	1.00	1.00	1.00	19,253	23,791
3106	Precinct Planning Technician III	0.75	0.75	0.50	0.50	21,674	15,576
3801	Drafting Technician II	0.75	0.75	0.50	0.50	19,184	13,786
3802	Drafting Technician I	0.75	0.75	0.50	0.50	15,165	11,442
9999	Non-Permanent	14.80	14.80	15.24	17.74	113,415	156,595
	Total	37	36.85	35	37.14	$605,146	$638,747
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						15,900	26,696
Employee Benefits:						143,440	150,136
Salary Savings:						(39,375)	(17,494)
	Total Adjustments					$119,965	$159,338
Program Totals		37	36.85	35	37.14	$725,111	$798,085

PROGRAM: Elections

DEPARTMENT: REGISTRAR OF VOTERS

PROGRAM #: 04102
MANAGER: Ingrid Gonzales

ORGANIZATION #: 4230
REFERENCE: 1989-90 Proposed Budget - Pg. 25F

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,152,763	$1,250,212	$1,365,513	$1,249,791	$1,481,230	18.5
Services & Supplies	1,473,742	1,689,347	2,429,687	1,461,920	2,689,886	84.0
Other Charges	0	18,459	11,245	38,086	9,000	(76.4)
Fixed Assets	0	26,909	57,961	45,880	28,525	(37.8)
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$2,626,505	$2,984,927	$3,864,406	$2,795,677	$4,208,641	50.5
PROGRAM REVENUE	$(651,864)	$(2,340,992)	$(1,156,062)	$(670,000)	$(1,637,000)	144.3
NET GENERAL FUND CONTRIBUTION	$1,974,641	$643,935	$2,708,344	$2,125,677	$2,571,641	21.0
STAFF YEARS	59.25	52.70	53.50	50.20	60.10	19.7

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 candidate's financial disclosures and economic interest statements.
4. Providing election information to the voter.
5. Providing absentee ballots to registered voters on request or as described.
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.

1988-89 BUDGET TO ACTUAL COMPARISON

The variance between 1988-89 budgeted amounts and 1988-89 estimated actual is a result of unanticipated work generated by the public's overwhelming support of the department's mail vote program. This additional workload will be offset by state claim revenue, with a favorable net effect for the County in this fiscal year.

1989-90 OBJECTIVES

Complete digitization and conversion of voter signature retrieval system in time to use for state and candidate petitions in late 1989 and 1990 and mail ballot signature verification in winter and spring elections.

1989-90 SUB PROGRAM ACTIVITIES

The Elections Program summarized below reflects increased costs over the current year due to three scheduled major elections and two special state assembly elections, rather than the one scheduled major election in FY 1988-89. The major election program activities are summarized as follows:

1. Information to Candidates and Campaign (13.1 SY; E = $477,589 ; R = $75,000) 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 16% by program revenue.
   - Able to update all boundary changes before the November filing period, access all qualified candidates measures to the ballot and maintain all campaign and candidate financial and disclosure materials.

2. Information to the Voter (11.8 SY; E = $1,280,128 ; R = $30,000) including printing and mailing sample and official ballots for the five elections and providing polls location and absentee voting information to the public is:

   - Mandated/Mandated Service Level.
   - Offset 2% by program revenue.
   - Able to have printed and mailed 2,500,000 sample ballots and 278,750 absentee ballots to the voters.

3. Conduct of Elections (35.2 SY; E = $2,450,924 ; R = $1,532,000) 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 63% by program revenue.
   - Able to supply and staff 2,950 polls locations; collect, process, and count 770,750 ballots; and canvass and certify the results of the election.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Election Services to Other Gov't. Agencies	$947,453	$475,000	$1,094,000	$619,000
Candidate Statements	38,252	40,000	55,000	15,000
Candidate Filing Fee	0	0	20,000	20,000
Non-Taxable Sales	10,000	10,000	10,000	0
Prior Year	0	0	0	0
Taxable Sales	33,670	15,000	20,000	5,000
Ballot Recount	90,567	0	0	0
Absentee Ballot Claim	0	120,000	423,000	303,000
Physically Handicapped Claim	13,634	10,000	15,000	5,000
Miscellaneous	22,486	0	0	0
				0
				0
				0
				0
Sub-Total	$1,156,062	$670,000	$1,637,000	$967,000
Total	$1,156,062	$670,000	$1,637,000	$967,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT:				
General Fund Support	$2,830,867	$2,125,677	$2,071,731	$(53,946)
Sub-Total	$2,830,867	$2,125,677	$2,071,731	$(53,946)
Total	$2,830,867	$2,125,677	$2,071,731	$(53,946)

EXPLANATION/COMMENT ON PROGRAM REVENUES:

There will be a major revenue increase in FY 1989-90 in the Elections Program due to two factors: the increase from one election to three elections; and the ability to recover full costs in the September and November elections.

FIXED ASSETS

Item	Quantity	Cost
Gigabyte Computer Disc Storage	1/2 of 1	$10,250
8 Megabyte Size Computer Memory	1/2 of 1	3,250
IAC/8 Computer Ports	1/2 of 2	3,125
Personal Computers	1/2 of 8	9,400
Wands to Read Barcodes	1/2 of 2	2,500
Total		$28,525

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

NOTE: These computer-related fixed assets are divided equally between the Registration program and the Elections program.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Elections 04102					
% OF RESOURCES: 100%					
WORKLOAD					
Number Major Elections	1	3	1	1	5
Ballots Counted	815,590	898,289	629,827	948,750	770,750
Sample Ballots Issued	2,456,063	2,463,486	1,220,544	2,012,500	2,205,000
Standardized Base Data					
Eligible Voter Population	1,588,830	1,467,597	1,481,457	1,499,597	1,625,373
Number Registered to Vote	1,122,637	1,101,285	1,258,868	1,250,000	1,225,000
EFFICIENCY					
Net County Cost Per Registered Voter	$1.76	$0.58	$2.25	$1.70	$1.69
Number of SY's Required Per 100,000 Registered Voters	5.28 SY	4.79 SY	4.25 SY	4.02 SY	4.91 SY
EFFECTIVENESS					
Voter Turn-Out (All Elections Combined - % of Registered Voters Voting	33.2%	36.5%	51.6%	75%	29.25%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2163	Registrar of Voters	0.40	0.40	0.40	0.40	$24,096	$27,586
2233	Assistant Registrar of Voters	0.30	0.30	0.30	0.30	17,315	17,869
2302	Administrative Assistant III	0.30	0.30	0.30	0.30	11,732	12,155
2320	Personnel Aid	0.30	0.30	0.30	0.30	7,016	7,268
2337	Public Information Specialist	0.50	0.50	0.00	0.00	15,081	0
2425	Associate Accountant	0.40	0.40	0.40	0.40	11,630	12,785
2426	Assistant Systems Analyst	0.60	0.60	0.60	0.60	18,402	19,869
2427	Associate Systems Analyst	0.60	0.60	0.60	0.60	22,556	24,218
2494	Payroll Clerk	0.75	0.75	0.75	0.75	12,469	13,824
2525	Senior Systems Analyst	0.00	0.00	0.60	0.60	0	26,132
2650	Stock Clerk	0.60	0.60	0.60	0.60	8,695	10,746
2660	Storekeeper I	0.45	0.45	0.00	0.00	7,732	0
2700	Intermediate Clerk Typist	7.10	7.10	6.60	6.60	117,441	116,743
2730	Senior Clerk	7.70	7.70	7.20	7.20	155,571	150,514
2745	Supervising Clerk	2.10	2.10	2.40	2.40	45,988	59,297
2756	Administrative Secretary I	0.00	0.00	0.30	0.30	0	4,914
3020	Computer Operator	1.40	1.40	1.40	1.40	25,946	29,061
3021	Election Processing Supervisor	2.30	2.30	2.40	2.40	61,772	71,098
3030	Data Entry Operator	1.00	1.00	1.20	1.20	16,214	20,950
3035	Data Entry Supervisor	0.50	0.50	0.60	0.60	10,428	13,475
3050	Offset Equipment Operator	0.85	0.85	0.70	0.70	14,617	13,607
3072	Senior Computer Operator	0.70	0.70	0.60	0.60	15,167	14,731
3073	Senior Offset Operator	0.85	0.85	0.00	0.00	15,875	0
3100	Div. Chief, Election Operations	0.70	0.70	0.70	0.70	27,374	28,363
3101	Div. Chief, Technical Services	0.50	0.50	0.50	0.50	20,025	20,745
3102	Election Material Coordinator	0.60	0.60	0.00	0.00	12,512	0
3103	Election Technician Coordinator	0.60	0.60	0.60	0.60	19,469	20,663
3104	Precinct Planning Technician I	1.00	1.00	1.00	1.00	16,093	18,452
3105	Precinct Planning Technician II	1.00	1.00	1.00	1.00	19,253	23,791
3106	Precinct Planning Technician III	0.25	0.25	0.50	0.50	7,225	15,576
3801	Drafting Technician II	0.25	0.25	0.50	0.50	6,395	13,786
3802	Drafting Technician I	0.25	0.25	0.50	0.50	5,055	11,442
9999	Non-Permanent	15.35	15.35	19.05	26.55	256,846	375,252
	Total	50	50.20	53	60.10	$1,025,990	$1,194,912
	Salary Adjustments:					$0	$0
	Premium/Overtime Pay:					37,100	62,289
	Employee Benefits:					238,896	260,134
	Salary Savings:					(52,195)	(36,105)
	Total Adjustments					$223,801	$286,318
	Program Totals	50	50.20	53	60.10	$1,249,791	$1,481,230

PROGRAM: Overhead

DEPARTMENT: REGISTRAR OF VOTERS

PROGRAM #: 92101
MANAGER: Judy Nelson

ORGANIZATION #: 4230
REFERENCE: 1989-1990 Proposed Budget - Pg. 25H

AUTHORITY: San Diego County Charter and County Administration Code provides for management services to direct programs, including the Registrar of Voters.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$197,263	$188,168	$213,958	$226,584	$257,556	13.7
Services & Supplies	21,563	48,663	32,002	21,290	15,500	(27.2)
Other Charges	0	0	647	2,191	0	(100.0)
Fixed Assets	0	0	0	0	0	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$218,826	$236,831	$246,607	$250,065	$273,056	9.2
PROGRAM REVENUE	$()	$()	$()	$()	$()	100.0
NET GENERAL FUND CONTRIBUTION	$218,826	$236,831	$246,607	$250,065	$273,056	9.2
STAFF YEARS	4.98	5.15	7.64	6.10	7.05	15.6

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.

1988-89 BUDGET TO ACTUAL COMPARISON

There is no significant difference between the 1988-89 budgeted amount and the 1988-89 actual amount in the Overhead program.

1989-90 OBJECTIVES

Train at least one staff member in each section in the use of the CEO spreadsheet program for keeping department statistics by March 1990.

Automate the election supplies and office supplies inventories by June 1990.

1989-90 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 this program are summarized as follows:

1. Administration and Management of the Department (1.90 SY; E = $73,590 ; R = $0) including interpretation of Election Code Compliance, departmental direction, and management is:

   - o Mandated/Discretionary Service Level for the interpretation and departmental direction and management.
   - o Not revenue offset.
   - o Able to provide direction, management, and Code interpretation to the department.

2. Support Service Activities (5.15 SY; E = $199,466 ; 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:

   - o Mandated/Discretionary Service Level in payroll, purchasing, accounting, budgeting and Election Code storage.
   - o Discretionary/Discretionary Service Level in training, facility maintenance coordination, receiving and storing supplies, contracting, legislative review and analysis, and media interaction.
   - o Not revenue offset.

STAFFING SCHEDULE

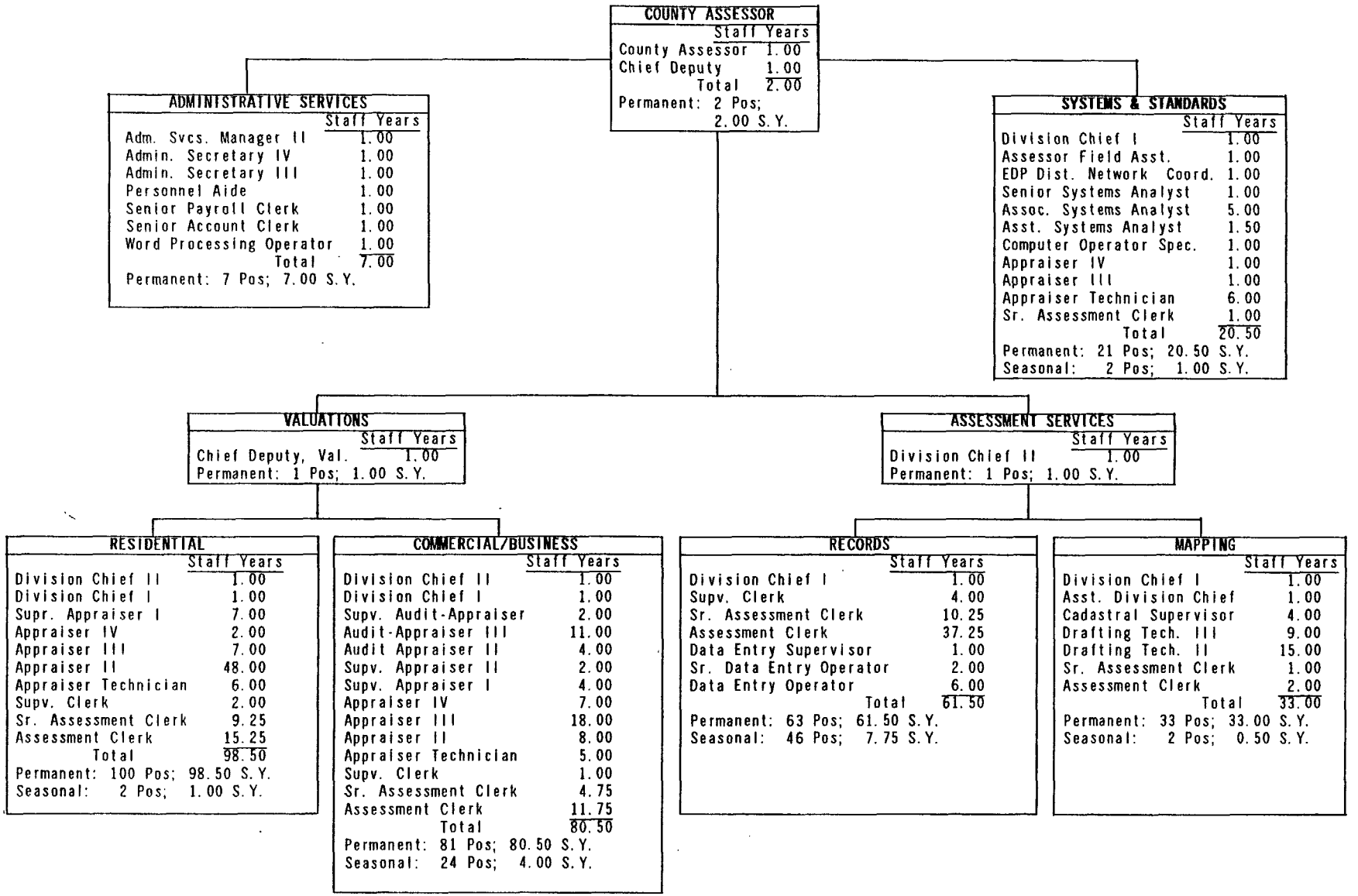
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2163	Registrar of Voters	0.50	0.50	0.50	0.50	$30,120	$34,482
2233	Assistant Registrar of Voters	0.40	0.40	0.40	0.40	23,086	23,825
2302	Administrative Assistant III	0.60	0.60	0.60	0.60	23,464	24,311
2320	Personnel Aid	0.50	0.50	0.50	0.50	11,693	12,114
2337	Public Information Specialist	0.20	0.20	0.00	0.00	6,032	0
2425	Associate Accountant	0.50	0.50	0.50	0.50	14,537	15,982
2494	Payroll Clerk	0.20	0.20	0.20	0.20	3,325	3,686
2650	Stock Clerk	0.05	0.05	0.05	0.05	725	895
2660	Storekeeper I	0.50	0.50	0.00	0.00	8,591	0
2700	Intermediate Clerk Typist	0.40	0.40	1.10	1.10	6,616	19,457
2730	Senior Clerk	0.25	0.25	1.20	1.20	5,051	25,085
2745	Supervising Clerk	0.30	0.30	0.40	0.40	6,570	9,883
2756	Administrative Secretary I	0.00	0.00	0.50	0.50	0	8,190
2758	Administrative Secretary III	1.00	1.00	1.00	1.00	26,056	26,998
3021	Election Processing Supervisor	0.30	0.30	0.00	0.00	8,057	0
3035	Data Entry Supervisor	0.10	0.10	0.00	0.00	2,086	0
3050	Offset Equipment Operator	0.05	0.05	0.00	0.00	860	0
3073	Senior Offset Operator	0.05	0.05	0.00	0.00	934	0
3102	Election Material Coordinator	0.10	0.10	0.00	0.00	2,085	0
3103	Election Technician Coordinator	0.10	0.10	0.10	0.10	3,245	3,444
	Total	6	6.05	7	7.00	$182,408	$207,457
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						50,153	54,430
Salary Savings:						(6,702)	(5,226)
	Total Adjustments					$43,451	$49,204
Program Totals		6	6.05	7	7.00	$225,859	$256,661

GENERAL GOVERNMENT

ASSESSOR

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Property Valuation	$6,025,597	$7,156,275	$7,455,961	$7,561,126	$8,457,063	$895,937	11.9
Property Identification	2,604,451	3,054,349	2,944,427	3,015,856	3,489,687	473,831	15.7
Department Administration	394,850	453,237	455,680	330,913	474,988	144,075	43.5
TOTAL DIRECT COST	$9,024,898	$10,663,861	$10,856,068	$10,907,895	$12,421,738	$1,513,843	13.9
PROGRAM REVENUE	$(733,254)	$(1,014,338)	$(1,228,510)	$(1,321,088)	$(1,408,088)	$(87,000)	6.6
NET GENERAL FUND COST	$8,291,644	$9,649,523	$9,627,558	$9,586,807	$11,013,650	$1,426,843	14.9
STAFF YEARS	258.27	302.34	306.74	311.00	319.25	8.25	2.7

ASSESSOR DEPARTMENT
1989-90 Final Budget



PROGRAM: Property Valuation **DEPARTMENT: ASSESSOR**

PROGRAM #: 07104 **ORGANIZATION #: 1150**
MANAGER: Robert W. Frazier **REFERENCE: 1989-90 Proposed budget - Pg. 26D**

AUTHORITY: This program was developed for the purpose of carrying out California Revenue and Taxation Code, Section 601 and California Constitution Article X111a. 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,654,073	$6,647,511	$6,992,788	$7,122,098	$7,998,529	12.3
Services & Supplies	278,826	379,100	358,422	439,028	323,965	(26.2)
Other Charges	19,802	0	3,824	0	0	0.0
Fixed Assets	72,896	129,664	100,927	0	134,569	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$6,025,597	$7,156,275	$7,455,961	$7,561,126	$8,457,063	11.8
PROGRAM REVENUE	$(442,706)	$(526,855)	$(635,402)	$(736,095)	$(779,595)	5.9
NET GENERAL FUND CONTRIBUTION	$5,582,891	$6,629,420	$6,820,559	$6,825,031	$7,677,468	12.5
STAFF YEARS	160.85	188.92	194.15	197.00	200.25	1.6

PROGRAM DESCRIPTION

In accordance with state law, the Property Valuation Program, through its Residential and Commercial/Business Property Divisions, annually determines an 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 taxpayer's 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals are less than 1988-89 budget as a result of: high clerical turnover and unexpected delays in filling vacancies due to insufficient number of eligible candidates; unanticipated retirements and resignations of senior staff whose positions were filled at the entry level; and a mid-year appropriation transfer to the Department of Information Services to support the Shared Property Tax System. Prior year carryover expenditures include $3,824 in other charges, $100,927 in fixed assets and $32,000 in services and supplies.

1989-90 OBJECTIVES

1. Finish the computerization of the property appraisal system by completing data conversion of property characteristics, sales data, and construction costs.

2. Computerize the appraisal process for boats and aircraft.

3. Streamline the real property correction process to insure more timely processing of all assessments.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Property Valuation: (200.25 SY; E = $8,457,063 ; R = $779,595) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible, along with the efforts of the Tax Collector and Auditor's Office, for generating over $1.10 million annually in property tax revenue for 282 local taxing jurisdictions.
   - Responsible, along with the efforts of the Tax Collector and Auditor's Office, for generating more than $316 million annually for the County which is our largest single source of discretionary revenue.
   - Responsible annually for determining and enrolling the market value of all real property upon a change in ownership and new construction. This will be more than 200,000 appraisals during 1989-90.
   - Responsible annually for determining and enrolling the market value of all personal property for businesses, boats and aircraft, and certain mobile homes. This will be more than 175,000 appraisals during 1989-90.
   - Responsible for providing property tax information and related services to the citizens of San Diego County. More than 215,000 public inquiries will be responded to by this program during 1989-90.
   - Adding 3.25 SY (net) to partially address the 26.3% increase in workloads and implement recently enacted mandated legislation (Proposition 58, 60, 90, 93).
   - Including one-time only costs of $134,569 for equipment replacement, and to expand the Assessor's computer system to address increased workloads, implement the Assessor's labor saving Computerized Appraisal Program, and participate in the nucleus of the County's Shared Property Tax System.

PROGRAM: Property Valuation **DEPARTMENT: ASSESSOR**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Witness Fees	$ 35	$ 200	$ 1,500	$ 1,300
Audit Fees from Other	0	1,300	0	(1,300)
Sale of Records	94,728	147,659	147,659	0
Supplemental Property Taxes (AB 2890)	538,336	586,936	586,936	0
Miscellaneous	2,303	0	43,500	43,500
Sub-Total	$635,402	$736,095	$779,595	$43,500
Total	$635,402	$736,095	$779,595	$43,500

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Net General contribution	$6,820,559	$6,825,031	$7,677,468	$852,437
Sub-Total	$6,820,559	$6,825,031	$7,677,468	$852,437
Total	$6,820,559	$6,825,031	$7,677,468	$852,437

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Revenue:

There are no significant revenue changes anticipated in this program except for $43,500 (FY 89-90) of allocated miscellaneous revenue from developing individual timeshare property tax assessments. FY 88-89 Actual Revenue related to Supplemental Property Taxes (AB 2890) is less than FY 88-89 Budget as a result of a one-time only mid-year transfer to the Department of Information Services to support the development of Shared Property Tax System.

General Fund Contributions:

The FY 88-89 department wide 1% reduction ($98,818) was originally illustrated in the Department Administration Program. FY 88-89 Actual Costs reflect Property Valuation's share of this reduction. For 1989-90, a prorata share of the reduction has been budgeted in the Property Valuation Program. There is no change in overall department costs as a result of this action.

PROGRAM: Property Valuation **DEPARTMENT: ASSESSOR**

FIXED ASSETS

Item	Quantity	Cost
Shared Computer Equipment (Terminals, CPU Upgrade, printers, etc.)	N/A	$79,119
Work Stations	7	1,652
Desks	3	1,398
Microfiche Reader/Printer	1	4,300
Copier (R)	5	47,200
Telephone Sequencer	1	900
Total		$134,569

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$-0-

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Property Valuation					
% OF RESOURCES: 100%					
WORKLOAD					
Reappraisals of Transferred Properties	96,600	91,006	104,826	97,000	120,000
New Construction Appraisals	56,600	58,557	69,663	58,000	82,000
Business Accounts	98,797	113,000	119,776	108,000	115,000
Assessment Appeals Cases	1,575	2,003	1,674	2,200	2,200
Business Audits	434	385	611	650	750
Boats/Aircraft Accounts on Assessment Roll	28,020	35,000	35,712	45,000	52,000
Leasing Accounts	17,137	21,811	26,100	25,000	29,000
Mobilehomes	4,836	6,370	8,570	6,500	8,500
Total Additional Assessed Value from Audits	$111,489,600	$175,000,000	$156,021,000	$150,000,000	$150,000,000

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0211	Chief Deputy Assessor	0	0.00	1	1.00	$ 0	$ 73,816
5533	Asst. Assessor Valuation	1	1.00	0	0.00	59,010	0
5514	Assessor Div. Chief II	2	2.00	2	2.00	107,324	111,194
5515*	Assessor Div. Chief I	2	2.50	2	2.50	121,685	126,070
2525*	Sr. Systems Analyst	0	0.50	0	0.50	23,177	23,664
2427*	Associate Systems Analyst	2	2.50	2	2.50	86,437	102,776
2487*	EDP Dist. Network Coord.	0	0.50	0	0.50	21,027	21,784
5529	Supv. Audit - Appraiser	2	2.00	2	2.00	78,246	93,468
5513	Supervising Appraiser II	2	2.00	2	2.00	87,532	96,248
5512	Supervising Appraiser	11	11.00	11	11.00	464,635	494,451
5516	Assessor's Field Asst.	1	1.00	1	1.00	37,487	40,395
5502	Appraiser IV	10	10.00	10	10.00	318,458	428,090
5526	Audit Appraiser III	11	11.00	11	11.00	415,712	424,786
5503	Appraiser III	26	26.00	26	26.00	936,538	1,006,846
5527	Audit Appraiser II	4	4.00	4	4.00	137,652	135,004
5504	Appraiser II	56	56.00	56	56.00	1,784,261	1,868,467
2426*	Asst. Systems Analyst	0	0.00	0	0.75	0	23,411
2530*	Systems Analyst Trainee	0	0.50	0	0.00	13,387	0
2745	Supervising Clerk	3	3.00	3	3.00	69,041	65,721
3018*	Computer Operator Specialist	0	0.00	0	0.50	0	11,794
3020*	Computer Operator	0	0.50	0	0.00	9,867	0
2508*	Sr. Assessment Clerk	11	11.50	15	14.50	222,206	327,118
2730*	Senior Clerk	2	2.00	0	0.00	40,924	0
5511	Appraiser Technician	13	13.00	17	17.00	252,478	392,925
2509	Assessment Clerk	25	25.00	28	27.00	418,470	511,644
2700	Intermediate Clerk	4	4.00	0	0.00	67,428	0
9999	Seasonal - Extra Help	27	5.50	27	5.50	47,400	65,970
	Total	215	197.00	220	200.25	$5,820,382	$6,445,642
	Salary Adjustments:					$4,800	$(6,365)
	Premium/Overtime Pay:					13,100	13,100
	Employee Benefits:					1,540,656	1,818,241
	Salary Savings:					(256,840)	(272,089)
	Total Adjustments					$1,301,716	$1,552,887
	Program Totals	215	197.00	220	200.25	$7,122,098	$7,998,529

* 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 | **DEPARTMENT: ASSESSOR**

PROGRAM #: 07106 | **ORGANIZATION #: 1150**
MANAGER: Karen E. Simmons | **REFERENCE: 1989-90 Proposed Budget - Pg. 26F**

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 of each property in the County.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,306,575	$2,644,762	$2,744,895	$2,847,744	$3,224,491	13.2
Services & Supplies	178,619	278,279	157,208	168,112	161,269	(4.1)
Other Charges	0	0	17,676	0	0	0.0
Fixed Assets	119,257	131,308	24,648	0	103,927	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$2,604,451	$3,054,349	$2,944,427	$3,015,856	$3,489,687	15.7
PROGRAM REVENUE	$(290,266)	$(464,471)	$(570,600)	$(561,002)	$(604,502)	7.8
NET GENERAL FUND CONTRIBUTION	$2,314,185	$2,589,878	$2,373,827	$2,454,854	$2,885,185	17.5
STAFF YEARS	90.12	104.60	104.07	105.00	110.00	4.8

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 840,000 annual property assessments must be illustrated on the Assessment Roll. Identification and location functions must be completed prior to our revenue-producing valuation process.

Description - The Property Identification Program, through the 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 processes 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 Agency Formation Commission (LAFCO).

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals are less than the 1988-89 budget as a result of: high clerical turnover and unexpected delays in filling vacancies due to insufficient number of eligible candidates; unanticipated retirements and resignations of senior staff whose positions were filled at the entry level; and a mid-year appropriation transfer to the Department of Information Services to support the Shared Property Tax System. Prior year carryover expenditures include $17,676 in other charges, $24,648 in fixed assets and $8,000 in services and supplies.

1989-90 OBJECTIVES

1. Implement the nucleus project (Phase II) of the County's multi-year Shared Property System.

2. Begin the design with he delayed Cadastral Mapping Module with the County's Regional Urban Information System.

3. Develop a linkage between computer assisted mapping and the County's new Shared Property Tax System data base to update data when the map is created.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Property Identification: (110.00 SY; E = $3,489,687 ; R = $604,502) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible, along with the efforts of the Tax Collector and Auditor's Office, for generating over $1.10 million annually in property tax revenue for 282 local taxing jurisdictions.
   - Responsible, along with the efforts of the Tax Collector and Auditor's Office, for generating more than $316 million annually for the County which is our largest single source of discretionary revenue.
   - Responsible for maintaining more than 24,000 assessor maps delineating over 780,000 parcels in San Diego County.
   - Responsible for providing property tax information and related services to the citizens of San Diego County. More than 235,000 public inquiries will be responded to by this program during 1989-90.
   - Adding 5.00 SY (net) to partially address the 26.3% increase in workloads and implement recent enacted mandated legislation (Proposition 58, 60, 90, 93).
   - Including one-time only costs of $103,927 for equipment replacement, and to expand the Assessor's computer system to address increased workloads, implement the Assessor's labor saving computerized appraisal program, and implement the nucleus of the County's Shared Property Tax System.

PROGRAM: Property Identification **DEPARTMENT: ASSESSOR**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER:				
Sales of Maps & Records	$153,742	$149,061	$149,061	$ 0
Supplemental Property Tax (AB 2890)	377,024	411,941	411,941	0
Miscellaneous	39,834	0	43,500	43,500
Sub-Total	$570,600	$561,002	$604,502	$43,500
Total	$570,600	$561,002	$604,502	$43,500

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Net General Fund Contribution	$2,373,827	$2,454,854	$2,885,185	$430,331
Sub-Total	$2,373,827	$2,454,854	$2,885,185	$430,331
Total	$2,373,827	$2,454,854	$2,885,185	$430,331

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Revenue:

There are no significant revenue changes anticipated in this program except for $43,000 (FY 89-90) of allocated miscellaneous revenue from developing individual timeshare property tax assessments. FY 88-89 Actual Revenue relates to Supplemental Property Taxes (AB 2890) is less than FY 88-89 Budget as a result of a one-time only mid-year transfer to the Department of Information Services to support the development of the Shared Property Tax System.

General Fund Contribution:

The FY 88-89 department wide 1% reduction ($98,818) was originally illustrated in the Department Administration Program. FY 88-89 Actual Costs reflect Property Identification's share of this reduction. For 1989-90, a prorata share of the reduction has been budgeted in the Property Identification Program. There is no change in overall department costs as a result of action.

PROGRAM: Property Identification **DEPARTMENT: ASSESSOR**

FIXED ASSETS

Item	Quantity	Cost
Programmable Calculator (R)	2	$1,170
Work Stations	8	1,888
Aperture Card Printer	1	17,549
Microfilm R/P w Cartridge Carrier (r)	1	15,200
Microfiche Viewer	2	1,000
Copier (R)	1	12,000
High Speed Letter Opener	1	729
Telephone Sequencer	1	900
Shared Computer Equipment (Terminals, CPU Upgrade, printers, etc.)	Lot, 41	47,491
CAD Network Hardware	1	6,000
Total		$103,927

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$-0-

PROGRAM: Property Identification **DEPARTMENT: ASSESSOR**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Property Identification					
% OF RESOURCES: 100%					
WORKLOAD					
Documents Processed	125,039	123,064	137,309	120,000	144,000
Exemptions	350,773	365,319	376,137	360,000	380,000
Property Segregations, New Subs and Condos	26,052	26,365	23,309	25,500	27,000
Changes in Ownership to MPR	149,332	162,571	197,077	150,000	170,000
Total Taxable Parcels	699,166	720,167	750,901	730,000	758,000
TRA Boundary LAFCO and Board Reports	527	138	249	320	300
Homeowners' Claims Processed by Board Action in lieu of routine processing	3,149	4,127	4,467	3,500	3,500
Property Boundary Research	19,935	22,628	23,758	21,000	25,000

PROGRAM: Property Identification **DEPARTMENT: ASSESSOR**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
5514	Assessor, Division Chief II	1	1.00	1	1.00	$53,662	$55,597
5515*	Assessor, Division Chief I	3	2.50	3	2.50	121,685	123,670
2525*	Sr. Systems Analyst	1	0.50	1	0.50	23,177	23,664
2427*	Associate Systems Analyst	3	2.50	3	2.50	86,439	102,776
2487*	EDP Dist. Network Coord.	1	0.50	1	0.50	21,028	21,785
3602	Asst. Div. Chief, Assessor	1	1.00	1	1.00	36,477	38,008
3820	Cadastral Supervisor	4	4.00	4	4.00	133,412	144,057
2426*	Asst. Systems Analyst	0	0.00	2	0.75	0	23,410
2530*	Systems Analyst Trainee	1	0.50	0	0.00	13,387	0
3800	Drafting Technician III	9	6.75	9	9.00	186,426	277,364
3801	Drafting Technician II	15	15.00	15	15.00	371,607	400,387
2745	Supervising Clerk	4	4.00	4	4.00	94,879	90,475
3018*	Computer Operator Specialist	0	0.00	1	0.50	0	11,793
3020*	Computer Operator	1	0.50	0	0.00	9,868	0
3035	Data Entry Supervisor	1	1.00	1	1.00	20,856	22,458
2508*	Sr. Assessment Clerk	13	12.50	13	11.75	245,251	257,554
3069	Sr. Data Entry Operator	2	2.00	2	2.00	37,376	40,254
2509	Assessment Clerk	36	36.00	40	39.25	619,551	748,915
3030	Data Entry Operator	6	6.00	6	6.00	103,019	111,243
9999	Seasonal - Extra Help	49	8.75	49	8.75	80,400	89,700
	Total	151	105.00	156	110.00	$2,258,500	$2,583,110
	Salary Adjustments:					$3,000	$3,269
	Premium/Overtime Pay:					32,000	32,000
	Employee Benefits:					625,511	701,978
	Salary Savings:					(71,267)	(95,866)
	Total Adjustments					$589,244	$641,381
	Program Totals	151	105.00	156	110.00	$2,847,744	$3,224,491

* 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: Department Administration

DEPARTMENT: ASSESSOR

PROGRAM #: 92101
MANAGER: Allen L. Bond

ORGANIZATION #: 1150
REFERENCE: 1989-90 Proposed Budget - Pg. 26H

AUTHORITY: This program was developed for the purpose of carrying out California Revenue and Taxation Code, Section 601 and California Construction 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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$363,303	$418,971	$428,846	$304,498	$447,073	46.8
Services & Supplies	30,547	32,547	26,834	26,415	26,415	0.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	1,000	1,719	0	0	1,500	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$394,850	$453,237	$455,680	$330,913	$474,988	43.5
PROGRAM REVENUE	$(282)	$(23,012)	$(22,508)	$(23,991)	$(23,991)	0.0
NET GENERAL FUND CONTRIBUTION	$394,568	$430,225	$433,172	$306,922	$450,997	46.9
STAFF YEARS	7.30	8.82	8.52	9.00	9.00	0.0

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 Sections.

The major functions and responsibility 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 Equalization's required certification of appraisal staff.
- Prepare Board letters and liaison with the Board of Supervisors, CAO, and other County Departments.
- Respond to constituent complaints and inquiries.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals are higher than 1988-89 budget as a result of the department wide 1% ($98,818) reduction being illustrated in the Department Administration Program. Actual costs were accrued in the Property Valuation and Property Identification Programs. There was no change in overall department costs as a result of this action. For 1989-90, this reduction has been allocated to the Property Valuation and Identification Programs.

1989-90 OBJECTIVES

1. Continue to conduct various operational surveys to identify areas of cost savings and/or cost avoidance.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Department Administration: (9.00 SY; E = $474,988; R = $23,991) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for ensuring 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.
   - Responsible for providing administrative management and support to the Property Valuation and Property Identification Programs.
   - Responsible for staff training and maintaining training records associated with the Stated Board of Equalization's required certification of appraisal staff.
   - Reallocating the 1988-89 department wide 1% reduction to the Property Valuation and Identification Programs.

PROGRAM: Department Administration **DEPARTMENT: ASSESSOR**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER:				
Supplemental Property Tax (AB 2890)	$22,508	$23,991	$23,991	$0
Sub-Total	$22,508	$23,991	$23,991	$0
Total	$22,508	$23,991	$23,991	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Net General Fund Contribution	$433,172	$306,922	$450,997	$144,075
Sub-Total	$433,172	$306,922	$450,997	$144,075
Total	$433,172	$306,922	$450,997	144,075

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Revenue:

There are no significant revenue changes anticipated in this program.

General Fund Contribution:

The FY 88-89 department wide 1% reduction ($98,818) was originally illustrated in the Department Administration Program. FY 88-89 Actual Costs were accrued in the Department Administration Property Valuation, and Property Identification Programs. For 1989-90, this reduction has been illustrated to the Property Valuation and Property Valuation and Property Identification Program. There is no change in overall department costs as a result of this action.

PROGRAM: Department Administration **DEPARTMENT: ASSESSOR**

FIXED ASSETS

Item	Quantity	Cost
Typewriter	3	$1,500
Total		$1,500

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$-0-

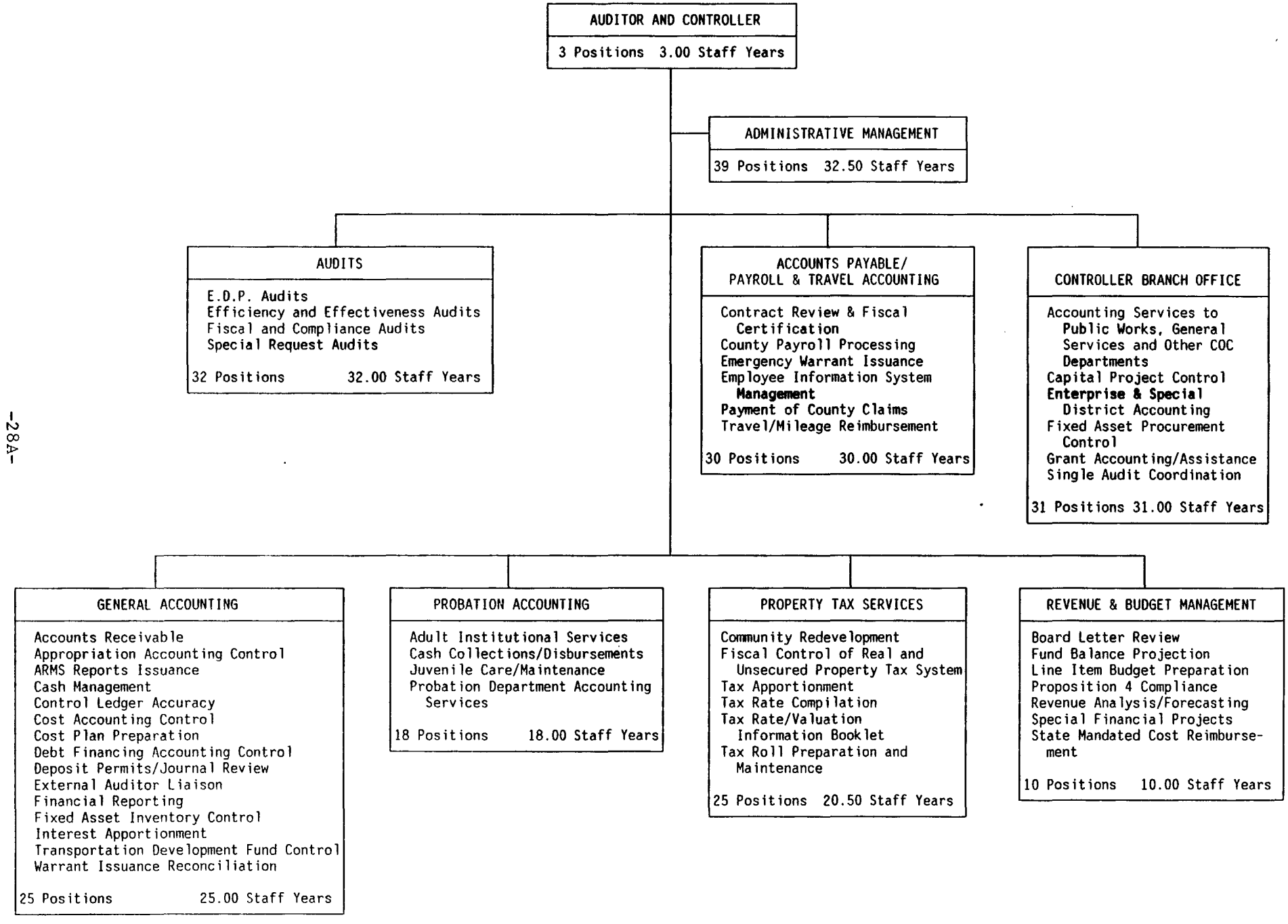
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0110	Assessor	1	1.00	1	1.00	$76,275	$82,534
0210	Chief Deputy Assessor	1	1.00	1	1.00	68,005	75,154
2369	Admin. Services Mgr. II	1	1.00	1	1.00	46,354	48,022
2759	Admin. Secretary IV	1	1.00	1	1.00	28,043	29,052
2758	Admin. Secretary III	1	1.00	1	1.00	22,224	26,998
2320	Personnel Aid	1	1.00	1	1.00	20,333	24,228
3009	Word Processor Operator	1	1.00	1	1.00	20,001	18,718
2511	Senior Payroll Clerk	1	1.00	1	1.00	17,330	22,644
2403	Accounting Technician	1	1.00	0	0.00	16,237	0
2510	Sr. Account Clerk	0	0.00	1	1.00	0	24,088
	Total	9	9.00	9	9.00	$314,802	$351,438
	Salary Adjustments:					$(90,978)	$(54)
	Premium/Overtime Pay:					0	0
	Employee Benefits:					80,674	95,689
	Salary Savings:					$0	$0
	Total Adjustments					$(10,304)	$95,635
	Program Totals	9	9.00	9	9.00	$304,498	$447,073

AUDITOR AND CONTROLLER

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Auditing	$1,137,165	$1,239,423	$1,264,097	$1,369,073	$1,502,764	$133,691	9.8
Fiscal Control	3,845,803	4,218,501	4,441,481	4,492,658	4,784,349	291,691	6.5
Department Overhead	1,253,437	1,261,946	1,292,477	1,297,574	1,335,629	38,055	2.9
TOTAL DIRECT COST	$6,236,405	$6,719,870	$6,998,055	$7,159,305	$7,622,742	$463,437	6.5
PROGRAM REVENUE	$(1,377,988)	$(1,648,488)	$(1,721,047)	$(1,409,861)	$(1,532,398)	$(122,537)	8.7
NET GENERAL FUND COST	$4,858,417	$5,071,382	$5,277,008	$5,749,444	$6,090,344	$340,900	5.9
STAFF YEARS	184.00	190.50	194.50	197.75	202.00	4.25	2.0

AUDITOR AND CONTROLLER



PROGRAM: Auditing

DEPARTMENT: AUDITOR AND CONTROLLER

PROGRAM #: 81802
MANAGER: Rod Calvao

ORGANIZATION #: 1050
REFERENCE: 1989-90 Proposed Budget - Pg- 27D

AUTHORITY: This program carries out Auditor responsibilities mandated in Government Code Sections 26883, 26900, 26909 and 26910 and County Charter Section 801.1

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,085,685	$1,220,378	$1,241,501	$1,346,532	$1,476,798	9.7
Services & Supplies	18,745	14,158	17,062	22,541	23,141	2.7
Other Charges	0	0	0	0	0	0.0
Fixed Assets	32,735	4,887	5,534	0	2,825	100.0
TOTAL DIRECT COST	$1,137,165	$1,239,423	$1,264,097	$1,369,073	$1,502,764	9.8
PROGRAM REVENUE	$(77,138)	$(85,617)	$(103,601)	$(101,373)	$(120,818)	19.2
NET GENERAL FUND CONTRIBUTION	$1,060,027	$1,153,806	$1,160,496	$1,267,700	$1,381,946	9.0
STAFF YEARS	28.25	30.00	30.00	31.00	32.00	3.2

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Auditing Program was within budget. An EDP Audit Specialist position and an Auditor and Controller Manager position were vacant for an extended period of time due to the inability to fill the EDP Audit position with a qualified candidate and the manager position was held vacant during the examination process. Other program positions were underfilled. A fixed asset appropriation transfer was approved by the Board of Supervisors from within departmental appropriation savings to acquire one computer workstation and related computer equipment. Savings were achieved in services and supplies which allowed the program net cost to remain unchanged as a result of the fixed asset purchase.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Audits (32.00 SY; SY; E = $1,502,764; ; R = $120,818) is:

   - Mandated/Discretionary Service Level.
   - Responsible for EDP Audits, Efficiency and Effectiveness Audits, Fiscal and Compliance Audits and Special Request Audits for the County's $1.5 billion budget and operations as well as public and private entities at the request of the Grand Jury and/or the Board of Supervisors or in conformance with contractual agreements.
   - Increased one staff year to audit financial applications in micro and minicomputers to insure similar checks and controls comparable to those required for applications running on the mainframe computer.
   - Increased for 1988-89 approved mid-year changes in negotiated labor contract agreements.

PROGRAM: Auditing **DEPARTMENT: AUDITOR AND CONTROLLER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Fees for Auditing Services	$26,985	$42,023	$57,313	$15,290
Interfund Charges	76,616	59,350	63,505	4,155
Sub-Total	$103,601	$101,373	$120,818	$19,445
Total	$103,601	$101,373	$120,818	$19,445

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,160,496	$1,267,700	$1,381,946	$114,246
Sub-Total	$1,160,496	$1,267,700	$1,381,946	$114,246
Total	$1,160,496	$1,267,700	$1,381,946	$114,246

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenues are estimated to increase in 1989-90 due to additional audits planned for other governmental agencies and a slight increase in interfund charges which are due to the labor costs related to approved 1988-89 mid-year labor contract agreements.

FIXED ASSETS

Item	Quantity	Cost
Desk	1	$600
PC Workstation	1	1,200
Computer Equipment	2	1,025
Total		$2,825

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

		1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Auditing						
% OF RESOURCES:	100%					
WORKLOAD						
Number of Audits Scheduled		109	115	115	117	125

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2498	Auditor and Controller Manager III	1	1.00	1	1.00	$53,662	$55,597
2496	Auditor and Controller Manager II	2	2.00	2	2.00	92,123	98,924
2507	EDP Audit Specialist II	2	2.00	2	2.00	100,033	97,736
2506	EDP Audit Specialist I	3	3.00	3	3.00	124,270	132,911
2501	Senior Auditor/Accountant	6	6.00	6	6.00	224,680	248,415
2425	Associate Accountant	16	16.00	17	17.00	483,466	540,039
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,784	17,393
	Total	31	31.00	32	32.00	$1,095,018	$1,191,015
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						18,900	45,100
Employee Benefits:						270,547	282,972
Salary Savings:						(37,933)	(42,289)
	Total Adjustments					$251,514	$285,783
Program Totals		31	31.00	32	32.00	$1,346,532	$1,476,798

PROGRAM: Fiscal Control

DEPARTMENT: AUDITOR AND CONTROLLER

PROGRAM #: 81801
MANAGER: Rod Calvao

ORGANIZATION #: 1050
REFERENCE: 1989-90 Proposed Budget - Pg-27F

AUTHORITY: This program carries out Auditor and Controller budgetary, financial and accounting responsibilities that are mandated in Government Code Sections 26882 and 29704, Revenue and Taxation Code Sections 2152 and 4701, and County Charter Sections 800 and 801.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$3,754,003	$4,099,064	$4,135,614	$4,359,458	$4,579,228	5.0
Services & Supplies	57,661	79,989	93,384	86,560	156,360	80.6
Other Charges	1,599	2,545	11,159	5,250	5,250	0.0
Fixed Assets	32,540	36,903	208,064	41,390	43,511	5.1
TOTAL DIRECT COST	$3,845,803	$4,218,501	$4,448,221	$4,492,658	$4,784,349	6.5
PROGRAM REVENUE	$(1,300,850)	$(1,562,871)	$(1,617,446)	$(1,308,488)	$(1,411,580)	7.9
NET GENERAL FUND CONTRIBUTION	$2,544,953	$2,655,630	$2,830,775	$3,184,170	$3,372,769	5.9
STAFF YEARS	120.25	127.50	131.25	131.25	134.50	2.5

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 15 years old.

2. The Accounts Payable System provides controls and payment generation for vendor payments of over $802 million annually. This system, implemented in 1977, is 12 years old.

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 to provide public information on the fiscal condition of the County and other agencies served. Specific operations performing these accounting and control functions include 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Fiscal Control Program expenditures were within budget, and revenues exceeded budget. Due to several extended leaves of absence and normal turnover taking place at critical peak workload periods, contract temporary help was used to provide services at a reduced cost in Salaries and Benefits but with an increased expense in Services and Supplies. All individual line items for 1988-89 actuals are at or under budget. An appearance of overexpenditure is given because approved appropriation transfers and prior year carryovers are not reflected in the 1988-89 Budget column. These include a $58,000 appropriation transfer from Salaries and Benefits to Services and Supplies for contract temporary help, a $6,500 Other Charge prior year carryover for a copy machine lease purchase and a $170,599 1987-88 Fixed Asset carryover for a property tax mail machine. Offsetting revenue for the mail machine is shown in the 1987-88 Actual revenue column. 1988-89 Actual revenues were higher than anticipated resulting from this department's providing more reimbursable services than expected to other governments.

1989-90 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. Maintain assurance of conformity to fiscal and reporting requirements as specified in the Trial Court Funding agreement.
7. Provide monthly property tax revenue allocations to all taxing agencies for them to use in their own cash management processes.
8. Utilize computer technology where possible to improve fiscal information for decision makers.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Revenue and Budget Management (10.00 SY; E = $396,844 ; R = $32,933) is:
   - Mandated/Discretionary Service Level.
   - Responsible for preparation of the County's statutorily mandated line-item budget, administration of Board of Supervisors' Policy B-29 and revenue management.
   - Increased 2.00 staff years and related resources for the newly mandated State program, Trial Court Funding, financial reporting of court operations and implementation of accounts for cost and revenue identification.
   - Increased for 1988-89 approved mid-year changes in negotiated labor contract agreements.
   - 8% offset by program revenues.

2. Property Tax Services (20.50 SY; E = $787,152 ; R = $247,692) is:
   - Mandated/Discretionary Service Level.
   - Responsible for preparation of property tax bills and apportionment of tax revenues.
   - Increased .75 staff years and related appropriations to fully fund a 1987-88 approved, partially funded position to do Shared Property System accounting.
   - Increased for 1988-89 approved mid-year changes in negotiated labor contract agreements.
   - 31% offset by program revenues.

3. Controller Branch Office (31.00 SY; E = $969,220 ; R = $700,767) is:

   - Mandated/Discretionary Service Level.
   - Responsible for accounting services to several County departments, special districts and enterprise funds.
   - Not changed except for increases for 1988-89 approved mid-year changes in negotiated labor contract agreements.
   - 72% offset by program revenues.

4. Probation Accounting (18.00 SY; E = $507,039 ; R = $0) is:

   - Mandated/Discretionary Service Level.
   - Responsible for accounting services for adult institutional services, juvenile care maintenance, cash collections and disbursements and Probation Department accounting.
   - Not changed except for increases for 1988-89 approved mid-year changes in negotiated labor contract agreements.

5. Other Fiscal Control Subactivities (55.00 SY; E = $2,124,094 ; R = $430,188) is:

   - Mandated/Discretionary Service Level.
   - Responsible for General Accounting, Payroll and Travel Accounting and Accounts Payable.
   - Increased by .50 staff year to fully fund a 1988-89 partially funded position for joint powers agreement accounting.
   - Increased for 1988-89 approved mid-year changes in negotiated labor contract agreements.
   - 20% offset by program revenue.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES AND FEES:				
Fees for Various Accounting Services	$796,915	$446,156	$495,747	$49,591
Interfund Charges	820,531	862,332	915,833	53,501
Sub-Total	$1,617,446	$1,308,488	$1,411,580	$103,092
Total	$1,617,446	$1,308,488	$1,411,580	$103,092

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND CONTRIBUTION:				
General Fund Contribution	$2,830,777	$3,184,170	$3,372,769	$188,599
Sub-Total	$2,830,777	$3,184,170	$3,372,769	$188,599
Total	$2,830,777	$3,184,170	$3,372,769	$188,599

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenues are estimated to increase in 1989-90 due to the first time budgeting of the 1988-89 Board of Supervisors' approved property tax collection and administration fee and normal variations in A-87 cost recovery.

FIXED ASSETS

Item	Quantity	Cost
Burster/Imprinter	1	$12,501
Desk	4	2,512
Puncher/Binder	1	400
Safe	1	600
Typewriters	5	2,750
PC Workstations	9	9,600
Computer Equipment	15	9,982
Printer	2	3,140
Mainframe CRT	2	2,026
Total		$43,511

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
% OF RESOURCES: 100%					
WORKLOAD					
Deposit Permits	18,519	19,873	20,465	18,650	22,000
Fixed Asset Property Numbers Processed	28,124	29,460	38,809	35,000	32,500
General Claims	167,452	181,953	170,989	170,000	180,000
Probation Account Transactions	205,864	285,604	287,792	264,100	323,983
Property Tax Services Transactions	1,654,738	1,764,060	1,859,702	1,766,687	1,879,200
Redevelopment Project Reports	28	36	36	34	38
Trial Court Funding Reports	0	0	8	0	18-30
Warrants Issued (County and School Districts)	2,866,549	3,017,747	3,211,168	3,050,000	3,300,000
Work Authorization Transactions	33,700	31,300	35,890	34,500	35,000

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2498	Auditor and Controller Manager III	2	2.00	2	2.00	$107,324	$111,194
2496	Auditor and Controller Manager II	4	4.00	4	4.00	185,668	201,712
2412	Analyst III	4	4.00	4	4.00	153,438	158,962
2525	Senior Systems Analyst	1	1.00	1	1.00	45,676	47,415
2335	Compensation/Systems Coordinator	2	2.00	2	2.00	81,813	85,547
2501	Senior Auditor/Accountant	11	10.25	14	14.00	402,321	464,336
2425	Associate Accountant	24	23.50	24	24.00	745,671	760,845
2403	Accounting Technician	18	18.00	19	19.00	407,140	439,306
2511	Senior Payroll Clerk	6	6.00	6	6.00	128,556	135,864
2510	Senior Account Clerk	24	24.00	23	23.00	470,072	472,595
2730	Senior Clerk	2	2.00	2	2.00	40,924	42,499
2494	Payroll Clerk	1	1.00	1	1.00	17,896	19,662
2760	Stenographer	1	1.00	1	1.00	19,236	20,006
2493	Intermediate Account Clerk	23	23.00	22	22.00	389,548	393,632
2700	Intermediate Clerk Typist	9	9.00	9	9.00	150,292	170,323
9999	Extra Help	5	.50	5	.50	12,600	12,600
	Total	137	131.25	139	134.50	$3,358,175	$3,536,498
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						3,150	3,150
Employee Benefits:						1,090,343	1,137,629
Salary Savings:						(92,210)	(98,048)
	Total Adjustments					$1,001,283	$1,042,731
Program Totals		137	131.25	139	134.50	$4,359,458	$4,579,229

PROGRAM: Department Overhead

DEPARTMENT: AUDITOR AND CONTROLLER

PROGRAM #: 92101
MANAGER: Rod Calvao

ORGANIZATION #: 1050
REFERENCE: 1989-90 Proposed Budget - Pg-27H

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,058,135	$1,068,615	$1,079,454	$1,119,666	$1,159,842	3.6
Services & Supplies	192,950	192,317	206,283	175,787	175,787	0.0
Other Charges	530	0	0	0	0	0.0
Fixed Assets	1,822	1,014	0	2,121	0	(100.0)
TOTAL DIRECT COST	$1,253,437	$1,261,946	$1,285,737	$1,297,574	$1,335,629	2.9
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	0.0
NET GENERAL FUND CONTRIBUTION	$1,253,437	$1,261,946	$1,285,737	$1,297,574	$1,335,629	2.9
STAFF YEARS	35.50	33.00	33.25	35.50	35.50	0.0

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 financial forms control and distribution, storeroom operations, and general administrative and clerical support.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Department Overhead Program was within budget. Salaries and Benefits for 1988-89 were under expended due to normal clerical turnover and underfilling positions. Services and Supplies 1988-89 actuals contains $31,541 in carried over prior year expenditures for which no corresponding appropriations are shown in the 1988-89 budgeted column, causing an overexpended appearance. Fixed Assets appropriations were transferred to the Auditing Program, therefore, no expenditure was incurred in this program for 1988-89.

1989-90 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 effect on local government finance.
3. Maintain or exceed current efforts in all Auditor and Controller programs.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration (35.50 SY; SY; E = $1,335,629; ; R = $0) is:
   - Mandated/Discretionary Service Level.
   - Responsible for department management, budgeting, personnel, payroll, clerical, and warrant control services.
   - No change in Salaries and Benefits except for increases due to 1988-89 approved mid-year changes in negotiated labor contract agreements.
   - Decreased by $2,121 in fixed assets.

PROGRAM: Department Overhead **DEPARTMENT: AUDITOR AND CONTROLLER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Not Applicable	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND CONTRIBUTION:				
General Fund Contribution	$1,285,737	$1,297,574	$1,335,629	$38,055
Sub-Total	$1,285,737	$1,297,574	$1,335,629	$38,055
Total	$1,285,737	$1,297,574	$1,335,629	$38,055

EXPLANATION/COMMENT ON PROGRAM REVENUES: There is no revenue associated with this program.

PERFORMANCE INDICATORS

		1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Administration						
% OF RESOURCES:	100%					
WORKLOAD						
Total Pieces Processed for Controlled Mailing		3,936,489	4,436,449	4,956,734	4,338,989	4,988,788

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2106	Auditor and Controller	1	1.00	1	1.00	$84,692	$92,595
2203	Assistant Auditor and Controller	1	1.00	1	1.00	70,847	80,454
2204	Deputy Auditor and Controller	1	1.00	1	1.00	63,058	69,316
2369	Administrative Services Manager II	1	1.00	1	1.00	46,354	48,022
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,670
2304	Administrative Assistant I	1	1.00	1	1.00	29,858	26,989
2725	Principal Clerk	1	1.00	1	1.00	26,916	28,450
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2759	Administrative Secretary IV	1	1.00	1	1.00	28,043	29,052
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,880	23,125
3009	Word Processing Operator	3	3.00	3	3.00	58,146	58,887
3069	Senior Data Entry Operator	1	1.00	1	1.00	18,688	20,127
3030	Data Entry Operator	4	4.00	4	4.00	69,320	74,644
2658	Storekeeper II	1	1.00	1	1.00	21,484	22,344
2730	Senior Clerk	3	3.00	3	3.00	61,386	64,869
2650	Stock Clerk	3	3.00	3	3.00	50,498	52,634
2430	Cashier	1	1.00	1	1.00	18,421	20,122
2761	Group Secretary	1	1.00	1	1.00	20,274	20,793
2700	Intermediate Clerk Typist	8	8.00	8	8.00	134,738	137,205
9999	Extra Help	4	.50	7	.50	3,150	3,150
	Total	39	35.50	42	35.50	$890,622	$938,566
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						7,875	7,875
Employee Benefits:						282,292	275,769
Salary Savings:						(61,123)	(62,368)
	Total Adjustments					$229,044	$221,276
Program Totals		39	35.50	42	35.50	$1,119,666	$1,159,842

BOARD OF SUPERVISORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
District #1	$321,467	$334,719	$366,869	$396,869	$412,033	$15,164	3.8
District #2	410,331	429,746	439,047	484,047	525,953	41,906	8.7
District #3	374,430	374,188	415,243	433,700	470,865	37,165	8.6
District #4	379,134	385,353	412,715	432,183	465,327	33,144	7.7
District #5	406,189	395,742	408,913	434,329	459,950	25,621	5.9
General Office	98,255	104,630	108,762	106,266	128,666	22,400	21.1
TOTAL DIRECT COST	$1,989,806	$2,024,378	$2,151,549	$2,287,394	$2,462,794	$175,400	7.7
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	$0	100.0
NET GENERAL FUND COST	$1,989,806	$2,024,378	$2,151,549	$2,287,394	$2,462,794	$175,400	7.7
STAFF YEARS	49.86	42.28	44.70	52.25	52.25	0	0.0

PROGRAM: Legislative, District 1

DEPARTMENT: BOARD OF SUPERVISORS

PROGRAM #: 80101
MANAGER: Supervisor Brian Bilbray

ORGANIZATION #: 0010
REFERENCE: 1989-90 Proposed Budget - Pg. 28C

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$305,815	$321,050	$341,330	$385,699	$384,483	(0.3)
Services & Supplies	13,707	9,273	18,064	11,170	15,000	34.3
Fixed Assets	1,945	4,396	5,844	0	12,550	100.0
Operating Transfers	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
TOTAL DIRECT COST	$321,467	$334,719	$365,238	$396,869	$412,033	3.8
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$321,467	$334,719	$365,238	$396,869	$412,033	3.8
STAFF YEARS	8.08	6.71	6.35	8.75	8.75	0.0

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 effort 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.

FIXED ASSETS

Item	Quantity	Cost
Computer	2	$ 6,000
Printer	1	2,000
Desk	1	950
Credenza	1	600
Office Furniture	Lot	1,000
FAX	1	2,000
Total		$12,550

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PROGRAM: Legislative, District 1 **DEPARTMENT: BOARD OF SUPERVISORS**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0100	County Supervisor	1	1.00	1	1.00	$61,956	$65,419
0372	Confidential Investigator I	3	1.75	6	1.75	35,354	43,356
0373	Confidential Investigator II	6	6.00	6	6.00	175,083	203,813
9999	Temporary Extra Help	1	0.00	2	0.00	0	0
	Total	11	8.75	15	8.75	$272,393	$312,588
Salary Adjustments:						$61,658	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						51,648	71,895
Salary Savings:						(0)	(0)
	Total Adjustments					$113,306	$71,895
Program Totals		11	8.75	15	8.75	$385,699	$384,483

PROGRAM: Legislative, District 2 | **DEPARTMENT: BOARD OF SUPERVISORS**

PROGRAM #: 80101 | **ORGANIZATION #: 0020**
MANAGER: Supervisor George F. Bailey | **REFERENCE: 1989-90 Proposed Budget - Pg. 28E**

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$394,076	$413,404	$466,175	$472,992	$508,953	7.6
Services & Supplies	11,055	12,521	15,843	11,055	12,000	8.5
Fixed Assets	5,200	3,821	12,253	0	5,000	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
TOTAL DIRECT COST	$410,331	$429,746	$494,271	$484,047	$525,953	8.7
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$410,331	$429,746	$494,271	$484,047	$525,953	8.7
STAFF YEARS	10.67	8.98	9.47	10.00	10.00	0.0

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 area in widely divergent communities such as Lakeside, Ramona, Alpine, Pine Valley, Campo, Tecate, Jamul, Julian, Spring Valley, Case de Oro, Mt. Helix, Boulevard and Jacumba.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual expenditures for 1988-89 are greater than the 1988-89 budgeted amount due to funds ($11,992) encumbered in previous fiscal years, but paid during 1988-89.

FIXED ASSETS

Item	Quantity	Cost
Computer	Lot	$2,600
FAX	2	2,400
Total		$5,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0100	County Supervisor	1	1.00	1	1.00	$61,956	$65,419
0372	Confidential Investigator I	3	3.00	0	0.00	54,827	0
0373	Confidential Investigator II	6	6.00	12	9.00	203,705	341,743
9999	Temporary Extra Help	1	0.00	1	0.00	0	0
	Total	11	10.00	14	10.00	$320,488	$407,162
Salary Adjustments:						$72,166	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						80,338	101,791
Salary Savings:						(0)	(0)
	Total Adjustments					$152,504	$101,791
Program Totals		11	10.00	14	10.00	$472,992	$508,953

PROGRAM: Legislative, District 3

DEPARTMENT: BOARD OF SUPERVISORS

PROGRAM #: 80101
MANAGER: Supervisor Susan Golding

ORGANIZATION #: 0030
REFERENCE: 1989-90 Proposed Budget - Pg. 28G

AUTHORITY: California Constitution Article II, Section 4, Government Code Section 25000 - 26490; County Charter Section 500 & 501.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$334,754	$341,799	$376,845	$423,700	$454,990	7.4
Services & Supplies	17,212	29,334	24,717	10,000	15,875	58.8
Other Charges	0	0	640	0	0	100.0
Fixed Assets	22,464	3,055	14,445	0	0	100.0
Vehicle/Comm. Equip.						100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$374,430	$374,188	$416,647	$433,700	$470,865	8.6
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$374,430	$374,188	$416,647	$433,700	$470,865	8.6
STAFF YEARS	9.80	8.17	8.91	10.50	10.50	0.0

PROGRAM DESCRIPTION

Supervisor Susan Golding represents more than 400,000 residents of the San Diego County's Third District on the Board of Supervisors. This 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 Chairman of the Board of Supervisors.

Since taking office in January of 1985, Supervisors 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 (ADPT), and the Southern California Regional Association of County Supervisors. Supervisor Golding also chairs the Earthquake Preparedness Committee.

For the 1989-90 fiscal year, Supervisor Golding establishes the following goals:

1. To work closely with 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 ensuring 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 permitting 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.

PROGRAM DESCRIPTION (Continued)

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

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0100	County Supervisor	1	1.00	1	1.00	$61,956	$65,419
0372	Confidential Investigator I	3	3.00	0	0.00	62,872	0
0373	Confidential Investigator II	6	6.00	12	9.00	149,809	308,446
9999	Temporary Extra Help	1	0.50	1	0.50	499	500
	Total	11	10.50	14	10.50	$275,136	$374,365
Salary Adjustments:						$94,802	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						53,762	80,625
Salary Savings:						(0)	(0)
	Total Adjustments					$148,564	$80,625
Program Totals		11	10.50	14	10.50	$423,700	$454,990

PROGRAM: Legislative, District 4

DEPARTMENT: BOARD OF SUPERVISORS

PROGRAM #: 80101
MANAGER: Supervisor Leon L. Williams

ORGANIZATION #: 0040
REFERENCE: 1989-90 Proposed Budget Pg. 28I

AUTHORITY: California Constitution Article ii, Section 4; Government Code Section 25000 - 24690; County Charter Sections 500 & 501.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$339,501	$362,716	$394,602	$417,183	$450,327	7.9
Services & Supplies	24,270	15,029	13,252	15,000	15,000	0.0
Other Charges	15,363	0	0	0	0	100.0
Fixed Assets	0	7,608	6,115	0	0	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$379,134	$385,353	$413,969	$432,183	$465,327	7.7
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$379,134	$385,353	$413,969	$432,183	$465,327	7.7
STAFF YEARS	9.43	7.08	7.80	10.00	10.00	0.0

PROGRAM DESCRIPTION

Supervisor Williams was elected to represent the Fourth Supervisorial District for a second four-year term in 1986.

Included among the many significant accomplishments and efforts Supervisor Williams has lead while representing the Fourth Supervisorial District and the citizens of San Diego County are:

- The 1988 voter approved Regional Planning and Growth Control Measure, which established a framework for regional cooperation in managing growth.
- Establishment of the Regional Growth and Planning Review Task Force.
- Establishment of the Regional Urban Information System, a computerized data base developed cooperatively by the City of San Diego and the County for easy retrieval of building and land-related information.
- Establishment of the County's Human Relations Commission.
- Formation of the County Commission on Children and Youth.
- Successful State legislation to install a Freeway Call Box System on San Diego County's highways.
- Fighting for increased funding and resources to address various health related issues, including pre-natal and perinatal care, AIDS, and indigent health care.

Supervisor Williams represents the County on regional, state and national organizations, including the Metropolitan Transit Development Board--Regional Task Force on the Homeless--City/County Reinvestment Task Force--Service Authority for Freeway Emergencies--PIC/RETC Policy Board--National Association of Counties--County Supervisors Association of California--and the Southern California Hazardous Waste Management Authority.

The Fourth Supervisorial District encompasses a major portion of the city of San Diego and many of its communities, including Linda Vista--Serra Mesa--Mid-City--Hillcrest--Southeast--North Park--Golden Hills--and Old Town. Supervisor Williams has assisted numerous community efforts directed towards improving the quality of life of the communities' residents, including multi-cultural and street fairs, graffiti removal, infrastructure improvements, parades, job fairs, fund raisers, and other community grass roots efforts.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0100	County Supervisor	1	1.00	1	1.00	$61,956	$65,419
0372	Confidential Investigator I	3	3.00	0	0.00	44,307	0
0373	Confidential Investigator II	5	5.00	12	9.00	211,991	309,782
9999	Temporary Extra Help	1	1.00	1	1.00	499	500
	Total	10	10.00	14	11.00	$318,753	$375,701
Salary Adjustments:						$38,341	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						60,089	74,626
Salary Savings:						(0)	(0)
	Total Adjustments					$98,430	$74,626
Program Totals		10	10.00	14	11.00	$417,183	$450,327

PROGRAM: Legislative, District 5

DEPARTMENT: BOARD OF SUPERVISORS

PROGRAM #: 80101
MANAGER: Supervisor John MacDonald

ORGANIZATION #: 0050
REFERENCE: 1989-90 Proposed Budget - Pg. 28J

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$339,295	$354,182	$400,580	$423,329	$448,345	5.9
Services & Supplies	29,138	11,293	5,890	11,000	11,605	5.5
Other Charges	0	0	0	0	0	100.0
Fixed Assets	37,756	30,267	0	0	0	100.0
Vehicle/Comm. Equip.						100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$406,189	$395,742	$406,470	$434,329	$459,950	5.9
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$406,189	$395,742	$406,470	$434,329	$459,950	5.9
STAFF YEARS	8.88	8.31	9.10	10.00	10.00	0.0

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

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0100	County Supervisor	1	1.00	1	1.00	$61,956	$65,419
0372	Confidential Investigator I	4	4.00	6	4.00	80,677	98,787
0373	Confidential Investigator II	5	5.00	6	5.00	158,760	205,319
9999	Extra Help	3	0.00	3	0.00	0	0
	Total	10	10.00	16	10.00	$301,393	$369,525
Salary Adjustments:						$63,763	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						58,173	78,820
Salary Savings:						(0)	(0)
	Total Adjustments					$121,936	$78,820
Program Totals		10	10.00	16	10.00	$423,329	$448,345

PROGRAM: Legislative, General Office

DEPARTMENT: BOARD OF SUPERVISORS

PROGRAM #: 80101

ORGANIZATION #: 0060

MANAGER: Vice Chair/Clerk of the Board

REFERENCE: 1989-90 Proposed Budget - Pg. 28K

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000-26490; County Charter Section 500 & 501.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$74,883	$86,874	$87,370	$89,636	$91,636	2.2
Services & Supplies	12,242	16,820	22,489	15,630	24,130	54.4
Other Charges	0	0	0	0	0	100.0
Fixed Assets	11,130	936	770	1,000	12,900	1,190.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$98,255	$104,630	$110,629	$106,266	$128,666	21.1
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$98,255	$104,630	$110,629	$106,266	$128,666	21.1
STAFF YEARS	3.00	3.03	3.07	3.00	3.00	0.0

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.

FIXED ASSETS

Item	Quantity	Cost
Facsimile	1	$ 2,000
Copier	1	10,500
Dishwasher	1	400
Total		$12,900

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PROGRAM: Legislative, General Office DEPARTMENT: BOARD OF SUPERVISORS

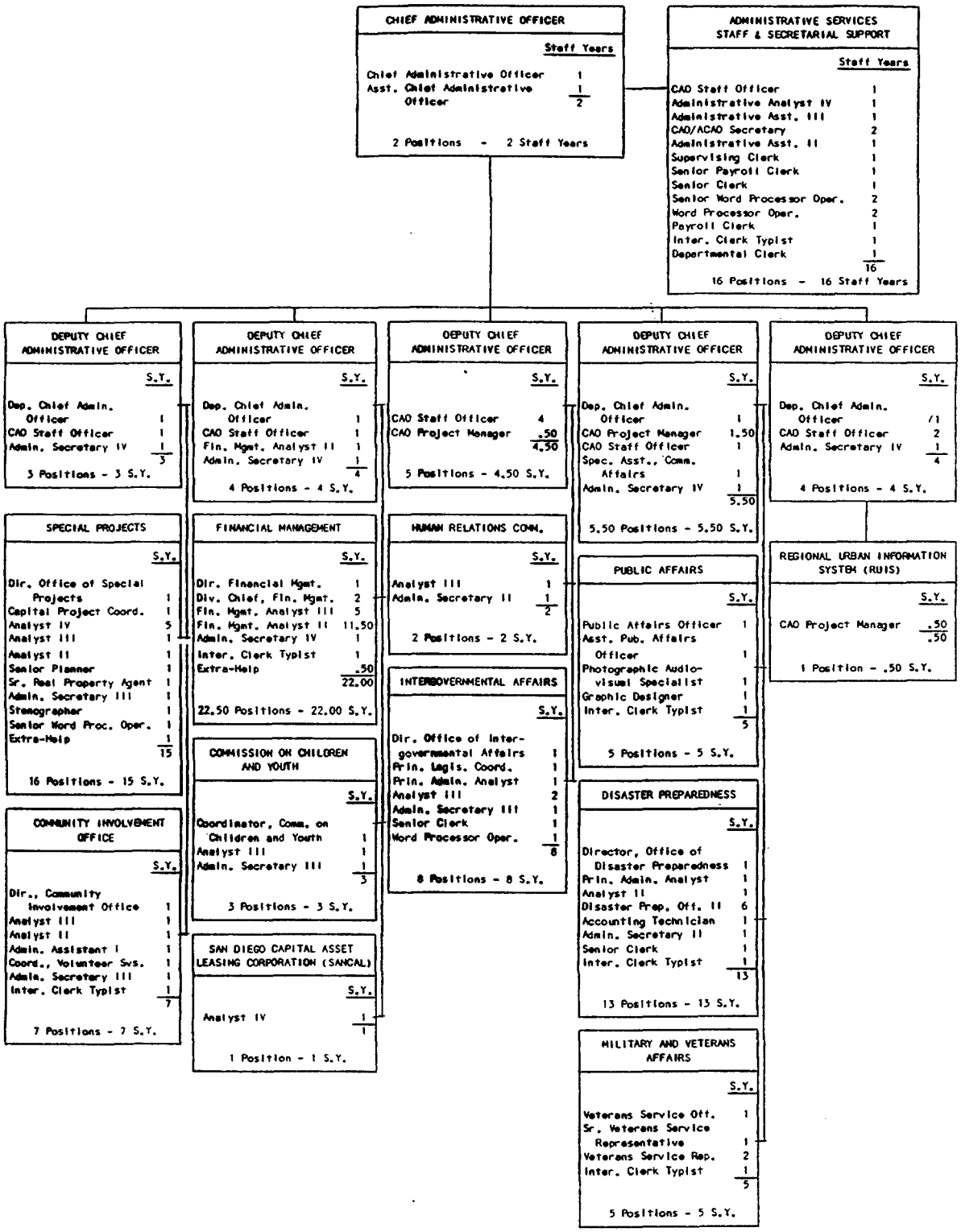
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0372	Confidential Investigator I	2	1.00	2	1.00	$21,591	$22,969
0373	Confidential Investigator II	1	1.00	1	1.00	26,100	35,026
2730	Senior Clerk	1	1.00	1	1.00	17,858	18,876
	Total	4	3.00	4	3.00	$65,549	$76,871
Salary Adjustments:						$6,149	$(6,159)
Premium/Overtime Pay:						0	0
Employee Benefits:						17,938	20,924
Salary Savings:						(0)	(0)
	Total Adjustments					$24,087	$14,765
Program Totals		4	3.00	4	3.00	$89,636	$91,636

CHIEF ADMINISTRATIVE OFFICE

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Central County Administration	$5,117,944	$5,301,501	$5,424,754	$5,516,178	$6,172,714	$656,536	11.9
CAO Special Projects	1,427,784	2,261,018	1,189,868	1,139,832	1,188,821	48,989	4.3
Disaster Preparedness	459,086	435,671	571,277	569,550	614,789	45,239	7.9
Memberships, Audits & Other Charges	329,307	332,380	269,343	329,237	339,863	10,626	3.2
Regional Urban Information System (RUIS)	0	157,092	317,763	463,600	511,460	47,860	10.3
TOTAL DIRECT COST	$7,334,121	$8,487,662	$7,773,005	$8,018,397	$8,827,647	$809,250	10.1
PROGRAM REVENUE	$(1,220,534)	$(1,248,200)	$(1,288,340)	$(903,552)	$(998,650)	$95,098	10.5
NET GENERAL FUND COST	$6,113,587	$7,239,462	$6,484,665	$7,114,845	$7,828,997	$714,152	10.0
STAFF YEARS	124.14	113.78	111.76	116.50	120.50	4	3.4

CHIEF ADMINISTRATIVE OFFICER



PROGRAM: Central County Administration | **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

PROGRAM #: 80103 | **ORGANIZATION #: 0200**
MANAGER: Norman W. Hickey | **REFERENCE: 1988-89 Final Budget - Pg. D52**

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 Sections 125, 125.1 and 125.2 establish and specify the functions of the Office of Intergovernmental Affairs and the Office of Public Affairs. The Veteran's Service Office was authorized by the Board of Supervisors on December 16, 1986 (59).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$4,050,247	$4,432,606	$4,613,969	$4,596,905	$5,119,321	11.4
Services & Supplies	1,050,216	814,469	789,402	873,273	1,001,393	14.7
Other Charges	0	0	0	0	0	100.0
Fixed Assets	17,481	54,426	21,383	46,000	52,000	13.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$5,117,944	$5,301,501	$5,424,754	$5,516,178	$6,172,714	11.9
PROGRAM REVENUE	$(270,487)	$(622,360)	$(290,543)	$(284,028)	$(253,437)	(10.8)
NET GENERAL FUND CONTRIBUTION	$4,847,457	$4,679,141	$5,134,211	$5,232,150	$5,919,277	13.1
STAFF YEARS	96.16	85.47	86.48	88.50	92.00	4.0

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 Officer provides immediate supervision for special projects, that do not fall within existing County departments.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1989-90 Actuals reflect significant variances from budget as follows:

Salaries and Benefits - Salaries and Benefits were exceeded by $17,064 due to an unanticipated Executive Compensation cost of $42,000.

Services and Supplies - Savings were realized in the amount of $83,871 due to reduced travel and professional/specialized services, and in-house printing vs. Central Duplicating services.

Fixed Assets - Fixed Assets were underexpended by $24,612 because funds were encumbered for computer equipment and will actually be receipted in FY 1989-90.

1989-90 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 providing central management for implementation of the Adopted Budget.

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 Information Services.

7. Secure enactment of the 1989 Board of Supervisors' Legislative Program.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Executive Office (35.5 SY; E = $2,561,293 ; R = $58,446) 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 and overseeing special projects. This activity is:

   - Discretionary/Discretionary Service Level (DDSL).
   - Increasing 3.50 SY for child care services coordination/redesign and homeless/migrant housing issues.
   - Offset 2% by revenue.
   - Providing staff support to the Human Relations Commission, the Commission on Children and Youth , and the San Diego Capital Asset Leasing Corporation (SANCAL).
   - Using an Administrative Council forum to resolve major budgetary and service issues facing County government.

2. Office of Financial Management (22.50 SY; E = $1,362,164 ; R = $72,791) including developing and administering the County's annual program budget and exercising fiscal oversight of County programs and expenditures. This activity is:

   - Discretionary/Discretionary Service Level (DDSL).
   - Remaining at FY 1988-89 Staffing level.
   - Offset 5% by revenue.
   - Able to produce and present the County's $1.4 billion budget.
   - Conducting management reviews of major problems and issues in County departments.
   - Developing and administering the Capital Improvement Program budget.

7. Administrative Services (9.00 SY; E = $438,290 ; R = $0) including support personnel is:

   - Discretionary/Discretionary Service Level (DDSL).
   - Remaining at FY 1988-89 staffing level.
   - Providing payroll, personnel, fiscal and purchasing support for 260 employees of the Equal Opportunity Office, Department of Human Resources and the CAO.
   - Responsible for the coordination and development of the Chief Administrative Officer's budget.
   - Providing centralized word processing to all CAO activities.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Road Fund	$83,362	$83,362	$72,749	$(10,613)
Air Pollution Control District	12,739	12,739	11,661	(1,078)
Airport Enterprise Fund	2,082	2,082	2,338	256
Liquid Waste	12,611	12,611	10,385	(2,226)
Solid Waste	6,297	6,297	6,857	560
Library Fund	24,737	24,737	23,692	(1,045)
Sub-Total	$141,828	$141,828	$127,682	$(14,146)
OTHER REVENUE:				
Recovery Cost - SB813	$5,000	$20,000	$3,555	$(16,445)
SANCAL Recovered Expenditure	9,134	0	0	0
Recovered Expenditures	72	0	0	0
Prior Year Revenue	6	0	0	0
Other Miscellaneous	18	0	0	0
Sub-Total	$14,230	$20,000	$3,555	$(16,445)
OTHER FINANCING SOURCES:				
Operating Transfer from CATV	$102,200	$102,200	$102,200	$0
Sub-Total	$102,200	$102,200	$102,200	$0
AID FROM OTHER GOV'T. AGENCIES:				
State Aid for Veterans Affairs	$32,285	$20,000	$20,000	$0
Sub-Total	$32,285	$20,000	$20,000	$0
Total	$290,543	$284,028	$253,437	$(30,591)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$5,134,211	$5,232,150	$5,919,277	$687,127
Sub-total	$5,134,211	$5,232,150	$5,919,277	$687,127
Total	$5,134,211	$5,232,150	$5,919,277	$687,127

EXPLANATION/COMMENT ON PROGRAM REVENUES

PROGRAM: Central County Administration **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

FIXED ASSETS

Item	Quantity	Cost
Computer, Micro	Lot	$14,713
P Cox Board	1	600
Computer, Micro	1	2,637
Laser Printer	3	4,950
Conference Table	1	900
Office Equipment	Lot	25,000
Art Spray Booth	1	1,000
Facsimilie Machine	1	2,200
Total		$52,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Executive and Administrative Services							
2109	Chief Administrative Officer	1	1.00	1	1.00	$ 113,318	$ 127,296
2206	Assist. Chief Admin. Officer	1	1.00	1	1.00	96,381	104,790
2104	Deputy Chief Admin. Officer	4	4.00	4	4.00	391,876	402,600
0347	CAO Project Manager	2	2.00	2	1.50	128,100	104,236
0341	Special Asst. Community Affairs	1	1.00	1	1.00	55,356	65,437
0348	CAO Staff Officer	9	9.00	10	10.00	382,780	531,993
2414	Analyst IV	1	1.00	2	2.00	45,269	90,907
2323	CAO Staff Assistant III	1	1.00	0	0.00	41,049	0
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
2303	Administrative Assistant II	1	1.00	1	1.00	29,881	27,904
2755	CAO/ACAO Secretary	2	2.00	2	2.00	58,884	61,862
2759	Administrative Secretary IV	4	4.00	4	4.00	112,172	115,093
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
3008	Sr. Word Processor Operator	2	2.00	2	2.00	43,760	43,292
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
2730	Senior Clerk	1	1.00	1	1.00	19,897	21,623
3009	Word Processor Operator	2	2.00	2	2.00	36,035	37,482
2494	Payroll Clerk	1	1.00	1	1.00	16,237	16,819
2700	Intermediate Clerk Typist	0	0.00	1	1.00	0	15,736
2709	Departmental Clerk	1	1.00	1	1.00	12,484	13,604
9999	Extra Help	0	0.00	1	1.00	0	0
Sub-Total		37	37.00	40	39.50	$1,667,774	$1,868,954
Office of Intergovernmental Affairs							
2276	Director, Office of Inter-governmental & Public Affairs	1	1.00	1	1.00	$ 66,190	$ 68,355
0349	Public Affairs Officer	1	1.00	0	0.00	60,508	0
2309	Principal Legislative Coordinator	1	1.00	1	1.00	46,354	48,022
2367	Principal Administrative Analyst	0	0.00	1	1.00	0	41,498
2414	Analyst IV	1	1.00	0	0.00	43,515	0
2413	Analyst III	2	2.00	2	2.00	76,357	85,136
2354	Assistant Public Affairs Officer	1	1.00	0	0.00	38,521	0
2357	Photographic Audio Visual Spec.	1	1.00	0	0.00	31,866	0
3816	Graphic Designer	1	1.00	0	0.00	31,866	0
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	25,445
3009	Word Processor Operator	1	1.00	1	1.00	19,303	21,416
2730	Senior Clerk	1	1.00	1	1.00	18,850	20,912
2700	Intermediate Clerk Typist	1	1.00	0	0.00	16,689	0
Sub-Total		13	13.00	8	8.00	$ 476,075	$ 310,784
Office of Public Affairs							
0349	Public Affairs Officer	0	0.00	1	1.00	0	$ 60,798
2354	Assist. Public Affairs Officer	0	0.00	1	1.00	0	37,649
2357	Photographic Audio Visual Spec.	0	0.00	1	1.00	0	30,336
3816	Graphic Designer	0	0.00	1	1.00	0	30,336
2700	Intermediate Clerk Typist	0	0.00	1	1.00	0	15,736
Sub-Total		0	0.00	5	5.00	0	$ 174,855
Human Relations Commission							
2413	Analyst III	1	1.00	1	1.00	$ 39,106	$ 40,518
2757	Administrative Secretary II	1	1.00	1	1.00	19,672	20,086
Sub-Total		2	2.00	2	2.00	$ 58,778	$ 60,604

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Commission on Children and Youth							
0350	Coord. Commission on Children and Youth	1	1.00	1	1.00	$ 44,143	$ 41,576
2413	Analyst III	0	0.00	1	1.00	0	36,755
2758	Administrative Secretary III	1	1.00	1	1.00	22,728	19,449
Sub-Total		2	2.00	3	3.00	$ 66,871	$ 97,780
Office of Financial Management							
2161	Director, Financial Management	1	1.00	1	1.00	$ 75,586	$ 76,763
0359	Division Chief, Financial Mgmt.	2	2.00	2	2.00	95,004	111,082
2393	Financial Management Analyst III	5	5.00	5	5.00	226,660	243,806
2392	Financial Management Analyst II	12	12.00	12	12.00	481,080	545,888
2759	Administrative Secretary IV	1	1.00	1	1.00	28,043	29,052
2700	Intermediate Clerk Typist	1	1.00	1	1.00	17,330	18,661
9999	Extra Help	1	0.50	1	0.50	11,000	11,000
Sub-Total		23	22.50	23	22.50	$ 934,703	$1,036,252
Military and Veterans Affairs							
0351	Veteran Service Officer	1	1.00	1	1.00	$ 50,194	$ 52,316
2342	Senior Veteran Services Rep.	1	1.00	1	1.00	27,700	32,232
2353	Veterans Services Representative	2	2.00	2	2.00	51,868	56,421
2700	Intermediate Clerk Typist	1	1.00	1	1.00	17,330	18,661
Sub-Total		5	5.00	5	5.00	$ 147,092	$ 159,630
Community Involvement Office							
2325	Director, Community Involvement	1	1.00	1	1.00	$ 46,354	$ 48,022
2413	Analyst III	1	1.00	1	1.00	39,106	40,518
2412	Analyst II	1	1.00	1	1.00	35,433	36,708
2304	Administrative Assistant I	1	1.00	1	1.00	26,141	26,989
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
6344	Coordinator, Volunteer Services	1	1.00	1	1.00	23,158	25,002
2700	Intermediate Clerk Typist	1	1.00	1	1.00	17,203	18,661
Sub-Total		7	7.00	7	7.00	$ 213,451	$ 222,898
	Total	89	88.50	93	92.00	$3,564,744	$3,931,757
Salary Adjustments:						152,550	188,339
Premium/Overtime Pay:						0	0
Employee Benefits:						974,376	1,099,460
Salary Savings:						(94,765)	(100,235)
	Total Adjustments					$1,032,161	$1,187,564
Program Totals		89	88.50	93	92.00	$4,596,905	$5,119,321

PROGRAM: Office of Special Projects | **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

PROGRAM #: 87131 | **ORGANIZATION #: 0200**
MANAGER: Rich Robinson | **REFERENCE: 1988-89 Final Budget - Pg. D60**

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) established the CAC Parking Lot Ad Hoc Committee. 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. The Criminal Justice Unit was established by Board action on June 25, 1984 (7), and continued with the Office of Special Projects by the Chief Administrative Officer in mid-1986.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$987,544	$859,531	$655,948	$737,977	$780,074	5.7
Services & Supplies	439,347	400,749	533,920	401,855	408,747	1.7
Other Charges	316	1,000,738	0	0	0	100.0
Fixed Assets	577	0	0	0	0	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$1,427,784	$2,261,018	$1,189,868	$1,139,832	$1,188,821	4.3
PROGRAM REVENUE	$(616,253)	$(313,095)	$(634,557)	$(264,930)	$(319,714)	20.7
NET GENERAL FUND CONTRIBUTION	$811,531	$1,947,923	$555,311	$874,902	$869,107	(0.7)
STAFF YEARS	16.75	16.73	12.55	15.00	15.00	0.0

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.

The Office of Special Projects provides timely support to County management in its efforts to assist the Board of Supervisors in establishing applicable policies, implementing projects and programs which are highly visible, and undertaking studies/analyses of complex and sensitive issues. A major objective is to manage efforts to expand the County's detention facilities in order to address immediate and future needs. Court space planning and the overall administration and coordination of detention projects is representative of the Office's focus on major County program needs. Another function is to analyze and coordinate the development of solutions to significant water supply and conservation management issues facing the County. 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 Projects works toward developing new sources of discretionary revenue from the creative management of County properties.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $50,036. The Salaries & Benefits actuals are lower than budgeted due to an unfilled position, a leave of absence, and work furloughs by staff. The 1988-89 Services & Supplies actuals are higher than budgeted due to mid-year Board appropriations to fund the County Administration Center Office Expansion and Downtown Courthouse/Jail Facility studies. Revenue is higher than budgeted due to reimbursement from the City/County Water Reuse Grant for prior year costs.

1989-90 OBJECTIVES

1. Provide staff support to (a) the San Diego County Regional Justice Facility Financing Agency in developing adequate financing for justice facility construction and operations; (b) to the Criminal Justice Council in the review and development of the Criminal Justice Systems Policies; and (c) to the CAO for criminal justice issues.

2. Provide administrative oversight for the planning for the East Mesa and Central Detention Complex projects.

3. Finalize the Master Plan for Justice Facilities, and complete facility master plans for all major County courthouses.

4. Review and analyze the feasibility of using split session/night court.

5. Select a consultant and begin preparation of a Master Plan for Edgemoor Property Development.

6. Execute a lease with the State of California for a 400-bed return to custody facility at East Mesa.

7. Continue various unincorporated revitalization efforts including completion of the redevelopment feasibility study in Spring Valley; implementation of a Revitalization Action Plan in Lakeside; completion of a Revitalization Plan in Fallbrook; and assistance to the Main Street Manager in developing a Downtown Plan in Ramona.

8. Secure bond financing for public improvements to implement the Gillespie Field Redevelopment Plan.

9. Review cities' proposed redevelopment projects and conduct negotiations to mitigate the fiscal impact of municipal redevelopment activities on the County.

10. Provide staff support to Board representatives on the County Water Authority and Southern California Water Committee, and provide support for implementation of the County's water management work program.

11. Finalize the financial and urban design components of the downtown portion of the Kearny Mesa/Downtown Property Feasibility Study.

12. Obtain Board approval of a phased development process on the County Operations Center and Ruffin Road Annex properties.

13. In cooperation with the Department of Planning and Land Use and Public Works, complete a Specific Plan for the Upper San Diego River Redevelopment Project, and obtain a Federal Section 404 Corps of Engineers permit.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Office of Special Projects (15.00 SY; E = $1,188,821 ; R = $319,714) including support personnel is:

   - Discretionary/Discretionary Service Level (DDSL).

   - Responsible for managing acquisition and development of new detention facilities, economic development, redevelopment, revitalization, and water activities. These include the Jail Emergency Building Program, Sale and Lease, Cedar Street/CAC Expansion, 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 County Water Authority and Southern California Water Committee.

PROGRAM: Office of Special Projects **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Fines, Forefeitures & Penalties	$141,280	$141,280	$141,280	$0
Sub-Total	$141,280	$141,280	$141,280	$0
GRANTS:				
Redevelopment Agency	$62,165	$30,000	$30,000	$0
State Grants - Other	28,171	0	0	0
Federal-Other Environmental Protection	243,633	0	0	0
Federal-Other Federal Grants	19,203	0	0	0
Sub-Total	$353,172	$30,000	$30,000	$0
CHARGES:				
Capital Outlay Fund	$16,000	$16,000	$0	$(16,000)
Sub-Total	$16,000	$16,000	$0	$(16,000)
REVENUE:				
Prior Year - Other	$20	$0	$0	$0
Recorded Expenditure	334	0	0	0
Other Miscellaneous	95,930	0	0	0
Sub-Total	$96,284	$0	$0	$0
OTHER:				
Financing Sources Edgemoor Fund	$27,821	$77,650	$148,434	$70,784
Sub-Total	$27,821	$77,650	$148,434	$70,784
Total	$634,557	$264,930	$319,714	$54,784

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPOT COSTS:				
General Fund Support Costs	$ 555,311	$ 874,902	$ 869,107	$(5,795)
Sub-Total	$ 555,311	$ 874,902	$ 869,107	$(5,795)
Total	$ 555,311	$ 874,902	$ 869,107	$(5,795)

EXPLANATION/COMMENT ON PROGRAM REVENUES

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2136	Director, Office of Special Projects	0	0.00	1	1.00	$ 0	$ 79,184
0347	CAO Project Manager	1	1.00	0	0.00	77,046	0
2347	Capital Project Coordinator	1	1.00	1	1.00	46,354	48,022
5570	Senior Real Property Agent	1	1.00	1	1.00	39,696	42,786
3550	Senior Planner	2	2.00	1	1.00	81,573	41,723
2414	Analyst IV	2	2.00	5	5.00	90,538	209,027
2413	Analyst III	3	3.00	1	1.00	130,545	39,859
2412	Analyst II	1	1.00	1	1.00	34,072	36,711
2758	Admin. Secretary III	1	1.00	1	1.00	26,056	26,998
3008	Senior Word Processor Operator	1	1.00	1	1.00	21,880	23,125
2760	Stenographer	1	1.00	1	1.00	16,478	20,635
9999	Temporary Extra Help	2	1.00	2	1.00	10,568	10,568
	Total	16	15.00	16	15.00	$574,806	$578,638

Salary Adjustments:	$10,808	$41,660
Premium/Overtime Pay:	0	0
Employee Benefits:	167,417	175,112
Salary Savings:	(15,054)	(15,336)
Total Adjustments	$163,171	$201,436

Program Totals	16	15.00	16	15.00	$737,977	$780,074

PROGRAM: Office of Disaster Preparedness | **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

PROGRAM #: 31519 | **ORGANIZATION #: 0200**
MANAGER: Daniel J. Eberle | **REFERENCE: 1988-89 Final Budget - Pg. D64**

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."

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$385,327	$401,744	$467,202	$471,195	$512,434	8.8
Services & Supplies	41,566	33,379	66,588	52,355	62,355	19.1
Other Charges	0	0	0	0	0	100.0
Fixed Assets	32,193	548	37,487	46,000	40,000	(13.0)
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$459,086	$435,671	$571,277	$569,550	$614,789	7.9
PROGRAM REVENUE	$(333,794)	$(312,745)	$(363,240)	$(354,594)	$(425,499)	20.0
NET GENERAL FUND CONTRIBUTION	$125,292	$122,926	$208,037	$214,956	$189,290	(11.9)
STAFF YEARS	11.23	11.58	12.73	13.00	13.00	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

- $ 3,993 realized in salary savings due to leave without pay for pregnancy.
- $14,233 over in supplies due to mid-year expenditures in unanticipated revenues for Earthquake Conference and San Onofre expenditures.

1989-90 OBJECTIVES

(1) Revision of San Diego County Emergency Plan.
(2) Development of a Public Works Mutual Aid Disaster Agreement with Southern California counties with assistance of Department of Public Works.
(3) Develop with Price Company and distribute Earthquake Safety Booklet to all K-12 school children in the County.
(4) Conduct a Tabletop Earthquake Training with CAO, ACAO and DCAO's at EOC in April 1990.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

Actual net costs to the County are expected to decrease by approximately 11.9% from the 1988-89 budget due to increased revenue from SONGS (San Onofre Nuclear Generating Station), a 7.2% increase in revenue from the incorporated cities because of increased population and assessed valuation, and a small increase in revenue from the Federal Emergency Management Agency.

1. SONGS (0.8 SY; E = $40,000 ; R = $40,000) including planning for the San Onofre Nuclear Generating Station. This activity is:

   - o Mandated/Mandated Service Level (MMSL)
   - o Offset 100% by revenue
   - o Remaining at FY 1988-89 staffing level.

2. 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. This activity is:

   - o Mandated/Mandated Service Level (MMSL)
   - o Offset 100% by revenue
   - o Remaining at FY 1988-89 staffing level.

3. PLANNING (5.60 SY; E = $262,395 ; R = $167,750) 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 to achieve goals of the Earthquake Preparedness Committee. This activity is:

   - o Mandated/Discretionary Service Level (MDSL)
   - o Offset 64% by revenue
   - o Remaining at FY 1988-89 staffing level.

4. OPERATIONS (5.60 SY; E = $262,394 ; R = $167,749) including coordinating response to emergencies and disasters, conducting exercises to prepare for emergency response, providing training and public education in emergency and earthquake preparedness, maintaining overall emergency communications, and operating Federal Surplus Property Program. This activity is:

   - o Mandated/Discretionary Service Level (MDSL)
   - o Offset 64% by revenue
   - o Remaining at FY 1988-89 staffing level.

PROGRAM: Office of Disaster Preparedness **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Civil Defense Cities (44% match required)	$173,099	$173,099	$186,499	$13,400
Sub-Total	$173,099	$173,099	$186,499	$13,400
AID FROM OTHER GOV'T. AGENCIES:				
Civil Defense Administration (44% match required)	$128,291	$131,495	$179,000	$47,505
Other Governmental Agencies (HIRT)	50,000	50,000	50,000	0
Sub-Total	$178,291	$181,495	$229,000	$47,505
OTHER REVENUE:				
Recovered Expenditures	$1,245	$0	$10,000	$10,000
Other - Miscellaneous	10,605	0	0	0
Sub-Total	$11,850	$0	$10,000	$10,000
Total	$363,240	$354,594	$425,499	$70,905

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$ 208,037	$ 214,956	$ 189,290	$(25,666)
Sub-Total	$ 208,037	$ 214,956	$ 189,290	$(25,666)
Total	$ 208,037	$ 214,956	$ 189,290	$(25,666)

EXPLANATION/COMMENT ON PROGRAM REVENUES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
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	1
City Exercises	3	3	4	5	1
Emergency Training Sessions	75	75	75	75	100
Emergency/Incidents Responded To	70	76	72	70	75

* 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)	1/347	1/361	1/373	1/361	1/403
EFFECTIVENESS					

PROGRAM: Office of Disaster Preparedness **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

FIXED ASSETS

Item	Quantity	Cost
Electrical Equipment	Lot	$40,000
Total		**$40,000**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2284	Director, Office of Disaster Preparedness	1	1.00	1	1.00	$ 53,810	$ 56,380
2367	Principal Admin. Analyst	0	0.00	1	1.00	0	38,963
2302	Admin. Assistant III	1	1.00	0	0.00	43,488	0
5865	Disaster Prep. Officer II	6	6.00	6	6.00	176,277	198,443
2412	Analyst II	1	1.00	1	1.00	29,881	32,031
2403	Accounting Technician	1	1.00	1	1.00	22,970	21,422
3008	Senior Word Processor Operator	1	1.00	0	0.00	19,080	0
2757	Admin. Secretary II	0	0.00	1	1.00	0	20,167
2730	Senior Clerk	1	1.00	1	1.00	17,858	18,947
2700	Intermediate Clerk Typist	1	1.00	1	1.00	17,330	18,661
	Total	13	13.00	13	13.00	$380,694	$405,014

Salary Adjustments:	$11,690	$27,610
Premium/Overtime Pay:	0	0
Employee Benefits:	86,211	89,911
Salary Savings:	(7,400)	(10,101)
Total Adjustments	$90,501	$107,420

Program Totals	13	13.00	13	13.00	$471,195	$512,434

PROGRAM: Memberships, Audits, and Other Charges

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER

PROGRAM #: 80103

ORGANIZATION #: 0200

MANAGER: Norman W. Hickey

REFERENCE: 1988-89 Final Budget - Pg. D69

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0	100.0
Services & Supplies	292,991	323,718	267,614	319,237	329,863	3.3
Other Charges	36,316	8,662	1,729	10,000	10,000	0.0
Fixed Assets	0	0	0	0	0	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$329,307	$332,380	$269,343	$329,237	$339,863	3.2
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$329,307	$332,380	$269,343	$329,237	$339,863	3.2
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	100.0

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. This program requires no staff.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals are less than budgeted by $59,894 which reflects the following: No current year expenditure for the independent audit ($84,374); no bond consultant needed ($20,000); lower dues payments than budgeted for National Association of Counties, San Diego Association of Governments and Southern California Regional Association of Counties ($11,997); costs for search and rescue not materialized ($8,271).

Additional expenditures resulted from a special assessment by the County Supervisors' Association of California ($6,000) and prior year expense for the 1987-88 independent audit ($58,748).

1989-90 OBJECTIVES

N/A

1989-90 SUB PROGRAM ACTIVITIES

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.

The Independent Audit is Mandated/Discretionary Service Level (MDSL) and the remainder of the program is Discretionary/Discretionary Service Level (DDSL).

Costs for this program are summarized as follows:

Services and Supplies	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Independent Audit	$ 0	$ 84,374	$ 95,000	$ 10,626
Bond Consultant/Financial Services	0	20,000	20,000	0
County Supervisors Association of California (CSAC)	87,519	87,519	96,010	8,491
National Association of Counties (NACo)	25,662	29,100	28,118	(982)
San Diego Association of Governments (SANDAG)	74,085	81,644	74,085	(7,559)
Southern California Water Committee	10,000	10,000	10,000	0
Southern California Regional Association of Counties	0	1,000	1,000	0
California, Arizona, Nevada Innovation Group (CCAN)	5,000	5,000	5,000	0
Watershed Fire Council of Southern California	600	600	650	50
CSAC Special Assessment (Phase I)	6,000	0	0	0
Prior Year Expenses - Services & Supplies	58,748	0	0	0
Sub-Total	$267,614	$319,237	$329,863	$ 10,626
Other Charges				
Search and Rescue	$ 1,729	$ 10,000	$ 10,000	$ 0
Sub-Total	$ 1,729	$ 10,000	$ 10,000	$ 0
Total	$269,343	$329,237	$339,863	$ 10,626

PROGRAM: Regional Urban Information System (RUIS) **DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER**

PROGRAM #: 87131 **ORGANIZATION #: 0200**
MANAGER: Norman W. Hickey **REFERENCE: 1988-89 Final Budget - Pg. D52**

AUTHORITY: On April 3, 1984 (41) the Board of Supervisors authorized the Director of Purchasing and Contracting to enter into an agreement for a term of 10 years with the City of San Diego and San Diego Data Processing Corporation for purposes of developing and operating an automated system to provide production and management information to County Permit Processing (PAPP) and related departments.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$47,860	100.0
Services & Supplies	0	157,092	317,763	463,600	463,600	0.0
Other Charges	0	0	0	0	0	100.0
Fixed Assets	0	0	0	0	0	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$0	$157,092	$317,763	$463,600	$511,460	10.3
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$0	$157,092	$317,763	$463,600	$511,460	10.3
STAFF YEARS	0.00	0.00	0.00	0.00	0.50	100.0

PROGRAM DESCRIPTION

The Regional Urban Information System (RUIS) is an automated system being developed jointly under a contractual arrangement by the County and the City of San Diego to provide information about land, development, growth, public facilities and the environment. RUIS is being developed in phases with much of the core system scheduled for completion during 1989-91. Other modules will require 10-12 years for completion of design, development and implementation in the participating 28 departments in the County and the City of San Diego. It is a "geographic information management system" which will link all of the information together in a common data base. The goal of RUIS is to provide users with information and analytical tools they need to make sound decisions, while also achieving cost savings through automation and the elimination of redundant activities. In addition, RUIS will be made available to other cities and special districts in the County, as well as providing a variety of information to the public.

1988-89 BUDGET TO ACTUAL COMPARISON

The actual expenditure in 1988-89 does not reflect the final 1988-89 payment for services, thus it will show up as a prior year expense in 1989-90. The full budgeted amount will be expended.

1989-90 OBJECTIVES

1. Implementation of automated mapping in the Department of Public works and Assessor's Office (Land Development Phase I Module).

2. Implementation of centralized road inventory and electronic road map of entire County (Road Information Module Phase II).

3. Begin development of the automation of the Assessor's Parcel Mapping System (Cadastral Mapping Module).

4. Initiate development of an automated process for creating and maintaining information about jurisdictional, planning, statistical and other boundaries. These mapping functions will be provided to several departments (Area Mapping Module).

5. Begin data conversion process by first merging files containing geography relating to streets, street names, addresses, lot numbers, etc. This file will be merged with the San Diego Gas and Electric Data Base for the entire County.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows: The thrust of the current RUIS Project effort is toward automated mapping and mapping functions. Mapping functions and processes are a multi-million dollar activity in the County of San Diego. A study by a consultant, Plangraphics Inc., identified $6.1 million in current annual costs associated with mapping and processing of geographic information in the County.

Regional Urban Information Systems: (0.50 SY; E = $511,460, R = $0) including support personnel is:

- Discretionary/Discretionary Service Level (DDSL).
- Required to fulfill the County's commitment per the contractual relationship with the City of San Diego.
- Includes the County's share of system development costs.
- In addition, to the amount budgeted in departments for support of development and operation/maintenance of portions of system already developed.

Impact on Other Direct Service County Departments:

The impact on direct service departments is in terms of both cost and benefits. The departments' costs are in three categories:

1. Internal costs for staff support of system design/development and management of the department's participation in RUIS. Includes costs related to Data Conversion.

2. Payments to SDDPC for labor and computer costs associated with system maintenance.

3. Payments to SDDPC for Hardware costs (leases) and computer costs associated with system operations.

Costs and funding sources are summarized below. These costs are budgeted within the respective department budgets.

Department	Activity (1)	SY	Cost	Funding
Planning and Land Use	1. Staff Support	9.0	$ 310,900	Fees
	2. Maintenance of DMS RIM II, BPIS, and Area Mapping		289,050	Fees
	3. Operations of DMS RIM I/II, BPIS, and Area Mapping		359,530	Fees
	SubTotal	9.0	$ 959,480	

Public Works	1. Staff Support	4.0	$ 362,137	Various (3)
	2. Maintenance of RIM II, Base Map and Land Development (Phase I)		49,875	Various
	3. Operations of RIM II, Base Map and Land Development (Phase I)		127,250	Various
	SubTotal	4.0	$ 539,262	
Assessor	1. Staff Support	3.0	$ 117,238	Gen Fund
	2. Maintenance of Land Development (Phase I) and Cadastral Mapping		23,625	Gen Fund
	3. Operations of Land Development (Phase I) and Cadastral Mapping		71,500	Gen Fund
	SubTotal	3.0	$ 212,363	
Sheriff	1. Staff Support	.1	$ 6,500	Gen Fund
	2. Maintenance of Area Mapping			
	3. Operations of Area Mapping			
	Subtotal	.1	$ 6,500	
Registrar of Voters	1. Staff Support	.19	$ 7,200	Gen Fund
	2. Operations of RIM II			
	SubTotal	.19	$ 7,200	
Marshal	1. Staff Support	.25	$ 5,000	Gen Fund
	2. Maintenance of RIM II			
	3. Operations of RIM II			
	SubTotal	.25	$ 5,000	
	TOTAL COST DEPARTMENTAL ACTIVITIES	16.54	$1,729,805	
CAO	System Development	.5	$ 508,286	
DIS	Staff Support	1.1	86,552	
	RUIS TOTAL COSTS	18.14 (2)	$2,324,643	
	TOTAL FUNDING		$1,498,742	
	NET COUNTY COSTS		$ 825,901	

(1) LEGEND FOR ACTIVITIES

(a) DMS - Development Monitoring System
(b) RIM II - Road Information Module, Phase II
(c) BPIS - Building Permit Inspection System

(2) 14.29 of the SY support module development. The remainder (3.85 SY) support maintenance/operations 10.0 SY represent additional positions. Authorization will be with provision in salary ordinance that position expires three and one-half years from date of authorization.

(3) Other funding sources, e.g., "Interest on Developer Deposits" are being considered for funding DPW RUIS costs in lieu of a General Fund contribution.

PROGRAM: Regional Urban Information System (RUIS) DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0347	CAO Project Manager	0	0.00	1	0.50	$ 0	$34,698
	Total	0	0.00	1	0.50	$0	$34,698

Salary Adjustments:	$ 0	$ 6,726
Premium/Overtime Pay:	0	0
Employee Benefits:	0	6,436
Salary Savings:	(0)	(0)
Total Adjustments	$0	$13,162

Program Totals	0	0.00	1	0.50	$0	$47,860

CLERK OF THE BOARD OF SUPERVISORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
CLERK OF THE BOARD	$1,292,970	$1,441,715	$1,392,075	$1,443,942	$1,594,988	$151,046	10.5
TOTAL DIRECT COST	$1,292,970	$1,441,715	$1,392,075	$1,443,942	$1,594,988	$151,046	10.5
PROGRAM REVENUE	$(166,130)	$(129,943)	$(102,113)	$(136,471)	$(110,971)	$25,500	(18.7)
NET GENERAL FUND COST	1,126,840	1,311,772	1,289,962	1,307,471	1,484,017	176,546	15.4
STAFF YEARS	41.70	42.76	40.49	42.06	42.39	0.33	0.8

PROGRAM: Reporting/Staff Services

DEPARTMENT: CLERK OF THE BOARD OF SUPERVISORS

PROGRAM #: 80102
MANAGER: Kathryn A. Nelson

ORGANIZATION #: 0130
REFERENCE: 1989-90 Proposed Budget - Pg. 300

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,155,609	$1,289,018	$1,267,712	$1,323,765	$1,465,940	10.7
Services & Supplies	106,037	128,627	115,073	109,177	106,148	(2.8)
Other Charges	12,188	0	0	0	0	100.0
Fixed Assets	19,136	24,070	9,290	11,000	22,900	108.2
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$1,292,970	$1,441,715	$1,392,075	$1,443,942	$1,594,988	10.5
PROGRAM REVENUE	$(166,130)	$(129,943)	$(102,113)	$(136,471)	$(110,971)	(18.7)
NET GENERAL FUND CONTRIBUTION	$1,126,840	$1,311,772	$1,289,962	$1,307,471	$1,484,017	13.5
STAFF YEARS	41.70	39.89	40.49	42.06	42.39	0.8

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, 9 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 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 Actuals were less than the 1988-89 Budget by $51,867 which was generated by Salary Savings due to delayed filling of:

Intermediate Clerk Typist	$ 10,382
Junior Clerk Typist	2,052
Word Processor Operator	22,595
Board Reporter	16,838

Savings were offset by a decline in revenue of $34,358, leaving a remainder of $17,509.

1989-90 OBJECTIVES

Implementation of a Local Area Network (LAN) to expedite the preparation of the agenda and statement of proceedings and to establish a more effective means of communicating with other departments electronically are the prime goals for the 89-90 fiscal year.
Ongoing objectives are:

1. Respond to information and records requests within 24 hours.

2. Prepare, print and distribute Board of Supervisors agenda by 5:00 p.m. Wednesday, 3 working days prior to following week's meeting.
3. Record Board of Supervisors meeting and prepare statement of proceedings by 5:00 p.m. Friday, 3 working days following the meeting.
4. Disseminate Board actions, send notices of hearing, order legal publications within 7 days after meeting.

5. Index, prepare, microfilm and file documents as permanent records within 25 working days after the meeting.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Agenda, minutes, statement of proceedings preparation (29.93 SY; E = $1,126,062; R = $78,345) including support personnel is:

   - o Mandated/Discretionary Service Level
   - o Preparing agenda, minutes, statement of proceedings for Board of Supervisors, 9 Sanitation Districts, Assessment Appeals Boards, Air Pollution Control District Hearing Board, Flood Control District and numerous other boards.
   - o Transmitting statement of proceedings directly to newspaper for publication.
   - o Preparing and framing more than 350 Board of Supervisors proclamations annually.
   - o Handling correspondence, special districts and word processing activities.
   - o Receiving applications, setting hearings and recording changes to the assessment roll.
   - o Preparing monthly statistical reports of Assessment Appeals Boards and resultant assessment roll changes for the Auditor.

2. Preparation and maintenance of official County records (12.46 SY; E = $468,926; R = $32,626) including support personnel is:

   - o Mandatory/Discretionary Level
   - o Responsible for indexing, preparing, filming and filing official County records and providing accessibility to the public.
   - o Maintaining and updating County Codes and Board of Supervisors Policy Manual.
   - o Serving as filing officer for more than 1,600 Statements of Economic Interests.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Charges for Current Service	$1,118	$2,700	$2,700	$0
Service to Property Owners	15,063	12,000	12,000	0
Charge in Air Pollution Control District	35,886	62,000	37,000	(25,000)
Other Services to Government	11,062	19,000	17,000	(2,000)
Other-Jury or Witness Fee	36			
Sub-Total	$63,165	$95,700	$68,700	$(27,000)
RECOVERED EXPENDITURES				
Recovered Expenditures AB 2890	$24,771	$29,771	$29,771	$0
Sub-Total	$24,771	$29,771	$29,771	$0
OTHER REVENUE				
Rev App Pr Yr-Other Revenue	1,500-			
Other Miscellaneous Revenue	$8,289	$4,000	$5,000	$1,000
Other Sales Taxable	7,388	7,000	7,500	500
Sub-Total	$14,177	$11,000	$12,500	$1,500
Total	$102,113	$136,471	$110,971	$(25,500)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS				
General Fund Support Costs	$1,289,962	$1,307,471	$1,484,017	$176,546
Sub-Total	$1,289,962	$1,307,471	$1,484,017	$176,546
Total	$1,289,962	$1,307,471	$1,484,017	176,546

EXPLANATION/COMMENT ON PROGRAM REVENUES

Continuing low level of activity re Annexations/Detachments is expected.
Review of subdivision/parcel maps has slowed somewhat due to constraints on construction.
Air Pollution Control District requests for services have declined greatly and are expected to continue at the new lower level.
Meetings of the Sanitation Districts are expected to decrease somewhat from the prior year.
Recovery of costs under AB 2890 is not expected to change from the current year.
Miscellaneous Revenue is anticipated to increase some what due to increased number of requests for transcript preparation.
An increase in sales of copies of Board of Supervisors records, tapes and agenda packets is expected due to increased requests from the public.

FIXED ASSETS

Item	Quantity	Cost
Local Area Network	1	$3,900
Personal Computer	4	19,000
Total		$22,900

Vehicles/Communication Equipment: N/A: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Agenda, Minutes, Statement of Proceedings Preparation					
% OF RESOURCES: 70.6%					
WORKLOAD					
Number of agenda items prepared	5,357	5,300	5,275	5,000	5,400
EFFICIENCY					
Preparation cost of agenda item	$16.27	$22.85	$17.62	$22.70	$17.55
EFFECTIVENESS					
% of agendas prepared and distributed by 5 pm Wednesday	100.0	100.0	100.0	100.0	100.0
ACTIVITY B: Official County Records Indexed, Prepared, Filmed and Filed					
% OF RESOURCES: 29.4%					
WORKLOAD					
Number of documents indexed, prepared, filmed and filed	262,911	200,388	206,803	225,000	285,000
EFFICIENCY					
Records preparation cost divided by number of documents indexed	$.76	$1.18	$1.06	$1.07	$1.06
EFFECTIVENESS					
% of documents indexed, prepared, filmed and filed within 25 working days	98.90	98.40	100.00	98.00	100.00

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2110	Clerk of the B/S	1	1.00	1	1.00	$58,592	$64,935
2208	Asst. Clerk of the B/S	1	1.00	1	1.00	52,698	56,623
2927	Chief Dep. Clerk of B/S	1	1.00	1	1.00	43,099	44,653
2302	Administrative Assist. III	0	0.00	1	1.00	0	39,930
2303	Administrative Assist. II	1	1.00	0	0.00	35,433	0
2913	Sr. Board Reporter	4	4.00	4	4.00	135,136	151,260
2902	Board Reporter	7	6.50	7	7.00	184,560	208,875
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
3067	Publications Supervisor	1	1.00	0	0.00	25,805	0
3066	Publications Coordinator	0	0.00	1	1.00	0	23,671
2745	Supervising Clerk	1	1.00	0	0.00	23,763	0
2716	Board Records Supervisor	0	0.00	1	1.00	0	22,538
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
3008	Sr. Word Processor Operator	1	1.00	1	1.00	21,120	22,833
2730	Senior Clerk	3	3.00	3	3.00	61,386	64,869
2760	Stenographer	1	1.00	1	1.00	19,524	20,635
3009	Word Processor Operator	3	3.00	3	3.00	56,001	59,578
2494	Payroll Clerk	1	1.00	1	1.00	18,603	19,662
2700	Intermediate Clerk Typist	13	13.00	13	13.00	214,755	238,110
2710	Jr. Clerk Typist	2	1.51	2	1.34	20,476	20,301
9999	Extra Help	1	.05	1	.05	2,200	2,200
0470	AAB Alternates						
0470	AAB Members						
0482	AAB Hearing Officers						
0483	AAB Alt. Hrg. Officers					17,000	17,000
	Total	44	42.06	44	42.39	$1,039,219	$1,128,759

Salary Adjustments:	$(910)	$21,917
Premium/Overtime Pay:	3,800	3,800
Employee Benefits:	308,809	341,268
Salary Savings:	(27,153)	(29,804)
Total Adjustments	$284,546	$337,181

Program Totals	44	42.06	44	42.39	$1,323,765	$1,465,940

COMMUNITY ENHANCEMENT PROGRAM

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Community Enhancement	$1,168,841	$1,474,375	$1,274,824	$1,250,000	$1,446,300	$196,300	15.7
TOTAL DIRECT COST	$1,168,841	$1,474,375	$1,274,824	$1,250,000	$1,446,300	$196,300	15.7
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	$0	100.0
NET GENERAL FUND COST	$1,168,841	$1,474,375	$1,274,824	$1,250,000	$1,446,300	$196,300	15.7
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0	100.0

PROGRAM: Community Enhancement Program

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER

PROGRAM #: 80203

ORGANIZATION #: 0250

MANAGER: Margot Holman

REFERENCE: 1989-90 Proposed Budget - Pg. 318

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0	100.0
Services & Supplies	0	0	0	0	0	100.0
Other Charges	1,146,092	1,230,046	1,101,255	1,096,300	1,446,300	31.9
Fixed Assets	0	0	0	0	0	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers		0	173,569	153,700	0	(100.0)
TOTAL DIRECT COST	$1,146,092	$1,230,046	$1,274,824	$1,250,000	$1,446,300	15.7
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$1,146,092	$1,230,046	$1,274,824	$1,250,000	$1,446,300	15.7
STAFF YEARS	0	0	0	0	0	100.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual expenditures for 1988-89 are greater than the 1988-89 budgeted amount due to funds ($24,824) encumbered in previous fiscal years which were not processed until after the close of fiscal year.

1989-90 OBJECTIVES

The 1989-90 Budget reflects a 15.7% increase in funding compared to the 1988-89 budgeted amount.

Organization, Projects or Events	1988-89 Budget	1989-90 Adopted
African American Museum of Fine Arts	$ 0	$ 20,000
Air/Space America	0	5,000
Alpha Phi Alpha	3,000	5,000
Alpine Chamber of Commerce	5,000	8,000
Antique Gas & Steam	15,000	18,500
Audubon Society Inc.	3,000	5,000
Bonita Historical Museum	2,500	2,500
Borrego Springs Chamber of Commerce	18,900	18,900
Borrego Springs Community Association	10,000	14,000
Cabrillo Festival, Inc.	4,000	4,000
CAC Lighting Project	0	20,000
California Ballet Company	0	5,000
Children's Museum	15,000	17,000
Chinese Social Services Center	0	1,000
Chula Vista (City of)	6,500	7,000
Chula Vista Nature Interpretive Center	0	6,000
City Heights Community Development	500	1,500
Festijos de San Ysidro	3,000	3,500
Community Arts Advisory Council (Lemon Grove)	3,000	5,000
East County Economic Development Council	15,000	15,000
East County Performing Arts Center	22,000	23,000
Escondido Convention and Visitor's Bureau	130,000	105,000
Fallbrook Art Association	2,900	3,500
Fallbrook Chamber of Commerce	20,000	24,500
Fallbrook Historical Society	16,000	16,000
Fallbrook Music Society	0	3,000
Felicita Foundation for the Arts	0	3,000
Fort Guijarros	1,000	2,000
Greater Del Mar COC	3,000	7,000
Grater San Diego Chamber of Commerce Econ. Rsh. Br.	30,000	30,000
Greater Solana Beach Chamber of Commerce	3,000	7,000
I Love a Clean San Diego Inc.	3,000	5,000
Iian Lael Foundation	0	1,000
Imperial Beach Chamber of Commerce	3,000	7,000
International Aerospace Hall of Fame	5,000	5,000
Julian Chamber of Commerce	0	5,000
Julian Pioneer Museum	5,000	0
La Jolla Chamber Music Society	1,000	1,500
La Jolla Museum of Contemporary Art	5,000	7,500
La Jolla Playhouse	35,000	50,000
Lakeside Chamber of Commerce	10,000	15,000
Linda Vista Multicultural Fair	1,500	2,000
Maritime Museum of San Diego	0	7,000
Maytime Band Review	1,000	2,000
Mingei International	7,000	9,000
Mother Goose Parade	9,000	12,000
Mountain Empire Historical Society	2,500	2,500
Museum of Art	90,000	100,000
Museum of Man	50,000	56,000
Museum of Photographic Arts	15,000	25,000
Natural History Museum	55,000	62,000
North Park Sign Committee	3,000	0
Oceanside COC	3,000	32,200
Ocean Beach Merchant's Association	0	4,000
Old Globe Theater	0	12,500
Olympic Yachting Committee	5,000	0
Pacific Beach Town council	1,500	1,500
Pacific Southwest Railway Museum	10,000	17,500
Public Arts Advisory Council	35,000	45,000
Quail Gardens Foundation	14,000	16,000
Ramona Chamber of Commerce	7,000	12,000

Organization, Projects or Events	1988-89 Budget	1989-90 Adopted
Ramona Pioneer Historical Society	10,000	12,000
Ramona Town Hall	0	2,000
Rancho Santa Fe Historical Society	0	3,000
San Diego Aerospace Museum	5,000	5,000
San Diego America's Cup Task Force	25,000	25,000
San Diego Bowl Game Association	25,000	25,000
San Diego County Archaeological Society	3,000	4,000
San Diego Convention & Visitors Bureau	205,000	280,000
San Diego County Parks and Recreation Society	156,700	0
San Diego Economic Development Corporation	30,000	30,000
San Diego Hall of Champions	4,000	4,000
San Diego Historical Society	12,500	13,500
San Diego Opera	0	12,500
San Diego Sportsfishing Council	5,000	5,000
San Diego Symphony Orchestra	20,000	25,000
San Diego Theatre Foundation	0	3,000
San Diego Youth Symphony	3,000	4,000
San Marcos Chamber of Commerce	3,000	7,000
San Ysidro Chamber of Commerce	2,000	0
Scottish Highland Games	0	2,000
Spring Valley Chamber of Commerce	5,000	8,500
Spring Valley Historical Society	2,500	3,000
Starlight Opera	0	5,000
Trauma Research and Education	0	5,000
U.S. Open Sandcastle Committee	11,000	12,000
Vista Chamber of Commerce	0	7,000
Vista Town Center Association	3,000	5,000
Valley Center Chamber of Commerce	2,500	3,500
Whaley House - Historical Shrine	8,000	4,000
Young Audiences	0	2,000
Unallocated	0	8,200
Total	$ 1,250,000	$ 1,446,300

COUNTY COUNSEL

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
County Counsel	$4,813,930	$5,908,017	$9,380,400	$6,987,471	$9,760,783	$2,773,312	39.7
TOTAL DIRECT COST	$4,813,930	$5,908,017	$9,380,400	$6,987,471	$9,760,783	$2,773,312	39.7
PROGRAM REVENUE	$(1,364,924)	$(1,539,218)	$(1,768,817)	$(1,668,116)	$(2,104,514)	$(436,398)	26.2
NET GENERAL FUND COST	$3,449,006	$4,368,799	$7,611,583	$5,319,355	$7,656,269	$2,336,914	43.9
STAFF YEARS	78.00	83.60	96.00	97.50	142.00	44.50	45.6

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
Confidential Legal Secretary III	3.00
Confidential Legal Secretary II	24.00
Confidential Legal Secretary I	4.00
Senior Clerk	2.00
Accounting Technician	1.00
Intermediate Clerk Typist	3.00
39 Positions - 39 Staff years	39.00

LITIGATION DIVISION

	Staff Years
Chief Deputy County Counsel	1.00
Deputy County Counsel V	2.00
Deputy County Counsel IV	6.00
Deputy County Counsel III	18.00
Deputy County Counsel II	2.00
Senior Litigation Investigator	1.00
Litigation Investigator	1.00
Legal Assistant	10.00*
41 Positions - 41 Staff Years	41.00

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
15 Positions - 15 Staff Years	15.00

JUVENILE DEPENDENCY DIVISION

	Staff Years
Chief Deputy County Counsel	1.00
Deputy County Counsel V	1.00
Deputy County Counsel IV	2.00*
Deputy County Counsel III	16.00*
Administrative Assistant III	1.00
Confidential Legal Secretary III	1.00
Confidential Legal Secretary II	2.00
Legal Procedures Clerk II	5.00
Legal Assistant II	2.00
Litigation Investigator	2.00*
33 Positions - 33 Staff Years	33.00

* Changes made to salary ordinance, since budget was adapted, do not show here.

PROGRAM: County Counsel

DEPARTMENT: COUNTY COUNSEL

PROGRAM #: 81101
MANAGER: Lloyd M. Harmon, Jr.

ORGANIZATION #: 0300
REFERENCE: 1989-90 Proposed Budget - Pg. 32

AUTHORITY: This program carries out the provisions of the Government Code, the Education Code and the County Charter which require that County Counsel defend and prosecute all civil actions and proceedings in which the County or any of its officers is concerned or is a party in his/her official capacity, including defense of any action against any County officer, employee or servant for acts in the course and scope of employment; to represent the County, its officers and judicial officers in other civil actions; and to render legal services to the County, its officers, boards and commissions, school districts and special districts.

Mandate: This program is mandated, but service levels are discretionary.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$3,406,680	$3,831,023	$4,401,447	$4,454,689	$6,844,271	53.6
Services & Supplies	1,391,550	2,054,268	4,887,657	2,465,582	2,750,562	11.6
Fixed Assets	15,700	22,726	91,296	67,200	165,950	146.9
TOTAL DIRECT COST	$4,813,930	$5,908,017	$9,380,400	$6,987,471	$9,760,783	39.7
PROGRAM REVENUE	$(1,364,924)	$(1,539,218)	$(1,768,817)	$(1,668,116)	$(2,104,514)	26.2
NET GENERAL FUND CONTRIBUTION	$3,449,006	$4,368,799	$7,611,583	$5,319,355	$7,656,269	43.9
STAFF YEARS	78.00	83.60	96.00	97.50	142.00	45.6

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.

During this fiscal year, County Counsel is assuming the representation of the Department of Social Services in Juvenile Dependency matters. This function was previously handled by the District Attorney.

1988-89 BUDGET TO ACTUAL COMPARISON

The only significant difference between 1988-89 budget to actual figures is in the services and supply area. The actual expenditure of $2.4 million in excess of budgeted amount was due to the payment of public liability claims.

1989-90 OBJECTIVES

1. Assume full responsibility for the representation of the Department of Social Services in juvenile Dependency matters.

2. Continue second phase of office automation in order to improve clerical efficiency.

3. Implement improved calendaring system.

4. Implement improved case and assignment tracking system to improve efficiency.

1989-90 SUB-PROGRAM ACTIVITIES

1. Litigation - This division is

   - Mandated/Discretionary Service Level
   - No staff increase.

2. Advisory - This division is

   - Mandatory/Discretionary Service Level
   - No staff increase.

3. Claims - This division is

   - Discretionary/Discretionary Service Level
   - No staff increase.

4. Juvenile Dependency Division - This division

   - Is a Mandated/Discretionary Service Level
   - Was implemented for the 1989-90 budget year.
   - Has 33.00 new SY.
   - Is to represent the Department of Social Services in their dependency program.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
License Fee - Freeway Call Box	$23,656	$0	$0	$0
Legal Services - Other Government Agencies	315,944	360,000	360,000	0
Legal Services - Administering Estates	469,533	500,000	513,000	13,000
Interfund Charges - Charges in Road Fund	1,081,781	1,164,733	1,318,365	153,632
Interfund Charges - Charge in APCD	68,206	22,232	286,692	264,460
Charge in Airport Enterprise Fund	10,496	5,000	7,500	2,500
Charge in Liquid Waste Enterprise Fund	49,495	51,320	51,320	0
Charge in Transit Enterprise Fund	24,134	3,500	7,000	3,500
Charge in Solid Waste Enterprise Fund	45,043	17,524	20,685	3,161
Charge in Library Fund	3,807	8,807	7,952	(855)
Sub-Total	$2,092,095	$2,133,116	$2,572,514	$439,398
OTHER REVENUE:				
Third Party Recoveries	$32,207	$0	$0	$0
Revenue App. Prior Year - Charges Current Service	(4,846)	0	0	0
Revenue App. Prior Year - Other Revenue	519	0	0	0
Recovered Expenditures	97,055	30,000	40,000	10,000
Other - Miscellaneous	21,320	5,000	5,000	0
Sub-Total	$146,255	$35,000	$45,000	$10,000
Total Revenue	$2,238,350	$2,168,116	$2,617,514	$449,398
NON-PROGRAM REVENUE:				
Legal Services to Public Administrator*	$(469,533)	$(500,000)	$(513,000)	$(13,000)
Sub-Total	$(469,533)	$(500,000)	$(513,000)	$(13,000)
Total	$1,768,817	$1,668,116	$2,104,514	$436,398

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs:	$7,611,583	$5,319,355	$7,656,269	$2,336,914
Sub-Total	$7,611,583	$5,319,355	$7,656,269	$2,336,914
Total	$7,611,583	$5,319,355	$7,656,269	2,336,914

EXPLANATION/COMMENT ON PROGRAM REVENUES:

* These revenues are reflected in the Program Budget for the Public Administrator.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$13,300
Personal Computers	35	70,000
Printers	13	39,000
Desks	41	31,570
Credenza	3	1,800
Photocopier	1	5,000
FAX Machine	1	1,000
Video Disc Player	1	780
VCR with Monitor	1	3,500
Total		$165,950

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
% OF RESOURCES: %					
WORKLOAD					
Open Litigation Cases	2,475	2,735	3,515	3,500	4,000
Advisory Assignments	1,833	1,700	1,800	1,800	1,800
Public Liability Claims Pending	1,633	1,833	2,058	2,058	2,100
EFFICIENCY					
	$	$	$	$	$
EFFECTIVENESS					

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2302	Administrative Assistant III	0	0.00	1	1.00	$0	$36,755
2327	Claims Representative II	2	2.00	2	2.00	84,414	73,422
2369	Admin. Services Manager II	1	1.00	1	1.00	54,847	49,695
2403	Accounting Technician	1	1.00	1	1.00	25,304	23,744
2700	Intermediate Clerk Typist	4	4.00	6	6.00	84,764	111,935
2730	Senior Clerk	2	2.00	2	2.00	45,297	39,828
2771	Confidential Legal Secretary I	4	4.00	4	4.00	91,685	97,615
2772	Confidential Legal Secretary II	24	22.50	26	26.00	608,915	680,315
2773	Confidential Legal Secretary III	3	3.00	4	4.00	89,825	115,926
2907	Legal Procedures Clerk II	0	0.00	5	5.00	0	91,766
2932	Supervising Legal Stenographer	1	1.00	1	1.00	39,222	25,959
3900	Assistant County Counsel	1	1.00	1	1.00	113,774	68,198
3901	Chief Deputy County Counsel	2	2.00	3	3.00	209,356	267,605
3902	County Counsel	1	1.00	1	1.00	126,316	104,906
3905	Deputy County Counsel V	5	5.00	6	6.00	403,052	434,953
3906	Deputy County Counsel IV	6	6.00	11	11.00	483,735	726,625
3907	Deputy County Counsel III	26	24.25	43	43.00	1,464,704	2,451,499
3908	Deputy County Counsel II	5	5.00	5	5.00	252,315	240,469
3930	Litigation Investigator	1	1.00	3	3.00[1]	48,734	113,597
3933	Senior Litigation Investigator	1	1.00	1	1.00	58,641	45,429
3932	Public Liability Claims Supervisor	1	1.00	1	1.00	48,808	42,538
3935	Legal Assistant	10	9.75	10	10.00[1]	0	100,796
3936	Legal Assistant II	0	0.00	4	4.00[1]	259,702	237,890
	Total	101	97.50	142	142.00	$4,593,410	$6,181,465
Salary Adjustments:						$(15,306)	$(68,486)
Premium/Overtime Pay:						0	0
Employee Benefits:						37,012[2]	1,332,443
Salary Savings:						(160,427)	(601,151)
	Total Adjustments					$(138,721)	$662,806
Program Totals		101	97.50	142	142.00	$4,454,689	$6,844,271

[1] Changes made to salary ordinance, since budget was adapted, do not show here.

[2] All benefits except employee compensation insurance and unemployment expense are included in staff budget costs for 1988-89.

LAFCO

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
LAFCO	$331,117	$356,505	$350,735	$371,452	$397,578	$26,126	7.0
TOTAL DIRECT COST	$331,117	$356,505	$350,735	$371,452	$397,578	$26,126	7.0
PROGRAM REVENUE	$(82,101)	$(80,466)	$(114,933)	$(119,750)	$(119,750)	$0	0.0
NET GENERAL FUND COST	$249,016	$276,039	$235,802	$251,702	$277,828	$26,126	10.4
STAFF YEARS	8.35	8.05	7.95	7.95	8.07	.12	1.5

PROGRAM: LAFCO

DEPARTMENT: LAFCO

PROGRAM #: 31007
MANAGER: Jane P. Merrill

ORGANIZATION #: 0220
REFERENCE: 1989-90 Proposed Budget - Pg. 33D

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.).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$285,678	$319,508	$313,510	$333,202	$350,378	5.2
Services & Supplies	45,439	36,997	37,225	38,250	47,200	23.4
TOTAL DIRECT COST	$331,117	$356,505	$350,735	$371,452	$397,578	7.0
PROGRAM REVENUE	$(82,101)	$(80,466)	$(114,933)	$(119,750)	$(119,750)	0.0
NET GENERAL FUND CONTRIBUTION	$249,016	$276,039	$235,802	$251,702	$277,828	10.4
STAFF YEARS	8.35	8.05	7.95	7.95	8.07	1.5

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 incorporation 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 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 cites 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals were very close to the 1988-89 budget. The 1988-89 actual total direct costs were under the 1988-89 budget by $20,717 (5.6%), primarily due to several staff positions that were unfilled for brief periods. The actual revenue received was $4,817 (4%) under the amount budgeted. The actual net general fund contribution was $15,900 (6.3%) less than budgeted.

1989-90 OBJECTIVES

During 1989-90, the Commission will consider an estimated 128 proposals for jurisdictional changes and 25 requests for sphere amendments. Major proposals will include: completion of the sphere updates for the Cities of Vista and San Marcos; an update of the Escondido sphere of influence; resolution of the Chula Vista sphere study area (Otay Ranch); proposals involving the property formerly known as the United Enterprises territory; and major annexations to Escondido and Chula Vista. Incorporation proposals may be submitted for Lakeside and Borrego Springs.

PROGRAM: LAFCO DEPARTMENT: LAFCO

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
PROCESSING FEES (1):	$114,133	$118,500	$118,500	$0
REIMBURSEMENT BY CITY OF SAN DIEGO (2):	$800	$1,250	$1,250	$0
Total	$114,933	$119,750	$119,750	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:	$235,802	$251,702	$277,828	$26,126
Total	$235,802	$251,702	$277,828	$26,126

EXPLANATION/COMMENT ON PROGRAM REVENUES: 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.

The actual revenue for 1988-89 is 6% lower than budgeted for two reasons: (1) fewer major proposals, which generate higher fees, were submitted this year than expected, and (2) the revenue increase resulting from the revised fee schedule was overestimated. Projected revenue from processing fees for FY 1989-90 is based on a higher number of proposals, particularly major proposals.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
Changes of Organization (annexations, etc.)	115	120	99	122	128
Sphere of Influence actions	40	75	16	35	25

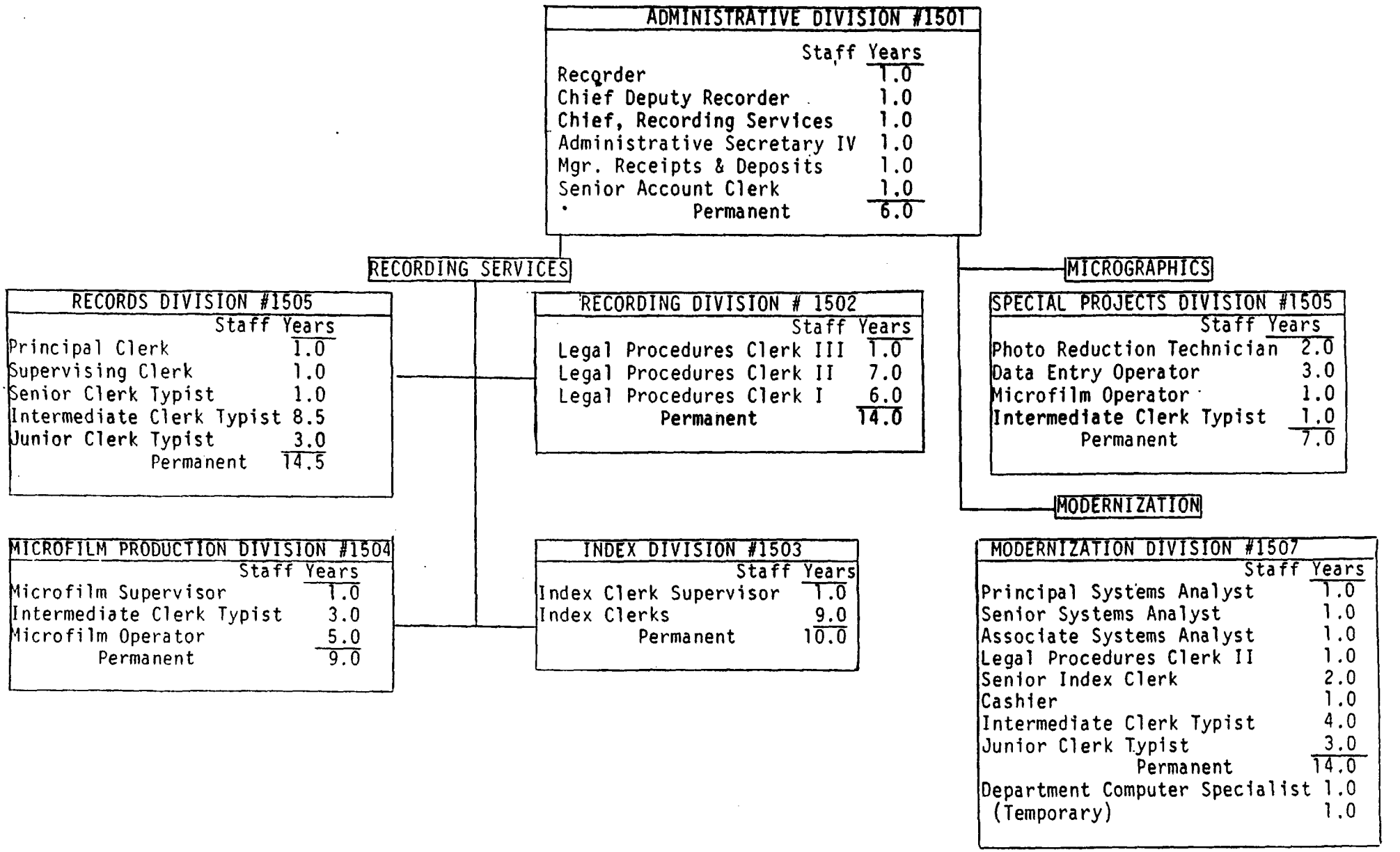
PROGRAM: LAFCO DEPARTMENT: LAFCO

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0453	Executive Officer	1	1.00	1	1.00	$56,707	$58,781
0454	Asst. Exec. Officer	1	1.00	1	1.00	40,974	44,496
1010	Staff Analyst III	1	1.00	1	1.00	36,660	38,560
1000	Staff Analyst II	2	2.00	2	2.00	59,715	64,729
1016	Drafting Tech. I	1	0.45	1	0.45	9,642	10,000
1006	Admin. Secretary	1	1.00	1	1.00	27,000	27,914
1015	Admin. Aide	1	1.00	1	1.00	24,627	25,792
1003	Inter. Typist	1	0.50	1	0.62	9,474	10,198
	Total	9	7.95	9	8.07	$264,799	$280,470
Commissioners		13	13.00	13	13.00	$7,500	$7,700
Salary Adjustments:						$0	$0
Premium/Overtime Pay:						0	0
Employee Benefits:						60,903	62,208
Salary Savings:						(0)	(0)
	Total Adjustments					$68,403	$69,908
Program Totals		9	7.95	9	8.07	$333,202	$350,378

RECORDER

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
RECORDING SERVICES	$1,182,594	$1,150,374	$1,214,667	$1,179,812	$1,302,573	$122,761	10.4
MICROGRAPHICS	537,201	490,505	244,246	252,218	859,434	607,216	240.8
MODERNIZATION	178,850	279,960	1,457,227	405,603	557,744	152,141	37.5
DEPARTMENT OVERHEAD	299,419	274,010	360,184	302,454	360,184	57,730	19.1
TOTAL DIRECT COST	$2,198,064	$2,194,849	$3,276,324	$2,140,087	$3,079,935	$939,848	43.9
PROGRAM REVENUE	$(4,937,707)	$(5,067,615)	$(5,730,715)	$(3,868,291)	$(4,986,639)	$(1,118,348)	28.9
NET GENERAL FUND COST	$(2,739,643)	$(2,872,766)	$(2,454,391)	$(1,728,204)	$(1,906,704)	$(178,500)	10.3
STAFF YEARS	72.53	64.80	67.48	69.00	75.50	7	10.1


ADMINISTRATIVE DIVISION #1501
Staff Years
Recorder 1.0
Chief Deputy Recorder 1.0
Chief, Recording Services 1.0
Administrative Secretary IV 1.0
Mgr. Receipts & Deposits 1.0
Senior Account Clerk 1.0
Permanent 6.0
RECORDING SERVICES
MICROGRAPHICS
RECORDS DIVISION #1505
Staff Years
Principal Clerk 1.0
Supervising Clerk 1.0
Senior Clerk Typist 1.0
Intermediate Clerk Typist 8.5
Junior Clerk Typist 3.0
Permanent 14.5
RECORDING DIVISION # 1502
Staff Years
Legal Procedures Clerk III 1.0
Legal Procedures Clerk II 7.0
Legal Procedures Clerk I 6.0
Permanent 14.0
SPECIAL PROJECTS DIVISION #1505
Staff Years
Photo Reduction Technician 2.0
Data Entry Operator 3.0
Microfilm Operator 1.0
Intermediate Clerk Typist 1.0
Permanent 7.0
MODERNIZATION
MICROFILM PRODUCTION DIVISION #1504
Staff Years
Microfilm Supervisor 1.0
Intermediate Clerk Typist 3.0
Microfilm Operator 5.0
Permanent 9.0
INDEX DIVISION #1503
Staff Years
Index Clerk Supervisor 1.0
Index Clerks 9.0
Permanent 10.0
MODERNIZATION DIVISION #1507
Staff Years
Principal Systems Analyst 1.0
Senior Systems Analyst 1.0
Associate Systems Analyst 1.0
Legal Procedures Clerk II 1.0
Senior Index Clerk 2.0
Cashier 1.0
Intermediate Clerk Typist 4.0
Junior Clerk Typist 3.0
Permanent 14.0
Department Computer Specialist 1.0
(Temporary) 1.0

PROGRAM: RECORDING SERVICES

DEPARTMENT: RECORDER

PROGRAM #: 31526
MANAGER: VERA L. LYLE

ORGANIZATION #: 1500
REFERENCE: 1989-90 PROPOSED BUDGET Pg. 34D

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,083,118	$1,077,789	$1,111,792	$1,067,145	$1,181,706	10.7
Services & Supplies	70,122	67,709	77,167	94,167	98,367	4.5
Fixed Assets	29,354	4,876	25,708	18,500	22,500	21.6
TOTAL DIRECT COST	$1,182,594	$1,150,374	$1,214,667	$1,179,812	$1,302,573	10.4
PROGRAM REVENUE	$(3,757,699)	$(3,485,646)	$(3,682,970)	$(3,068,322)	$(3,391,068)	10.5
NET GENERAL FUND CONTRIBUTION	$(2,575,105)	$(2,335,272)	$(2,468,303)	$(1,888,510)	$(2,088,495)	10.6
STAFF YEARS	47.83	42.80	47.35	46.00	47.50	3.3

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; l) 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actual salaries and benefits costs include $44,647 in salary settlement costs. Overrealized revenue of approximately $562,795 in recording fees and $51,853 in copy fees were collected during the fiscal year. An increase in the recording revenue is believed to be the result of current lower interest rates which have generated an increase in new home buying and refinancing as well.

1989-90 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Examining and Recording Documents (11 SY; E = $285,501 ; R = $2,868,126) including support personnel is:
   - Mandated/Mandated Service Level.
   - Offset 100% by revenue.
   - Able to examine and record 620,000 paid documents and 46,500 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 $19,000,000 in documentary transfer tax, a portion of which is retained by the County and the remainder is distributed to the cities, in addition to recording and copy fees.
2. Lien Notification (1 SY; E = $50,000 ; R = $50,000) including support personnel is:
   - Mandated/Discretionary Service Level.
   - Copies of liens are provided to owners to notify them of complete information on recorded liens. This eliminates 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) including support personnel 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.
4. Grantor-Grantee Index Production (10 SY; E = $255,342 ; R = $0) including support personnel 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.
5. Microfilm Production (9 SY; E = $252,202 ; R = $0) including support personnel is:
   - Mandated/Discretionary Service Level.

- Offset 100% by revenue from other activities in this program. Record storage is on microfilm rather than in books.

- Able to photographically produce permanent microfilm records of all recorded documents within seven days of recording.

6. Records Information (14.5 SY; E = $409,528 ; R = $422,942) including support personnel is:

   - Mandated/Mandated Service Level.

   - Offset 100% by revenue generated by this and other activities in this program.

   - Able to collect $200,000 for the County Battered Women's and Battered Children's funds, and $75,000 for the State Department of Health and $75,000 in Vital Records Improvement Project Funds 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.

   - Increasing by 1.5 staff years to include staffing for vital records satellites.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Fees:				
Recording Fees	$2,948,645	$2,458,322	$2,733,126	$274,804
Copy Fees	398,518	387,860	387,860	0
Admin. Fee Battered Child & Women's Funds	23,159	22,140	22,140	0
Ownership Change Fee	222,480	150,000	180,000	30,000
Preliminary Notice Fee	49,992	50,000	10,000	(40,000)
Vital Records Fund	40,176	0	57,942	57,942
Sub-Total	$3,682,970	$3,068,322	$3,391,068	$322,746
Total	$3,682,970	$3,068,322	$3,391,068	$322,746

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
N/A	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Recording fees increased in FY 1988-89 over the budgeted amount as a result of interest rates which held through most of the fiscal year but are beginning to increase. The 1989-90 request is based on anticipated higher interest rates during the next fiscal year. The 1988-89 actual for recording fees was $490,323 over the budgeted amount.

Copy fees and a proportional amount of administrative fees for trust funds reached over the budgeted amount in FY 1988-89. 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 decline slightly during the next fiscal year.

Ownership Change fees have decreased as a result of a legislative change and more compliance with requirements which eliminates payment of the fees. The 1989-90 request reflects increased compliance with Ownership Change requirements.

Preliminary Notice fees were collected during the 1988-89 fiscal year as a result of a new mandated activity. Revenue was projected without the availability of prior year experience. Subcontractors are not filing Preliminary Notice of Liens in the volume previously anticipated. As a result, the projection for 1989-90 has been decreased.

Vital Records fund monies have been collected since January 1989. The department expects to use $57,942 of the anticipated $62,500 collection to staff and equip vital records satellites in outlying county offices.

FIXED ASSETS

Item	Quantity	Cost
CRT	3	$7,500
PRINTER LASER	3	15,000
Total		$22,500

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Recording, indexing and microfilm production					
% OF RESOURCES: 69%					
WORKLOAD					
Documents Recorded	756,489	696,023	636,064	575,000	620,000
EFFICIENCY					
Recording productivity ratio	172,912/1	161,866/1	141,331/1	127,777/1	137,777/1
EFFECTIVENESS					
Documents recorded	100%	100%	100%	100%	100%
ACTIVITY B: Records retrieval					
% OF RESOURCES: 31%					
WORKLOAD					
Requests for information	354,090	333,878	343,824	300,000	400,000
EFFICIENCY					
Records retrieved ratio	29,508/1	27,823/1	28,652/1	25,000/1	28,571/1
EFFECTIVENESS					
Requests for information	100%	100%	100%	100%	100%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2725	Principal Clerk	1	1.00	1	1.00	$26,917	$28,450
3023	Index Clerk Supervisor	1	1.00	1	1.00	24,952	25,850
3045	Microfilm Supervisor	1	1.00	1	1.00	23,763	25,118
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2906	Legal Procedures Clerk III	1	1.00	1	1.00	23,763	24,617
3024	Index Clerk	9	9.00	9	9.00	164,993	174,712
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
2907	Legal Procedures Clerk II	7	7.00	7	7.00	144,126	151,802
2903	Legal Procedures Clerk I	6	6.00	6	6.00	105,392	108,283
3040	Microfilm Operator	5	5.00	5	5.00	82,938	99,127
2700	Intermediate Clerk Typist	10	10.00	12	11.50	159,954	197,365
2710	Junior Clerk Typist	3	3.00	3	3.00	37,835	40,731
9999	Extra Help	15	0.00	15	0.00	0	0
	Total	61	46.00	63	47.50	$838,858	$922,796
Salary Adjustments:						$(0)	$14,596
Premium/Overtime Pay:						10,000	10,000
Employee Benefits:						240,062	258,421
Salary Savings:						(21,775)	(24,107)
	Total Adjustments					$228,287	$258,910
Program Totals		61	46.00	63	47.50	$1,067,145	$1,181,706

PROGRAM: MICROGRAPHICS

DEPARTMENT: RECORDER

PROGRAM #: 31526
MANAGER: VERA L. LYLE

ORGANIZATION #: 1500
REFERENCE: 1989-90 PROPOSED BUDGET Pg. 34E

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$176,220	$184,275	$140,903	$166,820	$164,036	(1.7)
Services & Supplies	352,904	303,803	93,349	55,398	380,898	587.6
Fixed Assets	8,077	2,427	9,994	30,000	314,500	948.3
TOTAL DIRECT COST	$537,201	$490,505	$244,246	$252,218	$859,434	240.8
PROGRAM REVENUE	$(827,812)	$(357,318)	$(251,586)	$(251,586)	$(859,434)	241.6
NET GENERAL FUND CONTRIBUTION	$(290,611)	$133,187	$(7,340)	$632	$0	(100.0)
STAFF YEARS	8.60	11.50	6.34	8.00	7.00	(12.5)

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 and contract personnel.

1988-89 BUDGET TO ACTUAL COMPARISON

Additional costs for maintenance of equipment were incurred for equipment which is no longer on contract maintenance. This program's microprinter remained functional which eliminated the need to acquire a replacement during the 1988-89 FY. One position was unfilled during the 1988-89 FY as a result of an on the job injury.

1989-90 OBJECTIVES

1. Reformat old marriage records for compatability with the current computer program.
2. Duplicate 5,000 microfilm reels and encase in new cartridges.
3. Complete indexing of 65 book record indexes.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Processing older records] (4.0 SY SY; E = $493,472 ; R = $493,472) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Offset by the Micrographics Fund.
   - Able to edit 180 microfilm reels.
   - Able to duplicate on site 180 reels of Recorder's documentation files this fiscal year.
   - Able to retrieve and recartridge 5,000 reels of microfilm.

2. Data Entry, Processing of Handwritten Indices (3.0 SY; E = $365,962 ; R = $365,962) including support personnel 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.

PROGRAM: MICROGRAPHICS **DEPARTMENT: RECORDER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FEES:				
Micrographic Fees	$234,246	$251,586	$859,434	$607,848
Sub-Total	$234,246	$251,586	$859,434	$607,848
Total	$234,246	$251,586	$859,434	$607,848

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE:				
N/A	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Micrographic fees are collected on documents recorded for a fee. At $1.00 per paid document, receipts are expected to total $620,000 during 1989-90. $859,434 will be necessary to fund this program for 1989-90. Revenue for this program will come from the Micrographic Trust Fund instead of the General Fund. An additional $92,920 from the Recorder's Micrographics Trust Fund will be used for a portion of department overhead costs.

PROGRAM: MICROGRAPHICS **DEPARTMENT: RECORDER**

FIXED ASSETS

Item	Quantity	Cost
Camera	2	$120,000
Microfilm Printer	1	15,000
Microfilm Reader	3	7,500
Microfilm Processer	1	18,000
COM Unit	1	154,000
Total		$314,500

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Microfilming older records, record documentation & duplicating produced microfilm reels					
% OF RESOURCES: 57%					
WORKLOAD					
Number of reels edited	1,388	316	178	180	180
Number of duplicated reels	5,168	2,528	2,625	2,180	2,600
Number of reels recartridged	N/A	N/A	N/A	N/A	2,600
Number of reels microfilmed	N/A	83	178	180	180
EFFICIENCY					
Reel editing cost	$82.53	$85.95	$90.25	$91.60	$92.03
Film duplication cost	$9.37	$9.07	$6.49	$6.07	$6.81
Reel recartridging cost	$N/A	$N/A	$N/A	$N/A	$6.81
Reel filming cost	$N/A	$85.95	$90.25	$91.60	$92.03
EFFECTIVENESS					
Reels edited	100%	100%	99%	100%	100%
Reels duplicated	100%	96%	100%	100%	100%
Reels recartridged	N/A	N/A	N/A	N/A	100%
Reels microfilmed	100%	96.5%	99%	100%	100%
ACTIVITY B: Preparing a new index from old book indexes and reformatting old vital records indexes					
% OF RESOURCES: 43%					
WORKLOAD					
Number of books indexed	63	61	67	65	65
Number of reformatted index records	N/A	537,162	1,400,676	1,459,037	750,000
Number of marriage records rekeyed	N/A	N/A	N/A	N/A	750,000
EFFICIENCY					
Book indexing ratio	21/1	22.3/1	22.3/1	21.6/1	21.6/1
Index formatting ratio	N/A	179,054/1	466,892/1	486,346/1	250,00/1

Marriage records rekeyed ratio	N/A	N/A	N/A	N/A	250,000/1
EFFECTIVENESS					
Books indexed	94%	95%	100%	100%	100%
Records reformatted	N/A	100%	96%	100%	100%
Marriage records rekeyed	N/A	N/A	100%	N/A	100%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3053	Photo Reduction Technician	2	2.00	2	2.00	$40,493	$45,056
3030	Data Entry Operator	3	3.00	3	3.00	50,512	53,092
3040	Microfilm Operator	2	2.00	1	1.00	31,752	19,226
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,241	16,256
3024	Index Clerk	0	0.00	0	0.00	0	0
9999	Extra Help Microfilm	0	0.00	0	0.00	0	0
	Total	8	8.00	7	7.00	$137,998	$133,630
Salary Adjustments:						$2,047	$2,047
Premium/Overtime Pay:						0	0
Employee Benefits:						30,182	31,708
Salary Savings:						(3,407)	(3,349)
	Total Adjustments					$28,822	$30,406
Program Totals		8	8.00	7	7.00	$166,820	$164,036

PROGRAM: MODERNIZATION

DEPARTMENT: RECORDER

PROGRAM #: 31528
MANAGER: VERA L. LYLE

ORGANIZATION #: 1500
REFERENCE: 1989-90 Proposed Budget Pg 34F

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$165,452	$211,309	$327,907	$264,681	$422,712	59.7
Services & Supplies	5,027	62,019	483,560	10,922	112,032	925.7
Fixed Assets	8,371	6,632	720,017	130,000	23,000	(82.3)
TOTAL DIRECT COST	$178,850	$279,960	$1,531,484	$405,603	$557,744	37.5
PROGRAM REVENUE	$(223,943)	$(1,131,362)	$(1,654,085)	$(406,310)	$(557,744)	37.3
NET GENERAL FUND CONTRIBUTION	$(45,093)	$(851,402)	$(122,601)	$(707)	$0	(100.0)
STAFF YEARS	7.80	7.30	8.58	9.00	15.00	66.7

PROGRAM DESCRIPTION

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

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

1988-89 BUDGET TO ACTUAL COMPARISON

This program is entirely funded by the Recorders Modernization Trust Fund. Increased salary costs of $58,465 in this program are the result of salary settlement costs. An increase of $456,098 for services and supplies and fixed assets is the result of the remodeling project in the Recorders Office after the removal of over 8,000 book records this fiscal year. An additional $590,017 was spent for a computerized system for recording documents to modernizing this department as the State Legislature intended that these funds be used.

1989-90 OBJECTIVES

1. Develop additional computer programs to expedite fee determination, collection and reconcilliation.

2. Process all corrections submitted to update current and older vital records.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Systems Analysis (3.0 SY; E = $189,451 ; R = $189,451) including support personnel 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 (6.0 SY; E = $151,937 ; R = $151,937) including support personnel 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.
   - Providing personal computer training and assistance to department personnel.

3. Fee Collection (1.0 SY; E = $30,064 ; R = $30,064) including support personnel 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 in documentary transfer tax for the County and Cities.

4. Examining and Recording Documents (1.0 SY; E = $115,911 ; R = $115,911) including support personnel is:

   - Mandated/Mandated Service Level.
   - Offset 100% by Modernization Trust Fund.
   - 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.
   - Able to provide training for the automated recording system.

5. Return Recorded documents (4.0 SY; E = $70,381 ; R = $70,381) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - 100% offset by revenue.
   - Includes Junior Clerk position for returning mail documents to addressee.
   - Able to return 375,000 documents to addressees.

PROGRAM: MODERNIZATION **DEPARTMENT: RECORDER**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Modernization	$1,654,085	$406,310	$557,744	$151,434
Sub-Total	$1,654,085	$406,310	$557,744	$151,434
Total	$1,654,085	$406,310	$557,744	$151,434

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE:				
0	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: A $1.00 per page fee on paid documents will be collected for the Modernization program 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 $1,116,000 will be collected in modernization fees during FY 1989-90. It is expected that $557,744 will be used for staffing and costs in this program. An additional $85,473 will be used in the Department Overhead program. The remaining $472,783 will be deposited in the Recorder's Modernization Trust Fund established in accordance with Government Code Section 27361.

PROGRAM: MODERNIZATION **DEPARTMENT: RECORDER**

FIXED ASSETS

Item	Quantity	Cost
Miscellaneous Communication FAX EQ	1	$2,000
Microfilm Equipment-Viewers	5	10,000
Letter Opener	1	2,000
Safe	1	2,000
Photo Copier	1	7,000
Total		**$23,000**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$**

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2499	Principal System Analyst	0	0.00	1	1.00	$0	$46,902
2525	Senior System Analyst	1	1.00	1	1.00	46,354	48,028
2427	Associate System Analyst	1	1.00	1	1.00	40,287	43,578
3071	Senior Index Clerk	2	2.00	2	2.00	42,384	37,974
2907	Legal Procedures Clerk II	1	1.00	1	1.00	21,008	21,765
2430	Cashier	1	1.00	1	1.00	18,818	20,122
2700	Intermediate Clerk Typist	3	3.00	4	4.00	49,503	66,978
2710	Junior Clerk Typist	0	0.00	3	3.00	0	39,033
9999	Extra Help	0	0.00	1	1.00	0	24,100
	Total	9	9.00	15	15.00	$218,354	$348,480
Salary Adjustments:						$0	$7,056
Premium/Overtime Pay:						0	0
Employee Benefits:						51,727	74,808
Salary Savings:						(5,400)	(7,632)
	Total Adjustments					$46,327	$74,232
Program Totals		9	9.00	15	15.00	$264,681	$422,712

PROGRAM: DEPARTMENT OVERHEAD

DEPARTMENT: RECORDER

PROGRAM #: 92101
MANAGER: VERA L. LYLE

ORGANIZATION #: 1500
REFERENCE: 1989-90 Final Budget - Pg: 34G

AUTHORITY:

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$249,107	$258,994	$265,923	$295,764	$345,804	16.9
Services & Supplies	23,734	13,776	13,306	6,690	14,380	114.9
Fixed Assets	26,578	1,240	0	0	0	0.0
TOTAL DIRECT COST	$299,419	$274,010	$279,229	$302,454	$360,184	19.1
PROGRAM REVENUE	$(128,253)	$(93,289)	$(142,073)	$(142,073)	$(178,393)	25.6
NET GENERAL FUND CONTRIBUTION	$171,166	$180,721	$137,156	$160,381	$181,791	13.3
STAFF YEARS	5.90	5.77	5.20	6.00	6.00	0.0

PROGRAM DESCRIPTION

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

1988-89 BUDGET TO ACTUAL COMPARISON

Supplies were more conveniently acquired from Purchasing & Contracting's PONY EXPRESS store versus the more costly requisition or petty cash processes which resulted in increased expenditures credited to this program. Mid-year salary increases account for lower salary and benefit expenditures in Department Overhead.

1989-90 OBJECTIVES

N/A

1989-90 SUB PROGRAM ACTIVITIES

N/A

PROGRAM: DEPARTMENT OVERHEAD DEPARTMENT: RECORDER

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FEES:				
Micrographics fee	$47,829	$47,829	$92,920	$45,091
Modernization fee	94,244	94,244	85,473	(8,771)
Sub-Total	$142,073	$142,073	$178,393	$36,320
Total	$142,073	$142,073	$178,393	$36,320

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE:				
N/A	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue to this program comes from overhead and travel costs incurred by the Micrographics and Modernization programs. A proportionate share of overhead and travel costs are allocated from each program trust fund instead of the County General Fund.

STAFFING SCHEDULE

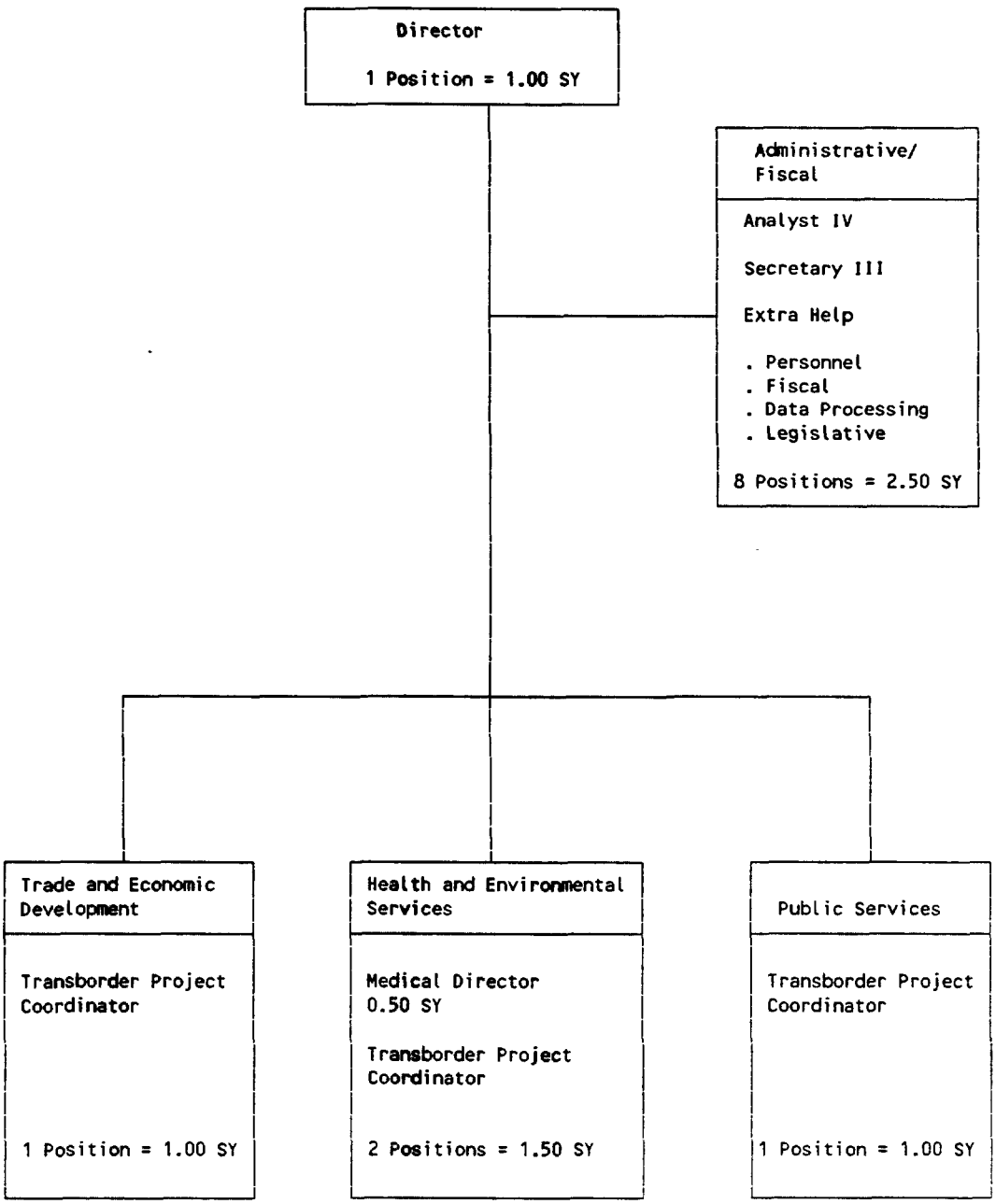
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0150	Recorder	1	1.00	1	1.00	$63,495	$68,935
0250	Chief Deputy Recorder	1	1.00	1	1.00	56,753	63,345
2491	Manager, Receipts & Deposits	0	0.00	1	1.00	0	39,957
3015	Chief, Recording Services	1	1.00	1	1.00	35,433	36,711
2759	Admin. Secretary IV	1	1.00	1	1.00	28,043	29,057
2403	Accounting Technician	1	1.00	0	0.00	23,012	0
2510	Senior Account Clerk	1	1.00	1	1.00	20,462	21,623
	Total	6	6.00	6	6.00	$227,198	$259,628
Salary Adjustments:						$(150)	$7069
Premium/Overtime Pay:						0	0
Employee Benefits:						74,754	86,178
Salary Savings:						(6,038)	(7071)
	Total Adjustments					$68,566	$86,176
Program Totals		6	6.00	6	6.00	$295,764	$345,804

TRANSBORDER AFFAIRS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Transborder Affairs	$0	$208,384	$367,024	$464,873	$460,602	$(4,271)	(0.9)
TOTAL DIRECT COST	$0	$208,384	$367,024	$464,873	$460,602	$(4,271)	(0.9)
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	$0	100.0
NET GENERAL FUND COST	$0	$208,384	$367,024	$464,873	$460,602	$(4,271)	(0.9)
STAFF YEARS	0	2.83	7.0	8.0	7.0	(1)	(12.5)

DEPARTMENT OF TRANSBORDER AFFAIRS

1989-90 FINAL BUDGET



PROGRAM: Transborder Affairs

DEPARTMENT: TRANSBORDER AFFAIRS

PROGRAM #: 0600
MANAGER: Augie Bareno

ORGANIZATION #: 0600
REFERENCE: 1989-90 Proposed Program Budget - Pg. 350

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$198,373	$349,526	$440,148	$424,102	(3.6)
Services & Supplies	0	6,935	16,825	23,000	28,000	21.7
Other Charges	0	0	0	0	0	100.0
Fixed Assets	0	3,076	673	1,725	8,500	392.8
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$0	$208,384	$367,024	$464,873	$460,602	(0.9)
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$0	$208,384	$367,024	$464,873	$460,602	(0.9)
STAFF YEARS	0	2.83	7.0	8.0	7.0	(12.5)

PROGRAM DESCRIPTION

The Department of Transborder Affairs coordinates all County projects focusing on the U.S./Mexico International Border and the Pacific Rim. With direction from the Board of Supervisors and the Chief Administrative Officer, 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 and environmental issues.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals were less than the 1988-89 budget by $97,850, this included savings in Salaries/Benefits ($90,850), Services/Supplies ($6,174), and Fixed Assets ($1,052). The savings resulted from staff turnover and positions remaining vacant for an inordinate amount of time, a contract for professional and specialized services being postponed until FY89-90, and the acquisition of used (salvage), rather than new office furniture.

1989-90 OBJECTIVES

1. To provide staff support in the continued development of a South County Economic Development Council and prepare a transition plan for its development into a private non-profit corporation.

2. To provide staff support for the Transborder Affairs Advisory Committee and the International Trade Commission and its subcommittees.

3. To establish policies and programs for the County on trade and economic matters relating to the U.S./Mexico border region and the Pacific Rim.

4. To coordinate and assist various County departments in carrying out their responsibilities when they are impacted by the U.S./Mexico border.

5. To develop policies and programs for the County on binational health and environmental matters relating to the U.S./Mexico border region.

6. To coordinate with the Office of Disaster Preparedness to establish emergency/disaster plans for the binational region.

7. To continue monitoring policy implication of the Immigration Reform and Control Act (IRCA) on County operations.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administrative Services (3.50 SY; E = $186,067; R = 0) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Providing staff support to the Transborder Affairs Advisory Committee.
   - Providing centralized administrative support including budget, purchasing, payroll and personnel services.

2. Health & Environmental Services (1.50 SY; E = $114,103; R = $0) including support personnel:

   - Discretionary/Discretionary Service Level.
   - Participate in U.S./Mexico health associations and international public health committees.
   - Participate in efforts responding to the border sewage issue and its effect on San Diego County.
   - Coordinate and assist with efforts to develop a binational trauma program.
   - Assist in the development of public policy relating to border environmental and public health issues.
   - Provide staff support and translation services for public agencies working on binational environmental and public safety issues effecting San Diego County.

3. Trade and Economic Development (1.00 SY; E = $80,216; R = $0) including support personnel:

   - Discretionary/Discretionary Service Level.
   - Providing staff support to the International Trade Commission and the South County Economic Development Corporation.
   - Promoting long-term border economic development strategies, using the Maquiladoras as a catalyst.
   - Promoting activities that will maintain and contribute to a healthy trade environment.

4. Public Services (1.00 SY; E = $80,216; R = $0) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Coordinating various public service projects aimed at relieving impacted County services such as the Child Protective Services Project and Border Justice Program.
   - Participating in various border-related public service activities in such areas as disaster preparedness and technology transfer.
   - Assist the San Diego Unified School District and various public agencies in the transfer of surplus goods and equipment.
   - Assist various public agencies with information and consultation on the efforts of increased migration.
   - Provide interpreter services for various departments in binational efforts necessary to discharge their responsibilities.

PROGRAM: Transborder Affairs **DEPARTMENT: TRANSBORDER AFFAIRS**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE:				
	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
	$367,023	$464,873	$460,602	$(4,271)
Sub-Total	$367,023	$464,873	$460,602	$(4,271)
Total	$367,023	$464,873	$460,602	(4,271)

EXPLANATION/COMMENT ON PROGRAM REVENUES: There are no program revenues associated with this department.

PROGRAM: Transborder Affairs **DEPARTMENT: TRANSBORDER AFFAIRS**

FIXED ASSETS

Item	Quantity	Cost
Desktop computers	lot	$5,500
Office furniture	lot	3,000
Total		$8,500

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Transborder Affairs					
% OF RESOURCES: 100%					
WORKLOAD					
. Departmental Assistance & Intervention	50	50	143	110	150
. Policy Impact & Development	10	10	27	20	35
. Advisory Committee Meeting	10	10	35	20	35

STAFFING SCHEDULE

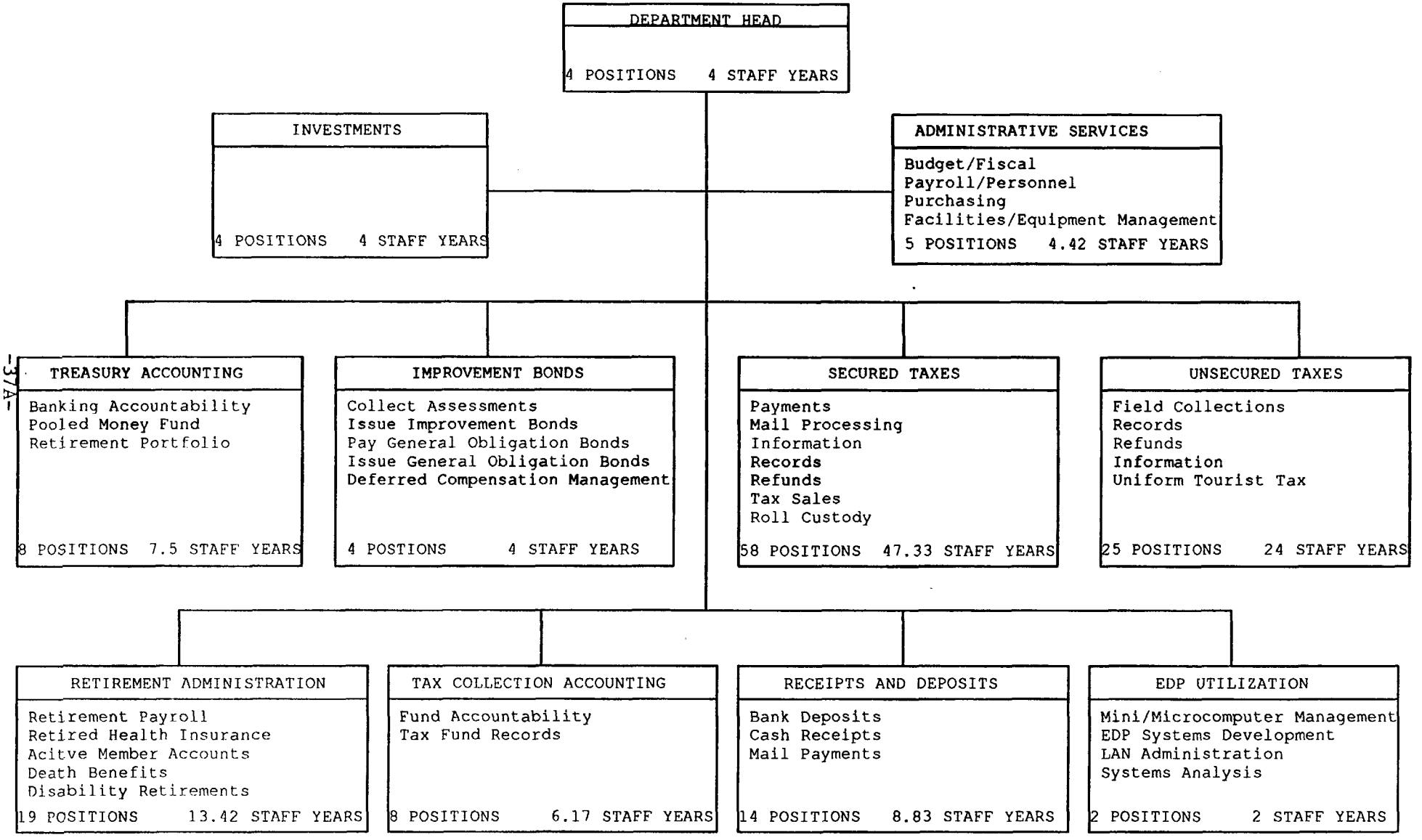
Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2277	Director	1	1.00	1	1.00	$65,250	$69,730
2130	Medical Director	1	0.50	1	0.50	39,074	43,354
0950	Project Coordinator	3	3.00	3	3.00	157,485	151,141
2414	Analyst IV	1	1.00	1	1.00	41,054	41,498
2413	Analyst III	1	1.00	0	0.00	36,365	0
2758	Admin. Secretary III	1	1.00	1	1.00	22,728	26,998
9999	Extra Help	6	0.50	6	0.50	10,000	0
	Total	14	8.00	13	7.00	$371,956	$332,721
Salary Adjustments:						$(2,055)	$202
Premium/Overtime Pay:						0	0
Employee Benefits:						79,981	91,179
Salary Savings:						(9,734)	(0)
	Total Adjustments					$68,192	$91,381
Program Totals		14	8.00	13	7.00	$440,148	$424,102

TREASURER-TAX COLLECTOR

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
TAX COLLECTION	$1,878,838	$2,397,428	$2,234,645	$2,392,161	$2,640,671	$248,510	10.4
TREASURY	981,295	1,166,759	1,398,159	1,555,775	1,563,404	7,629	0.5
RETIREMENT ADMINISTRATION	328,626	351,027	428,520	353,680	723,018	369,338	104.4
DEPARTMENT OVERHEAD	424,916	482,911	483,115	469,613	504,352	34,739	7.4
TOTAL DIRECT COST	$3,613,675	$4,398,125	$4,544,439	$4,771,229	$5,431,445	$660,216	13.8
PROGRAM REVENUE	$(1,562,770)	$(2,727,045)	$(2,811,281)	$(2,609,804)	$(3,545,025)	$(935,221)	35.8
NET GENERAL FUND COST	$2,050,905	$1,671,080	$1,733,158	$2,161,425	$1,886,420	$(275,005)	(12.7)
STAFF YEARS	103.26	118.7	123.88	121.67	125.67	4	3.3

TREASURER-TAX COLLECTOR

(Headquarters Location: County Administration Center)



NOTE: 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

DEPARTMENT: TREASURER-TAX COLLECTOR

PROGRAM #: 07401
MANAGER: Philip Jacobsen

ORGANIZATION #: 1200
REFERENCE: 1989-90 Proposed Budget, Pg. 36 D

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,559,246	$1,945,655	$1,966,434	$2,128,189	$2,270,799	6.7
Services & Supplies	312,215	404,590	251,784	259,572	265,572	2.3
Other Charges	0	0	0	0	0	0.0
Fixed Assets	8,768	47,183	16,427	4,400	104,300	2,270.5
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$1,880,229	$2,397,428	$2,234,645	$2,392,161	$2,640,671	10.4
PROGRAM REVENUE	$(1,133,914)	$(1,501,500)	$(1,416,642)	$(1,109,380)	$(1,132,380)	2.1
NET GENERAL FUND CONTRIBUTION	$746,315	$895,928	$818,003	$1,282,781	$1,508,291	17.6
STAFF YEARS	89.32	88.25	83.31	88.33	88.33	0.0

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 1,480,000 tax bills or statements to property owners or their agents and collect $1,358,000,000 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Direct costs were $157,516 under budget, without adjustment for prior year expenditures of $11,130 carried over for Fixed Assets. Savings of $161,755 and $7,788 were realized in Salaries and Benefits and Services and Supplies respectively. $60,419 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 28%. The increase in revenue and decreased expenditures resulted in a Net General Fund Contribution reduction of $461,951. The significant savings in Salaries and Benefits was accomplished by one-time measures in staffing turnover management and effective scheduling of temporary personnel and overtime.

1989-90 OBJECTIVES

1. Maintain taxpayer service levels in telephone call handling, turnaround time on information, inquiries, taxpayer requests and research assignments, without staff augmentation to meet workload 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Current Secured Tax Collection (47.10 SY; E = $1,350,321 ; R = $621,476) is:

   - Mandated/Discretionary Service Level.
   - Offset 46% by revenue and collects $1,277,000,000 in taxes.
   - Expediting deposits of collected taxes for increased investment earnings.

2. Unsecured Tax Collection (25.21 SY; E = $764,414 ; R = $95,246) is:

   - Mandated/Discretionary Service Level.
   - Offset 12% by revenue and collects $69,000,000 in taxes.
   - Incorporating on-line computer systems for improved taxpayer service and collection procedures.

3. Prior Year Tax Collection (16.02 SY; E = $525,936 ; R = $415,658) is:

   - Mandated/Discretionary Service Level.
   - Offset 79% by revenue and collects $62,000,000 in taxes.
   - Adding on-line computer systems to reduce paper records and increase response capacity for taxpayer services.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Delinquent Costs of Secured Property	$763,259	$540,000	$561,000	$21,000
Redemption Fees/Cost Recovery of Public Auctions	182,357	114,000	114,000	0
Returned Check Fees	22,829	15,000	17,000	2,000
Escheatment of Unclaimed Money	17,873	7,000	7,000	0
Other Miscellaneous Fees	17,944	1,000	1,000	0
SB813 Recovery	412,380	432,380	432,380	0
Sub-Total	$1,416,642	$1,109,380	$1,132,380	$23,000
Total	$1,416,642	$1,109,380	$1,132,380	$23,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
Program Cost	$818,003	$1,282,781	$1,508,291	$225,510
Sub-Total	$818,003	$1,282,781	$1,508,291	$225,510
Total	$818,003	$1,282,781	$1,508,291	$225,510

EXPLANATION/COMMENT ON PROGRAM REVENUES: All revenues are based on charges and fees in the California Revenue and Taxation Code, except returned check fees which are County imposed. Revenue is generated primarily by collection of penalties on delinquent payments, and fees and cost recovery from sale of tax defaulted properties. Revenue in 1988-89 for SB813 recovery is proportional to mid-year reduction in appropriations.

1989-90 reflects the predicted typical increase in number of tax bills and collections.

FIXED ASSETS

Item	Quantity	Cost
Phone Response System	Lot	$68,600
Microfiche Reader/Printer	3	8,000
Mail Folder	1	2,400
Typewriter	3	1,800
CRT	7	8,400
Computer Equipment	Lot	5,500
Copier	1	9,000
Desk	1	600
Total		$104,300

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PROGRAM: Tax Collection | DEPARTMENT: TREASURER-TAX COLLECTOR

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Current Secured Taxes					
% OF RESOURCES: 51%					
WORKLOAD					
Tax Bills and Statements	1,216,384	1,432,686	1,410,095	1,420,000	1,450,000
Tax Payments	1,541,043	1,600,598	1,645,860	1,650,000	1,675,000
Refunds	20,053	24,609	21,293	20,000	25,000
Service Requests	124,550	134,504	117,862	148,000	150,000
EFFICIENCY					
Payments/Staff Hour	$18.57	$17.69	$19.47	$18.09	$17.09
Cost/Current Tax Bill Issued	$2.14	$2.37	$2.42	$2.45	$2.65
EFFECTIVENESS					
Current Yeat Tax Charge	96.31	96.69	97.13	96.00	96.00
ACTIVITY B: Prior Year Secured Taxes					
% OF RESOURCES: 20%					
WORKLOAD					
Prior Year Parcels	37,301	38,518	31,346	40,000	32,000
Prior Year Tax Payments	24,609	24,205	20,103	26,000	22,000
EFFICIENCY					
Prior Year Payments/Staff Hour	$0.67	$0.56	$0.51	$0.70	$0.66
Prior Year Tax Charge Collected	55.00%	55.26%	57.40%	55.00%	55.00%
ACTIVITY C: Unsecured Taxes					
% OF RESOURCES: 29%					
WORKLOAD					
Tax Bills Issued	113,239	112,884	128,683	124,300	127,000

PROGRAM: Tax Collection	DEPARTMENT: TREASURER-TAX COLLECTOR				
Tax Bills Collected	99,050	105,017	126,059	115,500	112,500
EFFICIENCY					
Tax Payment/Staff Hour	$2.18	$2.17	$2.59	$2.37	$2.15
Cost/Tax Bill Issued	$9.16	$10.43	$9.50	$9.82	$10.54
EFFECTIVENESS					
Tax Charge Collected	98.82%	99.02%	99.1%	98.00%	98.00%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2403	Accounting Technician	1	1	1	1	$20,462	$21,018
2430	Cashier	2	1.5	2	1.5	28,499	30,028
2449	Manager Field Collections	1	1	1	1	48,155	49,234
2454	Tax Services Division Chief	2	2	2	2	62,766	69,650
2455	Manager Secured Taxes	1	1	1	1	48,686	50,428
2456	Assistant Division Chief	2	2	2	2	49,283	57,905
2457	Tax Payment Processor	4	4	4	4	81,068	84,493
2458	Senior Tax Payment Processor	1	1	1	1	22,741	24,038
2469	Departmental EDP Coordinator	1	1	1	1	33,861	34,561
2493	Intermediate Account Clerk	21	20	21	20	329,629	364,212
2505	Senior Accountant	1	1	1	1	38,901	40,730
2510	Senior Account Clerk	7	7	7	7	140,015	144,625
2525	Senior Systems Analyst	1	1	1	1	43,658	47,503
2700	Intermediate Clerk Typist	14	13.5	14	13.5	215,738	235,791
2730	Senior Clerk	7	7	7	7	137,460	147,720
2745	Supervising Clerk	1	1	1	1	23,763	25,118
2756	Administrative Secretary I	2	2	2	2	34,066	36,818
2757	Administrative Secretary II	1	1	1	1	21,228	20,702
3053	Photo Reduction Technician	1	1	1	1	20,886	22,528
5717	Senior Field Investigator	1	1	1	1	35,351	32,946
5719	Field Investigator	6	6	6	6	178,393	190,623
9999	Extra Help	30	12.33	30	12.33	140,395	140,395
	Total	108	88.33	108	88.33	$1,755,004	$1,871,066
Salary Adjustments:						3,365	1,746
Premium/Overtime Pay:						30,600	30,600
Employee Benefits:						413,884	447,018
Salary Savings:						(74,664)	(79,631)
	Total Adjustments					$373,185	$399,733
Program Totals		108	88.33	108	88.33	$2,128,189	$2,270,799

PROGRAM: Treasury

DEPARTMENT: TREASURER-TAX COLLECTOR

PROGRAM #: 07701

ORGANIZATION #: 1200

MANAGER: Richard H. Jarvis

REFERENCE: 1989-90 Proposed Budget, Pg. 36 E

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$333,176	$370,623	$422,809	$465,399	$532,929	14.5
Services & Supplies	655,397	712,086	831,192	935,075	941,075	0.6
Other Charges	0	0	0	0	0	0.0
Fixed Assets	1,096	84,050	144,158	155,301	89,400	(42.4)
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$989,669	$1,166,759	$1,398,159	$1,555,775	$1,563,404	0.5
PROGRAM REVENUE	$(929,605)	$(1,225,089)	$(1,393,638)	$(1,500,424)	$(1,504,224)	0.3
NET GENERAL FUND CONTRIBUTION	$60,064	$(58,330)	$4,521	$55,351	$59,180	6.9
STAFF YEARS	12.22	12.88	14.00	15.50	15.50	0.0

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 1.7 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.

1988-89 BUDGET TO ACTUAL COMPARISON

1988-89 Actuals were under budget by $157,616. Savings of $42,590 in Salaries and Benefits, $103,883 in Services and Supplies and $11,143 in Fixed Assets were achieved. Staff years used were 1.5 years less than budgeted due to lack of opportunity to fill vacant positions. The reduced expenditures resulted in lower revenue directly correlated to operational costs.

1989-90 OBJECTIVES

1. Earn 8.50% interest on monies in the Treasurer's custody.

2. Maximize investment returns in a volatile market 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Treasury (11.5 SY; E = $1,463,337 ; R = $1,503,424) is:

   - Mandated/Discretionary 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 = $100,067 ; R = $800) is:

   - Mandated/Discretionary Service Level.
   - Offset .8% 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 REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Pooled Money Fund Service	$1,381,342	$1,489,524	$1,493,324	$3,800
Audit Fees Deferred Compensation	7,746	10,000	10,000	0
Audit Fees, Improvement Bonds	2,844	800	800	0
Miscellaneous	1,706	100	100	0
Sub-Total	$1,393,638	$1,500,424	$1,504,224	$3,800
Total	$1,393,638	$1,500,424	$1,504,224	$3,800

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:	$4,521	$55,351	$59,180	$3,829
Sub-Total	$4,521	$55,351	$59,180	$3,829
Total	$4,521	$55,351	$59,180	3,829

EXPLANATION/COMMENT ON PROGRAM REVENUES: 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.

The increase in 1989-90 revenues reflect the relative increase in program operating expenditures.

FIXED ASSETS

Item	Quantity	Cost
Remittance Processing System	Lot	$82,000
Computer Equipment	Lot	6,100
Fixed Income Calculator	1	1,300
Total		**$89,400**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Treasury					
% OF RESOURCES: 94%					
WORKLOAD					
Investment Transactions	4,682	4,393	4,695	5,000	5,100
Items Deposited	1,199,561	1,342,748	1,394,825	1,155,000	1,200,000
Deposit Permits Proofed	18,519	19,873	20,518	19,500	19,600
EFFICIENCY					
Unit Cost Per Item Deposited	$0.16	$0.14	$0.14	$0.17	$0.17
EFFECTIVENESS					
Average Rate of Return to Investment Fund	7.80	8.69	9.74	8.00	8.50
ACTIVITY B: Improvement and General Obligation Bonds					
% OF RESOURCES: 6%					
WORKLOAD					
Bonds and Coupons Paid	44,081	24,939	18,290	19,328	13,283
Deferred Compensation Accounts					
County Plan	302	303	303	315	250
Hartford Plan	3,640	3,655	3,858	4,000	4,000
EFFICIENCY					
Payments/Staff Hour	$6.59	$2.97	$2.22	$2.31	$1.73

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2425	Associate Account	1	1	1	1	$30,758	$33,560
2430	Cashier	2	1.5	2	1.5	25,330	27,411
2457	Tax Payment Processor	1	1	1	1	17,333	19,529
2490	Assistant Investment Manager	2	2	2	2	70,677	85,437
2491	Manager Receipts & Deposits	1	1	1	1	32,265	42,592
2492	Investment Manager	1	1	1	1	49,586	58,358
2493	Intermediate Account Clerk	2	2	2	2	31,712	36,470
2505	Senior Accountant	1	1	1	1	38,901	40,730
2513	Senior Cashier	1	1	1	1	21,025	19,778
2700	Intermediate Clerk Typist	3	3	3	3	51,605	53,339
2745	Supervising Clerk	1	1	1	1	23,763	25,118
	Total	16	15.50	16	15.50	$392,955	$442,322
Salary Adjustments:						1,404	840
Premium/Overtime Pay:						94,109	100,815
Employee Benefits:						0	0
Salary Savings:						(23,069)	(11,048)
	Total Adjustments					$72,444	$90,607
Program Totals		16	15.50	16	15.50	$465,399	$532,929

PROGRAM: Retirement Administration

DEPARTMENT: TREASURER-TAX COLLECTOR

PROGRAM #: 81203
MANAGER: Richard H. Jarvis

ORGANIZATION #: 1200
REFERENCE: 1989-90 Proposed Budget, Pg. 36 F

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$233,207	$262,950	$261,534	$262,377	$408,565	55.7
Services & Supplies	34,888	84,112	158,059	82,853	295,053	256.1
Other Charges	0	0	0	0	0	0.0
Fixed Assets	1,283	3,965	8,927	8,450	19,400	129.6
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$269,378	$351,027	$428,520	$353,680	$723,018	104.4
PROGRAM REVENUE	$(0)	$(456)	$(1,001)	$(0)	$(908,421)	100.0
NET GENERAL FUND CONTRIBUTION	$269,378	$350,571	$427,519	$353,680	$(185,403)	(152.4)
STAFF YEARS	9.16	9.08	8.63	9.42	13.42	42.5

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 14,000 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Actuals exceed the budget by $78,740. Besides a $1,730 carryover of prior year expenditures, and the inclusion of $$9,357 in temporary agency help (transferred from Salaries and Benefits), Services and Supplies includes $67,213 in unanticipated charges for disability retirement hearings. An extraordinary number of disability applications were received, resulting in much higher than average costs (hearings, medical testimony, transcriptions) for disposition of each case. Due to differences in original pricing estimates, Fixed Asset costs were $477 higher than budgeted. Even with the transfer of funds for agency help, Salaries and Benefits were under budget by $843. The $1,001 in revenues were miscellaneous, unplanned, and unbudgeted.

1989-90 OBJECTIVES

1. Fully implement program operation under the Retirement Association.
2. Complete software development and installation for automated retirement benefit calculation program.
3. Improve timely performance of the organization's basic functions.
4. Meet the demands of the active and retired employee population.
5. Oversee the portfolio transactions of all portfolio managers and participate with the Retirement Board Committees on investment planning matters.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Retirement Administration (13.42 SY; E = $723,018 ; R = $908,421) is:
   - Mandated/Discretionary Service Level.
   - Handling all services related matters for the Retirement System, Board of Retirement, and active and retired employees.

PROGRAM: Retirement Administration **DEPARTMENT: TREASURER-TAX COLLECTOR**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES:				
Aid From Other Agencies	$0	$0	$908,421	$908,421
Miscellaneous	1,001	0	0	0
Sub-Total	$1,001	$0	$908,421	$908,421
Total	$1,001	$0	$908,421	$908,421

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
PROGRAM COSTS:				
	$427,519	$353,680	$(185,403)	$(539,083)
Sub-Total	$427,519	$353,680	$(185,403)	$(539,083)
Total	$427,519	$353,680	$(185,403)	$(539,083)

EXPLANATION/COMMENT ON PROGRAM REVENUES: The revenues are provided from Retirement Investment Portfolio earnings authorized to fund the entire expense of administering the program. The funding level was established to result in zero cost to the County. The indicated negative net cost of the program is based on revenue offsets for indirect costs (departmental and external overheads) as well as the direct. Revenues received in 1988-89 were unanticipated.

PROGRAM: Retirement Administration **DEPARTMENT: TREASURER-TAX COLLECTOR**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$5,000
Office Furniture	Lot	3,600
Copier	1	9,000
Typewriter	3	1,800
Total		$19,400

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

		1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Retirement Administration						
% OF RESOURCES:	100%					
WORKLOAD						
Active Members		12,398	13,271	13,963	13,000	14,000
Retired Members		5,704	5,897	6,163	6,000	6,400
New Enrollments		1,887	2,116	2,299	1,800	2,300
Retirements		236	321	254	300	300
Terminations		1,140	894	1,258	1,000	1,500
Disability Retirement Applications		62	75	82	50	80
EFFICIENCY						
Average Cost/Member		$29.66	$28.15	$31.71	$27.59	$46.12
EFFECTIVENESS						
Average Rate of Return to Investments		11.4	9.51	8.48	11.0	9.00

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2315	Assistant Retirement Officer	1	1	1	1	$29,435	$32,023
2340	Retirement Officer	1	1	1	1	41,049	42,527
2403	Accounting Technician	1	1	1	1	23,012	24,088
2493	Intermediate Account Clerk	2	2	3	3	34,039	52,639
2510	Senior Account Clerk	2	2	2	2	40,924	43,246
2700	Intermediate Clerk Typist	1	1	1	1	17,330	18,661
2730	Senior Clerk	0	0	1	1	0	18,255
2756	Administrative Secretary I	1	1	1	1	19,524	19,933
2758	Administrative Secretary III	0	0	1	1	0	22,766
8801	Retirement System Manager	0	0	1	1	0	65,012
9999	Extra Help	1	.42	1	.42	4700	4,700
	Total	10	9.42	14	13.42	$210,013	$343,850
Salary Adjustments:						6,308	7,000
Premium/Overtime Pay:						0	0
Employee Benefits:						51,490	79,088
Salary Savings:						(5,434)	(21,373)
	Total Adjustments					$52,364	$64,715
Program Totals		10	9.42	14	13.42	$262,377	$408,565

PROGRAM: Department Overhead

DEPARTMENT: TREASURER-TAX COLLECTOR

PROGRAM #: 92101
MANAGER: Norman H. Ernst

ORGANIZATION #: 1200
REFERENCE: 1989-90 Proposed Budget, Pg. 36G

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$418,306	$438,972	$452,599	$430,063	$464,802	8.1
Services & Supplies	27,152	37,149	30,516	39,550	39,550	0.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	781	6,790	0	0	0	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$446,239	$482,911	$483,115	$469,613	$504,352	7.4
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	0.0
NET GENERAL FUND CONTRIBUTION	$446,239	$482,911	$483,115	$469,613	$504,352	7.4
STAFF YEARS	8.62	8.49	8.10	8.42	8.42	0.0

PROGRAM DESCRIPTION

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

1988-89 BUDGET TO ACTUAL COMPARISON

Direct costs were 3% over budget. The difference represents actual Salary and Benefit costs not included in the Auditor's salary projection system, with offsetting savings from Services and Supplies below budgeted expenditures.

1989-90 SUB PROGRAM ACTIVITIES

This is a single activity program and summarized as follows:

1. Department Overhead (8.42 SY; E = $504,352 ; R = $0) is:

   - Mandated/Discretionary Service Level.
   - Providing management and control support for the department.

PROGRAM: Department Overhead | DEPARTMENT: TREASURER-TAX COLLECTOR

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
N/A:	$	$	$	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
PROGRAM COSTS:	$483,115	$469,613	$504,352	$34,739
Sub-Total	$483,115	$469,613	$504,352	$34,739
Total	$483,115	$469,613	$504,352	34,739

EXPLANATION/COMMENT ON PROGRAM REVENUES: N/A

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0185	Treasurer-Tax Collector	1	1	1	1	$69,759	$75,472
0270	Chief Deputy Tax Collector	1	1	1	1	58,942	65,604
0280	Chief Deputy Treasurer	1	1	1	1	58,942	65,604
2369	Admin Services Manager II	1	1	1	1	46,354	48,022
2511	Senior Payroll Clerk	1	1	1	1	18,062	22,024
2730	Senior Clerk	1	1	1	1	20,162	21,623
2758	Administrative Secretary III	1	1	1	1	26,056	26,998
2759	Administrative Secretary IV	1	1	1	1	28,043	29,052
9999	Extra Help	1	.42	1	.42	4,800	4,800
	Total	9	8.42	9	8.42	$331,120	$359,199
Salary Adjustments:						1,258	-4,330
Premium/Overtime Pay:						0	0
Employee Benefits:						97,685	109,933
Salary Savings:						(0)	(0)
	Total Adjustments					$98,943	$105,603
Program Totals		9	8.42	9	8.42	$430,063	$464,802

SUPPORT SERVICES

CAPITAL ASSET LEASING (SANCAL)

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Capital Asset Leasing	$1,879,269	$1,894,664	$1,870,558	$1,870,558	$1,789,274	$(81,284)	(4.4)
TOTAL DIRECT COST	$1,879,269	$1,894,664	$1,870,558	$1,870,558	$1,789,274	$(81,284)	(4.4)
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	$0	0
NET GENERAL FUND COST	$1,879,269	$1,894,664	$1,870,558	$1,870,558	$1,789,274	$(81,284)	(4.4)
STAFF YEARS	0	0	0	0	0	0	0

PROGRAM: CAPITAL ASSET LEASING (SANCAL)
PROGRAM #: 00001
MANAGER: Ted Harwood, Debt Finance Manager

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICE
ORGANIZATION #: 5200
REFERENCE: 1989-90 Proposed Budget, Pg. 37

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	0
Services & Supplies	0	0	0	0	0	0
Other Charges	2,192,733	2,208,128	2,183,556	2,183,556	2,166,257	(0.8)
Fixed Assets	0	0	0	0	0	0
Less Reimbursements	(313,464)	(313,464)	(312,998)	(312,998)	(376,983)	(220.4)
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$1,879,269	$1,894,664	$1,870,558	$1,870,558	$1,789,274	(4.4)
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$1,879,269	$1,894,664	$1,870,558	$1,870,558	$1,789,274	(4.4)
STAFF YEARS	0	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 County departments. The Corporation is organized under the states's Non-Profit Public Benefit Corporation Law. 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. To carry out these activities, the Corporation has 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.

1988-89 BUDGET TO ACTUAL COMPARISON

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 personnel 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 1988-89 actual payment for the 1984 equipment financing is the same as the 1988-89 budgeted amount.

1989-90 OBJECTIVES

$2,166,257 is the 1989-90 payment required on the 1984 SANCAL Equipment Financing. $376,983 is to be reimbursed by the Transit Development Fund. Payments will be made in July '89 and January '90 as required by the terms of the lease.

SUMMARY 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 summary 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
1989 Capital Improvements	20,750,000	Aug. 2008

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	$ 2,166	$ 1,890	$ 1,821
'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
'89 Justice Facilities	-	-	3,371	3,379	3,370
'89 Capital Improvements					
Trustee Fees	45	55	55	65	65
TOTAL	$ 5,532	$ 10,039	$ 14,006	$ 13,715	$ 13,651

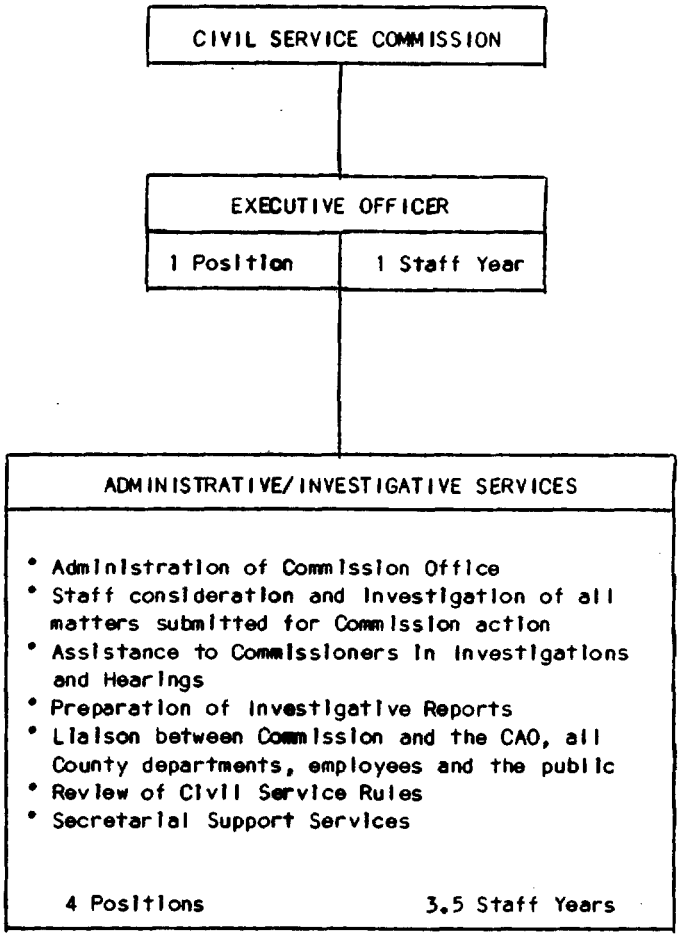
SANCAL financings currently in process are:

1. A refunding of approximately $24 million to fund construction at the East Mesa Detention Facility

2. An $18 million financing to acquire a hospital facility.

CIVIL SERVICE COMMISSION

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
PERSONNEL SERVICES	$215,617	$229,684	$246,164	$246,164	$258,916	$12,752	5.2
TOTAL DIRECT COST	$215,617	$229,684	$246,164	$246,164	$258,916	$12,752	5.2
PROGRAM REVENUE	$(23,510)	$(28,598)	$(23,232)	$(23,232)	$(24,791)	$(1,559)	6.7
NET GENERAL FUND COST	$192,107	$201,086	$222,932	$222,932	$234,125	$11,193	5.0
STAFF YEARS	4.5	4.5	4.5	4.5	4.5	0	0.0


CIVIL SERVICE COMMISSION
EXECUTIVE OFFICER
1 Position
1 Staff Year
ADMINISTRATIVE/INVESTIGATIVE SERVICES
• Administration of Commission Office
• Staff consideration and investigation of all matters submitted for Commission action
• Assistance to Commissioners in investigations and Hearings
• Preparation of investigative Reports
• Liaison between Commission and the CAO, all County departments, employees and the public
• Review of Civil Service Rules
• Secretarial Support Services
4 Positions
3.5 Staff Years

PROGRAM: PERSONNEL SERVICES

DEPARTMENT: CIVIL SERVICE COMMISSION

PROGRAM #: 81201
MANAGER: LARRY COOK

ORGANIZATION #: 0450
REFERENCE: 1988-89 Final Budget Pg. E-4

AUTHORITY: ARTICLE IX, SECTION 904, SAN DIEGO COUNTY CHARTER

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$204,274	$220,445	$234,920	$234,920	$250,472	6.6
Services & Supplies	8,843	9,239	8,444	8,444	8,444	0.0
Other Charges	0	0	0	0	0	100.0
Fixed Assets	2,500	0	2,800	2,800	0	(100.0)
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$215,617	$229,684	$246,164	$246,164	$258,916	5.2
PROGRAM REVENUE	$(23,510)	$(28,598)	$(23,232)	$(23,232)	$(24,791)	6.7
NET GENERAL FUND CONTRIBUTION	$192,107	$201,086	$222,932	$222,932	$234,125	5.0
STAFF YEARS	4.5	4.5	4.5	4.5	4.5	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

There was a slight increase in Commission hearings this year. We anticipate another slight increase in hearings during FY 1989-90. During the year $2,000 was transferred to the Clerk, Board of Supervisors for printing costs.

1989-90 OBJECTIVES

1. All mandated requirements for hearings and investigations have been met.
2. Civil Service Commission is systematically automating all mandated reports.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows: N/A

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER:				
ROAD FUND	$13,138	$13,138	$13,597	$459
APCD	1,994	1,994	2,171	177
LIBRARY	4,719	4,719	5,198	479
AIRPORT/LIQUID/SOLID	3381	3381	3,825	444
Sub-Total	$23,232	$23,232	$24,791	$1,559
Total	$23,232	$23,232	$24,791	$1,559

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
N/A:				
	$1	$	$	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: The 1989-90 revenues will be higher because of the Auditor's recommended application of the State Allocation Plan (A-87).

PERFORMANCE INDICATORS

		1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: KEY WORKLOAD INDICATORS						
% OF RESOURCES:	100%					
WORKLOAD						
COMMISSION HEARINGS		59	60	52	48	48
COMMISSION INVESTIGATIONS		27	25	12	12	10
STAFF REVIEW		628	378	300	300	300
EFFICIENCY						
N/A		$	$	$	$	$
EFFECTIVENESS						
N/A						

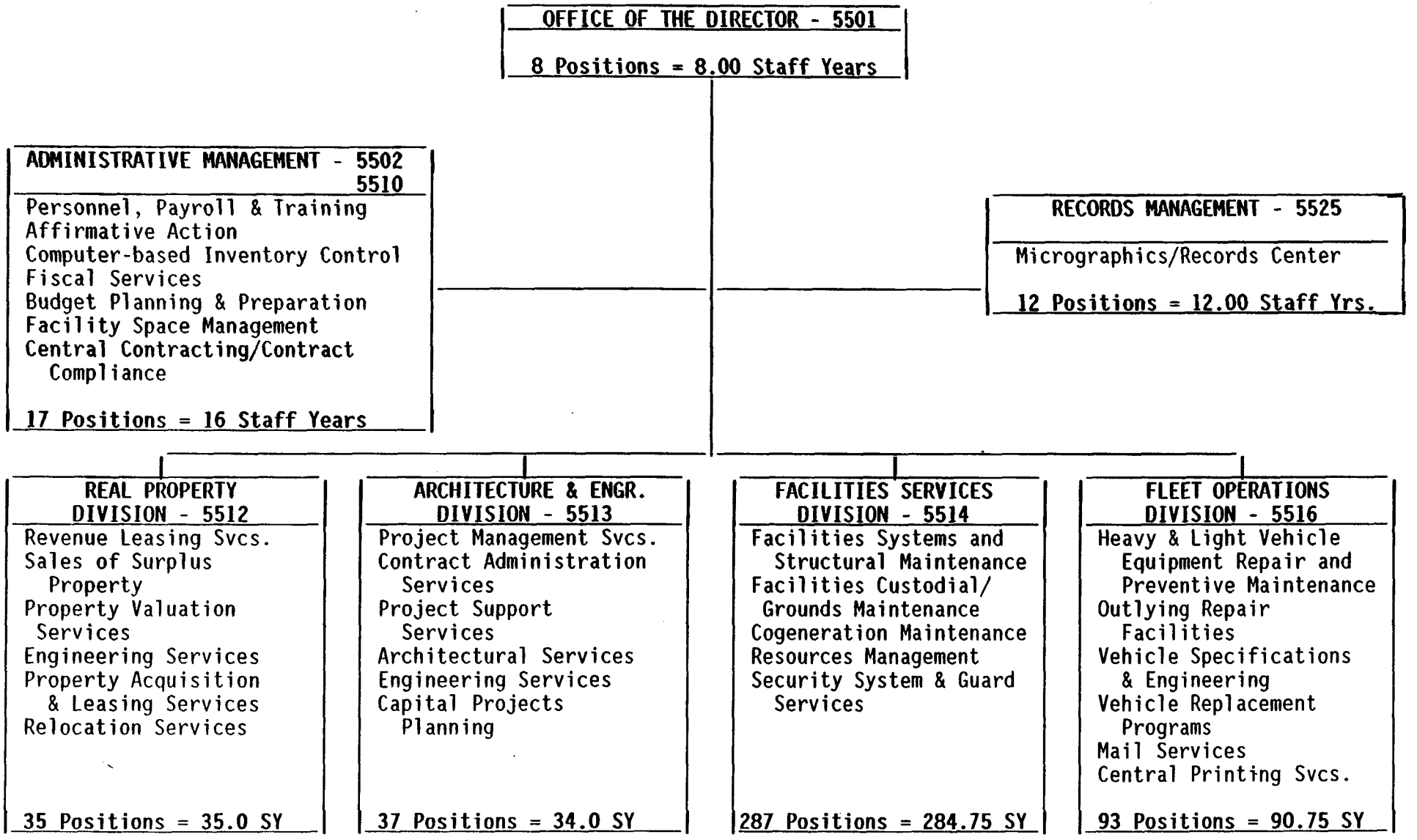
STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0445	CSC MEMBERS	5	0.00	5	0.00	$12,150	$12,150
0450	CSC HEARING OFFICER	5	0.00	5	0.00	13,500	13,500
0446	EXECUTIVE OFFICER	1	1.00	1	1.00	54,498	61,513
2412	ANALYST II	2	2.00	2	2.00	66,072	69,856
2753	CSC SECRETARY	1	0.80	1	0.80	26,048	26,717
2772	CONFIDENTIAL LEGAL SECRETARY	1	0.50	1	0.50	12,240	13,853
9999	EXTRA HELP	1	0.20	1	0.20	3,500	3,500
	Total	16	4.50	16	4.50	$188,008	$201,089
Salary Adjustments:						$0	$(2,188)
Premium/Overtime Pay:						0	0
Employee Benefits:						46,912	51,571
Salary Savings:						(0)	(0)
	Total Adjustments					$46,912	$49,383
Program Totals		16	4.50	16	4.50	$234,920	$250,472

DEPARTMENT OF GENERAL SERVICES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Architecture	$ 1,128,809	$ 1,203,626	$ 1,283,744	$ 1,372,210	$ 1,444,709	$(210,227)	(15.3)
Facilities Services	10,799,204	11,314,630	12,020,201	12,486,235	13,784,610	1,298,375	10.4
Fleet Equipment & Operations	4,406,589	4,639,516	5,069,159	4,618,972	5,284,708	665,736	14.4
Mail and Reprographics	401,858	449,236	426,905	296,587	680,805	384,218	129.6
Real Property Mgmt.	1,159,372	1,244,064	1,198,401	1,306,167	1,591,856	285,689	21.9
Records Management	339,534	317,204	349,045	343,931	382,361	38,430	11.2
Administration	1,066,845	1,153,080	1,131,587	1,076,281	1,161,983	85,702	8.0
TOTAL DIRECT COST	$19,302,211	$20,311,356	$21,479,032	$21,500,383	$24,331,032	$2,830,649	13.2
PROGRAM REVENUE	$(2,927,237)	$(3,169,847)	$(3,257,099)	$(2,983,459)	$(3,337,015)	$(353,556)	11.9
NET GENERAL FUND COST	$16,374,974	$17,141,509	$18,221,933	$18,516,924	$20,994,017	$2,477,093	13.4
STAFF YEARS	462.00	451.51	442.64	450.00	480.50	31	6.9

DEPARTMENT OF GENERAL SERVICES
(HEADQUARTERS LOCATION: COUNTY OPERATIONS CENTER)



PROGRAM: Architecture and Engineering

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 85201
MANAGER: Jane F. Huston, Director

ORGANIZATION #: 5500
REFERENCE: 1989-90 Proposed Budget - Pg. 39E

AUTHORITY: The Architecture and Engineering Program of the Department of General Services provides services as outlined in Administrative Code, Section 398.5 (b). The Program provides specified services including project management, preparation of plans and specifications, inspection and supervision, and maintenance of drawings for the construction and alteration of County buildings.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,171,060	$1,271,942	$1,392,933	$1,372,210	$1,698,209	23.8
Services & Supplies	49,930	48,833	73,761	70,000	83,500	19.3
Fixed Assets	0	0	0	0	2,000	??
Less Reimbursements	(92,181)	(117,149)	(182,950)	(70,000)	(339,000)	384.3
TOTAL DIRECT COST	$1,128,809	$1,203,626	$1,283,744	$1,372,210	$1,444,709	5.3
PROGRAM REVENUE	$(1,070,333)	$(1,142,015)	$(1,208,509)	$(1,096,606)	$(1,060,606)	(3.3)
NET GENERAL FUND CONTRIBUTION	$58,476	$61,611	$75,235	$275,604	$384,103	39.4
STAFF YEARS	26.00	26.68	27.71	29.00	34.00	17.2

PROGRAM DESCRIPTION

The Architecture and Engineering Program of the Department of General Services provides and obtains building construction and alteration project services required by the County to meet its facilities and space needs. This program's general function is to provide professional County project management. Project management includes: feasibility studies, definition of requirements, planning, cost estimation, selection and management of design services, selection and management of construction and alteration services, ensuring compliance with building code and design requirements, monitoring and maintaining quality control and contract compliance, monitoring warranty periods, and maintaining facility drawings.

Program staff also assist in the review of requests for and development of the Capital Improvements Program and Budget.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual Net General Fund Contribution is $200,369 less than the 1988-89 budget due to overrealized revenues appropriated mid-year to fund the addition of staff positions and increases to the support accounts. Reimbursements were overrealized by $112,950 and Revenues were overrealized by $111,903. Actual Salaries and Benefits exceeded the budgeted amount by $20,723. Actual Services and Supplies exceed the budgeted amount by $3,761.

1989-90 OBJECTIVES

1. Maintain project service levels by completing 95% of assigned projects on schedule and within budgeted funds.

2. Maintain communication and coordination with client and service departments by continuation of regular (no less frequent than quarterly) meetings with and distribution of Monthly Project Status Reports to client and service department representatives.

3. Meet or exceed the Department goal of 15% Minority/Women Business Enterprise (M/WBE) participation in awarded contracts.

4. Upgrade and improve the Program/Division Information Systems to include: upgrade, expansion, and networking of existing microcomputer systems to meet developing staff needs and skills; develop and establish Information Systems security and recovery; and integrate and develop Program microcomputer based project cost estimating, budgeting, cost control, and expenditure forms and reports.

5. Improve Program/Division project management by review and revision of policies, standards, and procedures.

6. Improve Program/Division staff training by assessment of the level of staff knowledge and skills and development and implementation of Program/Division and individual Training Plans to assist each staff person in their performance and career development.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Architecture and Engineering (34.00 SY; E = $1,444,709 ; R = $1,060,606) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for providing and obtaining building construction and alteration project services. Construction projects include the East Mesa Detention Complex and the Juvenile Hall Expansion. Alteration projects include the South Bay and East County Regional Centers courts and staff facilities remodeling and new District Offices for the Department of Social Services.
   - Responsible for assisting in the review of requests for and development of the Capital Improvements Program and Budget.
   - Increasing expenditures ($234,000) and off-setting reimbursements/revenues ($234,000) to provide full-year funding and support for five (5) positions/5.0 Staff Years added to the Program mid-year in FY 88-89.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES				
State Grant (9775)	0	175,000	0	(175,000)
Regional Center Bond Fund (9776)	212,925	160,000	170,000	10,000
Capital Outlay Fund (9785)	981,377	761,606	890,606	129,000
Sub-Total	$1,194,302	$1,096,606	$1,060,606	$(36,000)
OTHER REVENUE				
Insurance Reimbursements (9995)	10,636	0	0	0
Sales of Bid Documents (9996)	3,582	0	0	0
Work Authorization, Excess Cost (9998)	(11)	0	0	0
Sub-Total	$14,207	$0	$0	$0
Total	$1,208,509	$1,096,606	$1,060,606	$(36,000)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$75,235	$275,604	$384,103	108,499
Sub-Total	$75,235	$275,604	$384,103	$108,499
Total	$75,235	$275,604	$384,103	$108,499

EXPLANATION/COMMENT ON PROGRAM REVENUES:

FY 88-89 actual revenues exceeded budgeted amounts by a total of $111,903. The excess reflects the program's responsiveness to critical projects that were revenue-offset or otherwise reimbursable.

The shift in FY 88-89 Revenues between sub-object accounts 9775 and 9785 was caused in part by Vista Detention facility costs being reimbursed through the Capital Outlay Fund, rather than from the Vista Expansion Project, as previously anticipated.

The $36,000 Revenue decrease from FY 88-89 to FY 89-90 results from a shift in reimbursement to Cost Applied. The overall increase in revenues anticipates an increased number of projects and the full-year addition of professional staff approved as a mid-year change in FY 88-89.

PROGRAM: Architecture and Engineering **DEPARTMENT: GENERAL SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Laser Printer	1	$2,000
Total		$2,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Project Management					
% OF RESOURCES: 100%					
WORKLOAD					
Contract Expenditures	$10.4M	$20.1M	$42.0M	$40.0M	$50.0M
Number of Projects	47	49	79	48	80
Number of Contracts	56	55	90	85	90
EFFICIENCY					
Ratio of Standard Unit to Actual Unit Cost for Project Management (1.0 is standard)	1.38	1.0	1.0	1.0	1.0
EFFECTIVENESS					
% of projects completed within project budget	100%	95%	95%	95%	95%
% of projects completed within project schedule	100%	95%	95%	95%	95%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3678	Dep. Dir., Arch./Eng.	1	1.00	1	1.00	$ 60,970	$ 54,776
2348	Chief, Capital Fac. Plan	1	1.00	1	1.00	52,295	55,505
3571	Chief, Arch. Plan. & Design	1	1.00	1	1.00	53,076	55,597
3593	Arch. Project Mgr. III	6	6.00	8	8.00	286,632	400,260
3592	Arch. Project Mgr. II	5	5.00	5	5.00	211,960	230,711
2302	Admin. Assistant III	1	1.00	1	1.00	39,106	40,518
3511	Senior Constr. Inspector	1	1.00	1	1.00	37,647	40,166
2303	Admin. Assistant II	1	1.00	1	1.00	35,433	36,708
3510	Construction Inspector	4	4.00	4	4.00	127,259	140,368
3591	Architecture Project Mgr. 1	3	3.00	4	4.00	108,882	157,448
2757	Admin. Secretary II	1	1.00	1	1.00	22,550	23,024
2730	Senior Clerk	1	1.00	2	2.00	20,462	39,937
2403	Accounting Technician	1	1.00	2	2.00	20,880	58,515
3009	Word Processor Operator	1	1.00	1	1.00	20,295	21,451
2700	Intermediate Clerk Typist	1	1.00	1	1.00	17,330	18,661
9999	Extra Help	3	0.00	3	0.00	0	0
	Total	32	29.00	37	34.00	$1,114,777	$1,373,645
Salary Adjustments:						$ 3,700	$ 8,070
Premium/Overtime Pay:						0	0
Employee Benefits:						281,921	344,457
Salary Savings:						(28,188)	(27,963)
	Total Adjustments					$257,433	$324,564
Program Totals		32	29.00	37	34.00	$1,372,210	$1,698,209

PROGRAM: Facilities Services

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 82103
MANAGER: Jane F. Huston, Director

ORGANIZATION #: 5500
REFERENCE: 1989-90 Proposed Budget - Pg. 39G

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 8,166,163	$ 8,400,575	$ 8,209,835	$ 8,314,702	$ 9,158,135	10.1
Services & Supplies	1,413,198	1,815,079	1,853,536	1,391,609	1,529,271	9.9
Contracts	1,914,358	1,819,455	2,619,043	3,138,745	3,635,876	15.8
Other Charges	0	0	579	0	0	
Fixed Assets	70,191	68,581	78,535	57,100	182,500	219.6
Vehicle/Comm. Equip.	0	0	0	0	12,499	100.0
Less Reimbursements	(764,706)	(789,060)	(741,327)	(415,921)	(733,671)	76.4
TOTAL DIRECT COST	$10,799,204	$11,314,630	$12,020,201	$12,486,235	$13,784,610	10.4
PROGRAM REVENUE	$ (574,345)	$ (690,865)	$(810,707)	$ (557,782)	$ (595,982)	6.8
NET GENERAL FUND CONTRIBUTION	$10,224,859	$10,623,765	$11,209,494	$11,928,453	$13,188,628	10.6
STAFF YEARS	288.90	279.95	270.30	266.00	284.75	7.0

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. 5,427,754 square feet of building space and 4,644,811 square feet of grounds are maintained through this program. New facilities under division management in FY89-90 include Clairemont Hospital.

1988-89 BUDGET TO ACTUAL COMPARISON

Total direct costs underspent appropriations by $466,034. This underexpenditure is attributed to the overrealization of Costs Applied and Revenues. Costs Applied overrealized budgeted amounts by $325,406, as a result of increased major maintenance activity. Revenues overrealized budgeted amounts by $252,925. This overrealization is a result of increased revenue from various funds such as the Library Fund, Capital Outlay Fund, and the White Paper Recycle Program.

Salaries and benefits were underspent by $104,867, as a result of delays in filling new positions. Services and supplies, including contracts, underspent budgeted appropriations by $57,775, which is within 1.3% of the total services and supplies appropriation.

Fixed Assets expenditures reflect the purchase of all approved items, plus the expenditure of $19,492 of prior year appropriations for fixed assets equipment.

1989-90 OBJECTIVES

1. To plan, schedule and estimate costs associated with 5,000 projected Work Order Requests anticipated during FY89-90.

2. To complete services on 70% of all Work Order Requests received during FY89-90.

3. To complete 110 projected Major Maintenance Projects (Force Account Only).

4. To produce 25,500 Megawatt Hours of electricity from Cogeneration. This represents Cogeneration operating 81% of available time.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Maintenance Operations (167.75 SY; E = $9,568,142; R = $551,700) 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.

   Increased costs associated with Clairemont Hospital, asbestos abatement, detention facilities, and contract renegotiations required:

   - Adding 10.0 SY - 5.00 SY Building Maintenance Engineer, .50 SY Building Maintenance Engineer Assistant, 1.50 SY Building Maintenance Supervisor, 2.00 SY Security Alarm Specialist, and 1.00 SY Air Conditioning Refrigeration Mechanic.

   - Adding $517,131 in security, custodial, trash and asbestos abatement contracts combined.

   - Adding $120,399 for Asbestos and Security Fixed Assets.

   - Adding $20,000 for Asbestos Abatement overtime.

2. Maintenance Support (111.00 SY; E = $3,898,841; 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. The White Office Paper Program involves the collection and recycling of paper, and has expanded to include the recycling of beverage containers and other materials identified in Waste Audits. This activity is:

   - Discretionary/Discretionary Service Level.

Increased workloads associated with major maintenance projects required:

- Adding 8.75 SY - 4.00 SY Planner Estimator II, 1.00 SY Drafting Technician II, 1.00 SY Construction Inspector, 1.00 SY Electrician, 0.75 SY Mason, 0.75 SY Plumber, and 0.25 SY Painter.

3. Resources Management (6.0 SY; E = $317,627; 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.

PROGRAM: Facilities Services **DEPARTMENT: GENERAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FINES, FORFEITURE, & PENALTIES				
Criminal Justice Facilities (9176)	$ 0	$ 0	$38,200	$38,200
Sub-Total	$ 0	$ 0	$38,200	$38,200
AID FROM OTHER GOVERNMENT AGENCIES:				
Parks Special District (9746)	$ 420	$ 2,500	$ 2,500	$0
Sub-Total	$ 420	$ 2,500	$ 2,500	$0
CHARGES FOR CURRENT SERVICES:				
Freeway Call Box (9694)	$ 1,058	$ 0	$ 0	$0
Regional Center Bond Funds (9776)	8,755	0	0	0
Road Fund (9782)	128,113	130,000	130,000	0
Air Poll. Contr. Dist. (9783)	18,412	15,000	15,000	0
Capital Outlay Fund (9785)	168,031	65,000	65,000	0
Airport Enterprise Fund (9787)	14,654	15,000	15,000	0
Liquid Waste Enterprise Fund (9788)	5,959	5,000	5,000	0
Solid Waste Enterprise Fund (9790)	27,147	27,000	27,000	0
DWP-Sanitation Districts (9792)	5,215	20,500	20,500	0
Library Fund (9793)	262,939	169,000	169,000	0
State of CA - Deer Park (9971)	71,302	50,000	50,000	0
Employee Hsng. Rent Fees (9774)	2,393	1,500	1,500	0
Sub-Total	$713,977	$498,000	$498,000	$0
OTHER REVENUES:				
Other Sales - White Paper (9994)	$ 94,304	$ 44,282	$ 44,282	$0
Misc. Recovery Fees (9995)	2,005	13,000	13,000	0
Sub-Total	$100,607	$ 57,282	$ 57,282	$0
Total	$815,004	$557,782	$595,982	$38,200

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$11,209,494	$11,928,453	$13,188,628	$1,260,175
Sub-Total	$11,209,494	$11,928,453	$13,188,628	$1,260,175
Total	$11,209,494	$11,928,453	$13,188,628	1,260,175

EXPLANATION/COMMENT ON PROGRAM REVENUES: FY88-89 revenues overrealized FY88-89 Budgeted by $252,925 (45%). This is primarily due to the increased realization of revenues from various funds such as the Library Fund, Capital Outlay Fund, and revenue realized from the White Paper Recycle Program.

FIXED ASSETS

Item	Quantity	Cost
Maintenance Equipment	Lot	$35,000
Custodial Equipment	Lot	6,100
Personal Computer	3	7,200
Office Equipment	Lot	1,000
Gardening Equipment	Lot	10,000
Vacuums, H. Efficiency	8	12,224
Asbestos Decontamination	3	4,584
Portable Control Cubes	4	6,112
Air Purifying Respirators	10	15,280
Security System	Lot	85,000
Total		$182,500

Vehicles/Communication Equipment

Item	Quantity	Cost
Vehicle	1	$12,499
Total		$12,499

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: MAINTENANCE OPERATIONS					
% OF RESOURCES: 69.4%					
WORKLOAD					
Total Sq.Ft. Bldg. Space Maintained	5,000,000	5,000,000	5,236,174	5,236,174	5,427,754
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)	1,533,178	1,533,178	990,897	990,897	990,897
Total Sq. Ft. Custodial Space Maintained (contract)	948,555	948,184	1,466,101	1,490,465	1,490,465
Security Services - # Requests Received*	16,799	11,707	15,024	12,500	17,000
EFFICIENCY					
Building Maintenance Sq.Ft./SY	40,245	40,748	37,744	37,594	37,824
Gardening Sq.Ft./SY	410,319	428,646	434,095	387,068	357,293
Custodial Sq.Ft./SY (Co. Staff)	19,225	21,789	22,128	18,696	19,818
Custodial Cost/Sq.Ft./Year (County Staff)	$2.17	$1.84	$3.34	$2.23	$2.35
Custodial Cost/Sq.Ft./Year (Contract)	$.77	$.77	$.83	$.90	$.97
Security Services - % Requests Responded*	85%	85%	90%	85%	90%
EFFECTIVENESS					
Custodial Cost differential (in-house vs. contract cost/Sq.Ft./Year)	$2.17/.77	$1.84/.77	$3.34/.83	$2.23/.90	$2.35/.97
% of Security Requests Completed*	80%	75%	85%	85%	85%

*Of the total requests received, 90% were responded to and 85% were completed.

ACTIVITY B: MAINTENANCE SUPPORT					
% OF RESOURCES: 28.3%					
WORKLOAD					
No. of Work Order Requests Received	4,717	4,390	4,497	5,000	5,000

No. of Major Maintenance Projects Implemented by Force Account (FA)	142	150	125	110	110
EFFICIENCY					
No. of Work Order Requests Processed/SY	602	486	536	625	417
Average Cost/Major Maintenance Project (FA)	$5,086	$5,276	$6,328	$4,750	$5,700
EFFECTIVENESS					
% of Work Order Requests Completed	58%	48%	51%	70%	70%
% of Major Maintenance Projects Completed (FA)	103%	77%	114%	100%	100%

Note: Generally, Work Order requests are less than $2,000. Project requests are greater than $2,000.

ACTIVITY C: ENERGY MANAGEMENT

% OF RESOURCES: 2.3%

WORKLOAD					
*Cogeneration MWH Produced/Year	12,910	16,319	17,805	25,500	25,500
EFFICIENCY					
% MWH produced	51%	64%	70%	100%	100%
EFFECTIVENESS					
Cost Avoidance in SDG&E billings	$1,048,339	$1,018,880	$940,140	$2,693,000	$1,222,182

*31,536 Megawatt Hours (MWH) are the maximum number of hours that can be produced per year provided there is no down time. In FY 89-90, 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

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3685	Deputy Dir., Fac. Svcs.	1	1.00	1	1.00	$58,819	$54,776
5915	Chief, Fac. Maint. Opers.	1	1.00	1	1.00	45,269	46,902
5916	Chief, Fac. Maint. Prog.	1	1.00	1	1.00	48,674	50,428
3675	Energy Resources Manager	1	1.00	1	1.00	53,662	55,597
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2756	Administrative Secretary I	1	1.00	1	1.00	17,033	19,933
2730	Senior Clerk	4	4.00	4	4.00	76,594	82,795
2403	Accounting Technician	1	1.00	1	1.00	20,924	23,001
2700	Intermediate Clerk Typist	2	2.00	2	2.00	32,514	35,251
3729	Senior Mechanical Engineer	1	1.00	1	1.00	49,005	52,819
3617	Assistant Electrical Engineer	1	1.00	1	1.00	36,835	39,704
2525	Senior Systems Analyst	1	1.00	1	1.00	46,354	48,022
5919	Bldg. Automation Technician	1	1.00	1	1.00	25,511	27,738
2413	Analyst III	1	1.00	1	1.00	39,106	40,518
6013	Supv. Planner/Estimator	1	1.00	1	1.00	33,681	37,006
6010	Planner/Estimator III	5	5.00	5	5.00	143,025	149,990
6011	Planner/Estimator II	3	3.00	7	7.00	85,695	182,279
7532	Tool & Equipment Repairer	1	1.00	1	1.00	21,629	22,408
2655	Storekeeper III	1	1.00	1	1.00	24,889	25,937
2660	Storekeeper I	1	1.00	1	1.00	19,524	20,343
7017	Regional Building Supervisor	5	5.00	5	5.00	171,015	171,807
5885	Bldg. Maintenance Supv. I	9	9.00	11	10.50	260,788	316,591
5884	Bldg. Maintenance Engineer	47	42.50	48	47.50	1,117,589	1,308,243
6200	Bldg. Maint. Eng. Asst. II	24	24.00	25	24.50	573,226	622,340
5906	Carpenter & Painter Supv.	1	1.00	1	1.00	30,694	31,810
5963	Senior Carpenter	1	1.00	1	1.00	27,188	29,009
5905	Carpenter	6	6.00	6	6.00	144,164	156,189
5970	Sign Painter	1	1.00	1	1.00	26,050	27,930
5967	Senior Painter	1	1.00	1	1.00	27,748	28,766
5940	Painter	10	10.00	11	10.25	251,419	268,768
7535	Construction & Services Supv.	1	1.00	0	0.00	19,502	0
7539	Construction & Svcs. Worker III	3	3.00	3	3.00	56,048	64,581
7540	Construction & Svcs. Worker II	8	8.00	8	8.00	141,230	149,061
7541	Construction & Svcs. Worker I	10	10.00	10	10.00	168,716	183,156
7533	Fire Extinguisher Svcs. Worker	1	1.00	1	1.00	20,109	22,856
5925	Electrician Supervisor	1	1.00	1	1.00	34,157	35,399
5923	Senior Electrician	1	1.00	1	1.00	31,047	31,547
5920	Electrician	9	9.00	10	10.00	256,186	291,034
2331	Loss Prevention Analyst	1	1.00	1	1.00	32,930	29,764
3510	Construction Inspector	0	0.00	1	1.00	0	33,115
3801	Drafting Technician II	0	0.00	1	1.00	0	23,244
6210	Electrician Assistant	1	1.00	1	1.00	23,949	24,819
7536	Mason & Const.Svcs.Supv.	0	0.00	1	1.00	0	33,709
5933	Senior Mason	1	1.00	1	1.00	31,364	33,460
5930	Mason	2	1.25	2	2.00	36,531	59,983
5955	Plumber & Welder Supv.	1	1.00	1	1.00	34,157	35,399
5953	Senior Plumber	1	1.00	1	1.00	31,047	32,178
5950	Plumber	6	5.25	6	6.00	153,177	175,018
6230	Plumber Assist.	2	2.00	2	2.00	49,674	48,155
6180	Welder	2	2.00	2	2.00	58,338	60,458
5960	Air Cond.& Refrig.Mechanic	5	5.00	6	6.00	148,990	182,996
6315	Gardener Supervisor II	1	1.00	1	1.00	24,744	26,523
6310	Gardener Supervisor I	2	2.00	2	2.00	43,936	46,275
6305	Gardener II	10	10.00	10	10.00	181,591	191,941
7085	Supervising Custodian	3	3.00	3	3.00	59,697	61,845
7030	Senior Custodian	3	3.00	3	3.00	54,180	56,133
7031	Custodian	48	48.00	47	47.00	789,655	790,508
6162	Security Coordinator	1	1.00	1	1.00	33,388	34,087
6161	Security Alarm Specialist	5	5.00	7	7.00	146,010	205,923
7098	Security Guard	2	2.00	2	2.00	36,748	38,068
5195	F/S Contract Specialist II	1	1.00	1	1.00	29,565	30,630
5194	F/S Contract Specialist I	3	3.00	3	3.00	70,582	73,521

PROGRAM: Facilities Services		DEPARTMENT: GENERAL SERVICES					
6015	Facilities Supoort Manager	1	1.00	1	1.00	38,500	40,915
7097	Photo ID/Sec. Specialist	0	0.00	1	1.00	0	16,061
	Total	272	266.00	287	284.75	$6,406,028	$7,202,804
Salary Adjustments:						$(38,751)	$ 355
Premium/Overtime Pay:						200,000	220,000
Employee Benefits:						1,923,654	2,111,259
Salary Savings:						(176,229)	(376,283)
	Total Adjustments					$1,908,674	$1,955,331
Program Totals		272	266.00	287	284.75	$8,314,702	$9,158,135

PROGRAM: Real Property Management

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 82151
MANAGER: Jane F. Huston, Director

ORGANIZATION #: 5500
REFERENCE: 1989-90 Proposed Budget Pg.39 I

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).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,069,916	$1,187,855	$1,127,064	$1,234,061	$1,472,150	19.3
Services & Supplies	89,456	53,004	71,337	72,106	72,106	0.0
Other Charges	0	580	0	0	0	
Fixed Assets	0	2,625	0	0	47,600	100.0
TOTAL DIRECT COST	$1,159,372	$1,244,064	$1,198,401	$1,306,167	$1,591,856	21.9
PROGRAM REVENUE	$(573,043)	$(579,712)	$(573,331)	$(574,223)	$(895,498)	55.9
NET GENERAL FUND CONTRIBUTION	$586,329	$664,352	$625,070	$731,944	$696,358	(4.9)
STAFF YEARS	29.50	26.39	25.67	30.00	35.00	16.7

PROGRAM DESCRIPTION

The Real Property Management Division, on behalf of the County of San Diego, acquires, sells and manages County real estate resources county-wide (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. This program is primarily administered by County employees. However, contract services are employed in the area of appraisal/valuation services as required.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and Benefits expenditures were under budget by $106,997 due to a one-half year vacancy in two Supervising Property Agent positions; under-filling of two Associate Real Property Agents with Junior Real Property Agents; under-filling an Associate Land Surveyor with an Assistant Land Surveyor.

Services and Supplies expenditures were under budget by $769. This savings occurred in the Professional and Specialized services account (2315).

1989-90 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 County-owned residences for revenue alternatives and revenue enhancement.

3. To develop a comprehensive approach for disposition 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Real Property Management (5.0 SY; E = $245,308; R = $0) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Responsible for program budget development, management and administration.
   - Responsible for the County-wide Rents and Leases Budget and Revenue Leasing Budget development, management and administration.
   - Adding a replacement mid-size copier, $14,000.

2. Property Management (11.0 SY; E = $412,999; R = $286,559) including support personnel is:

   - Discretionary/Discretionary Service Level.
   - Responsible for the centralized management and administration of revenue leases to over 17 County departments on over 200 leases.
   - Providing centralized appraisal service to mandated and non-mandated County departments on over 90 parcels.
   - Responsible for surplus property management and disposal for the County of San Diego.
   - Providing Revenue Leasing amendments as required to increase county wide earned revenue.

3. Property Services (13.0 SY; E = $642,413; R = $429,840) including support personnel is:

   - Mandated/Discretionary Service Level.
   - Responsible for the County-wide acquisition leasing activity for over 27 County departments and over 190 leases.

- Responsible for providing relocation assistance when the County has entered into condemnation proceedings.
- Acquiring Clairemont Hospital valued at $15 million, for the Health Services Department.
- Conducting acquisition services for the Parks and Recreation Proposition 70 5-year acquisition project with projected revenue of $300,000 annually.
- Adding 5.0 SY, ($214,863), 5 personal computers and 2 laser printers, ($18,600), and equipment and desks, ($5,000) for Proposition 70 project.

4. Engineering (6.0 SY; E = $291,136; R = $179,099) including support personnel is:

- Discretionary/Discretionary Service Level.
- Responsible for providing technical engineering services to County Departments and the public.
- Responsible for describing parcels acquired for client departments; preparing new and/or revised plot plans; and maintaining the County-wide land and structure inventory.
- Acquiring a Computer Aided Design system, $10,000.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
TAXES OTHER THAN CURRENT PROPERTY:				
Sales and Use Tax (T.D.A.) (9061)	$ 7,941	$ 0	$ 0	$ 0
Sub-Total	7,941	0	0	0
AID FROM OTHER GOVERNMENT AGENCIES:				
Federal Aid-Commun. Development Block Grant (9683)	2,501	0	2,000	2,000
State Aid Proposition 70 (9444)	0	0	164,683	164,683
Sub-Total	2501	0	166,683	166,683
CHARGES FOR CURRENT SERVICES:				
License Fee-Freeway Call Box (9694)	756	0	0	0
Registrar of Voters Election Service Other Government Agency (9733)	1,010	0	0	0
Public & Government Plan & Eng-Plan Check & Field Inspection (9773)	125,677	150,000	151,315	1,315
Plan & Engineering Service-Other Government (9775)	494	2,500	1,500	(1,000)
Road Fund (9782)	116,399	204,978	130,000	(74,978)
Air Pollution Control District (9783)	3,671	2,000	10,000	8,000
Capital Projects (9785)	150,055	65,000	105,000	40,000
Airports Enterprise Fund (9787)	45,001	76,893	80,000	3,107
Liquid Waste Enterprise Fund (9788)	0	10,000	0	(10,000)
DPW Transit Enterprises Fund (9789)	1,063	0	0	0
DPW Solid Waste Enterprise Fund (9790)	43,810	28,852	150,000	121,148
Parks and Recreation Parkland Dedication Fund (9791)	0	0	50,000	50,000
DPW Special Districts (9792)	49,110	4,000	6,000	2,000
Library Fund (9793)	19,105	25,000	25,000	0
Charge in Revenue Sharing Fund (9795)	1,368	0	0	0
Library Services (9950)	430	0	0	0
Jury or Witness Fee (9973)	67	0	0	0
Sub-Total	558,016	569,223	708,815	139,592
OTHER REVENUE:				
Recovered Expenditures (9989)	1,215	0	0	0
Work Authorization Excess Cost (9998)	(554)	0	0	0
Sub-Total	661	0	0	0
OTHER FINANCING SOURCES:				
DPW Operating Transfer Other Special District (9812)	4,212	5,000	20,000	15,000
Sub-Total	4,212	5,000	20,000	15,000
Total	$573,331	$574,223	$895,498	$ 321,275

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	Change From 1989-90 Budget	1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$625,070	$731,944	$696,358	$(35,586)
Sub-Total	625,070	731,944	696,358	(35,586)
Total	$625,070	$731,944	$696,358	(35,586)

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue projections for FY89-90 are $321,275 above the FY88-89 budgeted level. The significant increases occurred in the Solid Waste Enterprise fund ($121,148), for expanded bin site activity and Parks and Recreation - Proposition 70 Fund ($164,683), for parks acquisition.

FIXED ASSETS

Item	Quantity	Cost
Laser Printer	1	$1,600
Personal Computers	5	17,000
C A D System	1	10,000
Dictating Equipment	5	3,000
Desks	5	2,000
Copier	1	14,000
Total		**$47,600**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: PROPERTY MANAGEMENT					
% OF RESOURCES 37%					
WORKLOAD					
1. a) Revenue Leases Negotiated and/or Managed	178	178	190	176	200
b) Revenue Earned	$772,100	$922,731	$802,520	$649,392	$778,528
2. a) Parcels Appraised	80	95	89	80	90
b) Value of Parcels Appraised	$10,500,000	$10,500,000	$12,000,000	$10,500,000	$11,800,000
EFFICIENCY					
1. Units Program Cost/$1,000 Revenue Lease Negotiated and Managed	$45.89	$40.98	$31.66	$45.53	$45.32
2. Units Program Cost/$1,000 Value of Parcel Appraised	$24.28	$22.63	$16.34	$24.28	$12.80
EFFECTIVENESS					
1. Cost Effectiveness of Providing In-House Revenue Lease Negotiation and Management: Cost of contracting out negotiation & management of the above revenue leases*	$138,948	$142,500	$151,136	$140,000	$169,272
County cost of providing the same service	111,158	119,746	132,136	112,000	151,919
Approximate Savings	$27,790	$22,754	$19,000	$28,000	$17,353
2. Cost Effectiveness of Providing In-House property Appraisals of the above parcels**	$262,500	$297,000	$229,687	$262,500	$330,750
County cost of providing the same services	157,500	174,463	137,882	157,500	173,731
Approximate Savings	$105,000	$122,537	$91,805	$105,000	$157,019

* Based upon the commission schedule of 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 including appraisal in 1984-85.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY B: PROPERTY SERVICES					
% OF RESOURCES 43%					
WORKLOAD					
1. a) Acquisition Leases Negotiated and Managed	165	147	180	165	190
b) Cost/Value of Acquisition Leases	$4,855,124	$5,439,741	$6,775,546	$8,147,934	$10,871,607
2. a) Parcels Purchased ***	80	47	65	80	140
b) Value of Parcels Purchased	$3,500,000	$6,855,000	$8,000,000	$3,000,000	$5,600,000
EFFICIENCY					
1. Unit Program Cost/$1,000 Acquisition Lease Negotiated and Managed	$30.73	$31.04	$37.78	$29.88	$41.27
2. Units Program Cost/$1,000 Value of Parcel Acquired	$52.31	$85.32	$12.11	$61.03	$53.42
EFFECTIVENESS					
1. Cost Effectiveness of Providing In-house Acquisition Lease					
Negotiation & Management: Cost of contracting out negotiation & management of above acquisition leases*	$446,828	$412,343	$501,265	$459,493	561,416
County cost of proving the same services	134,048	135,929	150,379	137,848	168,424
Approximate Savings	$312,780	$276,414	$350,886	$321,645	392,992
2. Cost Effectiveness of Providing In-house Services to Purchase Parcels: Cost of contracting out purchases of the above parcels**	$455,000	$260,000	$316,875	$390,000	$682,500
County cost of providing the same services	206,836	193,305	168,054	206,836	361,963
Approximate Savings	$248,164	$66,695	$148,821	$183,164	$320,537

* 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 adjusted to show corrected actuals and budgeted parcels purchased.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY C: ENGINEERING					
% OF RESOURCES 20%					
WORKLOAD					
1. Parcels Described	975	970	985	970	1,000
2. Plans Prepared	250	250	250	240	300
3. Inquiries Received	2,200	2,100	2,500	2,200	3,000
EFFICIENCY					
Units Program Cost/ Parcel Described	$180.28	$140.21	$126.83	$140.21	$136.07
Units Program Cost/ Plan Prepared	$634.29	$476.03	$437.23	$476.03	$396.89
Units Program Cost/ Inquiry	$51.71	$38.63	$24.98	$38.63	$22.68
EFFECTIVENESS					
% of Accuracy of Parcels Described	95%	95%	95%	95%	95%
% of Accuracy on Plans Prepared	98%	98%	98%	98%	98%
% of Inquiry Responded to	100%	100%	100%	100%	100%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3680	Deputy Director, Real Property	1	1.00	1	1.00	$59,484	$67,275
3728	Senior Land Surveyor	1	1.00	1	1.00	50,216	54,123
5585	Supervising Real Property Agent	2	2.00	2	2.00	91,784	115,821
3785	Associate Land Surveyor	1	1.00	1	1.00	29,545	32,563
5570	Senior Real Property Agent	5	5.00	6	6.00	195,954	236,100
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
5525	Associate Real Property Agent	8	8.00	11	11.00	257,270	347,451
3780	Assistant Land Surveyor	1	1.00	1	1.00	36,835	39,704
3813	Engineering Technician II	2	2.00	2	2.00	46,029	55,701
2730	Senior Clerk	0	0.00	1	1.00	0	18,242
2745	Supervising Clerk	1	1.00	1	1.00	23,012	24,321
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2756	Administrative Secretary I	1	1.00	2	2.00	19,344	36,753
2700	Intermediate Clerk Typist	3	3.00	2	2.00	48,719	37,049
9999	Extra Help	2	2.00	2	2.00	52,750	52,750
	Total	30	30.00	35	35.00	$972,598	$1,181,395
Salary Adjustments:						$	$
Premium/Overtime Pay:							
Employee Benefits:						295,580	328,376
Salary Savings:						(34,117)	(37,621)
	Total Adjustments					$261,463	$290,755
Program Totals		30	30.00	35	35.00	$1,234,061	$1,472,150

PROGRAM: Fleet Equipment, Maintenance & Operations

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 82303

ORGANIZATION #: 5500

MANAGER: Jane F. Huston, Director

REFERENCE: 1989-90 PROPOSED BUDGET-PG: 39K

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,703,667	$1,920,291	$1,938,264	$1,954,278	$2,121,023	8.5
Services & Supplies	1,396,240	1,225,611	1,341,012	1,211,594	1,243,594	2.6
Vehicle/Fuel	1,248,539	1,473,187	1,746,405	1,424,600	1,842,091	29.3
Other Charges	1,230	0	0	0	0	0.0
Fixed Assets	58,751	21,789	44,520	28,500	78,000	173.7
Less Reimbursements	(1,838)	(1,362)	(1,042)	0	0	0.0
TOTAL DIRECT COST	$4,406,589	$4,639,516	$5,069,159	$4,618,972	$5,284,708	14.4
PROGRAM REVENUE	$(610,583)	$(625,420)	$(537,452)	$(630,000)	$(629,000)	(0.2)
NET GENERAL FUND CONTRIBUTION	$3,796,006	$4,014,096	$4,531,707	$3,988,972	$4,655,708	16.7
STAFF YEARS	53.90	54.63	54.62	57.00	58.75	3.1

PROGRAM DESCRIPTION

This program consists of vehicle maintenance/repair and fleet management. All General Fund and approximately 200 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 and safety and vehicles supporting special funds (Road Fund, Sanitation, Flood Control, 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual net General Fund contribution exceeds the 1988-89 budget by $542,735. Gasoline costs exceeded budget by $321,805, in large measure due to an approximate 30 cent a gallon cost increase following the Exxon Valdez oil spill. Additionally, services and supplies cost exceeded budget by $129,418. This increase was primarily due to general cost increases for auto parts and major overhauls undertaken on two older Sheriff prisoner transportation buses. Revenue was underrealized by $92,548. This underrealization was primarily due to a midyear transfer of maintenance responsibility for approximately 65 Road Fund vehicles from General Services to Public Works.

1989-90 OBJECTIVES

1. Convert County-owned mechanic tool program to employee-provided tools.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Fleet Operations Administration (6.0 SY; E = $245,839; R = $0) including support personnel is:

   - o Discretionary/Discretionary Service Level.
   - o Responsible for accounting and payroll, materials and supplies, budget preparation, fiscal analysis, and fuel monitoring and projection. It also provides vehicle finance plan development and contract negotiation, equipment specifications, bid preparation and review, and administration of vehicle lease purchase programs.
   - o Increasing $12,044 in net County costs due to salary settlement costs.

2. Automotive Parts (5.0 SY; E = $1,224,913; R = $60,000) including support personnel is:

   - o Discretionary/Discretionary Service Level.
   - o Responsible for parts ordering and issue, parts stocking, inventory control, special parts purchase, and parts delivery to six satellite garages.
   - o Decreasing $8,903 in net County costs due to projected reduction in transmission contract repair costs caused by the addition of a transmission repair Mechanic in the Light Equipment activity.

3. Work Control (3.0 SY; E = $187,071; R = $0) including support personnel is:

   - o Discretionary/Discretionary Service Level.
   - o Responsible for 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.
   - o Increasing $41,752 in net County costs due to, (1) an additional $25,000 appropriation for hazardous waste removal, and (2) salary settlement costs.

4. Heavy Equipment (10.0 SY; E = $444,229; R = $59,000) including support personnel is:

   - o Mandated/Discretionary Service Level.
   - o Responsible for performing major repairs, maintenance, and overhauls of light, medium, and heavy trucks, buses, and industrial equipment.
   - o Adding 1.0 SY Equipment Mechanic due to additional workload created by increase in Sheriff prisoner transportation buses.
   - o Increasing $87,708 in net County costs due to the addition of a mechanic, salary settlement costs, and $30,000 approved to transfer usable truck bodies to new truck chassis.

5. Light Equipment (15.75 SY; E = $541,629; R = $85,000) including support personnel is:

   - o Discretionary/Discretionary Service Level.
   - o Responsible for performing major maintenance, repairs, and overhauls of passenger cars and patrol units. This activity is:
   - o Adding .75 SY Equipment Mechanics to repair transmissions in-house instead of contracting repairs.

- o Increasing $43,995 in net County costs due to the addition of a transmission repair mechanic and salary settlement costs.

6. Satellite Garages (19.0 SY; E = $798,936; R = $175,000) including support personnel is:

   - o Discretionary/Discretionary Service Level.
   - o Responsible for performing 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.
   - o Increasing $71,849 in net County Costs due to salary settlement costs and the replacement of the County automated fueling system at General Services repair facilities.

7. Fuel (0 SY; E = $1,842,091; R = $250,000) is:

   - o Discretionary/Discretionary Service Level.
   - o Increasing $417,491 in net County costs due to a projected overall increase in gasoline costs.

PROGRAM: Fleet Equipment, Maintenance & Operations **DEPARTMENT: GENERAL SERVICES**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
USE OF MONEY AND PROPERTY:				
Equipment Rental Operation (9211)	$1,487	$0	$0	$0
Sub-Total	$1,487	$0	$0	$0
CHARGES FOR CURRENT SERVICES:				
Air Pollution Control District (9783)	$32,660	$35,000	$43,000	$8,000
County Library Fund (9793)	33,434	27,000	37,000	10,000
Serra Library (9971)	6,082	4,000	7,000	3,000
Pub. Wks. Equipment Internal Service Fund (9786)	457,809	558,000	539,000	(19,000)
Liquid Waste (9788)	384	3,000	0	(3,000)
Miscellaneous Current Charges (9979)	706	0		
Sub-Total	$531,075	$627,000	$626,000	$(1,000)
OTHER REVENUE:				
Other Miscellaneous (9995)	$4,890	$3,000	$3,000	$0
Sub-Total	$4,890	$3,000	$3,000	$0
Total	$537,452	$630,000	$629,000	$(1,000)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:	$4,531,707	$3,988,972	$4,655,708	$666,736
Sub-Total	$4,531,707	$3,988,972	$4,655,708	$666,736
Total	$4,531,707	$3,988,972	$4,655,708	666,736

EXPLANATION/COMMENT ON PROGRAM REVENUES: 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 FY88-89 decreased, due primarily to the midyear transfer of maintenance responsibility for approximately 65 Road Fund vehicles from General Services to Public Works. Also, less costly repair work was done on Public Works vehicles than occurred in previous years.

FIXED ASSETS

Item	Quantity	Cost
Time Stamp Machine	1	$500
Automated Fueling Equipment	lot	65,000
Above Ground Hoists	1	9,000
Vehicle Keys Locker	1	1,100
Pressure Washers	1	1,200
Gas Exchange Pump	1	700
Engine Crane	1	500
Total		$78,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: FLEET OPERATIONS					
% OF RESOURCES: 100%					
WORKLOAD					
General Fund Vehicles Maintained	1,599	1,709	1,782	1,714	1,832
Miles Driven	19,800,000	21,755,000	22,631,000	21,060,000	24,667,790
Gallons of Fuel Used	1,724,000	1,813,000	2,014,176	1,900,000	2,100,000
Public Works/Special Fund Vehicles Maintained	231	247	209	275	209
EFFICIENCY					
No. of General Fund Vehicles per Equip. Mechanic (Repairs)	96.85	96.55	104.45	95.22	92.76
No. of General Fund Vehicles Per Equip. Svcs. Technician (Preventive Maint. Inspections)	106.60	117.38	116.16	114.27	122.13
EFFECTIVENESS					
% of Vehicles Serviced	100%	100%	*	*	*
No. of Repair Orders per Vehicle**	-	8.78	8.55	8.75	8.25
No. of Preventive Maintenance Orders per Vehicle**	-	5.27	5.25	5.25	5.25

*Performance Indicator deleted in FY88-89
**New Performance Indicator

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2220	Deputy Director Fleet Operations	1	1.00	1	1.00	$58,046	$62,144
6155	Road Equipment Specialist	1	1.00	1	1.00	45,187	39,171
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
6180	Welder	1	1.00	1	1.00	29,169	30,229
6130	Equipment Shop Supervisor	4	4.00	4	4.00	137,296	142,304
2607	Automotive Parts Manager	1	1.00	1	1.00	34,263	35,704
6108	Senior Equipment Mechanic	6	6.00	6	6.00	187,296	194,124
6110	Equipment Mechanic	18	18.00	20	19.75	528,720	601,597
6009	Equipment Maintenance Planner	2	2.00	2	2.00	42,241	48,309
6119	Equipment Service Technician III	1	1.00	1	1.00	23,930	24,799
2658	Storekeeper II	1	1.00	1	1.00	21,484	22,389
2660	Storekeeper I	2	2.00	2	2.00	39,048	40,686
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
2757	Administrative Secretary II	1	1.00	1	1.00	22,550	23,024
2510	Senior Account Clerk	1	1.00	1	1.00	20,462	21,623
2730	Senior Clerk	1	1.00	1	1.00	17,858	20,793
6120	Equipment Service Technician II	14	14.00	14	14.00	295,926	314,096
	Total	57	57.00	59	58.75	$1,565,594	$1,685,598
Salary Adjustments:						$(5,116)	$(7,337)
Premium/Overtime Pay:						0	0
Employee Benefits:						440,253	489,180
Salary Savings:						(46,453)	(46,418)
	Total Adjustments					$388,684	$435,425
Program Totals		57	57.00	59	58.75	$1,954,278	$2,121,023

PROGRAM: Mail And Reprographics

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 81501

ORGANIZATION #: 5500

MANAGER: Jane F. Huston, Director

REFERENCE: 1989-90 Proposed Budget - Pg: 39m

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$634,096	$729,447	$716,610	$805,913	$845,369	4.9
Services & Supplies	320,546	413,139	528,068	388,324	480,236	23.7
Other Charges	0	63,507	34,426	37,401	0	(100.0)
Fixed Assets	17,062	0	41,684	44,500	328,000	637.1
Less Reimbursements	(569,846)	(756,857)	(893,883)	(979,551)	(972,800)	(0.7)
TOTAL DIRECT COST	$401,858	$449,236	$426,905	$296,587	$680,805	129.5
PROGRAM REVENUE	$(76,730)	$(89,791)	$(85,093)	$(80,919)	$(112,000)	38.4
NET GENERAL FUND CONTRIBUTION	$325,128	$359,445	$341,812	$215,668	$568,805	163.7
STAFF YEARS	28.81	28.88	28.72	32.00	32.00	0.0

PROGRAM DESCRIPTION

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual net General Fund contribution exceeds the 1988-89 budget by $126,144. This increase was primarily due (1) to additional cost for paper stock, including envelopes, for Reprographics and, (2) the underrealization of Cost Applied.

1989-90 OBJECTIVES

1. Develop software program for Mail Services to track metered mail costs by departments, class of mail, and weight. Automated cost accounting will provide a method upon which to track current costs and project future costs.

2. Implement program to clearly identify County mail carriers and mail delivery vans by acquiring mail carrier uniforms for mail clerk drivers and placing special logo markings on mail delivery vans.

3. Publish and distribute a detailed Printing Services instruction manual in order to assist client departments with their printing requests.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Mail Services (18.0 SY SY; E = $801,721; R = $40,300) including support personnel is:

   Discretionary/Discretionary Service Level.

   Responsible for processing and delivering mail routed through the U.S. Postal System and inter-office mail; and providing Zip + 4 mail systems to the Registrar of Voters and Area Agency on Aging.

   Increasing $325,826 in net County cost primarily due to (1) fixed asset approval to acquire a high-volume letter sorter capable of separating outgoing U.S. mail by zip codes, and (2) salary settlement costs.

2. Reprographics (14.0 SY; E = $120,916; R = $71,700) including support personnel is:

   Discretionary/Discretionary Service Level.

   Responsible for providing 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.

   Offset 100% by revenues and reimbursements from client departments and enterprise funds.

   Increasing $27,311 in appropriations primarily due to an additional appropriation for paper stock and salary settlemnet costs.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM OTHER GOV'T. AGENCIES:				
Aid From Other Gov't. Agencies (9746)	$ 2,606	$0	$100	$100
Sub-Total	$2,606	$0	$100	$100
CHARGES FOR CURRENT SERVICES:				
Road Fund (9782)	$7,152	$26,356	$21,000	$(5,356)
Solid Waste Enterprise Fund (9790)	1,742	3,416	1,500	(1,916)
Library Fund (9793)	26,800	24,890	20,000	(4,890)
APCD (9783)	6,786	5,000	4,900	(100)
Purchasing/Revolving Fund (9786)	27,281	0	41,500	41,500
CATV (9784)	356	500	0	(500)
DPW-Transit Enterprise Fund (9789)	6,730	15,000	16,500	1,500
Capital Outlay Fund (9785)	1,491	0	0	0
Airport Enterprise Fund (9787)	3,301	3,180	3,000	(180)
Liquid Waste Enterprise Fund (9788)	748	2,577	3,500	923
Sub-Total	$82,387	$80,919	$111,900	$31,081
OTHER REVENUE:				
Other Miscellaneous (9995)	$100	$0	$0	$0
Sub-Total	$100	$0	$0	$0
Total	$85,093	$80,919	$112,000	$31,081

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$341,812	$215,668	$568,805	$353,137
Sub-Total	$341,812	$215,668	$568,805	$353,137
Total	$341,812	$215,668	$568,805	$353,137

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue slightly exceeded the budgeted amount by $4,174 due to additional revenue earned in Reprographics.

FIXED ASSETS

Item	Quantity	Cost
Mail Sorter	1	$310,000
Offset Press	1	18,000
Total		$328,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Mail Services					
% OF RESOURCES: 38%					
WORKLOAD					
Pieces of Interdepartmental Mail	4,600,000	4,600,000	6,000,000	6,000,000	6,500,000
Pieces of U.S. Mail	4,700,007	5,706,000	6,085,280	5,425,000	6,150,000
County Offices with Mail Services	343	343	396	343	396
Mail Stops per Day	273	273	275	273	275
EFFICIENCY					
Mail Pieces Processed per Direct Staff Year	609,836	606,235	789,869	672,058	811,765
EFFECTIVENESS					
Interdepartmental Mail Cost Effectiveness					
Cost of sending County mail through U.S. Postal System (using standard rate per one ounce mail)	$1,034,000	$1,047,000	$1,500,000	$1,500,000	$1,625,000
Cost of providing County Mail Services (including overhead)	$593,819	$559,554	$595,611	$574,327	$830,290
Aproximate Savings	$440,181	$487,446	$904,389	$925,673	$794,710
ACTIVITY B: Reprographics					
% OF RESOURCES: 62%					
WORKLOAD					
Number of Forms Printed	42,148,828	51,277,850	56,229,295	51,300,000	52,500,000
Number of Copies Made	3,583,618	3,950,225	4,515,516	4,000,000	4,500,000
EFFICIENCY					
Unit Program Cost: Per Form Printed	$0.0105	$0.0134	$0.0132	$0.0144	$0.0146
Per Copy Made	$0.0137	$0.0194	$0.0132	$0.0144	$0.0146

EFFECTIVENESS

1.	Cost effectiveness of providing in-house printing:					
a)	Commercial rate per form	0.0200	0.0200	0.0205	0.0200	0.0210
d)	County rate per form	0.0105	0.0134	0.0132	0.0144	0.0146
c)	Approx. savings per form	0.0095	0.0066	0.0073	0.0056	0.0064
	d) Total approximate savings	$400,414	$338,434	$410,474	$287,280	$336,000
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	0.0137	0.0194	0.0146	0.0144	0.0146
	c) Approx. savings per copy	0.0213	0.0156	0.0204	0.0206	0.0204
	d) Total approximate savings	$76,331	$61,624	$92,116	$82,400	$91,800

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
8808	Chief, Printing Services	1	1.00	1	1.00	$42,125	$42,120
3068	Manager, Printing Services	1	1.00	1	1.00	30,503	32,847
3073	Sr. Offset Equipment Operator	4	4.00	4	4.00	82,954	91,408
3050	Offset Equipment Operator	3	3.00	3	3.00	58,970	62,320
3054	Print Shop Helper	3	3.00	3	3.00	38,652	48,112
2493	Intermediate Account Clerk	1	1.00	1	1.00	15,882	17,205
2700	Intermediate Clerk Typist	1	1.00	1	1.00	17,330	18,661
3047	Mail Systems Specialist	1	1.00	1	1.00	23,763	27,530
3074	Senior Mail Clerk Driver	2	2.00	2	2.00	41,094	42,093
3039	Mail Clerk Driver	14	12.00	14	12.00	211,790	224,364
7514	Shuttle Bus Driver	3	3.00	3	3.00	60,010	62,117
	Total	34	32.00	34	32.00	$623,073	$668,777
Salary Adjustments:						$10,786	$617
Premium/Overtime Pay:						0	0
Employee Benefits:						195,790	201,253
Salary Savings:						(23,736)	(25,278)
	Total Adjustments					$182,840	$176,592
Program Totals		34	32.00	34	32.00	$805,913	$845,369

PROGRAM: Records Management **DEPARTMENT: GENERAL SERVICES**

PROGRAM #: 82401 **ORGANIZATION #: 5500**
MANAGER: Jane F. Huston, Director **REFERENCE: 1989-90 Proposed Budget - Pg. 390**

AUTHORITY: Administrative Code Section 398.5 (g & h) states that the Department of General Services shall: Manage the County's central records storage and provide microfilming, and reference services to County. Administer a uniform Records Management Program, encompassing all County departments and offices.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$247,026	$275,601	$260,934	$288,302	$324,684	12.6
Services & Supplies	32,310	31,590	40,429	35,013	35,013	0.0
Contracts	11,437	10,013	15,445	12,366	16,664	34.8
Other Charges	0	0	0	0	0	.0
Fixed Assets	48,761	0	32,237	8,250	6,000	(27.3)
TOTAL DIRECT COST	$339,534	$317,204	$349,045	$343,931	$382,361	11.2
PROGRAM REVENUE	$(22,154)	$(24,282)	$(41,543)	$(43,929)	$(43,929)	0.0
NET GENERAL FUND CONTRIBUTION	$317,380	$292,922	$307,502	$300,002	$338,432	12.8
STAFF YEARS	11.25	12.0	12.0	12.0	12.0	.0

PROGRAM DESCRIPTION

Records Management provides efficient, economical records management services for County departments and offices. 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 and a records destruction program. Records Management staff advises, coordinates 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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed 1988-89 Budget by $7,500 which includes prior year carryovers of $1,081 in Services & Supplies and $25,535 in Fixed Assets. There is also a $13,947 transfer from Salaries/Benefits to Services & Supplies for temporary contract help.

1989-90 OBJECTIVES

1. To microfilm 2,000,000 documents.
2. To produce 100,000 microforms (aperture cards & microfiche).
3. To process and duplicate 250,000 feet of film (6 million documents).
4. To service 40,000 cubic feet of records.
5. To process 32,000 items.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Micrographics (8.00 SY; E = $226,541 ; R = $38,729) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Offset 13% by revenue.
   - Servicing 17% of the County's microfilming needs.
2. Records Center (2.00 SY; E = $83,300 ; R = $5,200) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Offset 6% by revenue.
   - Able to service 75% of the County's offsite storage needs.
3. Administration (2.00 SY; E = $72,520 ; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Providing administration and clerical support to the Records program.
   - Providing consulting services to County departments.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Other Governmental Agencies (9971)	$2,554	$8,029	$6,929	$(1,100)
Road Fund (9782)	33,285	30,202	30,700	498
Solid Waste Enterprise Fund (9790)	51	300	300	0
APCD (9783)	757	1,600	1,600	0
Liquid Waste (9788)	3,882	2,998	3,500	502
Sub-Total	$40,529	$43,129	$43,029	$(100)
OTHER REVENUE:				
Sale of Silver (9994)	0	600	600	0
Other Miscellaneous (9995)	1,014	200	300	100
Sub-Total	$1,014	$800	$900	$100
Total	$41,543	$43,929	$43,929	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND COSTS:				
General Fund Suppport Cost	$307,502	$300,002	$338,432	$38,430
Sub-Total	$307,502	$300,002	$338,432	$38,430
Total	$307,502	$300,002	$338,432	$38,430

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue is based on departments' requests for micrographics and storage services. There is no change in the Total Revenue from 1988/89 Budgeted. There is a 14% ($1,100) decrease in Other Governmental Agencies and increases in Road Fund, Liquid Waste, and Miscellaneous.

PROGRAM: Records Management **DEPARTMENT: GENERAL SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Microfilm Reader	1	$6,000
Total		$6,000

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Micrographics					
% OF RESOURCES: 75%					
WORKLOAD					
Documents filmed					
Rotary	1,670,441	1,342,535	1,544,902	1,300,000	1,450,000
Planetary	357,653	850,343	375,298	670,000	520,000
Engineer Drawings	34,107	9,299	19,437	30,000	30,000
TOTAL	2,062,201	2,202,177	1,939,637	2,000,000	2,000,000
Microforms					
Aperture Cards	66,135	126,486	100,917	120,000	100,000
Microfiche	21,049	16,347	10,291	20,000	20,000
TOTAL	87,184	142,833	111,208	140,000	120,000
Reels (100 feet) Processed	1,654	1,293	1,287	1,500	1,500
Reels (100 feet) Duplicated	1,193	1,171	1,178	1,500	1,500
EFFICIENCY					
Number of Documents Requested for Filming	2,500,000	2,200,000	2,000,000	1,800,000	1,800,000
Number of Documents in Backlog*	6,200,000	5,200,000	5,200,000	5,000,000	4,800,000
Total Number of Documents to be Filmed	8,700,000	7,400,000	7,200,000	6,800,000	6,600,000
EFFECTIVENESS					
% of Documents Filmed	24%	30%	27%	29%	30%
ACTIVITY B: Records Center					
% OF RESOURCES: 25%					
WORKLOAD					
Cubic Feet Stored	36,733	36,535	37,758	51,000	40,000
Items Serviced	34,345	38,461	29,104	40,000	32,000
EFFICIENCY					
Number of Cubic Feet Requested for Storage	9,876	15,312	16,857	17,000	20,000
Number of Cubic Feet Currently Stored	36,733	36,535	37,758	51,000	40,000

PROGRAM: Records Management		DEPARTMENT: GENERAL SERVICES			
Total Cubic Feet to be stored	46,609	51,847	54,615	68,000	60,000
EFFECTIVENESS					
% of Cubic Feet Stored	79%	70%	69%	75%	67%

* The Department of Planning and Land Use is utilizing an outside service bureau for their filming, eliminating 1 million documents from the backlog.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
3043	Manager, Central Records Serv.	1	1.00	1	1.00	$32,697	$33,872
3045	Microfilm Supervisor	1	1.00	1	1.00	23,763	25,118
3053	Photo Reduction Technician	1	1.00	1	1.00	20,924	22,528
2730	Senior Clerk	1	1.00	1	1.00	20,462	21,623
3040	Microfilm Operator	5	5.00	5	5.00	82,408	100,580
2493	Intermediate Account Clerk	1	1.00	1	1.00	17,792	18,804
2710	Junior Clerk/Typist	1	1.00	1	1.00	12,484	14,045
2715	Records Clerk	1	1.00	1	1.00	15,328	19,291
	Total	12	12.00	12	12.00	$225,858	$255,861
Salary Adjustments:						$(742)	$184
Premium/Overtime Pay:						0	0
Employee Benefits:						69,080	78,586
Salary Savings:						(5,894)	(9,947)
	Total Adjustments					$62,444	$68,823
Program Totals		12	12.00	12	12.00	$288,302	$324,684

PROGRAM: Administration

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 92101

ORGANIZATION #: 5500

MANAGER: Jane F. Huston, Director

REFERENCE: 1989-90 Proposed Budget - Pg. 39P

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, Records Management and Utilities.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,000,183	$1,095,621	$1,099,978	$1,035,964	$1,089,816	5.2
Services & Supplies	53,751	54,461	31,599	40,317	43,917	8.9
Other Charges	10,844	0	0	0	0	0
Fixed Assets	2,067	2,998	0	0	28,250	100.0
TOTAL DIRECT COST	$1,066,845	$1,153,080	$1,131,577	$1,076,281	$1,161,983	8.0
PROGRAM REVENUE	$(49)	$(17,717)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$1,066,796	$1,135,363	$1,131,577	$1,076,281	$1,161,983	8.0
STAFF YEARS	23.64	22.98	23.62	24.00	24.00	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $55,296. While Salaries/Benefits for the entire department finished the year $104,020 under budget, this division exceeded budgeted Salaries/Benefits by $64,014 due to the sharing of staff with other programs.

Services/Supplies were $8,718 under budget due to reimbursements for copier expense and training via cash transfer ($9,515) late in the budget year.

1989-90 OBJECTIVES

1. For the FY90-91 Budget, protect the FY89-90 Adopted Budget baseline appropriations.
2. By 6/29/90, develop and implement additional fixed asset controls, in conjunction with the Auditor and Controller's Office, to improve fixed asset accountability.
3. By 6/29/90, complete data entry for records stored in three records storage centers and the microfilm security vault.
4. By 6/29/90, computerize the inventory of Records Management's minor equipment and supplies.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Director's Office (9.00 SY; E = $492,609; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Provides overall department management and direction of four operating divisions and five budget units totaling over $60.9 million/year.
   - Coordinates the delivery of support services to all County departments, courts and offices.
2. Fiscal and Budget (7.0 SY; E = $309,675; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Responsible for the development, preparation and implementation of the department-wide budget and additional budget units, including eleven program budgets.
   - Provides fiscal monitoring of budget units and auditing functions.
   - Conducts department inventory.
3. Personnel and Payroll (5.0 SY; E = $200,945; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Performs general payroll and personnel functions.
   - Coordinates department wide training.
   - Administers Affirmative Action Plan.
4. Space Management (3.0 SY; E = $158,754; R = $0) including support personnel is:
   - Discretionary/Discretionary Service Level.
   - Coordinates space requests from County departments and Courts.
   - Enforces County space standards.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
NONE:				
NONE	$0	$0	$0	$0
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,126,946	$1,076,281	$1,161,983	$85,702
Sub-Total	$1,126,946	$1,076,281	$1,161,983	$85,702
Total	$1,126,946	$1,076,281	$1,161,983	85,702

EXPLANATION/COMMENT ON PROGRAM REVENUES:

PROGRAM: Administration **DEPARTMENT: GENERAL SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Computers	Lot	$28,250
Total		$28,250

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Director's Office							
2125	Director, General Services	1	1.00	1	1.00	$75,296	$87,088
2219	Asst. Director, General Svcs.	1	1.00	1	1.00	69,450	75,147
2370	Administrative Svcs. Mgr. III	1	1.00	1	1.00	51,132	52,974
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
2764	Office Manager	1	1.00	1	1.00	23,300	25,865
2730	Senior Clerk	1	1.00	1	1.00	18,344	20,643
3009	Word Processing Operator	1	1.00	1	1.00	20,295	21,451
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,752	18,661
3007	Jr. Word Processing Operator	1	1.00	1	1.00	16,111	17,435
	Subtotal	9	9.00	9	9.00	329,78	359,782
Fiscal/Budget Section							
2367	Principal Admin. Analyst	2	2.00	2	2.00	88,320	91,502
2469	Dept. E.D.P. Coordinator	1	1.00	0	0.00	39,106	0
3120	Dept. Computer Specialist III	0	0.00	1	1.00	0	30,961
2303	Administrative Assistant II	1	1.00	1	1.00	34,072	36,708
2405	Assistant Accountant	1	1.00	1	1.00	29,126	28,105
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
2510	Senior Account Clerk	1	1.00	1	1.00	20,462	21,623
	Subtotal	7	7.00	7	7.00	234,098	232,987
Personnel Section							
2307	Dept. Personnel Officer	1	1.00	1	1.00	44,160	45,751
2302	Administrative Assistant III	1	1.00	1	1.00	38,608	40,518
2511	Senior Payroll Clerk	2	2.00	2	2.00	42,852	45,288
2730	Senior Clerk	1	1.00	1	1.00	20,384	20,904
	Subtotal	5	5.00	5	5.00	146,004	152,461
Space Management Section							
2302	Administrative Assistant III	1	1.00	1	1.00	39,106	40,518
2303	Administrative Assistant II	1	1.00	1	1.00	35,240	36,708
3592	Arch. Project Manager II	1	1.00	1	1.00	42,531	45,843
3802	Drafting Technician I	0	0.00	1	0.00	0	0
	Subtotal	3	3.00	4	3.00	116,877	123,069
	Total	24	24.00	25	24.00	$826,765	$868,299
Salary Adjustments:						$(4,890)	$7,837
Premium/Overtime Pay:						0	0
Employee Benefits:						258,129	275,377
Salary Savings:						(44,040)	(61,697)
	Total Adjustments					$209,199	$221,517
Program Totals		24	24.00	25	24.00	$1,035,964	$1,089,816

COUNTY WIDE RENTS AND LEASES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
RENTS AND LEASES	$4,161,919	$4,529,376	$5,840,028	$7,095,419	$9,459,858	2,364,439	33.3
TOTAL DIRECT COST	$4,161,919	$4,529,376	$5,840,028	$7,095,419	$9,459,858	$2,364,439	33.3
PROGRAM REVENUE	$(875,973)	$(873,394)	$(971,525)	$(1,227,495)	$(1,869,864)	$(642,369)	52.3
NET GENERAL FUND COST	$3,285,946	$3,655,982	$4,868,503	$5,867,924	$7,589,994	$1,722,070	29.4
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0	0.0

PROGRAM: RENTS AND LEASES

DEPARTMENT: COUNTY-WIDE RENTS AND LEASES

PROGRAM #: 82105
MANAGER: JANE F. HUSTON, Director

ORGANIZATION #: 5580
REFERENCE: 1989-90 PROPOSED BUDGET PG. - 40B

AUTHORITY: Federal Public law 91-646; California Code of Civil Procedure, State Government Code, State Administrative Code; County Administrative Code Article XXII(b) Section 3985.5 (b), (k), (l), (m), (n), (p).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	100.0
Services & Supplies	4,744,072	5,212,696	6,668,717	8,044,245	10,871,607	35.1
Other Charges	111,052	227,045	106,829	103,689	0	(100.0)
Less Reimbursements	(693,205)	(910,365)	(935,518)	(1,052,515)	(1,411,749)	34.1
TOTAL DIRECT COST	$4,161,919	$4,529,376	$5,840,028	$7,095,419	$9,459,858	33.3
PROGRAM REVENUE	$(875,973)	$(873,394)	$(971,525)	$(1,227,495)	$(1,869,864)	52.3
NET GENERAL FUND CONTRIBUTION	$3,285,946	$3,655,982	$4,868,503	$5,867,924	$7,589,994	29.3
STAFF YEARS	0	0	0	0	0	

PROGRAM DESCRIPTION

The County-wide Rents and Leases budget provides central administrative management on Board approved acquisition leases that house approved County programs. The San Diego County Rents and Leases program operates County-wide for over 24 county departments. County departments that benefit from this program are mandated and discretionary. The management and administration of this program is performed by County staff in the Real Property Division of the General Services department.

1988-89 BUDGET TO ACTUAL COMPARISON

The Services & Supplies expenditures (account 2329) were $1,375,528 less than budgeted. Delays in leasing newly budgeted facilities in various County departments resulted in this savings. The leases affected were in the following departments: Department of Health Services; Sheriff; Superior Court; Library; Public Defender; and Indigent Defense. Additionally, Other Charges (account 3366) increased by $3,140, due to the purchase of a trailer for Animal Control.

1989-90 OBJECTIVES

Consolidation of leased space into County-owned or County-shared facilities.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Rents and leases (0 SY; E = $9,459,858; R = $1,869,864) is:

   - Mandated/Discretionary Service Level.
   - Developing and administering Board approved mid-year leases for County departments.
   - Providing property services management to over 27 County departments and over 190 leases.
   - Providing centralized acquisition leasing contracting totalling over $17,223,418.
   - Off-set by over $1,411,749 million in cost applied.
   - Off-set by over $1,869,864 million in revenue.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FINES, FORFEITURES & PENALTIES				
Criminal Justice Facilities (9176)	$86,581	$374,430	$932,063	$557,663
Sub-Total	86,581	374,430	932,063	557,633
USE OF MONEY AND PROPERTY:				
Rents and Concessions (9120)	802,520	649,392	778,528	129,136
Sub-Total	802,520	649,392	778,528	129,136
AID FROM OTHER GOVERNMENT AGENCIES:				
Fed Aid For Contr - Other (9617)	43,606	54,773	54,773	0
Sub-Total	43,606	54,773	54,773	0
CHARGES FOR CURRENT SERVICES:				
Charge in Internal Service Fund (9786)	38,760	0	0	0
Sub-Total	38,760	0	0	0
OTHER REVENUE:				
Recovered Expenditures (9989)	58	0	0	0
Other Miscellaneous (9995)	0	148,900	68,500	(80,400)
Sub-Total	58	148,900	68,500	(80,400)
OTHER FINANCING SOURCES:				
Operating Transfer From Asset ForFtr (9816)	0	0	36,000	36,000
Sub-Total	0	0	36,000	36,000
Total	$ 971,525	$1,227,495	$1,869,864	$642,369
EXPENDITURE TRANSFER AND REIMBURSEMENT:				
Road Fund (5682)	$129,000	$ 333,463	$ 204,990	$(128,473)
APCD (5683)	138,516	151,000	178,000	27,000
Internal Service Fund (5686)	0	0	61,500	61,500
Liquid Waste Enterprise Fund (5688)	85,085	0	93,860	93,860
Transit Enterprise Fund (5689)	22,632	0	25,270	25,270
Solid Waste Enterprise Fund (5690)	108,547	19,850	179,080	159,230
Library Fund (5693)	451,738	548,202	669,049	120,847
TOTAL	$935,518	$1,052,515	$1,411,749	$359,234

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Cost	$4,868,503	$5,867,924	$7,589,994	$1,722,070
Sub-Total	$4,868,503	$5,867,924	$7,589,994	$1,722,070
Total	$4,868,503	$5,867,924	$7,589,994	$1,722,070

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Revenue actuals for FY88-89 are $255,970 below the budgeted level, due to delays in securing Courthouse leases. Revenue projections for FY89-90 are $642,369 above FY88-89 budgeted level. These increases occurred in: Rents and Concessions account ($129,136) due to COLA adjustments; Criminal Justice Facility account ($557,633) due to court expansion and in Other Financing Sources ($36,000) due to a Sheriff lease. The decrease in Other Miscellaneous ($80,400) occurred with the deletion of the Deer Park State lease,($50,000) and the M.T.S. parking lot lease ($30,400).

Reimbursement actuals for FY88-89 are $116,997 below the budgeted level due to delays in securing Library and Road fund leased space. Reimbursement projections for FY89-90 are $359,234 above the FY88-89 budgeted level. These increases resulted from lease adjustments and COLA adjustments to existing leased facilities for APCD, the Library, and Public Works.

COUNTY-WIDE RENTS & LEASES
SUMMARY OF EXISTING RENTS AND LEASES

DEPARTMENT	1988-89 BUDGET	1988-89 FUNDING	NET COST TO COUNTY	1989-90 ADOPTED	1989-1990 FUNDING	NET COST TO COUNTY
GENERAL GOVERNMENT	488,500	(148,900)**	339,600	885,040	(A) (68,500)**	816,540
AGRICULTURE	24,400	0	24,400	26,000	0	26,000
AIR POLLUTION CONTROL	151,000	(151,000)	0	178,000	(B) (178,000)*	0
ANIMAL CONTROL	189,189	0	189,189	85,500	0	85,500
ASSESSOR	157,500	0	157,500	391,341	0	391,341
C A O	21,160	0	21,160	26,700	0	26,700
COUNTY CLERK	0	0	0	67,000	0	67,000
DISTRICT ATTORNEY	718,500	0	718,500	906,000	0	906,000
GENERAL SERVICES	124,700	0	124,700	126,200	0	126,200
HEALTH SERVICES	1,822,940	0	1,822,940	1,308,008	0	1,308,008
HOUSING COMMUNITY DEVELOPMENT	198,000	0	198,000	208,500	0	208,500
HUMAN RESOURCES	149,000	0	149,000	157,000	0	157,000
INDEGENT DEFENSE	0	0	0	41,000	0	41,000
INFORMATION SERVICES	58,000	0	58,000	64,250	0	64,250
LIBRARY	548,202	(548,202)	0	682,849	(C) (669,049)*	13,800
MARSHALL	1,500	0	1,500	102,100	(D) (19,000)**	83,100
MUNICIPAL COURT	180,000	(180,000)	0	568,563	(E) (568,563)**	0
PARKS & RECREATION	1,000	0	1,000	852	0	852
PLANNING & LAND USE	57,500	0	57,500	335,000	0	335,000
PROBATION	475,200	0	475,200	1,241,107	0	1,241,107
PUBLIC DEFENDER	1,021,262	0	1,021,262	773,500	0	773,500
PUBLIC WORKS ROAD FUND	346,700	(333,463)*	13,237	425,200	(F) (425,200)*	0
PUBLIC WORKS ENTER FUND	19,850	(19,850)*	0	78,000	(G) (78,000)	0
REVENUE & RECOVERY	246,000	0	246,000	404,566	0	404,566
SHERIFF	874,901	(54,773)**	820,128	989,251	(H) (152,273)**	836,978
SUPERIOR COURT	272,930	(194,430)**	78,500	800,080	(I) 344,500)**	455,580
LEASE/GENERAL FUND PROP.	0	(649,392)	(649,392)	0	(J) (778,528)**	(778,528)
	$8,147,934	($2,280,010)	$5,867,924	$10,871,607	($3,281,613)	$7,589,994

(A) TRACOR REVENUE LEASE
(B) AIR POLLUTION CONTROL FUND
(C) LIBRARY FUND
(D) CRIMINAL JUSTICE - 668 FUND
(E) CRIMINAL JUSTICE -668 FUND
(F) ROAD FUND
(G) ENTERPRISE FUND
(H) DEA FUND & INTER-SERVICE FUND
(I) CRIMINAL JUSTICE -668 FUND
(J) REVEMIE LEASING

COUNTY-WIDE RENTS & LEASES
SUMMARY OF EXISTING RENTS AND LEASES

DEPARTMENT	1988-89 ADOPTED BUDGET	1988-89 FUNDING	NET COST TO COUNTY	1989-90 ADOPTED		1989-90 FUNDING	NET COST TO COUNTY
AREA AGENCY ON AGING	173,000	(35,661)	137,339	250,000	(I)	(41,600)**	208,400
PUBLIC WORKS SANT. DIST.	4,200	(4,200)	0	7,200	(J)	(7,200)*	0
PUBLIC WORKS SOLID WASTE RECYCLE CENTER	2,700	(2,700)	0			(0)	0
SOCIAL SERVICES	$5,661,319	(4,493,434)	1,167,885	6,141,611	(K)	(4,821,652)**	1,319,959
SUB-TOTAL	$5,841,219	(4,535,995)	1,305,224	6,398,811		(4,870,452)	1,528,359
TOTAL RENTS AND LEASES	$13,989,153	(6,816,005)	7,173,148	17,270,418		8,152,065	9,118,353

(I) AREA AGENCY ON AGING FUND
(J) ENTERPRISE FUND
(K) STATE FEDERAL REIMBURSEMENT

*COST APPLIED
**INTEREST AND FEDERAL GRANT

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
General Government	SUBLEASE-TRACOR CHESAPEAKE (PRORATED .25)	$68,500	$68,500	0	$(68,500)**	0
	BRD/SUPV 3RD DIST FIELD OFFICE	0	10,000	10,000	0	10,000
	MILLS BUILDING SUPPORT COSTS Downtown San Diego, CA (MTS)	0	806,540	806,540	0	806,540
	MTS GROUND LEASE	420,000	0	(420,000)	0	0
	GENERAL GOVERNMENT TOTAL	$488,500	$885,040	$396,540	$(68,500)**	$816,540
Agriculture	VISTA 855 Williamston Street Vista, CA	23,500	26,000	2,500	0	26,000
	PARKING LOT S.D. (terminated) 123 6th Avenue San Diego, CA	900	0	(900)	0	0
	AGRICULTURE TOTAL	$24,400	$26,000	$1,600	0	$26,000
Air Pollution Control	KEARNY MESA (PRORATED .55) CHESAPEAKE 9150 & 9186 Chesapeake Drive San Diego, CA	151,000	178,000	0	(178,000)*	0
Animal Control	NORTH COUNTY ANIMAL SHELTER (Memo of Understanding) Palomar Airport	85,500	85,500	0	0	85,500

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Animal Control	CENTRAL SHELTER (no charge) 5489 Gaines Street, San Diego, CA	0	0	0	0	0
	MODULAR BUILDING (purchase) 5480 Gaines Street, San Diego, CA	103,689	0	(103,689	0	0
	ANIMAL CONTROL TOTAL	$189,189	$85,500	$(103,689	0	$85,500
Assessor	SOUTH BAY COURT Expansion	0	228,541	228,541	0	228,541
	KEARNY MESA OFFICE	0	0	0	0	0
	CARLSBAD - ASSESSOR 5451 Avenida Encinitas, Suite G, San Diego, CA	43,000	45,100	2,100	0	45,100
	ESCONDIDO - ASSESSOR 1320 W. Valley Parkway, Escondido, CA	62,000	65,200	3,200	0	65,200
	EL CAJON - ASSOSSOR 200 E. Main Street, El Cajon, CA	52,500	52,500	0	0	52,500
	ASSESSOR TOTAL	$157,500	$391,341	$233,841	0	$391,341
C A O	VETERANS AFFAIRS 7151 El Cajon Boulevard El Cajon, Ca	21,160	26,700	5,540	0	26,700
COUNTY CLERK	SUPPORT FOR 9 COURTROOMS	0	67,000	67,000	0	67,000

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
District Attorney	COURTHOUSE PARKING Kettner & "B" Street San Diego, CA	$ 24,000	$ 30,000	$ 6,000	0	$ 30,000
	DOWNTOWN OFFICE BUILDING 101 W. Broadway Suites 700 & 1440 San Diego, CA (Wells Fargo)	656,000	725,000	69,000	0	725,000
	FILE ROOM 233 "A" Street San Diego, CA	38,500	38,000	(500)	0	38,000
	NEW STAFF FOR COURT EXPANSION	0	113,000	113,000	0	113,000
	DISTRICT ATTORNEY TOTAL	$718,500	$906,000	$187,500	$ 0	$906,000
General Services	SANTEE OPERATIONS CENTER (Memo of Understanding) Weld Blvd. El Cajon, CA	72,000	72,000	0	0	72,000
	LEMON GROVE SERVICE STA. (Memo of Understanding) 7410 Waite Dr. Lemon, Grove	7,200	7,200	0	0	7,200
	CENTRAL RECORDS 4688 Alvarado Canyon Road San Diego, CA	45,500	47,000	1,500	0	47,000
	GENERAL SERVICES TOTAL	$124,700	$126,200	$1,500	0	$126,200

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Health Services	SOUTH BAY HEALTH CTR. (No Charge) 263 Fig Avenue Chula Vista, CA	$ 0	$ 0	$ 0	$ 0	$ 0
	ALCOHOL DETOX CTR. - S.D. 1111 & 1123 Island San Diego, CA	68,000	69,000	1,000	0	69,000
	MENTAL HEALTH ESCONDIDO 125 W. Mission Avenue San Diego, CA	59,500	54,500	(5,000)	0	54,500
	RES. THERAPEUTIC SUPPORT San Diego, CA (Purchased)	40,000	0	(40,000)	0	0
	MENTAL HEALTH CLINIC 833 Broadway El Cajon, CA	127,500	129,500	2,000	0	129,500
	LOMA PORTAL - HEALTH SVC. 3340 Kenyon St. #105, 106, 107 San Diego, CA	292,500	293,500	1,000	0	293,500
	SAN MARCOS SANITARIANS (PRORATED .23) 338 Via Vera Cruz San Marcos, CA (Moved next door)	17,500	0	(17,500)	0	0
	VISTA - HEALTH SERVICE 200 W. Broadway Vista, CA	62,000	64,445	2,445	0	64,445

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Health Services	EAST COUNTY HEALTH CTR. (No Charge) 113 E. Douglas El Cajon, CA	$ 0	$ 0	$ 0	$ 0	$ 0
	CMH - UNIVERSITY HOSPITAL University San Diego, CA	516,500	0	(516,500)	0	0
	HAZARDOUS MATERIALS MGMT. UNIT 1420 Kettner Blvd. Ste. 301 San Diego, CA	81,000	0	(81,000)	0	0
	UCSD MENTAL HEALTH PARKING 345 W. Dickinson	61,440	0	(61,440)	0	0
	UCSD LAUNDRY (N/C) 345 W. Dickinson	0	0	0	0	0
	CONREP 964 Fifth Avenue San Diego, CA	46,000	48,000	2,000	0	48,000
	ENVIRONMENTAL HEALTH SERVICES 1420 Kettner Blvd. Ste. 320	122,000	0	(122,000)	0	0
	LOMA PORTAL EXPANSION 3485 Kenyon Street San Diego, CA	59,000	55,000	(4,000)	0	55,000
	CENTRAL CLINIC 1250 Morena Blvd. San Diego, CA	270,000	288,500	18,500	0	288,500
	SAN MARCOS ENVIRONMENTAL HEALTH (mid-year)	0	277,563	277,563	0	277,563
	LOMA PORTAL ANNEX (mid-year) Midway Drive San Diego, CA	0	28,000	28,000	0	28,000
	HEALTH SERVICES TOTAL	$1,822,940	$1,308,008	$(514,932)	$ 0	$1,308,008

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Housing & Comm. Devel.	ADMIN. - OSTROW STREET - HCD 7907 Ostrow Street, Suite E Kearny Mesa, CA	$ 168,500	$ 177,000	$ 8,500	$ 0	$ 177,000
	ANNEX OSTROW (MIDYEAR 87/88) 7917 Ostrow Street Kearny Mesa, CA	29,500	31,500	2,000	0	31,500
	HOUSING & COMMUNITY DEVELOPMENT TOTAL	$198,000	$208,500	$ 10,500	$ 0	$ 208,500
Human Resources	RISK MANAGEMENT 444 W. Beech Street San Diego, CA	149,000	157,000	8,000	0	157,000
INDIGENT DEFENSE		0	41,000	41,000	0	41,000
Information Services	UCSD HOSPITAL COMMUNICATIONS SITE (NC) 12th Floor 225 W. Dickinson Street	0	0	0	0	0
	MONUMNET PEAK RADIO Cleveland National Forest	200	300	100	0	300
	LYONS PEAK RADIO Cleveland National Forest	200	200	0	0	200
	LOS PINOS PEAK RADIO Cleveland National Forest	200	200	0	0	200
	SAN MIGUEL MT. RADIO San Miguel Mt. Peak	23,500	23,300	(200)	0	23,300
	VALLEY CENTER RADIO (REPLACEMENT) Meadows Resevoir Sage Hill Road.	100	100	0	0	100
	DICTIONARY HILL RADIO Dictionary Hill	1,200	0	(1,200)	0	0
	MT. CUYAMACA RADIO (no charge) Cuyamaca - North Peak	0	0	0	0	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Information Services	RAINBOW PEAK RADIO (no charge)					
	Cleveland National Forest	$ 0	$ 0	$ 0	$ 0	$ 0
	TECATE PEAK RADIO					
	Tecate Peak	100	100	0	0	100
	MT. WOODSON RADIO (no charge)					
	Mt. Woodson Peak	0	0	0	0	0
	OCEANSIDE RADIO					
	(Memo of Understanding) (no charge)					
	1617 Mission Avenue					
	Oceanside, CA	0	0	0	0	0
	CABRILLO HOSPITAL ANTENNA SITE					
	3475 Kenyon Street					
	San Diego, CA	1,800	1,800	0	0	1,800
	SAN MIGUEL ANTENNA SITE					
	San Miguel Mt. Peak	19,500	19,500	0	0	19,500
	COWLES MOUNTAIN					
	Cowles Mountain	1,700	1,800	100	0	1,800
	MT. SAN MIGUEL - SHERIFF					
	Mt. San Miguel	9,500	10,300	800	0	10,300
	S.D. GAS & ELECTRIC (no charge)					
	P.O. Box 1831					
	San Diego, CA	0	0	0	0	0
	WHITE STAR RADIO	0	0	0	0	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Information Services	SAN MIGUEL RADIO SITE - MILLS BLDG					
	San Miguel Mt. Peak (mid-year)	0	6,250	6,250	0	6,250
	HUBBARD HILL RADIO (mid-year)					
	Cleveland National Forest	0	400	400	0	400
	DICKINSON RADIO SITE	0	0	0	0	0
	INFORMATION SERVICES TOTAL:	$ 58,000	$ 64,250	$ 6,250	$ 0	$ 64,250
Library	ADULT LITERACY PROGRAM					
	El Cajon, CA	0	13,800	13,800	0	13,800
	ALPINE					
	2123 Arnold Way					
	Alpine, CA	15,600	15,500	(100)	(15,500)*	0
	BONITA					
	5047 Central Avenue					
	Bonita, CA	25,000	25,200	200	(25,200)*	0
	BORREGO					
	652 Palm Canyon Drive					
	Borrego Springs, CA	4,700	4,700	0	(4,700)*	0
	CAMPO					
	31466 Hwy					
	Campo, CA	2,700	2,700	0	(2,700)	0
	CARDIFF					
	2025 San Elijo Avenue					
	Cardiff, CA	20,600	21,500	900	(21,500)*	0
	CASA DE ORO					
	9628 Campo Rd.					
	Spring Valley, CA	18,600	23,500	4,900	(23,500)*	0
	CASTLE PARK					
	1592 3rd Avenue					
	Castle Park, CV	21,000	0	(21,000)	0	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Library	CREST 105 Juanita Lane Crest, CA	4,800	4,800	0	(4,800)*	0
	DEL MAR 1050 Camino Del Mar Del Mar, CA	1	1	0	(1)*	0
	DESCANSO (N/C) Memo of Understanding Viejas Grade Descanso	0	0	0	0*	0
	EL CAJON El Cajon, CA (mid year)	75,000	165,000	90,000	(165,000)*	0
	JACUMBA Old Hwy. 80 and Rail Rd. St. Jacumba, CA	2,700	1,700	(1,000)	(1,700)*	0
	LA MESA PARKING 8055 University Avenue La Mesa, CA	1	1	0	(1)*	0
	LEMON GROVE 8073 Broadway Lemon Grove, CA	38,500	38,550	50	(38,550)*	0
	PINE VALLEY 28857 Old Hwy. 80 Pine Valley, CA	12,000	12,500	500	(12,500)*	0
	POTRERO 24955 Library Lane Potrero, CA	4,500	4,600	100	(4,600)*	0
	POWAY 13264 Poway Road Poway, CA	43,000	42,000	(1,000)	(42,000)*	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Library	RANCHO SANTA FE 17040 Avenida De Acacias Rancho Santa Fe	$ 19,500	$ 20,000	$ 500	$(20,000)*	$ 0
	SAN MARCOS 845 San Marcos Blvd. San Marcos, CA	60,500	65,000	4,500	(65,000)*	0
	SANTEE 9225 Carlton Hills Blvd. Santee, CA	89,500	94,000	4,500	(94,000)*	0
	SOLANA BEACH 981 E, F, & G Lomas Santa Fe Rd. Solana Beach, CA	54,500	60,200	5,700	(60,200)*	0
	SPRING VALLEY 1045 Elketon Blvd. Spring Valley, CA	21,000	33,372	12,372	(33,372)*	0
	VALLEY CENTER 29115 Valley Center Rd. Valley Center, CA	12,100	34,225	22,125	(34,225)*	0
	WOODLAWN PARK 115 Spruce Rd. Chula Vista, CA	2,400	0	(2,400)	0	0
	LIBRARY LEASE PAYMENT TOTAL	$ 548,202	$ 682,849	$ 134,647	$(669,049)*	$ 13,800

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Marshal	SUPPORT FOR 9 COURTROOMS	$ 0	$ 75,000	$ 75,000	$ 0	$ 75,000
	DOWNTOWN PARKING Front & "B" Street San Diego, CA	1,500	8,100	6,600	0	8,100
	NORTH COUNTY (mid year) 338 Via Vera Cruz San Marcos, CA	0	19,000	19,000	(19,000)**	0
	KEARNY MESA OFFICE	0	0	0	0	0
	MARSHAL TOTAL	$ 1,500	$ 102,100	$ 100,600	$(19,000)**	$ 83,100
Municipal Court	SAN MARCOS MUNICIPAL COURT San Marcos, CA	180,000	258,563	78,563	258,563**	0
	3 HEARING ROOMS - DOWNTOWN	0	310,000	310,000	310,000**	0
	MUNICIPAL COURT TOTAL	$180,000	$ 568,563	$ 388,563	$ 568,563**	$ 0
Parks & Recreation	OAK OASIS PARK (Minsall Ranch) Wildcat Canyon Road Lakeside, CA	1,000	850	(150)	0	850
	AGUA CALIENTE SPRINGS PARK (REPLACEMENT) Agua Caliente	0	1	1	0	1
	OTAY COMM CENTER (N/C) Main & Albany St. Chula Vista, CA	0	0	0	0	0
	LAKE JENNINGS PARK (N/C) Harrett Dam Road Lakeside, CA	0	0	0	0	0
	SOUTH BAY MARINE STUDY Hwy. 75 Imperial, CA	0	1	1	0	1

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Parks & Recreation	HERITAGE PARK (N/C) Harvey St. San Diego, CA	$ 0	$ 0	$ 0	$ 0	$ 0
	BLM PARCELS (N/C) Jamul, Lakeside, Romona, Valley Ctr.	0	0	0	0	0
	SAN ELIJO NATURAL CENTER (N/C) Manchester Avenue	0	0	0	0	0
	MAGDELINA ECKE	0	0	0	0	0
	PARKS AND RECREATION TOTAL	$ 1,000	$ 852	$ (148)	$ 0	$ 852
Planning & Land Use	SAN MARCOS (Space Expansion) 3304 Via Vera Cruz Kearny Mesa, CA	57,500 0	75,000 260,000	17,500 260,000	0 0	75,000 260,000
	PLANNING & LAND USE TOTAL	$ 57,500	$ 335,000	$ 277,500	$ 0	$ 335,000
Probation	PROBATION-WESTFORK Fink Rd. 3 Mile NW Lake Henshaw	1,300	1,300	0	0	1,300
	BARRETT LAKE Barrett Lake	2,400	2,500	100	0	2,500
	ADULT SUPERVISION-OHIO ST. 3669 & 3977 Ohio Street San Diego, CA	272,500	292,500	20,000	0	292,500
	INTENSIVE SUPV UNIT EUCLID AVENUE 1754-56 Euclid Avenue	23,500	0	(23,500)	0	0
	ADULT SVCS-ASH STREET 210 & 232 W. Ash Stret San Diego, CA	175,500	180,000	4,500	0	180,000
	PROBATE	0	40,000	40,000	0	40,000
	PROBATION - EL CAJON	0	350,000	350,000	0	350,000

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Probation	SOUTH BAY COURT EXPANSION	0	374,807	374,807	0	374,807
	PROBATION TOTAL	$ 475,200	$ 1,241,107	$ 765,907	$ 0	$ 1,241,107
Public Defender	PUBLIC DEFENDER DOWNTOWN	918,762	365,500	(553,262)	0	365,500
	PUBLIC DEFENDER 218 West Douglas (mid year) El Cajon, CA	102,500	80,000	(22,500)	0	80,000
	PUBLIC DEFENDER 400 S. Melrose Drive (mid year) Vista, CA	0	118,500	118,500	0	118,500
	PUBLIC DEFENDER 8525 Gibbs Drive (mid year) Kearny Mesa, CA	0	91,500	91,500	0	91,500
	PARKING (mid year) Purchase Order	0	12,000	12,000	0	12,000
	SOUTH BAY (mid year) Chula Vista, CA	0	106,000	106,000	0	106,000
	PUBLIC DEFENDER TOTAL	$1,021,262	$ 773,500	$(247,762)	$ 0	$ 773,500
Public Works Road Fund	DIV 1 HEADQUARTERS (MONTE VISTA) PIT SITE-ROAD FUND MONTE VISTA, LEMON GROVE	1,200	1,200	0	(1,200)*	0
	5454 RUFFIN ROAD.	345,500	361,000	15,500	(361,000)*	0
	KEARNY MESA Kearny Mesa, CA	0	63,000	63,000	(63,000)*	0
	PUBLIC WORKS ROAD FUND TOTAL	$ 346,700	$ 425,200	$ 78,500	$(425,200)*	$ 0
Public Works Enterprise Fund						
	REFUSE DISPOSAL SITE (Memo of Understanding) -OCOTILLO Ocotillo Wells, CA	600	600	0	(600)*	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Public Works Enterprise Fund						
	BIN SITE - VALLECITO (no charge) Hwy S - 2 Vallecito, CA	$ 0	$ 0	$ 0	$ 0	$ 0
	SYCAMORE LANDFILL Mast Blvd. Santee, CA	10,000	53,000	43,000	(53,000)*	0
	BIN SITE - RANCHITA Montezuma Valley Rd.	2,400	2,400	0	(2,400)*	0
	BIN SITE - BARRETT LAKE (purchased) Barrett Lake	250	0	(250)	0	0
	BIN SITE - PALOMAR (no charge) Hwy S - 7 Palomar Mountain	0	0	0	0	0
	REFUSE DISPOSAL SITE (TAXES) - OTAY Otay Valley Road Otay, CA	5,000	5,000	0	(5,000)*	0
	BIN SITE - JULIAN (terminated) Hwy 79	100	0	(100)	0	0
	BIN SITE - SUNSHINE SUMMIT Hwy 79 Warner Springs	1,500	1,500	0	(1,500)*	0
	BOULEVARD BIN SITE	0	0	0	0	0
	ROAD STATION HWY 76 & 79	0	0	0	0	0
	ROAD STATION HWY 79	0	0	0	0	0
	FIELD OPS - ALPINE	0	0	0	0	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Public Works Enterprise Fund						
	GILLESPIE FIELD AMBROSIA (New mid year)					
	Gillespie Field	0	12,000	12,000	(12,000)*	0
	SYCAMORE RECYCLING CENTER (mid year)	0	3,500	3,500	(3,500)*	0
	PUBLIC ENTERPRISES FUND TOTAL	19,850	78,000	58,150	(78,000)*	0
Revenue & Recovery						
	ADMINISTRATIVE OFFC., KEARNY MESA (PRORATED .85)					
	4955 Mercury Street					
	San Diego, Ca					
	(Moved to Mill Bldg., April 1988)	246,000	258,300	12,300	0	258,300
	SOUTH BAY COURT EXPANSION	0	146,266	146,266	0	146,266
	REVENUE & RECOVERY TOTAL	246,000	404,566	158,566	0	404,566
Sheriff						
	VALLEY CENTER					
	28234 Lilac Road	5,000	5,000	0	0	5,000
	Valley Center, CA					
	VALLEY CENTER GROUND LEASE	0	4,800	4,800	0	4,800
	IMPERIAL BEACH SUBSTATION					
	845 Imperial Beach Boulevard					
	Imperial Beach, CA,	18,000	23,000	5,000	0	23,000
	ALPINE SUBSTATION					
	1347 Tavern Road, Ste. 2 & 3					
	Alpine, CA	41,500	42,500	1,000	0	42,500
	LEMON GROVE SUBSTATION-MAINT ST.					
	3240 Main Street	89,500	90,000	500	0	90,000
	Lemon Grove, CA					
	INTERNAL AFFAIRS					
	100 W "C Street, Ste. 910					
	San Diego, CA	23,000	26,000	3,000	0	26,000
	INTERNAL AFFAIRS	0	36,000	36,000	(36,000)**	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
	RANCHITA (LOT RENTAL) 37552 Montezuma Valley Road San Diego, CA	400	950	550	0	950
	CARLSBAD 2461 Impala Drive Carlsbad, CA	75,000	77,500	2,500	(54,323)**	23,177
	REGIONAL INVESTIGATION FACILITY 3502 Kurtz Street San Diego, CA	191,000	198,500	7,500	0	198,500
	TECATE (PROPOSED 88/89) (MID YEAR)	50,000	20,000	(30,000)	0	20,000
	FRONT & "B" PARKING Front & "B" Streets San Diego, CA	19,000	22,100	3,100	0	22,100
	EMERGENCY SHELTER-GILLESPIE FIELD (Memo of Understanding) Gillespie Field	7,000	7,000	0	0	7,000
	NAVAL AIR RANGE-SHERIFF Miramar, CA	1	1	0	0	1
	AVIATION FACILITY (Memo of Understanding) Gillespie Field El Cajon, CA	36,000	36,000	0	0	36,000
	DULZURA (LOT RENTAL) Dulzura Forestry Fire Station	1,000	400	(600)	0	400
	FALLBROOK SUBSTATION 125-127 Hawthorn Street	16,000	16,500	500	0	16,500
	JULIAN SUBSTATION 1485 Highway 78 Julian, CA	10,000	11,000	1,000	0	11,000

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
	BORREGO SPRINGS SUBSTATION 610 Palm Canyon Drive Borrego Springs, CA	3,000	3,000	0	0	3,000
	FORENSIC LAB 3520 Kurtz Street San Diego, CA	202,000	216,000	14,000	0	216,000
	SHERIFF'S RESERVES (PRORATED .20) 9150 Chesapeake Drive San Diego, CA	27,500	27,500	0	0	27,500
	PINE VALLEY SUBSTATION 288848 Old Highway 80 Pine Valley, CA	7,500	8,000	500	(450)**	7,550
	POWAY SUBSTATION 12921, 12935, 12937 Pomerado Road San Diego, CA	52,500	56,000	3,500	0	56,000
	JAIL STORES (MID YEAR)	0	61,500	61,500	(61,500)*	0
	SHERIFF TOTAL	874,901	989,251	114,350	152,273	836,978
Superior Court						
	MENTAL HEALTH COUNSELORS-CHESAPEAK (PRORATED .10) (terminated San Diego, CA	154,430	0	(154,430)	0	0
	GRAND JURY San Diego National Bank 1420 Kettner Boulevard, Suite 300 San Diego, CA	78,500	95,000	16,500	0	95,000
	STORAGE San Diego, CA	40,000	13,000	(27,000)	(13,000)*	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Superior Court	MENTAL HEALTH COUNSELOR (mid year, March) San Diego, CA	0	81,500	81,500	(81,500)*	0
	SAN DIEGO HOTEL (mid year) San Diego, CA	0	230,580	230,580	0	230,580
	JUVENILE TRAFFIC COURT (mid year)	0	0	0	0	0
	9 COURTROOMS DOWNTOWN	0	380,000	380,000	(250,000)	130,000
	SUPERIOR COURTS TOTAL	272,930	800,080	527,150	344,500	455,580
Lease/General Fund Prop.		0	0	0	(778,528)**	(778,528)
LEASES OUTSIDE OF PROPERTY MANAGEMENT BUDGET						
Area Agency on Aging						
	MULTIPURPOSE SENIOR SERVICES-MARLBOROUGH 4165 Marlborough Street San Diego, CA	135,000	160,000	25,000	(41,600)**	118,400
	NURSING - EL CAJON BOULEVARD 4090 El Cajon Boulavard El Cajon, CA	33,500	85,500	52,000	0	85,500
	TRAILER	4,500	4,500	0	0	4,500
	AREA AGENCY ON AGING TOTAL	173,000	250,000	77,000	(41,600)**	208,400
Public Works - Sanitation Districts						
	CARDIFF-OLIVEHAIN	1,200	1,200	0	(1,200) *	0
	PINE VALLEY SANITARY DISTRICT Pine Valley, CA	3,000	6,000	3,000	(6,000)*	0
	SOLANA BEACH-SPECIAL DISTRICT (no charge) Solana Beach, CA	0	0	0	0	
	PUBLIC WORKS SANITATION DISTRICT TOTAL	4,200	7,200	3,000	(7,200)*	0
Public Works - Enerprise Fund						
	PL5260 RECYCLING CENTER	2,700	0	(2,700)	0	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Social Services Facilities						
	TAYARI ADOPTION UNIT (terminated) 5106 Federal Boulevard, Suite 201	16,506	0	(16,506)	0*	0
	CHILDREN'S PROTECTIVE SERVICES - MISSION VALLEY 7949 Mission Center Ct.	768,275	804,804	36,529	(603,603)**	201,201
	DISTRICT OFFICE-IMPERIAL AVENUE/LOGAN HEIGHTS 2509 Imperial Avenue San Diego, CA	189,708	756,000	566,292	(567,000)**	189,000
	OCEANVIEW BOULEVARD-JOB CLUB 318 N. Hornest Oceanside, CA	35,700	39,702	4,002	(29,777)**	9,925
	CHULA VISTA - JOB CLUB 815 Third Avenue, No. 117 Chula Vista, CA	17,787	13,236	(4,551)	(9,927)**	3,309
	DISTRICT OFFICE-OCEANSIDE 3227 Oceanview Boulevard	341,157	396,078	54,521	(297,058)**	99,020
	EL CAJON - JOB CLUB 266 S. Manolia, Suite 103	10,080	10,635	555	(7,976)**	2,659
	10TH AVENUE REOP PROGRAM 1027 Tenth Avenue San Diego, CA	89,255	89,504	249	(89,504)**	0
	SOUTH BAY - DISTRICT OFFICE 1355 Third Avenue Chula Vista, CA	436,632	505,360	68,728	(379,020)**	126,340
	SOCIAL SERVICES 5454 Ruffin Road SanDiego, CA	670,161	693,801	23,640	(520,350)**	173,451
	GAIN - NORTHEAST 6134 University Avenue San Diego, CA	180,219	189,387	9,168	(189,387)**	0

DEPARTMENT	PROJECT	1988-89 BUDGET	1989-90 ADOPTED	1989-90 INCREASE/ DECREASE	1989-90 RELATED FUNDING	NET COST TO COUNTY
Social Services Facilities						
	GAIN - OCEANSIDE 3355 Mission Avenue, Suite 235 Oceanside, CA	56,526	53,792	1,266	(53,792)**	0
	GAIN - ESCONDIDO 1523 E. Valley Parkway, Suite 304 Escondido, CA	46,830	48,224	1,394	(48,224)**	0
	GAIN - DOWNTOWN 1130 Tenth Avenue San Diego, CA	121,263	154,236	32,973	(154,236)**	0
	GAIN - EL CAJON 151 Van Houten El Cajon, CA	270,216	272,920	2,704	(218,336)**	54,584
	CHILD SERVICE - ESCONDIDO Escondido, CA	222,124	223,668	1,544	(167,751)**	55,917
	GAIN & ADULT SERVICES - SOUTH BAY 1261 Third Avenue Chula Vista, CA	404,180	431,828	27,648	(345,462)**	86,366
	9TH DISTRICT OFFICE Lemon Grove, CA	1,440,000	1,272,748	(167,252)	(954,561)**	318,187
	GAIN - BEECH - UPTOWN 444 W. Beech Street 4th Floor	201,300	185,688	(15,612)	(185,688)**	0
	GAIN - ENCANTO (cancelled) Encanto, CA	147,000	0	(147,000)	0	0
		$5,661,319	$6,141,611	$ 480,292	$4,821,652	$1,319,959

EQUIPMENT ACQUISITION

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Vehicular Equipment	$2,961,135	$3,988,155	$4,279,434	$5,741,700	$4,346,981	$(1,394,719)	(24.3)
TOTAL DIRECT COST	$2,961,135	$3,988,155	$4,279,434	$5,741,700	$4,346,981	$(1,394,719)	(24.3)
PROGRAM REVENUE	$(142,176)	$(225,000)	$(225,000)	$(225,000)	$(545,000)	$(320,000)	142.2
NET GENERAL FUND COST	$2,818,959	$3,763,155	$4,054,434	$5,516,700	$3,801,981	$(1,714,719)	(31.1)
STAFF YEARS	0	0	0	0	0	0	0.0

PROGRAM: Vehicular Equipment

DEPARTMENT: EQUIPMENT ACQUISITION

PROGRAM #: 86404
MANAGER: Jane F. Huston, Director

ORGANIZATION #: 5600
REFERENCE: 1989-90 Proposed Budget - Pg: 41

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	0.0
Services & Supplies	0	0	0	0	0	0.0
Vehicle Lease Purchases	1,615,701	1,951,254	1,782,605	3,355,700	3,596,981	7.2
Fixed Assets	1,345,434	2,036,901	2,496,829	2,386,000	750,000	(68.6)
TOTAL DIRECT COST	$2,961,135	$3,988,155	$4,279,434	$5,741,700	$4,346,981	(24.3)
PROGRAM REVENUE	$(142,176)	$(225,000)	$(225,000)	$(225,000)	$(545,000)	142.2
NET GENERAL FUND CONTRIBUTION	$2,818,959	$3,763,155	$4,054,434	$5,516,700	$3,801,981	(31.1)
STAFF YEARS	0	0	0	0	0	0.0

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actual net General Fund contribution is lower than the 1988-89 budget by $1,462,266. This is because all vehicles authorized have not been delivered. Therefore, funds have been encumbered but not spent. At year end, this budget had an un-obligated balance of $75,599.

1989-90 OBJECTIVES

1. To pay ongoing vehicle lease purchase obligations as they become due.

2. To acquire 63 replacement vehicles (11 by lease purchase) and 116 additional vehicles approved in the 1989-90 budget.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Vehicular Equipment (0.0 SY; SY; E = $4,346,981; R = $545,000) is:

   - Discretionary/Discretionary Service Level
   - Acquiring vehicles for elected officials and County departments whose duties are both mandated and discretionary in nature.
   - Decreasing in net General Fund contribution by $1,714,719 due to replacement vehicles being reduced from 300 a year to 63 (11 by lease purchase).

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
OTHER REVENUE:				
Sale of Fixed Assets (9993)	$225,000	$225,000	$545,000	$320,000
Sub-Total	$225,000	$225,000	$545,000	$320,000
Total	$225,000	$225,000	$545,000	$320,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:	$4,054,434	$5,516,700	$3,801,981	$(1,714,719)
Sub-Total	$4,054,434	$5,516,700	$3,801,981	$(1,714,719)
Total	$4,054,434	$5,516,700	$3,801,981	(1,714,719)

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenue is received from the sale of older, worn vehicles as they are replaced by new vehicles. Revenue is being increased in 1989-90 from accumulated funds available in the Vehicle Trust Fund from vehicles sold in prior years.

PROGRAM: Vehicular Equipment DEPARTMENT: EQUIPMENT ACQUISITION

FIXED ASSETS

Item	Quantity	Cost
See below	0	$0
Total		$0

Vehicles/Communication Equipment

Item	Quantity	Cost
Passenger Vehicles	10	$130,000
Patrol Vehicles	30	480,000
Miscellaneous Vehicles	Lot	60,000
Trucks/Vans	4	80,000
Total		$750,000

MAJOR MAINTENANCE

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
MAJOR MAINTENANCE	$ 3,109,339	$ 3,055,523	$ 3,375,519	$ 6,062,880	$ 8,141,339	$ 2,078,459	34.3
TOTAL DIRECT COST	$ 3,109,339	$ 3,055,523	$ 3,375,519	$ 6,062,880	$ 8,141,339	$ 2,078,459	34.3
PROGRAM REVENUE	$(1,277,512)	$(1,688,690)	$(1,477,658)	$(4,028,748)	$(5,563,988)	$(1,535,240)	38.1
NET GENERAL FUND COST	$ 1,831,827	$ 1,366,833	$ 1,897,861	$ 2,034,132	$ 2,577,351	$ 543,219	26.7
STAFF YEARS	00.00	00.00	00.00	00.00	00.00	00.00	00.0

PROGRAM: Major Maintenance **DEPARTMENT: PROPERTY MANAGEMENT**

PROGRAM #: 81900 **ORGANIZATION #: 5590**
MANAGER: Jane F. Huston, Director **REFERENCE: 1988-89 Proposed Budget - Pg. 42B**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0	0.0
Services & Supplies	3,109,339	3,055,523	3,240,265	5,889,880	7,839,939	33.1
Other Charges	0	0	0	0	57,000	0.0
Fixed Assets	0	0	135,254	173,000	244,400	41.3
TOTAL DIRECT COST	$ 3,109,339	$ 3,055,523	$ 3,375,519	$ 6,062,880	$ 8,141,339	34.3
PROGRAM REVENUE	$(1,277,512)	$(1,688,690)	$(1,477,658)	$(4,028,748)	$(5,563,988)	38.1
NET GENERAL FUND CONTRIBUTION	$ 1,831,827	$ 1,366,833	$ 1,897,861	$ 2,034,132	$ 2,577,351	26.7
STAFF YEARS	00.00	00.00	00.00	00.00	00.00	00.0

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 Facility condition(s) having a history of accidents, or known unsafe conditions.

2. Correct a hazardous working environment, remove noxious fumes, or 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 Board of Supervisors policies.

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 County programs and services.

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.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 final adopted budget was $6,062,880 and the total expenditures were $3,375,519. The expenditures reflect 158 projects that were completed during the fiscal year and 82 projects with significant construction progress. These 82 projects were carried-over to FY1989-90 for completion.

1989-90 OBJECTIVES

Not applicable.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Craft Support (SY reflected in the Facilities Services program of General Services; E = $1,913,214; R = $1,306,725) including carpentry, welding, masonry, painting, plumbing, electrical and service work, is:

   - Discretionary/Discretionary Service Level.
   - Offset by 68.3% in program revenue.

2. Contracted Services (0 SY; E = $6,228,125; R = $4,257,263) including construction contract work in County-owned and operated facilities; administration of contracts, writing specifications, designing plans, monitoring contracted work and coordinating the work with a variety of contractors and County craft support, is:

   - Discretionary/Discretionary Service Level.
   - Offset by 68.3% in program revenue.

   The 1989-90 Adopted Budget has 187 projects totaling $8,141,339. A list of these projects are included in the budget Attachment. A portion of this budget, 19 projects totaling $366,000, have been allocated to the first of a proposed five-year roof replacement program for County facilities.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
FINES, FORFEITURES & PENALTIES				
Criminal Justice Facilities (9176)	$1,261,888	$3,615,037	$4,336,694	$ 721,657
Sub-Total	$1,261,888	$3,615,037	$4,336,694	$ 721,657
AID FROM OTHER GOVERNMENTAL AGENCIES				
State Aid Constructions-Rec.Areas (9444)	$ 0	$ 0	$ 159,900	$ 159,900
Fed Aid-Comm.Develop Block Grant (9683)	100,951	209,500	128,000	(81,500)
Sub-Total	$ 100,951	$ 209,500	$ 287,900	$ 78,400
CHARGES FOR CURRENT SERVICES				
Plan & Eng.-Plan Check & Field Insp (9773)	$ 0	$ 0	$ 125,000	$ 125,000
Micro-Automation Fees (9834)	0	0	102,200	102,200
Trauma-Health Fees (9888)	0	0	189,000	189,000
Sub-Total	$ 0	$ 0	$ 416,200	$ 416,200!
OTHER REVENUE				
Other-Miscellaneous (9995)	$ 0	$ 5,000	0	(5,000)
Other Sales-Taxable (9996)	1,416	0	0	0
Sub-Total	$ 1,416	$ 5,000	$ 0	$ (5,000)
OTHER FINANCING SOURCES				
Road Fund (9802)	69,290	114,961	387,400	272,439
APCD (9803)	10,277	20,730	39,394	18,664
Parkland Dedication (9811)	512	12,000	20,400	8,400
Library Fund (9813)	30,461	51,520	76,000	24,480
Asset Forfeiture (9816)	2,863	0	0	0
Sub-Total	$ 113,403	$ 113,403	$ 523,194	$ 323,983
Total	$1,477,658	$4,028,748	$5,563,988	$1,535,240

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Cost	$1,897,861	$2,034,132	$2,577,351	$543,219
Sub-Total	$1,897,861	$2,034,132	$2,577,351	$543,219
Total	$1,897,861	$2,034,132	$2,577,351	$543,219

EXPLANATION/COMMENT ON PROGRAM REVENUES:

The allocation of revenue for FY89-90 shows a net increase of revenue sources for implementing major maintenance projects. The new forms of revenue in this budget include private contractor's agreement for work benefitting 'Animal Control Micro-Automation Fees for work benefitting) the various County municipal courts, and Trauma-Health Fees tentatively identified for the Coroner.

A significant portion of the revenue will benefit the various County facilities that house the courts, detention facilities and probation camps. This is the AB189 and SB668 revenue for the Criminal Justice Facilities. The total dollar allocated for these facilities represents over 53% of the total budget for this program. Also about one-half of the additional revenue dollars budgeted for FY89-90 ($721,657) will be benefitting the Criminal Justice Facilities.

FIXED ASSETS

Item	Quantity	Cost
Video Cameras	Lot	$67,400
Video Cameras	Lot	19,500
Video Cameras	Lot	6,000
Trailer	1	62,000
Trailer	1	46,000
Trailer	1	43,500
Total		$244,400

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

ATTACHMENT

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
1	Work Furlough-Sec Cameras & Lights	PROB	MB0032	18500	HS
2	SD CTHSE-Replcmnt Of Transformers, Ph I	GS	MB0269	140000	HS
3	COC ANX - Upgrade Fiscal Vault	PA	MB0137	60000	E
5	CENTRAL DF-Window Oprtng Mechanism	SRF	MB0202	25200	HS
6	SD CTHSE - Seal Penthouse Floor 6th Flr	GS	MB0118	31000	HS
7	COC ANX - Fire Alarm System ,Phase II	GS	MB0264	35000	HS
8	VARIOUS SRF STNS-Upgrade Holding Cells	SRF	MB0173	10000	HS
9	CENTRAL DF-Remodel 127/132 To Detox	SRF	MB0172	54100	HS
10	CENTRAL DF-Renovate Inmate Shower, Rm 35	SRF	MB0287	8500	HS
11	COC,BLDG 1-UPS for Main Telephone	GS	MB0204	30000	HS
12	ASH ST - Sec Fencing for Parking Lot	PROB	MB0031	9000	HS
13	BURNHAM BLDG-Recoat Roof Top Parking Sur	SUP	MB0288	43000	CE
14	IMPERIAL BCH LIB - Reroof	LIB	MB0024	20000	HS
15	LA MESA LIB - Reroof	LIB	MB0025	46000	HS
16	LAS COLINAS DF-Reroof Unit E,Kitch,Lib	SRF	MB0180	3147	HS
16	LAS COLINAS DF-Reroof Unit E, Kitch, Lib	SRF	MB0180	30853	HS
17	SCDF - Replace Ceiling Tile In Kitchen	SRF	MB0132	12000	HS

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
18	RCHO DEL CAMPO-Fire System Modifications	PROB	MB0289	21800	HS
19	COC BLDG. #14 - Install Water Meter Svs	COR	MB0290	11400	HS
20	COC Bldg 12-Increase A/C Capacity	SRF	MB0291	22300	HS
21	CENTRAL DF-Replacmnt of Porcelain Toilet	GS	MB0292	21000	HS
22	CENTRAL DF-Inst Bench/Toilet/Lav Combo	SRF	MB0293	9100	HS
23	COC Bldg11-Inst Nonslip surface in Dock	PUR	MB0294	8800	HS
24	COC - Fire Alarm System	GS	MB0216	7000	HS
25	SD CTHSE - Replace Cooling Tower Motors	GS	MB0295	30000	HS
26	SCRC - Upgrade Smoke Detection System	MSL	MB0296	33000	HS
27	VARIOUS COURTS-Replacement Of Cameras	GS	MB0260	24100	HS
28	VARIOUS DETENTION FAC-Replcmnt Of Camera	SRF	MB0261	36700	HS
29	SCDF-Inst Stainless Steel Toilet/Sink	SRF	MB0297	4000	HS
33	FLINN SPRINGS - Resurface Asphalt	PRKS	MB0300	51000	HS
35	BARRETT CMP - Maintenance of Entry Road	PROB	ML0302	58000	HS
38	HEISE PARK - Parking Lot/Rd/Pads Repair	PRKS	MB0016	14400	HS
39	LIVE OAK-Parking Lot & Roadway Repavemnt	PRKS	MB0309	54000	HS

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
40	PINE VALLEY PK - Parking Lot Repairs	PRKS	MB0015	40500	HS
41	SCRC - Repair Exterior Walkway Lights	GS	MB0207	12000	HS
42	SD CTHSE - Replace Marlock On 17 Doors	MSL	MB0265	33000	HS
43	COUNTY WIDE - Underground Tank Testing	DPW	MB0126	250000	HS
44	SCRC - Repair & Clean Absorber	GS	MB0124	35000	HS
45	SD CTHSE - Overhaul of No. 2 Absorber	GS	MB0120	46000	HS
46	BORDER STN APCD-Install New Building	APCD	MB0161	12500	HS
47	TRAFFIC CT - Replacement Of HVAC System	SDMC	MB0267	75000	HS
48	NCRC - Replace Air Handlers In Annex	GS	MB0311	21600	HS
49	ECDF - Video Arraignment Remodel	ECMC	MB0211	119500	HS
50	COC ANX - Additional Elect Outlets	DPW	MB0086	4900	HS
51	JAMACHA HQTRS - Replace Overhead Htrs	DPW	MB0089	16200	CE
52	SD CTHSE-Inst Lghts In Bsemt Hallwy PhsI	GS	MB0312	25000	HS
53	SD CO Shelter - Rprs/Rplcmnt Of Kennels	AC	MB0068	125000	HS
54	IMPERIAL BCH LIB - Outside Painting	LIB	MB0030	5000	E
55	COC BLDG 5 - Patch & Paint Interior	DPW	MB0097	4300	CE

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
56	COC ANX - Paint Interior of Land Dvlpmt	DPW	MB0085	45000	CE
57	JAMACHA HQTRS - Replace Skylights	DPW	MB0093	2000	CE
58	COC BLDG 5-Replace Acoustic Tile Ceiling	DPW	MB0092	7800	HS
59	NANCY JANE PARK - Resurface Tennis Crt.	PRKS	MB0014	14500	HS
60	PINE VALLEY PK - Resurface Tennis Court	PRKS	MB0013	5900	HS
61	Mira Mesa-Move APCD KMA Station	APCD	ML0149	6500	E
62	SD CTHSE - Install UPS	SDMC	MB0315	42000	E
63	SD CTHSE -Fire Suppression System	SDMC	MB0316	30100	E
64	JAMACHA HQTRS-Equipmt Washing Facility	DPW	MB0087	7000	HS
65	SAN FELIPE STN - Paint Water Tank	DPW	MB0096	5200	HS
66	BORREGO RD STN - Repaint Trim	DPW	MB0099	2800	CE
67	SPRING VALLEY LIB-Paint Interior Walls	LIB	ML0029	5000	E
68	MT LAGUNA RD STN-Instll Retaining Wall	DPW	MB0094	7100	CE
69	JAMACHA HQTRS - Paint Interior of Garage	DPW	MB0098	7600	CE
70	Del Mar-Move DMR Station to Del Mar	APCD	ML0150	6500	E
71	MT LAGUNA RD STN - Repaint Rd Stn	DPW	MB0090	12900	CE

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
72	MT LAGUNA RD STN - Restain Wood Siding	DPW	MB0088	1600	CE
73	COC ANX - Adhesive Spray Room	DPW	MB0278	6500	HS
74	COC ANX - Land Development Remodel	DPW	MB0268	6500	E
75	NCRC - Space For Calendar Division	SUP	MB0247	130000	E
76	SD CTHSE - Ventilation For Jury Room	SUP	MB0283	10000	HS
77	NCRC - Acquisition Of Trailer	SUP	MB0284	25000	E
78	ECRC - Install UPS	ECMC	MB0313	30100	E
79	COC BLDG. #14 - Morgue Remodel	COR	MB0020	189000	HS
81	GENERAL FUND VMA	GS	MB0800	243198	HS
82	CRIMINAL JUSTICE VMA	GS	MB0900	200000	HS
83	COURTHOUSE VMA	GS	MB0700	300000	HS
84	CARPET VMA	GS	MB0501	34500	HS
84	CARPET VMA	GS	MB0500	134300	HS
* 100	QUAIL GARDENS - Reroof	PRKS	MB0358	5200	HS
100	ASKEW BLDG - Reroof	HLTH	MB0355	34800	HS
100	EDGEMOOR - Reroof Bldg A-1	HLTH	MB0072	21200	HS
100	EDEMOOR - REROOF BLDG A-3	HLTH	MB0073	14300	HS
100	COC Bldg14 - Reroof	COR	MB0317	26000	HS
100	OCEANSIDE - Reroof	HLTH	MB0357	7600	HS
100	GRANTVILLE HLT - Reroof	HLTH	MB0356	28000	HS

*Priority 100 are projects approved in the Roofing Plan.

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
100	COC Bldg 3 - Reroof	AGR	MB0352	29000	HS
100	EDGEMOOR - Reroof Linen Bldg (Room)	HLTH	MB0071	7100	HS
100	QUAIL GARDENS - Reroof	PRKS	MB0004	8100	CE
100	HILLCREST RCVG HOME - Reroof	DSS	MB0318	25000	HS
100	CAC - Reroof	GS	MB0319	44312	HS
100	SANTEE OPS CENTER - Reroof	GS	MB0354	20000	HS
100	PORTRERO PRK - Repair or Reroof Ofc/RR's	PRKS	MB0011	14400	HS
100	PINE VALLEY - Reroof Prk Ofc & 2 RR's	PRKS	MB0009	3100	HS
100	SAN DIEGUITO PARK - Reroof Residence	PRKS	MB0008	2400	HS
100	WILDERNESS GARDENS - Reroof Residence	PRKS	MB0007	15300	HS
100	LIVE OAK PARK - Reroof	PRKS	MB0005	4500	HS
100	WESTFORK - Reroof	PROB	ML0353	56000	HS
* 110	SD CTHSE - Door Wiring	GS	MB8726	20000	HS
110	ECRC - Court Alarm System	MSL	MB9011	30000	HS
110	SCRC - Court Alarm System	MSL	MB9010	36000	HS
110	SD CTHSE - Fire Suppresion Installation	SDMC	MB9502	15000	HS
110	SD CTHSE - Absorber Repairs	GS	MB9372	10000	HS
110	SD CTHSE - Lamping Repairs	GS	MB9361	10000	HS
140	COC Annex - Fire Alarm System	GS	MB8433	35814	HS

*Priority 110 are Change Letter augmentations to FY88-89 projects.

FY1989/90 MAJOR MAINTENANCE

	PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
*	140	SD CTHSE - Replace Transformers	GS	MB8443	26420	HS
	140	Rcho Del Campo - HVAC For Infirmary	PROB	MB7374	12000	HS
	140	CAC - Heating Pipes Installation	CAO	MB8632	17000	HS
	140	Edgemoor - Trailer for Mental Health	HLTH	MB8879	65200	HS
	140	COC AG Bldg. 3 - Carpeting/Partitions	AGR	MB7877	14706	HS
	140	CAC - Recorder's Office Remodel	RCRDR	MB8896	147054	HS
	140	SD CTHSE - Research Attorney Remodel	SUP	MB7473	33896	HS
	140	Las Colinas DF - Deputy Alarm System	SRF	MB8899	15376	HS
	140	Central DF - Deputy Alarm System Rplmnt	SRF	MB8437	26845	HS
	140	IMPRL BCH SRF - AC Installation	SRF	MB7908	6536	HS
	140	Collier Park - Restroom Improvements	PRKS	MB8675	30000	HS
	140	ECRC - Sprinkler Systems Certification	GS	MB8723	7000	HS
	140	SCRC - Electrical Switchgear	GS	MB8526	14685	HS
	140	Descanso DF - Fans for Restrooms	SRF	MB8105	10190	HS
	140	Work Furlo- Fire Alarm System Rprs	PROB	MB7271	12300	HS
	140	SCRC - Replacement of Alarm System	SBMC	MB9002	22918	HS
	140	CENTRAL DF-Emerg Vent Switch	SRF	MB6111	11598	HS

*Priority 140 are rebudgeted projects.

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
140	SD CTHSE - Pressure Regs & Sealing Floor	GS	MB5314	47941	HS
140	SD CTHSE - Marlock Additions	MSL	MB8726	9954	HS
140	SCRC - Court Alarm Replacement	MSL	MB9010	129500	HS
140	LAS COLINAS DF- Deputy Alarm System	SRF	MB8899	17000	HS
140	ECRC - Court Alarm Replacement	MSL	MB9011	153000	HS
140	Traffic Ct - Two Trailers For Ctrms/Offc	SDMC	MB9590	196000	HS
140	SD APCD - Relocate Trailer	APCD	ML9004	8464	HS
140	SD CTHSE - DA Remodel	DA	MB9997	62206	HS
140	OCEANSIDE - Relocate Sodar	APCD	ML9005	5430	HS
140	COC BLDG2 - GS/AE Remodel	GS	MB9892	12907	HS
140	COC Bldg 2 - Reroof	GS	MB9560	68900	HS
140	CAC -Tax Collector Remodel	TAX	MB9886	31500	HS
140	SD CTHSE - Fire Detection & Supp System	SDMC	MB9502	52270	HS
140	CAC - Basement AC	ASSR	MB9836	32590	HS
140	Hillcrest Rcvng - Reroof & Repairs	DSS	MB9442	111742	HS
140	CENTRAL DF - Glass Replacement	SRF	MB9830	4050	HS
140	Loma Portal - Remodel Screening	HLTH	ML9057	7910	HS

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
140	ASKEW BLDG - Alarm System Installation	HLTH	MB9820	5800	HS
140	ECRC - Security Enclosures/Elevator Shft	GS	MB9432	17000	HS
140	SCRC - UPS Installation	SBMC	MB9725	30000	HS
140	SD CTHSE - Retile Floor Tiles	GS	MB9371	147000	HS
140	SCRC - Clean Acoustical Ceiling	SBMC	MB9722	7000	HS
140	SD CTHSE - Paint Exterior of CTHSE	GS	MB9369	155750	HS
140	SD CTHSE - Repaint Radiator Screens	GS	MB9718	3100	HS
140	SD CTHSE - Install Steam Control Valve	GS	MB9366	16400	HS
140	SD CTHSE - Remodel Dep 17 (Sup Ct)	SUP	MB9604	155000	HS
140	SD CTHSE - Modify Law Lib Elevator	LAW LIB	MB9364	9543	HS
140	SD CTHSE - Remodel for (4) Offices	SDMC	MB9602	25000	E
140	Monument Pk - Tower Replacement	DIS	MB9335	31000	HS
140	Juvenile Hall - Asbestos Removal	PROB	MB9998	75000	HS
140	Monument Pk - Tower Replacement	DIS	MB9335	34000	HS
140	NCRC - Sup Ct Trailers	SUP	MB9891	28721	HS
140	Valley Comm Center - Handicapped Access	PRKS	MB9324	98000	HS
140	CAC Rm 411 - Video Production Rmdl	DIS	MB9835	13000	HS

FY1989/90 MAJOR MAINTENANCE

PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
140	Adoptions - Carpeting	DSS	MB9252	17744	HS
140	Vista Reg Cntr - Chiller Retrofit	GS	MB9726	20000	HS
140	El Cajon Offc - Reroof	DSS	MB9248	31200	HS
140	SCRC - Clean Wall Covering	SBMC	MB9721	3800	HS
140	SE Offc - Recarpet	DSS	MB9238	22000	HS
140	ECRC - Remodel Bail Office	ECMC	MB9603	34142	HS
140	JUV CT - Remodel Dept 8	SUP	MB9230	179740	HS
140	SD CTHSE - Asbestos Mitigation Study	GS	MB9996	24385	HS
140	JUVY CT - Remodel Dept 7	SUP	MB9229	19640	HS
140	Lake Jennings - Elect Srvc Installation	PRKS	MB9825	14400	HS
140	SD CTHSE - Asbestos Removal	GS	MB9710	63800	HS
140	NCRC - Remodel Hrng Rm	NCMC	MB9599	336254	HS
140	JUV CT - Sup Ct Trailers	SUP	MB9885	178854	HS
140	SD CTHSE - Reglaze Windows	GS	MB9723	7100	HS
140	SD CTHSE - Rmdl Ct Reporter Area	SUP	MB9046	3140	HS
140	Sup Crt - Carpeting Var. Loc	SUP	MB9045	80600	HS
140	JUV CT - Rmdl Spc By Ofndrs	SUP	MB9041	12620	HS
140	SD CTHSE - Sup Ct Remodel Rm 3107	SUP	MB9039	16880	HS

FY1989/90 MAJOR MAINTENANCE

	PRIORITY	LOCATION & TITLE	BENEFITTING DEPARMENT	PROJECT NUMBER	ESTIMATED COST	CRITERIA
	140	SD CTHSE - Rmdl Rm 3005 (Sup Ct)	SUP	MB9037	6280	HS
	140	SD CTHSE - Replace Restroom Lights	GS	MB9361	17200	HS
	140	Kurtz St SRF - Evidence Cage	SRF	ML9923	3650	HS
	140	Rainbow Peak - Standby AC Generator	DIS	ML9343	17646	HS
*	150	COUNTY WIDE CTHSE - Asbestos VMA	GS	MB0600	273348	HS
	150	ADOPTIONS - Remodel For County Counsel	COCNSL	MB0352	100990	E
	150	CAC - Remodel of CAO Offices	CAO	MB0349	205000	E
	150	VALLEY CENTER - Trailer Purchase	SRF	MB0348	90000	MM
	150	COC Bldg2 - Real Property Remodel	GS	MB0346	61000	E
	150	JUVENILE HALL - Trailer For Hlt Clinic	HLTH	MB0345	71000	HS
	150	SD CTHSE - Window Repairs	GS	MB0344	30000	HS
	150	SAN MARCOS - Alarm System	MSL	MB0343	38900	HS
	150	BURNHAM - Security Panel Installation	SUP	MB0342	3500	HS
	150	MERCURY ST - Remodel For Assessor	ASSR	ML0351	30000	E
*** Total *** 17806					8141339	

*Priority 150 refers to new projects approved in the Change Letter.

PUBLIC SERVICES UTILITIES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Public Services Utilities	$12,628,321	$13,138,598	$13,496,090	$13,532,621	$14,681,721	$1,149,100	8.5
TOTAL DIRECT COST	$12,628,321	$13,138,598	$13,496,090	$13,532,621	$14,681,721	$1,149,100	8.5
PROGRAM REVENUE	$(95,188)	$(67,967)	$(95,790)	$(80,000)	$(88,100)	$(8,100)	10.1
NET GENERAL FUND COST	$12,533,133	$13,070,631	$13,400,300	$13,452,621	$14,593,621	$1,141,000	8.5
STAFF YEARS	0.0	0.0	0.0	0.0	0.0	0	

PROGRAM: Public Services Utilities

DEPARTMENT: GENERAL SERVICES

PROGRAM #: 82104
MANAGER: Jane F. Huston, Director

ORGANIZATION #: 5610
REFERENCE: 1989-90 Proposed Budget - Pg. 43B

AUTHORITY: Administrative Code 398.5 Sections (j) Utilities/Vehicle Fuels and (i) Postage, delegate to the Department of General Services the administration of utilities.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Gas & Electric	$8,609,863	$8,794,392	$8,387,766	$9,188,949	$9,307,049	1.3
Cogeneration Leases	1,357,219	1,263,003	1,079,363	1,184,322	1,184,322	0.0
Postage	2,421,288	2,835,245	3,733,818	2,807,000	3,507,000	24.9
Water and Sewage	721,061	735,853	821,979	821,390	1,152,390	40.3
Bottled Gas	118,466	143,388	71,446	130,000	130,000	0.0
Less Reimbursements	(599,576)	(633,283)	(598,282)	(599,040)	(599,040)	0.0
TOTAL DIRECT COST	$12,628,321	$13,138,598	$13,496,090	$13,532,621	$14,681,721	8.5
PROGRAM REVENUE	$(95,188)	$(67,967)	$(95,790)	$(80,000)	$(88,100)	10.1
NET GENERAL FUND CONTRIBUTION	$12,533,133	$13,070,631	$13,400,300	$13,452,621	$14,593,621	8.5
STAFF YEARS:	0	0	0	0	0	

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.

1988-89 BUDGET TO ACTUAL COMPARISON

Gas and electric expenditures were under budget by $801,183 '.5%) due to increased cogeneration operation and an efficient energy management program. A warm winter anc)wer gas prices resulted in a $58,554 savings in bottled gas expenditures. Postage expenditures were 33% ?26,818) over budget due to additions of Social Services Gain programs and increased mailing costs for Cou departments.

The performance indicator for electricity and steam purcha ! reflects a 22% and 62% increase, respectively, over the projected amount. Cogneration operation at the d(town courthouse did not operate at full capacity in FY88-89, requiring additional electricity and steam pu ıases from SDG&E. The increased purchases were offset by lower rates, resulting in lower overall utility ts.

1989-90 OBJECTIVES

1. Continue to increase production of cogeneration o. ation to overall 75% efficiency.
2. Investigate the feasibility of installing back-u steam boilers to eliminate steam purchase from SDG&E.
3. Continue to investigate water conservation method nd implement when feasible.
4. Begin a feasibility study on the use of ice for t Vista Regional Center air conditioning system.
5. Continue the feasibility study of implementing the p+4 mail program, through the County's mainframe computer.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Gas and Electricity (0 SY; E = $9,307,049 ; R = $88,)
   - o Discretionary/Discretionary Service Level.
   - o Provides for payments to SDG&E ($8,967,049) and her utility sources ($60,000).
   - o Allocates funds for the maintenance of utility ıipment ($280,000).
   - o Offset by $530,317 in cost applied.
2. Cogeneration Leases (0 SY; E = $1,184,322 ; R = $0)
   - o Discretionary/Discretionary Service Level.
   - o Provides for lease-purchase payments for cogene: ıon facilities, including Vista Regional Center, Las Colinas and the Downtown Courthouse.
3. Postage (0 SY; E = $3,507,000; R = $0)
   - o Discretionary/Discretionary Service Level.
   - o Provides funding to process County U.S. metered ılk and business reply mail.
   - o Offset by $49,040 in cost applied.
4. Water and Sewage (0 SY; E = $1,152,390; R = $0)
   - o Discretionary/Discretionary Service Level.
   - o Provide for the water and sewage costs of operat over 5 million square feet of County facilities.
   - o Offset by $19,683 in cost applied.
5. Bottled Gas (0 SY; E = $130,000 ; R = $0)
   - o Discretionary/Discretionary Service Level.
   - o Provides for ongoing requirements for bottled g which is used primarily in outlying facilities.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES				
Cogeneration Sales (9976)	$85,786	$80,000	$80,000	$0
Internal Service Fund (9786)	1,762	0	8,100	8,100
Sub-Total	$87,548	$80,000	$88,100	$8,100
OTHER REVENUE:				
Other Miscellaneous (9995)	$7,847	$0	$0	$0
Sales and Use Tax (9061)	169	0	0	0
Aid from other Government Agencies (9746)	226	0	0	0
Sub-Total	$8,242	$0	$0	$0
Total	$95,790	$80,000	$88,100	$8,100

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$13,400,300	$13,452,621	$14,593,621	$1,141,000
Sub-Total	$13,400,300	$13,452,621	$14,593,621	$1,141,000
Total	$13,400,300	$13,452,621	$14,593,621	1,141,000

EXPLANATION/COMMENT ON PROGRAM REVENUES:

Actual revenue is overrealized by 2% as a result of mid-year appropriations transfers, and increased sale of surplus energy back to SDG&E.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Gas and Electric					
% OF RESOURCES: 72%					
WORKLOAD					
Sq. ft. County Owned & Leased Space	5,161,531	5,209,830	5,517,916	5,623,554	5,706,273
Electricity purchased (1,000 KWH)	59,549	61,925	67,265	55,000	60,900
Gas purchased (1,000 Therms)	2,280	3,030	3,268	3,800	3,906
Steam purchased (1,000 lbs)	41,627	53,818	32,363	20,000	20,000
EFFICIENCY Unit Cost all Facilities					
Electricity per 1,000 KWH	$116.32	$ 99.80	$ 86.00	$116.00	$115.00
Gas per 1,000 Therms	$419.53	$362.00	$390.00	$500.00	$400.00
Steam per 1,000 lbs.	$ 23.23	$ 28.45	$ 37.00	$ 35.00	$ 35.00
EFFECTIVENESS					
Conservation Program Results: BTU's/sq. ft.*	91,614	109,056	106,696	92,365	108,502
(72/73 /Base Yr. BTU's/sq.ft. = 172,120)					
Cogeneration Avoided Cost (in $)	888,334	940,000	940,140	1,325,000	1,500,000
% Change Over Base Year:	(46.8%)	(42.7%)	(38.0%)	(46.3%)	(36.9%)

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

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY B: POSTAGE					
% OF RESOURCES: 24%					
WORKLOAD					
Number of Pieces U.S. Mail	12,500,000	13,780,450	12,125,000	14,000,000	12,500,000
Postage Cost	$2,421,288	$2,835,245	$3,733,818	$2,807,000	$3,507,000
EFFICIENCY					
U.S. Postal Rate/First Class/1 oz. only	$.2200	$.2275	$.2500	$.2500	$.2500
County Cost when presorted by Zip Code/First Class/1oz.	$.1800	$.1875	$.2100	$.2100	$.2100
Differential	$.0400	$.0400	$.0400	$.0400	$.0400
EFFECTIVENESS					
Cost Avoidance Percentage	18.18%	17.58%	16.00%	16.00%	16.00%

DEPARTMENT OF HUMAN RESOURCES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Human Resources	$4,393,745	$5,402,824	$5,835,913	$5,935,589	$7,619,916	$1,684,327	28.4
TOTAL DIRECT COST	$4,393,745	$5,402,824	$5,835,913	$5,935,589	$7,619,916	$1,684,327	28.4
PROGRAM REVENUE	$(996,812)	$(1,035,365)	$(1,980,869)	$(1,698,890)	$(2,300,671)	$(601,781)	35.4
NET GENERAL FUND COST	$3,396,933	$4,367,459	$3,855,044	$4,236,699	$5,319,245	$1,082,546	25.6
STAFF YEARS	99.60	105.13	101.34	104.75	115.50	10.75	10.3

HUMAN RESOURCES (DHR)
Headquarters Location: County Administration Center (CAC)

DIRECTOR
(ETHEL M. CHASTAIN)

CAC - ADMINISTRATION

Class	Class Title	SY
2132	Director, DHR	1.0
2212	Deputy Director, DHR	2.0
2359	Admin. Sec. IV	1.0
2358	Admin. Sec. III	1.0
	TOTAL	5.0

RESOURCE MANAGEMENT

Class	Class Title	SY
2369	Admin. Services Mgr. II	1.0
2303	Administrative Assistant II	1.0
2493	Intermediate Account Clerk	1.0
	Total	3.0

LABOR RELATIONS OFFICE

LABOR REALTIONS

Class	Class Title	SY
0355	Labor Relations Mgr.	1.0
2389	Sr. Labor Relations Spec.	1.0
0356	Labor Relations Spec.	1.0
2758	Administrative Sec. III	1.0
2700	Intermediate Clerk Typist	1.0
	TOTAL	5.0

SUGGESTION AWARDS

Class	Class Title	SY
2365	Staff Development Spec.	.5
2320	Personnel Aide	1.0
	TOTAL	1.5

SERVICE AWARDS

Clerical Staff In Recruitment and Assessment

PERSONNEL MANAGEMENT OFFICE

CLASSIFICATION

Class	Class Title	SY
0942	Student Worker II	.25
2373	Assoc. Pers. Analyst	4.00
2374	Senior Pers. Analyst	3.00
2375	Mgr. Personnel Svcs.	1.00
2730	Senior Clerk	1.00
	TOTAL	9.25

WAGE AND SALARY

Class	Class Title	SY
2375	Manager Pers. Svcs.	1.00
2373	Assoc. Pers. Analyst	2.00
2700	Int. Clerk Typist	.25
0942	Student Worker II	.42
	TOTAL	3.67

AFFIRMATIVE ACTION

Class	Class Title	SY
0354	Pers. Services Mgr.	1.0
2361	Career Counselor	1.5
2394	Mgmt. Academy Coord.	1.0
2700	Int. Clerk Typist	2.0
8801	Minority Recruiter	1.0
	TOTAL	6.5

TRAINING AND DEVELOPMENT

Class	Class Title	SY
2380	Staff Dev. Manager	1.00
2365	Staff Dev. Spec.	.50
2756	Admin. Secretary I	1.00
0942	Student Worker II	.58
	TOTAL	3.08

PERSONNEL STANDARDS & POLICY REVIEW

Class	Class Title	SY
2377	Chief, Personnel Standards and Policy Review	1.0
2374	Sr. Pers. Analyst	1.0
	TOTAL	2.0

RECRUITMENT & ASSESSMENT

Class	Class Title	SY
0796	Head Proctor	.33
0797	Assistant Proctor	.67
0942	Student Worker II	.33
2320	Personnel Aide	3.00
2373	Assoc. Pers. Analyst	10.00
2374	Senior Pers. Analyst	2.00
2375	Manager, Personnel Services	1.00
2700	Int. Clerk Typist	11.00
2725	Principal Clerk	1.00
2730	Senior Clerk	2.00
2745	Supervising Clerk	1.00
3017	Remote Job Entry Operator	1.00
3050	Offset Equip. Oper.	1.00
	TOTAL	34.33

RISK AND BENEFITS OFFICE

EMPLOYEE BENEFITS

Class	Class Title	SY
0357	Employee Benefits Mgr.	1.0
2403	Accounting Technician	1.0
2411	Analyst I	1.0
2493	Int. Account Clerk	1.0
2700	Int. Clerk Typist	1.0
2730	Senior Clerk	1.0
3029	Insurance Specialist	1.0
8800	Benefits Aide	1.0
9999	Extra Help	3.0
	TOTAL	11.0

EMPLOYEE ASSISTANCE & WELLNESS

Class	Class Title	SY
0797	Assistant Proctor	0.17
0367	Emp. Assist. Prog. Mgr.	1.0
2322	Voc. Med. Svcs. Coord.	.5
2730	Senior Clerk	2.0
5210	Voc. Rehab. Counselor	1.0
5211	Employee Assist. Spec.	1.0
	TOTAL	5.67

WORKERS COMPENSATION

Class	Class Title	SY
0366	Worker's Comp. Manager	1.0
2322	Claims Aid	6.0
2327	Claims Rep. II	6.0
2700	Int. Clerk Typist	3.0
2710	Jr. Clerk Typist	1.0
2764	Office Manager	1.0
	TOTAL	18.0

RISK MANAGEMENT

Class	Class Title	SY
0353	Risk Manager	1.0
2344	Insurance Coord.	1.0
	TOTAL	2.0

INSURANCES

Staff In Risk Management

LOSS PREVENTION

Class	Class Title	SY
2331	Loss Prev. Analyst	2.0
2345	Loss Prev. Manager	1.0
2700	Int. Clerk Typist	1.0
	TOTAL	4.0

UNEMPLOYMENT INSURANCE

Class	Class Title	SY
2327	Claims Rep. II	.5
2700	Int. Clerk Typist	1.0
	TOTAL	1.5

PROGRAM: Human Resources

DEPARTMENT: HUMAN RESOURCES

PROGRAM #: 81201

ORGANIZATION #: 0500

MANAGER: Ethel M. Chastain

REFERENCE: 1989-90 Proposed Budget - Pg. 44D

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$8,025,415	$10,309,049	$3,909,782	$3,967,507	$4,525,487	14.1
Services & Supplies	1,777,645	1,773,205	1,884,559	1,913,482	2,810,729	50.8
Other Charges	28,608	13,798	12,165	19,400	98,900	23.2
Fixed Assets	12,077	32,507	29,407	35,200	184,800	425.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(5,450,000)	(6,725,735)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$4,393,745	$5,402,824	$5,835,913	$5,935,589	$7,619,916	28.4
PROGRAM REVENUE	$(996,812)	$(1,035,365)	$(1,980,869)	$(1,698,890)	$(2,300,671)	35.4
NET GENERAL FUND CONTRIBUTION	$3,396,933	$4,367,459	$3,855,044	$4,236,699	$5,319,245	25.6
STAFF YEARS	99.60	105.13	101.34	104.75	115.50	10.3

PROGRAM DESCRIPTION

The Department of Human Resources provides the following services to County departments and employees: administration of the Countywide temporary help contracts; recruitment; selection; classification; placement; career development and counseling; executive and managerial recruitment; Affirmative Action, salary administration; benefits management and administration; pre-employment health screening; medical standards; employee assistance and wellness; bond, property and casualty insurances; suggestions and service awards; training and development; labor relations; vocational rehabilitation; unemployment insurance; worker's compensation; loss prevention; and employee safety training.

1988-89 BUDGET TO ACTUAL COMPARISON

1988-89 actuals reflect approximately $99,000 savings primarily in salaries and benefits. Workers' Compensation and Benefits Management experienced major staff changes which left positions vacant during the recruitment and selection process.

Savings in services and supplies resulted from extended evaluation of the proposed Workers' Compensation automation system. Pending completion of the evaluation process, funds were rebudgeted in FY 89-90.

Revenue exceeded budgeted levels due to increase in administrative costs of the Workers' Compensation program.

Mid-year appropriation transfers included $122,432 from contingency reserve to salaries and benefits for negotiated pay raises and $100,000 from contingency reserve to services and supplies for Flex Benefits consultant fees.

Mid-year staffing changes:

Deletion of Positions: 2 Personnel Analyst Trainees; 1 Senior Personnel Analyst and 3 Staff Development Specialists.

Addition of Positions: 2 Associate Personnel Analysts; 1 Personnel Services Manager; 1 Management Academy Coordinator and 2 Career Counselors.

1989-90 OBJECTIVES

1. Install Workers' Compensation Local Area Network and develop plan to tie into or override Accounts Payable section to speed claims payment processing.

2. Lease space next to COC to alleviate critical overcrowding in current locations.

3. Provide departments information on human resource policy changes, policy clarifications and major legislative changes to include: Providing draft of County Personnel Policy and Procedures Manual to departments for review, developing on-line access to the Compensation Ordinance, issuing Personnel Policy memos on an as-needed basis, etc.

4. Implement Drug and Alcohol Use Policy as approved by the Board of Supervisors 10/24/89.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Administration/Resource Management (8.0 SY; E = $538,811 ; R = $0) includes the director's office and is:

   - Mandated/Discretionary Service Level.
   - Responsible for development and administration of County-wide Temporary Help Contracts.
   - Responsible for managing department-wide resources/procedures such as: budget development and administration, personnel and payroll services, purchasing and receiving, facilities and equipment management.
   - Responsible for automation planning and coordination which includes the development of the Department Business Automation Plan.
   - Responsible for the Early Warning System coordination, Executive presentations and administrative studies.
   - Sharing word processing, payroll and purchasing support staff with CAO Administrative Services.
   - Increased approximately $44,000 due primarily to salary adjustments.

2. Personnel Standards, Recruitment, Assessment and Classification (45.58 SY; E = $1,884,766 ; R = $193,048) is:

   - Mandated/Discretionary Service Level.
   - Offset approximately 10% by revenue from special districts/funds.
   - Responsible for all County job examinations and classification studies, preparation of Compensation Ordinance charges and maintenance of classification plan, and all merit system processes.
   - Increased 3.0 SY due to the addition of three Intermediate Clerk Typist positions to support increased clerical workload.
   - Increased approximately $240,000 due primarily to negotiated pay increases and staff increases.

3. Wage and Salary (3.67 SY; E = $154,809 ; R = $21,221) is:

- Mandated/Discretionary Service Level.
- Offset approximately 14% by revenue which includes reimbursement from survey sales.
- Responsible for the preparation of salary surveys, maintenance of Compensation plan and, Compensation Ordinance Revisions.
- Increased approximately $16,000 due to negotiated pay increases and the addition of .25 SY Intermediate Clerk Typist.
- Responsible for maintaining current labor market wage rates.
- Connected to CSAC via computer modem which enables salary and benefits information exchange with other CA counties to resolve salary issues.
- Responsible for providing staff and data for the Labor Relations process during negotiations.
- Responsible for tracking County wage rates, pay provisions and official policy enactments through updating of the Compensation Ordinance.

4. Labor Relations (5.0 SY; E = $382,984 ; R = $29,759) is:

- Mandated/Mandated Service Level.
- Offset approximately 8% by revenue from special funds/districts.
- Responsible for negotiating labor contracts; representing the County in grievance arbitrations, unfair labor charges and unit determinations; administering employee labor agreements and providing clarification to departments and employees regarding labor relations issues.
- Decreased approximately $16,000 due to retirement of Tier I employee.

5. Affirmative Action (6.5 SY; E = $380,387 ; R = $24,823) is:

- Mandated/Discretionary Service Level.
- Offset approximately 7% by revenue from special funds/districts.
- Administering the County's Service Award program.
- Responsible for developing, implementing and coordinating procedures to implement the County Career Development Program, providing career counseling, administering Career Development Assessment Centers, overseeing the employee recognition program and coordinating departmental Affirmative Action policies/procedures.
- Increased $95,000 due to salary increases, the addition of 1.0 SY Minority Recruiter, and $14,000 increase in service awards.

6. Suggestion Awards (1.5 SY; E = $64,795 ; R = $5,514) is:

- Discretionary/Discretionary Service Level.
- Projecting $600,000 County savings from suggestion awards, an increase of more than 70% over the FY 88-89 budgeted level.
- Responsible for coordinating suggestions evaluations, award payments and ceremonies.
- Offset approximately 9% from special funds/districts.

7. Benefits Management (11.00 SY; E = $1,652,029 ; R = $159,955) is:

- Mandated/Mandated Service Level.
- Offset approximately 10% by revenue from special funds/districts and employee contributions for bus passes.
- Responsible for administering employee health insurance and life insurance plans, the transit bus pass program and all related benefits programs.
- Increased $920,000 due largely to Flex Benefits program implementation and the addition of 4.0 staff years of professional/paraprofessional positions.

8. Training and Development (3.08 SY; E = $139,034 ; R = $12,468) is:

- Discretionary/Discretionary Service Level.
- Offset approximately 9% by revenue from special funds/districts.
- Responsible for all centralized training programs and employee orientation.
- Increased $7,000 due to salary increases.

9. Employee Assistance and Wellness (5.67 SY; E = $600,320 ; R = $600,096) is:

- Discretionary/Discretionary Service Level.
- Responsible for counseling employees experiencing personal problems and for referring them to appropriate agencies.
- Responsible for supervising all vocational rehabilitation activities.
- Responsible for monitoring employment medical standards and pre-employment medical and psychological evaluations.
- Responsible for brokering community health and fitness programs for County employees.

9. Employee Assistance and Wellness (Continued)

- Increased $440,000 largely due to the transferred medical/psychological evaluations function ($350,000 in contracts and 1.5 SY) from Risk Management and medical/psychological contract increases.
- Offset by revenue from the Workers' Compensation Trust Fund.

10. Loss Prevention (4.00 SY; E = $177,906 ; R = $177,906) is:

- Mandated/Discretionary Service Level.
- Responsible for County operations safety services, including coordination between departments of Cal-OSHA citation correction, inspections and training.
- Offset by revenue from the Workers' Compensation Trust Fund.
- Increased $9,000 due to negotiated pay increases.
- Expected to respond to 1,600 department/employee inquiries and conduct 131 training sessions.

11. Risk Management (2.00 SY; E = $742,631 ; R = $174,515) is:

- Mandated/Discretionary Service Level.
- Responsible for supervising all safety, property and casualty insurances as well as Unemployment and State Disability insurances and insurance claims activity.
- Offset by revenue from the Workers' Compensation Trust Fund.
- Decreased due to transfer of medical/psychological evaluation contracts and staff to Employee Assistance and Wellness unit ($350,000 in contracts and 1.5 SY).

12. Workers' Compensation (18.00 SY; E = $863,893 ; R = $863,795) is:

- Mandated/Mandated Service Levels.
- Responsible for claims evaluations and payments, processing all WC vocational rehabilitation referrals and representing the County before the WC's State Appeals Board.
- Offset by revenue from the Workers' Compensation Trust Fund.
- Increased 2.0 SY due to the addition of two clerical positions.
- Increased $260,000 due to fixed assets and software for automation of WC, and the addition of two staff years, as well as salary increases.

13. Unemployment Insurance (1.50 SY; E = $37,551 ; R = $37,571) is:

- Mandated/Discretionary Service Level.
- Responsible for overseeing all Unemployment Insurance claims activity for the County.
- Offset by revenue from the Unemployment Insurance Trust Fund.
- Increased .5 SY with addition of a Claims Representative II position, shifting funds from temporary contracted help.
- Increased $3,000 due to negotiated pay raises.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Road Fund	$180,319	$180,319	$175,748	$(4,571)
Air Pollution Control District	26,195	26,195	27,157	962
Airport Enterprise Fund	4,676	4,676	5,809	1,133
Liquid Waste Fund	26,086	26,086	24,630	(1,456)
Solid Waste Fund	14,291	14,291	17,465	3,174
Library Fund	63,858	63,858	67,571	3,713
Other Service to Government Agencies	6,104	0	4,000	4,000
OTHER REVENUE:				
WC Admin. Cost	1,445,162	1,199,973	1,807,020	607,047
UI Admin. Cost	36,642	49,992	37,571	(12,421)
Bus Pass Sales	167,209	133,500	133,500	0
Miscellaneous	10,327	0	0	0
Sub-Total	$1,980,869	$1,698,890	$2,300,471	$601,581
Total	$1,980,869	$1,698,890	$2,300,471	$601,581

GENERAL FUND CONTRIBUTION DETAIL

	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES:

FY 89-90 budgeted revenue from special districts/funds reflects changes in A-87 allowable amounts. Workers' Compensation/Unemployment Insurance administration cost revenue increased/decreased respectively to match FY 89-90 budgeted expenditure amounts.

Miscellaneous revenue is uncertain and, therefore, is not budgeted.

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	LOT	$11,950
Computer Equipment	LOT	105,000
Computer Equipment	LOT	9,500
Call Sequencer Printer	1	500
Micro Computer	2	2,800
Computer 386	1	8,000
Laser Printer	1	1,700
Dot Matrix Printer	1	400
ARC Net Cards	3	1,800
Desktop Publishing	1	5,000
LAN Controller	1	6,000
Server AST 286	1	3,500
LAN Controller	1	1,000
Server Power Interrupt	1	700
Micro Computer	4	5,600
Network Cards	5	1,500
Modem	1	600
Laserjet Printer	1	1,700
Spooler	1	600
Desks	LOT	1,300
Mail Bin Sorter	1	300
Desks	2	1,200
Desk	1	600
Desks	LOT	1,200
Desks	3	1,800
Desks	2	300
Simplex Time Stamp	1	300
Electric Paper Cutter	1	2,100
Mannequin	1	800
Phone Answering Machines	3	1,800
FAX Machines	2	3,000
IBM Correcting Typewriters	3	1,650
Typewriter	1	600
Total		**$184,800**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$0**

PROGRAM: Human Resources DEPARTMENT: HUMAN RESOURCES

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
% OF RESOURCES: 100%					
WORKLOAD					
Classification Studies Completed	1,200	1,400	2,879	1,400	1,400
Applications Received	27,321	33,982	36,679	30,000	30,000
Counter Inquiries	67,177	81,969	82,982	72,000	72,000
Eligibility Lists Established	346	401	503	375	380
Requests to Fill Position	4,099	4,328	4,970	4,200	4,300
Candidates Certified to Position	34,482	35,511	37,489	33,500	34,000
Employee Training Hours Provided	32,500	22,000	28,030	25,000	25,000
Employee Assistance Assessments	422	483	515	485	485
Suggestions Received	311	579	593	600	650
Workers' Compensation Claims Received/Settled	1,820/1432	2,040/1699	1,977/1,578	2,040/1700	2,500/1,500
Bi-Weekly Payroll Benefits Changes	9,701	12,362	15,037	12,000	18,000
EFFICIENCY					
Processing Days per Exam	58	59	58	60	60
Eligible Lists/Analyst	29	31	42	29	40
WC Claims/Claims Rep.	303	366	355	423	400
EFFECTIVENESS					
Percentage Employees Trained	20%	14%	13%	16%	12%
Estimated First Year Savings/Suggestion Awards	295,000	670,000	824,000	350,000	600,000
Unsettled Workers' Compensation Claims	1,861	2,200	1,930	2,540	2,300

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0353	Risk Manager	0	0.00	1	1.00	$0	$53,452
0354	Personnel Services Mgr.	0	0.00	4	1.00	0	57,905
0355	Labor Relations Manager	1	1.00	1	1.00	51,132	56,023
0356	Labor Relations Specialist	1	1.00	2	1.00	45,269	49,487
0357	Employee Benefits Manager	1	1.00	1	1.00	44,160	49,250
0366	Workers Compensation Mgr.	0	0.00	1	1.00	0	57,905
0367	Employee Asst. Prog. Mgr.	0	0.00	1	1.00	0	46,296
2132	Director, Human Resources	1	1.00	1	1.00	76,901	87,887
2212	Deputy Dir., Human Resources	2	2.00	2	2.00	112,704	132,926
2303	Administrative Assistant II	1	1.00	1	1.00	35,433	36,711
2316	Risk Manager	1	1.00	0	0.00	45,254	0
2320	Personnel Aide	4	4.00	4	4.00	91,498	93,745
2322	Claims Aide	6	6.00	6	6.00	122,056	134,623
2327	Claims Representative II	6	6.00	7	6.50	198,334	223,602
2331	Loss Prevention Analyst	2	2.00	2	2.00	65,860	68,228
2332	Voc. Medical Serv. Coord.	1	0.50	1	0.50	19,777	19,948
2333	Claims Representative III	1	1.00	0	0.00	41,049	0
2344	Insurance Coordinator	1	1.00	1	1.00	37,207	38,548
2345	Loss Prevention Manager	1	1.00	1	1.00	42,055	43,569
2361	Career Counselor	0	0.00	2	1.50	0	51,266
2362	Employee Asst. Program Mgr.	1	1.00	0	0.00	39,106	0
2365	Staff Development Specialist	5	3.50	2	1.00	124,841	36,426
2369	Admin. Services Mgr. II	1	1.00	1	1.00	46,354	48,022
2371	Personnel Analyst Trainee	2	2.00	0	0.00	42,035	0
2373	Associate Personnel Analyst	15	14.00	16	16.00	463,858	548,574
2374	Senior Personnel Analyst	7	7.00	6	6.00	298,666	279,298
2375	Manager, Personnel Services	3	3.00	3	3.00	146,022	155,187
2377	Chief of Personnel Standards	1	1.00	1	1.00	53,662	57,007
2380	Staff Development Manager	1	1.00	1	1.00	42,055	46,677
2389	Senior Labor Relations Spec.	1	1.00	1	1.00	48,674	50,428
2394	Management Academy Coord.	0	0.00	1	1.00	0	38,602
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
2411	Analyst I	1	1.00	1	1.00	29,858	29,028
2493	Intermediate Account Clerk	2	2.00	2	2.00	33,556	36,030
2700	Intermediate Clerk Typist	17	16.00	22	20.25	275,092	353,665
2710	Junior Clerk	1	1.00	1	1.00	12,071	15,419
2725	Principal Clerk	1	1.00	1	1.00	26,917	28,450
2730	Senior Clerk	6	6.00	6	6.00	118,318	128,436
2745	Supervising Clerk	1	1.00	1	1.00	15,889	24,157
2756	Administrative Secretary I	1	1.00	1	1.00	18,414	19,753
2758	Administrative Secretary III	2	2.00	2	2.00	50,061	53,121
2759	Administrative Secretary IV	1	1.00	1	1.00	26,056	29,052
2764	Office Manager	0	0.00	1	1.00	0	22,538
3017	Remote Job Entry Optr.	1	1.00	1	1.00	18,688	19,362
3029	Insurance Specialist	1	1.00	1	1.00	27,603	27,766
3050	Offset Equipment Operator	1	1.00	1	1.00	19,442	20,938
5210	Vocational Rehab. Counselor	1	1.00	1	1.00	29,881	34,461
5211	Employee Assist. Spec.	1	1.00	1	1.00	25,557	31,412
8800	Benefits Aide	0	0.00	4	1.00	0	20,958
8801	Minority Recruiter	0	0.00	1	1.00	0	33,800
0796	Head Proctor	5	0.33	5	0.33	6,978	7,068
0797	Assistant Proctor	25	0.83	16	0.83	12,181	12,820
0942	Student Worker	4	1.58	4	1.58	20,383	22,822
9999	Extra Help	91	0.00	98	3.00	9,302	39,997
	Total	231	104.75	244	115.50	$3,133,221	$3,596,733

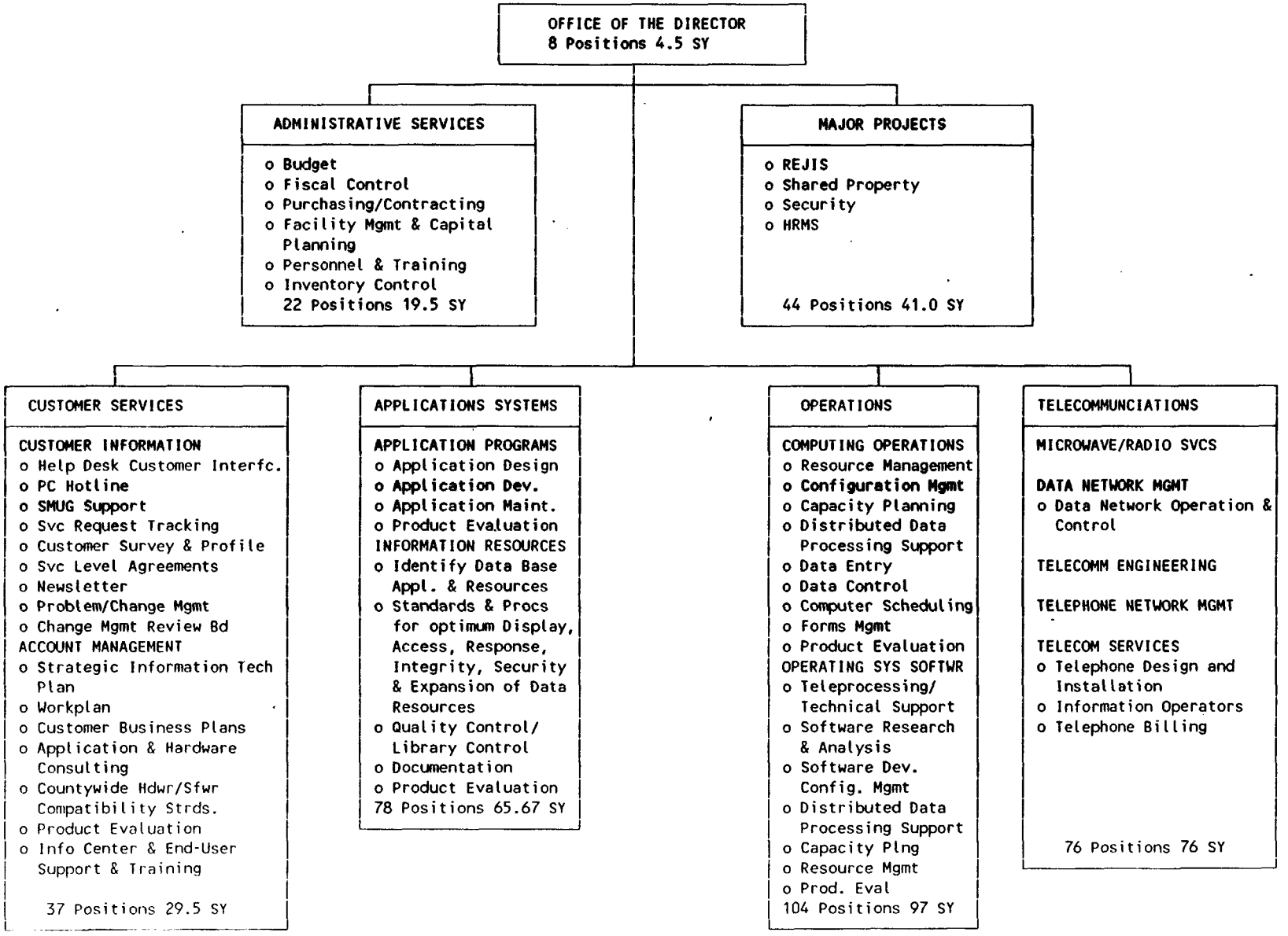
PROGRAM: Human Resources DEPARTMENT: HUMAN RESOURCES

Class Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
Salary Adjustments:					$(6,454)	$69,479
Extraordinary Pay:					15,000	15,000
Premium/Overtime Pay:					0	16,000
Employee Benefits:					906,465	912,452
Salary Savings:					(80,725)	(84,177)
Total Adjustments					$834,286	$928,754
Program Totals	231	104.75	244	115.50	$3,967,507	$4,525,487

INFORMATION SERVICES

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Dept Administration	$4,068,141	$4,342,549	$5,238,156	$4,458,637	$6,999,408	$2,540,771	57.0
Customer Services	1,248,050	1,420,723	1,591,051	1,686,480	1,810,476	123,996	7.4
Application Systems	2,459,882	2,898,561	3,318,592	2,921,644	3,537,869	616,225	21.1
Operations	3,903,930	4,328,426	4,175,090	5,087,231	6,153,228	1,065,997	21.0
Telecommunications	2,478,909	2,834,352	2,921,490	3,303,703	3,658,943	355,240	10.8
TOTAL DIRECT COST	$14,158,912	$15,824,611	$17,244,379	$17,457,695	$22,159,924	$4,702,229	26.9
PROGRAM REVENUE	$(1,140,993)	(1,261,014)	(1,796,075)	(1,359,899)	(1,848,722)	(488,823)	35.9
NET GENERAL FUND COST	$13,017,919	$14,563,597	$15,448,304	$16,097,796	$20,311,202	$4,213,406	26.2
STAFF YEARS	257.21	296.00	304.86	329.16	333.17	4	1.2

DEPARTMENT OF INFORMATION SERVICES



PROGRAM: Department Administration

DEPARTMENT: INFORMATION SERVICES

PROGRAM #: 92101

ORGANIZATION #: 0750

MANAGER: Jon W. Fullinwider, Director

REFERENCE: 1989-90 Proposed Budget - Pg. 45D

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,083,361	$2,476,743	$2,874,358	$2,743,824	$2,994,950	9.2
Services & Supplies	333,131	333,058	804,327	402,320	1,156,121	187.4
Other Charges	759,564	861,604	1,327,256	1,205,058	2,740,902	127.4
Fixed Assets	892,085	671,144	232,215	107,435	107,435	0.0
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$4,068,141	$4,342,549	$5,238,156	$4,458,637	$6,999,408	57.0
PROGRAM REVENUE	$(322,714)	(955,873)	(230,031)	(943,000)	(1,422,315)	50.8
NET GENERAL FUND CONTRIBUTION	$3,745,427	$3,386,676	$5,008,125	$3,515,637	$5,577,093	58.6
STAFF YEARS	56.32	64.82	63.74	71.00	65.00	(8.5)

PROGRAM DESCRIPTION

Department Administration manages the Department of Information Services and is responsible for overall planning, directing, coordinating, monitoring and controlling of the allocated assets and resources. Department Administration activities are provided through a combination of permanent and temporary County employees.

The Department Administration Program includes a Major Project unit which is a new component in the DIS structure. Projects having high visibility and impact upon the County receive functional oversight of the Director for the duration of the project.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $130,534 which includes a $108,983 transfer from anticipated maintenance and software savings due to purchase of new mainframe computer to allow for buy-out of the IBM 3081 computer, and a $81,416 transfer from Contingency Reserve to fund purchase of booking terminals for the Vista Jail expansion.

1989-90 OBJECTIVES

1. Computer & Telecommunications-Based Information Systems: Establish Policies and Procedures for the effective management, control, and integration of information/telecommunication systems through the planned application of computer-based solutions.

2. Microcomputer Training: Implement and administer new contract for Countywide training in microcomputer skills.

3. Computer & Telecommunications-Based Hardware and Software Standards: Coordinate the development of standards with respect to type, design, and quality to ensure the long-term viability of acquired computer and telecommunications-based hardware and software.

4. Shared Property System: Implement the Nucleus Project replacing the Master Property Record data and functions. Complete the Tax Rate Area index and values.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Office of the Director (4.50 SY; E = $318,751; R = $0). The Office of the Director manages the Department of Information Services and is responsible for the overall planning, directing, coordinating, monitoring and controlling of allocated assets and resources. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Decrease 1.50 SY due to department reorganization.

2. Administrative Services (19.50 SY; E = $4,469,812; R = $400,000). 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:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Retiring debt service by $564,156 due to early buy-out of prior mainframe computers.
- Increasing debt service by $2,100,000 for new mainframe computer and Meadowlark minicomputer.
- Rebudget of $660,000 to FY 1989-90 to reflect expenditure of funds for REJIS System software and training and Countywide E-Mail System in the appropriate fiscal year.
- Decreased 4.00 SY due to department reorganization.

3. Major Projects (41.00 SY; E = $2,210,845; R = $1,022,315). Major Project consists of the Shared Property System which performs analysis, design and implementation functions for the County Shared Property System. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Increased services and supplies $79,315 to procure additional software in support of the Shared Property System.
- Decrease .50 SY due to department reorganization.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
9176 Criminal Justice Facilities	$0	$0	$400,000	$400,000
9918 Recovered Cost	0	943,000	1,022,315	79,315
9993 Sale of Fixed Assets	230,031	0	0	0
Total	$230,031	$943,000	$1,422,315	$479,315

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES

The 1989-90 increase in Recovered Cost reflects additional AB2890 funds made available for procurement of software tools in support of the Shared Property System.

PROGRAM: Department Administration **DEPARTMENT:** INFORMATION SERVICES

FIXED ASSETS

Item	Quantity	Cost
Personal Computers	15	$91,980
Laser Printers	5	13,500
Overhead Projector	1	755
FAX Machine	1	1,200
Total		$107,435

Vehicles/Communication Equipment

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
Key Workload Indicators:					
Requisitions Processed	851	1,133	1,000	1,200	1,200
Vacancy Rate	13.5%	10.5%	7.2% *	4.8%	3.4%

* Positions held open to meet Salary Savings.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0896	Temp Exp Prof Employee	1	1.00	1	1.00	$59,996	$60,009
0971	EDP Systems Manager	0	0	1	1.00	0	57,403
2123	Director, DIS	1	1.00	1	1.00	72,913	91,266
2231	Deputy Director, DIS	1	1.00	0	0	57,524	0
2302	Admin Assistant III	2	2.00	3	3.00	76,790	121,043
2303	Admin Assistant II	2	2.00	2	2.00	63,964	65,777
2304	Admin Assistant I	1	1.00	1	1.00	26,734	29,088
2365	Staff Development Spec	1	1.00	1	1.00	33,250	36,338
2369	Admin Services Mgr II	1	1.00	1	1.00	44,576	48,022
2403	Accounting Technician	0	0	2	2.00	0	48,176
2413	Analyst III	1	1.00	1	1.00	37,613	39,712
2414	Analyst IV	0	0	1	1.00	0	46,902
2425	Associate Accountant	1	1.00	1	1.00	32,050	33,560
2426	Asst Systems Analyst	3	3.00	4	4.00	93,039	133,465
2427	Assoc Systems Analsyt	24	24.00	24	24.00	848,631	998,478
2471	EDP Systems Manager	1	1.00	0	0	54,177	0
2493	Intermed Account Clerk	4	4.00	3	3.00	67,594	55,720
2494	Payroll Clerk	0	0	1	1.00	0	16,622
2499	Principal Systems Analysts	2	2.00	2	2.00	99,804	103,402
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,644
2525	Senior Systems Analyst	8	8.00	7	7.00	367,703	336,154
2650	Stock Clerk	1	1.00	0	0.00	17,190	0
2700	Intermed Clerk Typist	4	4.00	3	3.00	63,710	62,440
2709	Departmental Clerk	1	1.00	0	0	12,963	0
2730	Senior Clerk	1	1.00	0	0	18,921	0
2745	Supervising Clerk	1	1.00	0	0	23,763	0
2757	Admin Secretary II	1	1.00	0	0	22,550	0
2758	Admin Secretary III	1	1.00	1	1.00	23,523	24,671
3008	Senior Word Proc Operator	1	1.00	0	0	21,880	0
3009	Word Processing Operator	2	2.00	0	0	40,603	0
9999	Extra Help	12	3.00	12	3.00	44,241	44,241
	Total	80	71.00	74	65.00	$2,347,128	$2,475,133
Salary Adjustments:						$(20,212)	$7,662
Premium/Overtime Pay:						0	0
Employee Benefits:						565,869	618,926
Salary Savings:						(148,961)	(106,771)
	Total Adjustments					$396,696	$519,817
Program Totals		80	71.00	74	65.00	$2,743,824	$2,994,950

PROGRAM: Customer Services

DEPARTMENT: INFORMATION SERVICES

PROGRAM #: 81401

ORGANIZATION #: 0750

MANAGER: Carla Jane Mann, Deputy Director

REFERENCE: 1989-90 Proposed Budget - Pg. 45F

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$914,859	$1,087,605	$1,092,483	$1,204,825	$1,315,207	9.2
Services & Supplies	333,191	333,118	498,568	481,655	495,269	2.8
Other Charges	0	0	0	0	0	0
Fixed Assets	0	0	0	0	0	0
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$1,248,050	$1,420,723	$1,591,051	$1,686,480	$1,810,476	7.4
PROGRAM REVENUE	0	0	0	0	0	0
NET GENERAL FUND CONTRIBUTION	$1,248,050	$1,420,723	$1,591,051	$1,686,480	$1,810,476	7.4
STAFF YEARS	24.73	28.46	26.73	29.00	29.50	1.7

PROGRAM DESCRIPTION

This program consists of the Customer Information division and the newly organized Account Management division (formerly Office Systems Support).

Customer Information's responsibilities are to insure prompt responses to all customer inquiries concerning the production system; provide accurate and current information as to system status; alert customers of any unscheduled interruptions in service; receive, log, track and report on requests for service on existing production systems; enter, evaluate, monitor and report problems and change status to customers and DIS management; and control and manage interruptions in network or production service to minimize the impact on the customer.

The Office System Support Division has become the Account Management Division. Its new responsibilities are to plan, recommend, specify and implement new technologies and a strategic information technology architecture for the development of information systems; provide centralized guidance and direction to facilitate the orderly process for development, acquisition, placement and disposition of information systems; specify, recommend and promote standards to insure compatibility of County hardware systems and software applications; and increase efficiency through the provision of Information Center services which promote and deliver end-user computing and ad hoc reporting services.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 budget exceeds the 1988-89 actuals by $112,342 which includes a transfer of $82,240 in anticipated equipment maintenance savings to Department Administration to allow for buy-out of the IBM 3081 mainframe computer and $200,000 rebudget to FY 1989-90 to reflect expenditure of funds for procurement of software and training for the new REJIS System in the appropriate fiscal year.

1989-90 OBJECTIVES

1. Business Automation Plans: Plan and coordinate automation plans, in conjunction with internal divisions for technical perspective, and with the customer departments for business perspective and resource provision.

2. Local Area Networks (LAN): Develop requirements and plans for LAN to LAN communication between Account Management's LAN and customer LANs.

3. Microcomputer Staging: Phase out microcomputer staging area and transfer to contractor.

4. User Documentation and Training: Develop Pilot Project plan for creating user documentation and conducting training of users for current DIS application development project.

5. Problem/Inventory/Change Management System: Complete Problem Management and Inventory System project implementation and design, develop and implement Change Management System for network changes.

6. County Computing Manual: Develop and publish County Computing Manual to provide customers information on DIS products and service offerings.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Program Management (2.00 SY; E = $117,059; R = $0). Program Management is responsible for planning, directing, coordinating and monitoring its divisions that provide computer related support to all levels of County government. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

2. Customer Information (8.50 SY; E = $356,348; R = $0). The Customer Information Division is a single point service center DIS customers. Customer Information manages and administers the following functions: centralized computing and/or data network problem reporting, tracking resolving and closing problem reports; provides PC Hotline support; LAN administration for DIS, CAO and the Board Offices; administers the receipt and tracking of all DIS Service Request/memos submitted by our customers; change communication; and publications. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Increased by one permanent staff year converting one Extra Help position filled at Administrative Assistant II level to permanent Administrative Assistant II position.
- Decreased 8.00 SY due to department reorganization.

3. Account Management (19.00 SY; E = $1,337,069; R = $0). The Account Management Division works with customer departments, courts and agencies in defining and recommending the most appropriate computing platform for new automation projects and works with customers to produce an annual automation plan. Account Management activities include information system planning, new system implementation, support for end user computing, and customer representation and advocacy in activities involving other divisions and programs of the Department of Information Services. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Increased 6.50 SY due to department reorganization.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
Key Workload Indicators:					
Customer Support Hours	N/A	N/A	3,600	3,600	14,400
Service Requests (Received/Completed/Cancelled)	531/465/39	1196/611/32	1393/1256/68	725/650/50	1600/1400/50

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2231	Deputy Director, DIS	0	0	1	1.00	$0	$69,865
2426	Assist Systems Analyst	2	2.00	2	2.00	78,046	71,105
2427	Assoc Systems Analyst	6	6.00	8	8.00	297,186	344,152
2471	EDP Systems Manager	1	1.00	1	1.00	65,817	56,956
2488	Asst Mgr, EDP Operations	1	1.00	1	1.00	44,543	48,022
2499	Principal Syst Analyst	0	0	2	2.00	0	101,412
2525	Senior Systems Analyst	1	1.00	4	4.00	55,495	192,088
2700	Intermed Clerk Typist	1	1.00	2	2.00	18,506	32,449
2709	Departmental Clerk	0	0	1	1.00	0	13,401
2757	Admin Secretart II	0	0	1	1.00	0	20,312
2830	Data Comm Network Supvr	1	1.00	0	0	42,894	0
2833	Data Comm Netwk Tech II	4	4.00	0	0	110,600	0
2834	Data Comm Netwk Tech I	3	3.00	3	3.00	75,217	72,144
3026	Data Processing Supvr II	1	1.00	1	1.00	34,926	33,640
3027	Data Processing Supvr I	2	2.00	0	0	63,340	0
3110	Mainframe Comp Oper Spec	2	2.00	0	0	67,186	0
3111	Senior Mainframe Comp Op	1	1.00	0	0	30,468	0
9999	Extra Help	10	3.00	10	2.50	35,000	50,000
	Total	36	29.00	37	29.50	$1,019,224	$1,105,546
Salary Adjustments:						**$(2,629)**	**$1,147**
Premium/Overtime Pay:						9,456	0
Employee Benefits:						228,296	255,397
Salary Savings:						(49,522)	(46,883)
	Total Adjustments					$185,601	$209,661
Program Totals		36	29.00	37	29.50	$1,204,825	$1,315,207

PROGRAM: Application Systems

DEPARTMENT: INFORMATION SERVICES

PROGRAM #: 81402
MANAGER: Steve Reuel, Deputy Director

ORGANIZATION #: 0750
REFERENCE: 1989-90 Proposed Budget - Pg. 45G

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,323,396	$2,762,104	$3,137,892	$2,724,344	$3,340,569	22.6
Services & Supplies	136,486	136,457	129,183	197,300	197,300	0.0
Other Charges	0	0	0	0	0	0
Fixed Assets	0	0	63,068	0	0	0
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	0	0	(11,551)	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$2,459,882	$2,898,561	$3,318,592	$2,921,644	$3,537,869	21.1
PROGRAM REVENUE	0	0	(1,106,948))	0	0	0
NET GENERAL FUND CONTRIBUTION	$2,459,882	$2,898,561	$2,211,644	$2,921,644	$3,537,869	21.1
STAFF YEARS	62.81	72.29	61.37	66.66	65.67	(1.5)

PROGRAM DESCRIPTION
Application Systems develops, enhances and customizes all centrally-managed County application systems and maintains the availability of application systems at specified operating levels.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $413,548 which includes a $265,000 transfer of appropriations for procurement of a Housing and Community Development software system and a $150,000 transfer for acquisition of Programmer/Analyst training and software for the Shared Property System.

1989-90 OBJECTIVES

1. DOCUTEXT: Implement the automated on-line documentation system.

2. JOBSCAN: Install and implement Automated Job Control Language (JCL) analysis system.

3. Production Library Control System: Install and implement full system.

4. Automatic Intake System: Modify Department of Social Services Automatic Intake System (AIS) to allow it to function on the County's central site computer.

5. ADABAS: Convert from version 4 to version 5 while maintaining a stable database operational environment. Install teleprocessing monitor TPF to provide printer support capability. Provide fourth generation language (4GL) system design and database development guidance to the County's HCD, HRMS, SPS and REJIS applications systems and migrate each to production or production-accepted environments.

6. Productivity Software: Procure, install and implement software systems to reduce maintenance and improve service delivery for all County applications systems.

7. Ad Hoc Reporting: Procure, install and implement fourth generation language tool to allow customers to do on-line queries and ad hoc reporting within current applications systems.

8. COBOL Enhancer: Procure, install and implement software enhancement to take advantage of processing efficiencies of new mainframe computer.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Program Management (1.00 SY; E = $98,371; R = $0). Program Management is responsible for planning, directing and coordinating its divisions that provide and maintains the availability of application systems at specified operating levels. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Decrease 1.00 SY due to department reorganization.

2. Application Programs (52.17 SY; E = $2,909,192; R = $0). The Application Programs 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:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Decrease 6.00 SY due to department reorganization.

3. Information Resources (12.50 SY; E = $530,306; R = $0). The Information Resources Division develops and manages centrally-managed County data resources including: strategic data and systems planning, data administration and data base administration. The function is:

- Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
- Increase 4.00 SY due to full year funding of 7 positions funded for partial year in FY 1988-89.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
9793 Chg in Libray Fund	$2,450	$0	$0	0
9918 Recovery Cost SB813	1,104,498	0	0	0
Total	$1,106,948	$0	$0	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES

No change from 1988-89 budget.

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
Key Workload Indicators:					
Service Requests (Received/Completed/Cancelled)	531/465/32	1196/611/32	1393/1256/68	725/650/50	1600/1400/50

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
0972	Data Base Administrator	0	0	1	1.00	$0	$54,765
2231	Deputy Director, DIS	0	0	1	1.00	0	69,865
2426	Assist Systems Analyst	14	12.75	4	4.00	313,483	147,754
2427	Assoc Systems Analyst	32	32.00	32	31.00	1,056,478	1,341,366
2471	EDP Systems Manager	1	1.00	0	0	54,977	0
2499	Principal Syst Analyst	5	4.50	4	4.00	223,280	203,131
2525	Senior Systems Analyst	9	9.00	11	11.00	417,186	512,275
2526	Data Base Administrator	1	1.00	0	0	51,322	0
2527	Data Base Specialist III	2	1.50	3	3.00	66,290	134,685
2528	Data Base Specialist II	2	1.50	2	2.00	54,058	85,464
2529	Data Base Specialist I	1	.25	1	1.00	7,740	37,066
2700	Intermed Clerk Typist	0	0	1	1.00	0	16,660
2730	Senior Clerk	0	0	1	1.00	0	20,992
3026	Data Process Supvr II	0	0	1	1.00	0	31,276
3110	Mainframe Comp Oper Spec	0	0	1	1.00	0	28,678
9999	Extra Help	15	3.16	15	3.67	88,000	68,000
	Total	82	66.66	78	65.67	$2,332,814	$2,751,977
Salary Adjustments:						$(28,212)	$13,450
Premium/Overtime Pay:						0	0
Employee Benefits:						575,311	694,213
Salary Savings:						(155,569)	(119,071)
	Total Adjustments					$391,530	$588,592
Program Totals		82	66.66	78	65.67	$2,724,344	$3,340,569

PROGRAM: Operations

DEPARTMENT: INFORMATION SERVICES

PROGRAM #: 81403
MANAGER: Graham Lynch, Deputy Director

ORGANIZATION #: 0750
REFERENCE: 1989-90 Proposed Budget - Pg. 45H

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$2,250,044	$2,674,901	$2,659,925	$2,963,278	$3,236,904	9.2
Services & Supplies	1,653,886	1,653,525	1,503,978	2,123,953	$2,362,810	11.2
Other Charges	0	0	0	0	0	0
Fixed Assets	0	0	11,187	0	553,514	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$3,903,930	$4,328,426	$4,175,090	$5,087,231	$6,153,228	21.0
PROGRAM REVENUE	(657,593)	(215,978)	(347,903)	(309,250)	(309,399)	0.0
NET GENERAL FUND CONTRIBUTION	$3,246,337	$4,112,448	$3,827,187	$4,777,981	$5,843,829	22.3
STAFF YEARS	60.83	70.00	82.93	89.50	97.00	8.4

PROGRAM DESCRIPTION
Operations is responsible for operating centrally-managed County data processing centers, including central data processing facility 24 hours 7 days a week. It also supports the software environment maxmizing the effectiveness and efficiency of the data processing center.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 budget exceeds the 1988-89 actuals by $303,353 which includes a $60,000 transfer to Electronic Systems and Equipment to procure a LAN cabling system for Board of Supervisors and CAO offices, a $34,000 Travel Budget reduction per CAO directive, a transfer of $41,013 to Department Administration to procure microcomputers related to department reorganization, and a $108,983 transfer to Department Administration to fund buy-out of IBM 3081 mainframe computer.

1989-90 OBJECTIVES

1. REJIS System: Install new minicomputer system at County's Meadowlark site in support of REJIS system and customer office automation.
2. Direct Access Storage Devices (DASD): Procure and install an additional 30 gigabytes of DASD memory in support of applications systems growth and new development.
3. Security System: After appointment of Security Officer, implement system throughout network. Implement and test Dial Back facility.
4. DEC Systems Connect: Install channel attached host connection for REJIS and Recorder DEC systems.
5. Automated Console Operations: Install system to reduce degree of manual intervention required to perform initial program load after system failure.
6. E-Mail: Install and test Countywide electronic mail system.
7. System Managed Storage: Complete design of architectural plan.
8. Capacity Planning: Complete system design and implementation.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Program Management (1.00 SY; E = $72,633; R = $0). Program Management is responsible for the planning, directing, coordinating and monitoring its divisions in support of the department's centrally-managed County data processing centers and to support the software environment. The function is:

   - Discretionary/Discretionary Service Level. However, many of its functions are performed in support of mandated programs and mandated service levels in customer departments.
   - Increased 1.00 SY due to department reorganization.

2. Computing Operations (77.50 SY; E = $3,985,213; R = $309,399). Computing Operations is responsible for processing the data submitted by our customers via reports that are key entered or received from online terminals located throughout the County. Its mission is to provide timely and accurate data processing services. Staff in this division provide data entry, report production and distribution services and 7 day, 24 hour computer access service. The function is:

   - Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.
   - Increase $73,000 in services/supplies due to increased costs in microfiche services.
   - Increase $553,514 in fixed assets to procure additional DASD disk storage.
   - Increased $50,000 in services/supplies for supplies necessary to the use of the County's new tape cartridge units.
   - Increase 2.50 SY due to department reorganization.

3. Operating System Software (18.50 SY; E = $2,095,382; R = $0). The Operating System Software Division facilitates the installation and management of operating systems software products within DIS for the County of San Diego. This is accomplished by acquiring, installing and managing the most effective operating system software and associated productivity software tools available. In addition, it is the division's job to maximize software resource availability and performance with the installed hardware base. The function is:

   - Discretionary/Discretionary Service Level. However, many of its functions are performed in support of mandated programs and mandated service levels in customer departments.
   - Increased $145,200 in services/supplies to fund contractual increases in software license/maintenance charges.
   - Decreased $26,743 in software license/maintenance charges due to cancellation of dual licenses made possible by change to single processor.
   - Increased 4.00 SY due to department reorganization.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
9782 Interfund Charges-Road Fund	$94,144	$107,000	$105,000	(2,000)
9783 Interfund Charges-APCD	8,268	8,800	7,500	(1,300)
9786 Charges in Internal Service Fund	42,987	25,000	35,000	10,000
9793 Charges in Library Fund	184	3,300	2,800	(500)
9971 Other Svcs to Other Govmt Agencies	80,124	23,150	39,099	15,949
9988 Rev App Pr Yr-Other Revenue	10,350	0	0	0
9996 Other Sales-Taxable	111,846	142,000	120,000	(22,000)
Total	$347,903	$309,250	$309,399	$149

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES

There is no significant change from the 1988-89 total budget revenues to the 1989-90 total budget revenues. Changes in the source of revenue were modified to show a more realistic amount based on prior years actual revenues realized.

FIXED ASSETS

Item	Quantity	Cost
Direct Access Storage Device (DASD)	Lot	$553,514
Total		$553,514

Vehicles/Communication Equipment

Item	Quantity	Cost
Total		$0

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
Key Workload Indicators:					
Production Jobs Processed (000's)	150	152	179	160	204
On-Line Transactions Processed (000,000's)	117	120	237	140	250

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2231	Deputy Director, DIS	0	0	1	1.00	$0	$54,915
2427	Assoc Systems Analyst	0	0	1	1.00	0	43,569
2471	EDP Systems Manager	1	1.00	1	1.00	54,977	56,956
2472	EDP Operations Manager	1	1.00	1	1.00	54,977	54,765
2487	EDP Distr Netwrk Coord	0	0	1	1.00	0	36,752
2488	Asst Mgr, EDP Operations	1	1.00	0	0	46,354	0
2518	Software Programmer IV	2	2.00	2	2.00	104,735	108,514
2520	Software Programmer III	6	6.00	7	7.00	341,135	349,354
2522	Software Programmer II	4	4.00	4	4.00	219,403	170,659
2524	Software Programmer I	1	1.00	1	1.00	37,264	39,547
2650	Stock Clerk	0	0	1	1.00	0	17,910
2700	Intermed Clerk Typist	0	0	1	1.00	0	15,726
3008	Senior Word Proc Oper	0	0	1	1.00	0	23,125
3009	Word Processing Oper	0	0	1	1.00	0	20,986
3026	Data Process Supvr II	5	5.00	4	4.00	210,514	139,972
3030	Data Entry Operator	22	22.00	20	20.00	444,351	346,882
3031	Data Control Tech IV	2	2.00	2	2.00	46,356	48,030
3032	Data Control Tech III	4	4.00	3	3.00	73,544	58,980
3033	Data Control Tech II	7	7.00	5	5.00	103,829	81,013
3035	Data Entry Supervisor	2	2.00	2	2.00	39,053	44,916
3036	EDP Operations Coord	1	1.00	1	1.00	37,207	46,186
3069	Senior Data Entry Oper	6	6.00	6	6.00	107,032	118,164
3110	Mainframe Comp Oper Spec	1	1.00	1	1.00	29,459	27,248
3111	Senior Mainframe Comp Oper	5	5.00	7	7.00	127,250	195,815
3112	Mainframe Computer Operator	18	17.50	18	18.00	434,814	431,402
8802	Tape Librarian	0	0	2	2.00	0	34,194
8803	Supervising Tape Librarian	0	0	1	1.00	0	19,658
9999	Extra Help	8	1.00	9	2.00	16,000	21,000
	Total	97	89.50	104	97.00	$2,528,254	$2,606,238
Salary Adjustments:						**$(37,569)**	**$12,710**
Premium/Overtime Pay:						81,244	90,700
Employee Benefits:						524,907	642,567
Salary Savings:						(133,558)	(115,311)
	Total Adjustments					$435,024	$630,666
Program Totals		97	89.50	104	97.00	$2,963,278	$3,236,904

PROGRAM: Telecommunications

DEPARTMENT: INFORMATION SERVICES

PROGRAM #: 82303

ORGANIZATION #: 0750

MANAGER: Vicky Pion, Deputy Director

REFERENCE: 1989-90 Proposed Budget - Pg. 45J

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,892,525	$2,230,830	$2,537,259	$2,509,966	$2,830,417	12.8
Services & Supplies	348,218	444,110	356,308	359,257	745,326	107.5
Other Charges	0	0	0	0	0	0
Fixed Assets	21,072	9,886	27,923	61,000	83,200	36.4
Vehicle/Comm. Equip.	0	0	0	0	0	0
Less Reimbursements	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
TOTAL DIRECT COST	$2,261,815	$2,684,826	$2,921,490	$2,930,223	$3,658,943	24.9
PROGRAM REVENUE	(160,686)	(89,163)	(111,193)	(107,649)	(117,008)	8.7
NET GENERAL FUND CONTRIBUTION	$2,101,129	$2,595,663	$2,810,297	$2,822,574	$3,541,935	25.5
STAFF YEARS	58.68	66.34	73.00	73.00	76.00	4.1

PROGRAM DESCRIPTION

This program provides communications services to County government and associated agencies. The program consists of four basic sections: 1) Microwave Transmissions systems, Mobile Radios and Electronics; 2) Telecommunications Services; 3) Telecommunications Network Control Center; and 4) Data Network Management. Major services provided by this program include: development and implementation of cost-effective means of providing telephone, data, radio and video communications services; installation and maintenance of office electronic audio systems including Board monitors; telephone services to all County offices including centralized monitoring of telephone usage, billings and service requests.

1988-89 BUDGET TO ACTUAL COMPARISON

Salaries and Benefits were $27,293 over budget due to the transfer of Data Communications costs to the Telecommunications Program in January 1989.

1989-90 OBJECTIVES

1. To complete 98% of all software Telephone Service Requests within 5 days.
2. To complete 90% of all hardware Telephone Service Requests within 10 days.
3. To clear all telephone trouble within 4 hours if on-net, and within 1 day if off-net.
4. To clear telephone microwave trouble within 4 hours.
5. Provide telephone service for the Lemon Grove Social Services building by March 1, 1990.
6. Purchase all telephone equipment leased from AT&T by January 1, 1990.
7. Update, print, and distribute a revised County telephone directory by February 1, 1990.
8. Install an enhanced radio communications system for the Marshal and District Attorney by November 30, 1989.
9. Replace Paramedic consoles at all base and trauma hospitals by March 31, 1990.
10. Complete 80% of the planned data migration to County owned facilities by February 1, 1990.
11. Complete 70% of all Data Service Request within 30 days.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Telecommunications Services (23.00 SY; E = $691,714; R = $97,108) is:
   - Discretionary/Discretionary Service Level.
   - Provides service to over 14,000 telephones Countywide.
   - Coordinates add, moves, and changes of departmental telephones.
   - Provides periodic update of the County telephone directory.
   - Provides telephone information and referral services.
   - Will process over 4,800 telephone service requests from County departments during FY 89-90.
   - Provides video production services for cablecasting Board of Supervisors meetings.
2. Microwave/Radio Electronics (33.00 SY; E = $1,556,525; R = $19,900) is:
   - Discretionary/Discretionary Service Level.
   - Installs and maintains microwave and radio equipment for law enforcement, public health and safety, and local government.
   - Provides installation and maintenance for a fleet of over 2,200 mobile radios.
   - Provides digital and voice pager service Countywide.
   - Responsible for installing and maintaining audio Board monitors.
3. Telecommunications Network Control Center (9.00 SY; E = $284,897; R = $0) is:
   - Discretionary/Discretionary Service Level.
   - Provides operational control of the County's telephone system.
   - Updates MACS data base to reflect add, moves, and changes.
   - Monitors system failure alarms, and initiates remedial action, when required.
   - Handles customer service problems, and coordinates telephone repairs for all County offices.
4. Data Network Management (8.00 SY; E = $794,300; R = $0) is:
   - Discretionary/Discretionary Service Level.
   - Design, install and maintain data communications network.
   - Repair network failures, and coordinate hardware repairs with vendors.
   - Support design and implementation of distributed network.
   - Design, implement, and maintain Local Area Networks.

PROGRAM REVENUE BY SOURCE

Source of Revenue		1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
9210	Rents and Concessions	$40,000	$21,000	$41,141	20,141
9694	License Fee Freeway Call Box	800	6,000	3,000	(3,000)
9746	Other Governmental Agencies	400	3,200	800	(2,400)
9784	Interfund Chgs Chg in CATV	0	52,149	54,144	1,995
9786	Chg in Internal Service Funds	13,700	24,000	15,000	(9,000)
9787	Chg in Airport Ent. Fund	24	0	200	200
9788	Chg in Liquid Waste Ent. Fund	186	500	300	(200)
9790	Chg in Solid Waste Ent. Fund	0	0	200	200
9792	Chg in Other/Special Dist.	6,257	800	400	(400)
9881	Other Government Health Fees	48,177	0	0	0
9994	Other Sales Revenue	637	0	1,823	1,823
Total		$105,567	$107,649	$117,008	$9,359

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$2,810,297	$2,822,574	$3,541,934	$719,360
Total	$2,810,297	$2,822,574	$3,541,934	$719,360

EXPLANATION/COMMENT ON PROGRAM REVENUES

In 1988-89, the estimated actual is underrealized by $50,289. The main factor which contributed to this is the anticipated transfer of funds from CATV ($52,149) for the services to be provided by the Video Production Supervisor. This transfer did not materialize since the Video Production Supervisor was placed directly in CATV instead of the Telecommunications program as originally planned.

In 1989-90, the revenues are projected to be higher that 1988-89 budget by $9,359. The anticipated revenues were based on experience to date trend. One major increase is reflected in Rents and Concessions ($20,141) which represents the revenues generated from the pay phones in County facilities.

PROGRAM: Telecommunications **DEPARTMENT: INFORMATION SERVICES**

FIXED ASSETS

Item	Quantity	Cost
Local Area Network (LAN) Direct Access Storage Device (DASD)	2	$3,000
Local Area Network (LAN) Tape Back-up	1	7,000
Cluster Control	Lot	72,000
FAX Machine	1	1,200
Total		$83,200

Vehicles/Communication Equipment

Item	Quantity	Cost
Total		$0

PROGRAM: Telecommunications **DEPARTMENT: Information Services**

PERFORMANCE INDICATORS	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: TELECOMMUNICATIONS SERVICES					
% of Resources	19%	25%	25%	25%	25%
Workload					
# of Telephone Service Requests & Orders	1,200	4,158	3,600	2,000	4,800
# of SanConTel Telephone System Numbers		11,684	12,500	12,484	13,000
# of Non-SanConTel Telephone Numbers		2,113	2,750	2,428	3,000
Efficiency					
Telephone Service Requests & Orders per Direct Staff Year	300	756	720	363	960
Effectiveness					
% Telephone Equipment Serviced	***	100%	100%	100%	100%
***Data not available					
ACTIVITY B: MICROWAVE TRANSMISSION SYSTEMS					
% of Resources	24%	30%	30%	25%	25%
Workload					
# of Equipment Installed and Maintained:					
Radio Control Consoles	26	56	55	26	60
Base Stations	254	257	275	254	283
Voting Receivers	69	73	80	70	84
Microwave Radios	65	66	69	66	69
Microwave Multiplex Units	545	568	700	550	730
Receiver Voter Signal Quality Modules	165	170	200	165	216
Efficiency					
Average # of Workload Units per Direct Staff Year	75	79	137	75	144
Effectiveness					
% of Workload Units per Installed and Maintained *	100%	100%	100%	100%	100%
*Based on workload units as budgeted					
ACTIVITY C: MOBILE RADIO ELECTRONICS					
% of Resources	36%	45%	38%	38%	40%
Workload					
Units Installed:					
Mobile Radio	1,602	1,602	2,000	1,602	2,200
Unit Maintained:					
Audio/Office Electronics	705	1,197	1,000	705	1,350
Mobile Radio	2,283	2,693	2,600	2,283	2,766
Pager Receiver	1,350	1,350	1,375	1,350	1,399
Portable Transceiver	1,576	1,576	1,100	1,576	1,064
Sirens/PA System	1,000	1,010	1,000	1,000	1,000
Efficiency					
Average # of Units Maintained per Direct Staff Year	532	589	589	588	584
Effectiveness					
% of Workload Units Installed and Maintained	100%	100%	100%	100%	100%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
6145	Deputy Director, Comm	1	1.00	1	1.00	$63,046	$68,266
2302	Admin Assistant III	1	1.00	0	0	39,106	0
2376	Telephone Sys Coord	4	4.00	4	4.00	124,699	129,946
2386	Telecomm Manager	1	1.00	1	1.00	45,247	46,880
2403	Accounting Technician	2	2.00	0	0	46,024	0
2414	Anaylyst IV	1	1.00	0	0	45,269	0
2487	EDP Dist Netwk Coord	1	1.00	1	1.00	47,264	39,097
2493	Intermed Account Clerk	7	7.00	6	6.00	114,005	108,647
2510	Senior Account Clerk	1	1.00	1	1.00	20,462	21,623
2525	Senior Systems Analyst	0	0	1	1.00	0	43,554
2615	Electronics Pts Storekpr	1	1.00	1	1.00	16,823	18,360
2616	Senior Elect Pts Storekpr	1	1.00	1	1.00	20,486	21,855
2700	Intermed Clerk Typist	1	1.00	1	1.00	14,596	16,536
2730	Senior Clerk	1	1.00	1	1.00	18,565	20,942
2757	Admin Secretary II	1	1.00	1	1.00	22,550	23,024
2809	Freq Licensing Agent	1	1.00	1	1.00	22,009	26,684
2810	Telephone Switchbd Oper	8	8.00	8	8.00	162,684	138,619
2815	Telephone Supervisor	2	2.00	2	2.00	37,328	40,978
2816	Telecomm Customer Rep	2	2.00	2	2.00	48,474	44,452
2818	Telecomm Network Analyst	3	3.00	3	3.00	84,970	87,954
2819	Telecomm Network Manager	1	1.00	1	1.00	41,985	43,499
2830	Data Comm Netwk Supvr	0	0	1	1.00	0	43,385
2832	Data Comm Netwk Tech III	0	0	1	1.00	0	33,961
2833	Data Comm Netwk Tech II	0	0	4	4.00	0	111,368
3020	Computer Operator	1	1.00	1	1.00	21,288	20,066
3620	Asst Electronics Engr	1	1.00	1	1.00	32,921	35,325
3670	Senior Electronics Engr	0	0	1	1.00	0	52,531
3679	Electronics Engineer	1	1.00	0	0	48,469	0
6148	Comm Technician IV	2	2.00	2	2.00	77,136	84,246
6149	Comm Technician III	4	4.00	4	4.00	140,216	153,168
6150	Comm Technician II	20	20.00	20	20.00	675,481	691,702
6151	Comm Technician I	2	2.00	2	2.00	47,477	53,532
6153	Radio Comm Manager	1	1.00	1	1.00	42,221	46,880
8805	Video Production Supvr	0	0	1	1.00	0	45,760
	Total	73	73.00	76	76.00	$2,120,801	$2,312,840
Salary Adjustments:						**$(15,784)**	**$17,320**
Premium/Overtime Pay:						37,315	37,315
Employee Benefits:						506,351	562,483
Salary Savings:						(90,658)	(99,541)
	Total Adjustments					$437,224	$517,577
Program Totals		73	73.00	76	76.00	$2,558,025	$2,830,417

ELECTRONIC SYSTEMS AND EQUIPMENT

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Communications Equipment	$2,652,829	$ 4,776,529	$3,497,366	$3,305,485	$ 3,411,014	$ 105,529	31.9
Telephone Utilities	$6,581,271	$ 5,929,479	$6,324,714	$5,014,518	$ 7,392,768	$2,378,250	47.4
TOTAL DIRECT COST	$9,234,100	$10,706,008	$9,822,080	$8,320,003	$10,803,782	$2,483,779	29.9
PROGRAM REVENUE	$(798,314)	$(234,416)	$(144,861)	$(127,063)	$(100,922)	$ 26,141	(20.6)
NET GENERAL FUND COST	$8,435,786	$10,471,592	$9,677,219	$8,192,940	$10,702,860	$2,509,920	30.6
STAFF YEARS	00.00	00.00	00.00	00.00	00.00	00.00	00.00

PROGRAM: Communications Equipment **DEPARTMENT: Electronic Systems & Equipment**

PROGRAM #: 86403 **ORGANIZATION #: 0800**
MANAGER: Vicky Pion, Deputy Director **REFERENCE: 1989-90 Proposed Budget-Pg. 46D**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0	0.0
Services & Supplies	0	50	19	215,000	20,000	(90.7)
Other Charges	1,491,318	4,330,090	3,134,671	3,090,485	3,341,014	8.1
Fixed Assets	467,696	446,389	362,676	0	50,000	100
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Municipal Court Syst.	693,915	0	0	0	0	0.0
Less Reimbursements	0	0	0	0	0	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$2,652,829	$4,776,529	$3,497,366	$3,305,485	$3,411,014	3.2
PROGRAM REVENUE	$(792,438)	$(106,141)	$(96,141)	$(96,141)	$(70,000)	(27.2)
NET GENERAL FUND CONTRIBUTION	$1,860,391	$4,670,388	$3,401,225	$3,209,344	$3,341,014	4.1
STAFF YEARS	0	0	0	0	0	

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 Telecommunications 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 Telecommunications Services Division provides maintenance support, technical assistance and review of purchase orders. Also shown in this budget (prior year), 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.

1989-90 BUDGET TO ACTUAL COMPARISON

Services and Supplies were $215,000 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 anticipated payment for the Business Personal Property tax will not be assessed.

Fixed Assets were $362,676 over Budget due to the acquisition of communications equipment for client departments which made appropriation transfers to offset these costs.

Expenditure for equipment lease/purchase was $44,186 over Budget. This amount was required to meet the County's lease-purchase obligation for the acquisition of Communications Equipment in 1987-88.

1989-90 OBJECTIVES

1. Pay lease purchase obligations as they become due.

2. Acquire approved communications fixed assets equipment.

1989-90 SUB PROGRAM ACTIVITIES

Communications Equipment (00.00 SY; E = $3,411,014; R = $70,000)

This program provides support for County departments whose activities are both mandated and discretionary in nature.

Lease-Purchase Obligations:

Equipment	1989-90 Costs	Final Payment
Microwave Equipment	$ 224,097	FY 1991 - 92
Sheriff's UHF System	427,336	FY 1990 - 91
SanConTel Telephone System	2,342,911	FY 1995 - 96
Misc. Comm. Equipment	44,188	FY 1990 - 91
SanConTel Expansion	302,482	FY 1995 - 96
	$3,341,014	

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Health Fees - Other Govt. Agency (9881)	$ 96,141	$ 96,141	$ 0	$ (96,141)
Criminal Justice (9176)	0	0	70,000	70,000
Total	$ 96,141	$ 96,141	$ 70,000	$ (26,141)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$3,401,225	$3,209,344	$3,341,014	$ 131,670
Total	$3,401,225	$3,209,344	$3,341,014	$ 131,670

EXPLANATION/COMMENT ON PROGRAM REVENUES

In 1988-89, the lease-purchase obligation for the EMS Trauma Care System was paid off. Concurrently, the designation fees of $96,141 from participating hospitals will no longer be available. The 1989-90 revenue will offset costs of replacing a storm damaged microwave tower.

PROGRAM: Communications Equipment **DEPARTMENT:** Electronic Systems & Equipment

FIXED ASSETS

Item	Quantity	Cost
Microwave Tower Repair	Lot	$50,000
Total		$50,000

Vehicles/Communication Equipment - N/A

Item	Quantity	Cost
Total		$

PROGRAM: Telephone Utilities **DEPARTMENT: Electronic Systems & Equipment**

PROGRAM #: 82104 **ORGANIZATION #: 0800**
MANAGER: Vicky Pion, Deputy Director **REFERENCE: 1989-90 Proposed Budget-Pg. 46F**

AUTHORITY: Administrative Code 398.5 Section (g) delegates to the Department of Information Services the administration of telephone utilities.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0	0.0
Services & Supplies	6,882,662	6,147,557	6,256,009	4,973,343	6,262,032	25.9
Other Charges	0	0	0	236,332	0	100
Fixed Assets	0	0	346,594	107,625	1,433,518	1232.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(301,391)	(218,078)	(277,889)	(302,782)	(302,782)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$6,581,271	$5,929,479	$6,324,714	$5,014,518	$7,392,768	47.4
PROGRAM REVENUE	$(25,876)	$(128,275)	$(48,720)	$(30,922)	$(30,922)	0.0
NET GENERAL FUND CONTRIBUTION	$6,555,395	$5,801,204	$6,275,994	$4,983,596	$7,361,846	47.7
STAFF YEARS	0	0	0	0	0	

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 conversation efforts, the department will continue to develop the most cost effective means of implementing the County-owned telephone system.

1989-90 BUDGET TO ACTUAL COMPARISON

Services and Supplies were $1,282,666 over budget due to increases in Pacific Bell charges, and increases in costs for adds, moves, and changes. This overage is a direct reflection of increased departmental telephone activity.

Reimbursements were underrealized by $24,893 due to the decrease in the telephone charges to user departments providing reimbursements.

Fixed Assets were $238,969 over budget due to expansion of the telephone network. This cost was offset by appropriation transfers from other departments.

1989-90 OBJECTIVES

To manage the County telephone system.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Telephone Utilities (SY 0; E = $7,392,768; R = $30,922) is:

   - Discretionary/Discretionary Service Level
   - Responsible to fund the Countywide telephone system.
   - Provides system expansion and upgrade totaling $1,433,518.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Other Government Agencies (9746)	$ 5,965	$ 6,000	$ 6,000	$ 0
License Fee (9694)	3,981	0	0	0
Changes in ISF (9786)	2,500	0	0	0
Recovered Revenue (9989)	11,945	0	0	0
Other Revenue (9995)	25,902	24,922	24,922	0
Total	$ 48,720	$ 30,922	$ 30,922	$ 0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
General Fund Support Costs	$6,275,994	$4,983,596	$7,361,846	$2,378,250
Total	$6,275,994	$4,983,596	$7,361,846	$2,378,250

EXPLANATION/COMMENT ON PROGRAM REVENUES

In 1988-89, actual revenue is $17,798 over budget. This is due to Freeway Call Box revenue, and revenue recovered from contractor telephone usage.

PROGRAM: Telephone Utilities **DEPARTMENT:** Electronics Systems & Equipment

FIXED ASSETS

Item	Quantity	Cost
Telephone Expansion	Lot	$ 173,640
Data Network Equip.	Lot	112,300
Regis Cabling	Lot	79,080
Muni. Courts LAN Cabling	Lot	220,000
Levant Voice & LAN Cabling	Lot	73,056
Telephone Equipment	Lot	217,625
TCX	Lot	421,817
DPLU Telephones	Lot	136,000
Total		$1,433,518

Vehicles/Communication Equipment - N/A

Item	Quantity	Cost
Total		$

PROGRAM: Telephone Utilities **DEPARTMENT: Information Services**

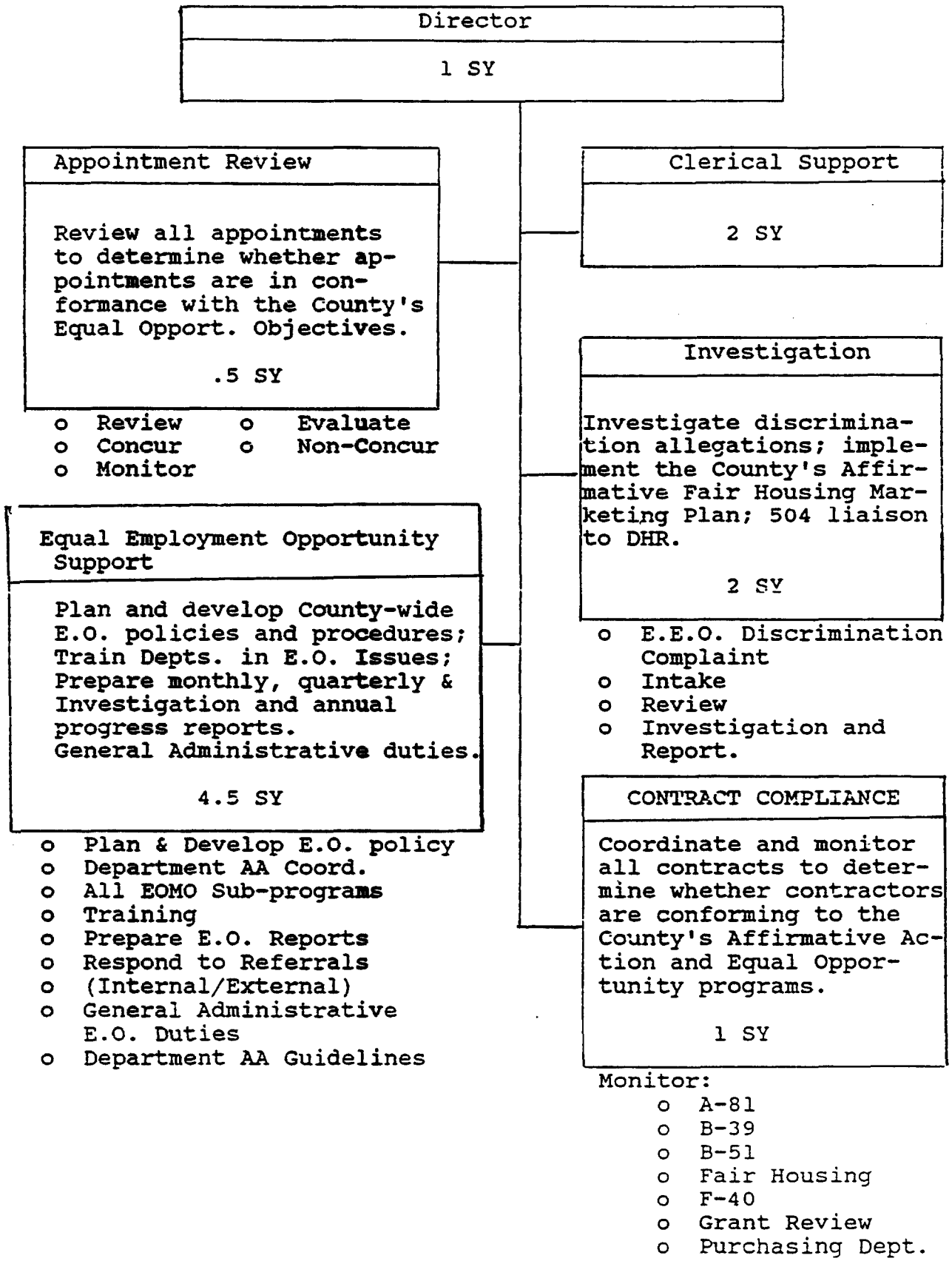
	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: TELEPHONE UTILITIES					
% of Resources					
100%					
Workload					
Telephone Service Cost	$6,882,662	$6,147,557	$6,602,603	$5,317,300	$7,695,550
Average Number of County Communication Lines	9,500	*	*	*	*
Number of County telephone Instruments	10,300	11,128	11,720	11,794	13,000
Efficiency					
Average Cost per Communications line per month	$ 60.37	$ *	$ *	$ *	$ *
Average Cost per County Telephone instrument per month	55.68	46.04	46.95	37.32	49.33
Effectiveness					
Percentage of Phone Budget To Countywide Salaries	$ 6,882,662 422,685,246	$ 6,147,557 478,557,425	$ 6,256,009 594,414,915	$ 4,973,343 502,016,861	$ 6,262,032 582,685,006
	1.63%	1.28%	1.05%	1.00%	1.07%

* Indicator Deleted

EQUAL OPPORTUNITY MANAGEMENT OFFICE

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Equal Opportunity Management Office	$326,786	$440,047	$440,628	$457,112	$468,523	$11,411	2.5
TOTAL DIRECT COST	$326,786	$440,047	$440,628	$457,112	$468,523	$11,411	2.5
PROGRAM REVENUE	$(42,464)	$(43,191)	$(77,570)	$(58,739)	$(57,487)	$1,252	(2.1)
NET GENERAL FUND COST	$284,322	$396,856	$363,058	$398,373	$411,036	$12,663	3.2
STAFF YEARS	8.00	11.00	11.00	11.00	11.00	0	0.0

EQUAL OPPORTUNITY MANAGEMENT OFFICE



PROGRAM: Equal Opportunity Management Office

DEPARTMENT: EQUAL OPPORTUNITY MANAGEMENT OFFICE

PROGRAM #: 81206
MANAGER: Victor A. Nieto

ORGANIZATION #: 0210
REFERENCE: 1988-89 Final Budget - Pg. E-153

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 6-1-81, authorize EOMO to coordinate and direct all County Affirmative Action/Equal Opportunity Programs and Activities.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$303,324	$408,329	$419,341	$440,948	$446,559	1.3
Services & Supplies	23,462	31,808	21,287	16,164	16,164	0.0
Other Charges	0	0	0	0	0	0.0
Fixed Assets	0	0	0	0	5,800	100.0
Vehicle/Comm. Equip.	0	0	0	0	0	0.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0.0
Operating Transfers	0	0	0	0	0	0.0
TOTAL DIRECT COST	$326,786	$440,137	$440,628	$457,112	$468,523	2.5
PROGRAM REVENUE	$(42,464)	$(43,191)	$(77,570)	$(58,739)	$(57,487)	(2.1)
NET GENERAL FUND CONTRIBUTION	$284,322	$396,946	$363,058	$398,373	$411,036	3.2
STAFF YEARS	8.00	11.00	11.00	11.00	11.00	0.0

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 projected groups and are monitored to assure compliance by construction contractors, vendors, and housing sponsors/developers.

1988-89 BUDGET TO ACTUAL COMPARISON

As a result of vacancies within the department, a savings of salaries and employee benefits in the amount of $21,607 resulted.

1989-90 OBJECTIVES

1. EOMO will process about 6,000 appointment, 1,500 disposition of examinations, 100 reclassifications 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.

4. The Affirmative Action Plan is in its fourth 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.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Equal Opportunity Management

   - Mandated/Discretionary Service Level.
   - To assure meeting the County's hiring goals for minorities and women and to encourage vigorous support of goals by all County employees.
   - To ensure that personnel procedures and policies conform to applicable equal opportunities/affirmative action requirements for all County activities.
   - To investigate discrimination complaints (Internal/External): Based on race, color, sex, national origin, ancestry, religion, age, physical handicap, medical condition, and marital status.
   - To assist in: Designing, implementing and to evaluate equal employment opportunity/affirmative action (EEO/AA) training activities to assure uniform and consistent County-wide application. Provides technical assistance to Department Heads, Affirmative Action and Training Coordinators in establishing EEO/AA procedures minimize and prevent discriminatory activities.
   - To assure that MWBEs are extended the maximum opportunity to secure economic participation in agreements, contracts and purchase orders for materials, services, professional services, public works contracts, professional consultants or trainers for "for profit" business activities paid for in whole or in part out of County funds administered by the County.

PROGRAM: Equal Opportunity Management Office | DEPARTMENT: EQUAL OPPORTUNITY MANAGEMENT OFFICE

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
AID FROM OTHER GOVERNMENTAL AGENCIES:				
Federal Aid - Community Development Block Grant	$25,320	$18,080	$20,000	$1,920
Aid from other Government Agencies	0	1,601	1,601	0
Sub-Total	$25,320	$19,681	$21,601	$1,920
CHARGES FOR CURRENT SERVICES:				
Road Fund	$22,692	$22,692	$19,684	$(3,008)
Air Pollution Control District	3,464	3,464	3,139	(325)
Airport Enterprise Fund	573	573	652	79
Liquid Waste Enterprise Fund	3,418	3,418	2,858	(560)
Solid Waste Enterprise Fund	1,760	1,760	2,027	267
Library Fund	7,151	7,151	7,526	375
Sub-Total	$39,058	$39,058	$35,886	$(3,172)
OTHER REVENUE:				
Revenue Appropriations Prior Year - Charges Current Services	$13,192	$0	$0	$0
Sub-Total	$13,192	$0	$0	$0
Total	$77,570	$58,739	$57,487	$(1,252)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES:

FIXED ASSETS

Item	Quantity	Cost
Photo copier	1	$5,800
Total		$5,800

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A:					
% OF RESOURCES: 100%					
WORKLOAD					
Appointment Review	2,500	4,500	5,500	4,000	6,000
Investigations	240	260	360	300	400
* Contract Monitoring Activity	**	35,000	38,000	***475	47,500
EFFICIENCY					
Investigation/Cost	$511	$458	$380	$378	$380
Appointments/Cost	$80	$43	$46	$46	$48
Contract Compliance/Cost	$**	$68	$65	$64	$65
EFFECTIVENESS					
Caseload/Investigations	80	87	57	100	100
Percent Increase in Minority Representation	+.7%	+.9%	+1.3%	+.9%	+.9%
Percent Increase in Female Representation	+.3%	+.5%	+.3%	+.6%	+.6%
Percent of Underutilized Hired	28.0%	30.0%	30.0%	30.0%	30.0%
Caseload/Contract Compliance	**	450	480	475	500

* Includes construction contract over $10,000, vendor contracts, consultants contracts, change orders and purchase orders.

** EOMO did not merge with the Office of Contract Compliance until October, 1987.

*** Reflects monitoring on fiscal certifications only.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2283	Director	1	1.00	1	1.00	$55,436	$59,424
2401	Equal Opportunity Officer II	5	5.00	5	5.00	168,231	172,651
2402	Equal Opportunity Officer I	1	1.00	1	1.00	28,769	28,276
2419	Principal Equal Opportunity	1	1.00	1	1.00	41,049	42,527
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,251	18,661
2714	Intermediate Transcriber Typist	0	0.00	0	0.00	0	0
2756	Administrative Secretary I	0	0.00	0	0.00	0	0
2757	Administrative Secretary II	1	1.00	1	1.00	19,672	20,086
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	23,546
9999	Temporary Extra Help	0	0.00	1	0.00	0	1,500
	Total	11	11.00	12	11.00	$355,464	$366,671
Salary Adjustments:						$0	$33
Premium/Overtime Pay:						0	0
Employee Benefits:						92,199	86,655
Salary Savings:						(6,715)	(6,800)
	Total Adjustments					$85,484	$79,888
Program Totals		11	11.00	12	11.00	$440,948	$446,559

PURCHASING & CONTRACTING

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Purchasing & Contracting	$1,594,735	$1,678,769	$1,762,154	$1,692,665	$2,296,531	$603,866	35.7
TOTAL DIRECT COST	$1,594,735	$1,678,769	$1,762,154	$1,692,665	$2,296,531	$603,866	35.7
PROGRAM REVENUE	$(324,682)	$(370,021)	$(414,826)	$(343,720)	$(343,720)	$0	0.0
NET GENERAL FUND COST	$1,270,053	$1,308,748	$1,347,328	$1,348,945	$1,952,811	$603,866	44.8
STAFF YEARS	54.00	54.00	52.69	54.00	56.00	2	3.7

DEPARTMENT OF PURCHASING AND CONTRACTING
(Headquarters Location: County Operations Center)

ADMINISTRATION - 1301

Provides management, planning, direction.

	Staff Years
Director	1.0
Assistant Director	1.0
Admin. Secretary III	1.0
Total	3.0

ADMINISTRATIVE SERVICES - 1305

Provides personnel support, payroll, budgeting, clerical/ technical support.

Permanent	Staff Years
Admin. Svcs. Mgr.	1.0
Accounting Technician	1.0
Data Entry Supervisor	1.0
Senior Payroll Clerk	1.0
Data Entry Operator	1.0
Intermediate Account Clerk	1.0
	2.0
Total	8.0

PURCHASING - 1302

Centralizes the purchase of services and supplies for all County departments, and develops standardization criteria for commonly used items.

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
Sub-Total	22.0
Non-Permanent	0.5
Total	22.5

CONTRACTING - 1303

Centralizes contracting for services on behalf of most County departments.

Permanent	Staff Years
Princ. Procurement Contracting Officer	1.0
Procurement Contracting Officer	5.0
Senior Clerk	1.0
Intermediate Clerk Typist	1.0
Total	8.0

MATERIEL DIVISION - 1306

Maintains inventory of items commonly used throughout the County, arranges sharing/ transfer of fixed assets and minor equipment between departments, disposes of items no longer needed within the County

Permanent	Staff Years
Materiel Manager	1.0
Supervising Materiel Storekeeper	1.0
Materiel Storekeeper III	2.0
Materiel Storekeeper II	2.0
Materiel Storekeeper I	2.0
Stores Delivery Driver	3.0
Warehouse Materiel Handler	3.0
Sub-Total	14.0
Non-Permanent	0.5
Total	14.5

PROGRAM: Purchasing & Contracting
PROGRAM #: 81301
MANAGER: James G. Tapp

DEPARTMENT: PURCHASING & CONTRACTING
ORGANIZATION #: 1300
REFERENCE: 1989-90 Proposed Budget - Pg. 48D

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 comonly-used items, and the disposal of salvage materials and surplus property.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$1,487,274	$1,578,184	$1,655,561	$1,623,749	$1,852,315	14.1
Services & Supplies	86,723	83,479	94,013	68,916	92,816	34.7
Other Charges	6,035	2,709	3,453	0	**300,000**	100.0
Fixed Assets	14,703	14,397	9,127	0	51,400	100.0
TOTAL DIRECT COST	$1,594,735	$1,678,769	$1,762,154	$1,692,665	$2,296,531	35.7
PROGRAM REVENUE	$(324,682)	$(370,021)	$(414,826)	$(343,720)	$(343,720)	0.0
NET GENERAL FUND CONTRIBUTION	$1,270,053	$1,308,748	$1,347,328	$1,348,945	$1,952,811	44.8
STAFF YEARS	54.00	54.00	52.69	54.00	56.00	3.7

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.

NOTE: The Other Charges of $300,000 as shown consists of $100,000 to increase the Ready Cash Purchase Order checking account and $200,000 to increase the Central Stores inventory. These funds are listed here only as a method to subsequently allow the transfer from the General Fund to the Revolving Fund, which funds purchases until using departments' budgets are charged.

1988-89 BUDGET TO ACTUAL COMPARISON

The 1988-89 actuals exceed the 1988-89 budget by $69,489, which includes $23,699 in salary settlement costs, a $16,900 transfer from Salaries/Benefits to Services/Supplies for temporary contract help, and a $35,000 transfer from over-realized revenue (recovered expenses) to Salaries/Benefits ($29,000) and Services/Supplies ($6,000). Prior year carryovers include $1,713 in Services/Supplies, $3,453 in Other Charges, and $9,127 in Fixed Assets.

1989-90 OBJECTIVES

1. Initiate upgrade of the County's 12 year-old, semi-automated procurement system to provide individual buying staff with on-line access to mainframe based procurement data. This new capability will provide buyers with work history of past procurements, including prices paid, sources, specifications, terms and conditions, Minority and Women Business Enterprises (MWBE) vendor availability and related information.

2. Depending on resources available, provide Contract Administration training seminar/manual for using departments staff. This will supplement Basic Contracting Essentials Course (40 hours) to be offered again this fiscal year in January.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Purchasing/Contracting (38.60 SY; E = $1,473,627; R = $175,772) including support personnel is:

   - o Mandated/Discretionary Service Level
   - o 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.
   - o Purchasing over $70 million of goods and services annually.
   - o Presently consummating over 40,000 purchase transactions each year.
   - o Providing centralized contracting support for approximately $120 million in contracts generally.
   - o Including one-time costs of $75,300 to upgrade the automated procurement system.
   - o Adding 1.00 staff year for increased large contracts.

2. Stores/Property Disposal (17.40 SY; E = $522,904; R = $176,948) including support personnel is:

   - o Discretionary/Discretionary Service Level.
   - o Responsible for the receipt, storage, issuance and delivery of $4.9 million in commonly used items and surplus food commodities required to support County departments and offices each year.
   - o Responsible for surplus property management for the County of San Diego.
   - o Responsible for redistribution and disposal of waste and recoverable commodities (i.e., scrap metal, rubber, etc.) for the County of San Diego.
   - o Conducting quarterly cooperative auctions and miscellaneous competitive sales each year, generating approximately $950,000 in County revenue out of $1.8 million for 38 other participating municipalities and districts.
   - o Adding 1.00 staff year for deliveries to additional County sites.

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Road Fund	$99,567	$99,567	$86,509	$(13,058)
Air Pollution Control District	48,945	48,945	50,322	1,377
Internal Service Fund	41,944	41,944	35,844	(6,100)
Airport Enterprise Fund	10,787	10,787	11,090	303
Liquid Waste Fund	42,380	42,380	27,869	(14,511)
Solid Waste Fund	8,986	8,986	9,584	598
Library Fund	28,111	28,111	20,227	(7,884)
Sub-Total	$280,720	$280,720	$241,445	$(39,275)
OTHER REVENUE:				
Purchasing fees from other government agencies	$7,412	$6,000	$6,000	$0
Recovered expenses (auction sales)	74,557	15,000	45,000	30,000
Sale of surplus/scrap material (nontaxable)	49,226	40,000	48,275	8,275
Sale of surplus/scrap material (taxable)	2,911	2,000	3,000	1,000
Sub-Total	$134,106	$63,000	$102,275	$39,275
Total	$414,826	$343,720	$343,720	$0

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$1,347,328	$1,348,945	$1,952,811	$603,866
Sub-Total	$1,347,328	$1,348,945	$1,952,811	$603,866
Total	$1,347,328	$1,348,945	$1,952,811	603,866

EXPLANATION/COMMENT ON PROGRAM REVENUES: Other Revenue projections are based on prior experience. Actual amounts may vary based on quantity of surplus materials available for sale.

PROGRAM: Purchasing & Contracting **DEPARTMENT: PURCHASING & CONTRACTING**

FIXED ASSETS

Item	Quantity	Cost
Computers	Lot	$51,400
Total		$51,400

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		$

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Purchasing/Contracting					
% OF RESOURCES: 72.5%					
WORKLOAD					
Number of purchase orders	21,822	27,314	29,304	21,460	32,028
EFFICIENCY					
Cost to operate Purchasing/ Contracting per $100 of purchases	$1.79	$1.59	$1.30	$1.30	$1.33
EFFECTIVENESS					
% of requisitioned line items purchases within 21 days	71%	66%	61%	62%	57%
ACTIVITY B: Stores/Property Disposal					
% OF RESOURCES: 27.5%					
WORKLOAD					
Line items issued	70,695	88,417	102,503	96,326	110,000
EFFICIENCY					
Cost to operate Stores per $100 in value of issues	$10.06	$8.75	$7.74	$8.00	$6.97
EFFECTIVENESS					
% of orders filled from stock (no back orders)	95%	90%	91%	91%	92%

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2160	Director	1	1.00	1	1.00	$65,023	$70,982
2163	Assistant Director	1	1.00	1	1.00	51,238	56,532
2368	Admin. Svcs. Mgr. I	1	1.00	1	1.00	41,054	45,507
2403	Accounting Technician	1	1.00	1	1.00	23,012	24,088
2493	Int. Acct. Clerk	2	2.00	2	2.00	33,524	36,971
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,350	22,644
2601	Buyer	7	7.00	8	8.00	165,289	209,412
2610	Buyer II	4	4.00	4	4.00	106,904	115,772
2611	Purchasing Clerk	3	3.00	2	2.00	59,058	45,703
2620	Property & Salvage Coord.	1	1.00	0	0.00	21,751	0
2621	Prin. Procure. Contract Ofcr.	1	1.00	1	1.00	42,055	43,569
2622	Procurement Contracting Officer	4	4.00	5	5.00	138,971	186,683
2640	Buyer III	3	3.00	3	3.00	88,326	98,799
2650	Stock Clerk	3	3.00	0	0.00	51,390	0
2651	Warehouse Materiel Handler	0	0.00	3	3.00	0	56,585
2653	Materiel Handler	0	0.00	1	1.00	0	33,824
2654	Central Stores Supervisor	1	1.00	0	0.00	28,212	0
2655	Storekeeper III	1	1.00	0	0.00	24,843	0
2658	Storekeeper II	2	2.00	0	0.00	40,794	0
2660	Storekeeper I	3	3.00	0	0.00	53,674	0
2665	Materiel Storekeeper I	0	0.00	2	2.00	0	33,486
2666	Materiel Storekeeper II	0	0.00	2	2.00	0	44,730
2667	Materiel Storekeeper III	0	0.00	2	2.00	0	46,776
2668	Supv. Materiel Storekeeper	0	0.00	1	1.00	0	26,977
2700	Intermediate Clerk Typist	3	3.00	3	3.00	49,757	51,792
2730	Senior Clerk	3	3.00	3	3.00	58,373	58,869
2758	Admin. Secretary III	1	1.00	1	1.00	26,056	26,998
3009	Word Processing Operator	1	1.00	1	1.00	20,295	21,451
3030	Data Entry Operator	2	2.00	2	2.00	34,660	37,322
3035	Data Entry Supervisor	1	1.00	1	1.00	20,856	22,458
7515	Stores Delivery Driver	2	2.00	3	3.00	40,597	62,508
9999	Temporary Extra Help	12	1.00	12	1.00	3,000	3,000
	Total	65	54.00	67	56.00	$1,309,062	$1,483,438
Salary Adjustments:						$(2,552)	$10,802
Premium/Overtime Pay:						15,000	15,000
Employee Benefits:						340,458	385,033
Salary Savings:						(38,219)	(41,958)
	Total Adjustments					$314,687	$368,877
Program Totals		65	54.00	67	56.00	$1,623,749	$1,852,315

REVENUE AND RECOVERY

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Collections of Accounts Receivable	$6,042,774	$6,527,037	$6,366,303	$6,626,667	$7,156,885	$530,218	8.0
TOTAL DIRECT COST	$6,042,774	$6,527,037	$6,366,303	$6,626,667	$7,156,885	$530,218	8.0
PROGRAM REVENUE	$(182,724)	$(171,997)	$(171,893)	$(185,506)	$(123,952)	$61,554	(33.2)
NET GENERAL FUND COST	$5,860,050	$6,355,040	$6,194,410	$6,441,161	$7,032,933	$591,772	9.2
STAFF YEARS	224.45	221.35	225.00	237.00	237.00	0	0.0

DEPARTMENT OF REVENUE AND RECOVERY

DIRECTOR'S OFFICE

Director, Revenue & Recovery	1.00
Assistant Director, Rev. & Rec.	1.00
Administrative Secretary III	1.00
3 Positions - 3 Staff Years	3.00

FINANCE

Division Chief, Revenue & Recovery	1.00
Section Chief, Revenue & Recovery	3.00
Senior Accountant	1.00
Revenue & Recovery Officer III	1.00
Senior Account Clerk	6.00
Senior Cashier	1.00
Intermediate Account Clerk	23.00
Cashier	6.00 (7)
Intermediate Clerk Typist	4.00
	46.00

47 Positions - 46 Staff Years

ADMINISTRATIVE SERVICES

Administrative Services Manager II	1.00
Departmental Personnel Officer II	1.00
Departmental EDP Coordinator	1.00
Revenue & Recovery Officer III	1.00
Personnel Aid	1.00
Senior Payroll Clerk	1.00
Storekeeper I	1.00
Intermediate Account Clerk	1.00
Intermediate Clerk Typist	2.00
Word Processing Operator	1.00
Mail Clerk Driver	2.00
Departmental Clerk	2.00
	15.00

15 Positions - 15 Staff Years

CHILD SUPPORT

Division Chief, Revenue & Recovery	1.00
Section Chief, Revenue & Recovery	1.00
Revenue & Recovery Officer III	5.00
Revenue & Recovery Officer II	14.00
Revenue & Recovery Officer I	4.00
Revenue & Recovery Officer Trainee	7.00
Senior Field Investigator	1.00
Field Investigator	4.00
Supervising Clerk	1.00
Legal Procedures Clerk III	1.00
Legal Procedures Clerk II	1.00
Legal Procedures Clerk I	1.00
Legal Secretary	1.00
Intermediate Clerk Typist	20.50 (22)
	62.50

64 Positions - 62.50 Staff Years

REVENUE AND BRANCH OPERATIONS

Division Chief, Revenue & Recovery	1.00
Section Chief, Revenue & Recovery	4.00
Revenue & Recovery Officer III	10.00
Revenue & Recovery Officer II	13.00
Revenue & Recovery I	4.00
Revenue & Recovery Trainee	7.00
Intermediate Account Clerk	1.00
Intermediate Clerk Typist	11.00
	51.00

51 Positions - 51 Staff Years

COURT SERVICES

Division Chief, Revenue & Recovery	1.00
Section Chief, Revenue & Recovery	1.00
Revenue & Recovery Officer III	3.00
Revenue & Recovery Officer II	6.00
Revenue & Recovery Officer I	4.00
Revenue & Recovery Officer Trainee	3.00
Intermediate Clerk Typist	7.00 (8)
Extra Help	4.50 (30)
	29.50

56 Positions - 29.50 Staff Years

LEGAL

Division Chief, Revenue & Recovery	1.00
Section, Chief, Revenue & Recovery	1.00
Revenue & Recovery Officer III	4.00
Revenue & Recovery Officer II	8.00
Revenue & Recovery Officer I	3.00
Legal Procedures Clerk III	2.00
Legal Procedures Clerk II	2.00
Senior Account Clerk	1.00
Intermediate Account Clerk	2.00
Intermediate Clerk Typist	6.00
	30.00

30 Positions - 30 Staff Years

PROGRAM: Collections of Accounts Receivable

DEPARTMENT: DEPARTMENT: REVENUE AND RECOVERY

PROGRAM #: 81701

ORGANIZATION #: 2600

MANAGER: M.R. Pion

REFERENCE: 1989-90 Proposed Budget - Pg. 49D

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).

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$5,830,429	$6,358,209	$6,174,203	$6,417,734	$6,922,033	7.9
Services & Supplies	172,705	147,902	143,753	162,897	162,897	0.0
Other Charges	12,671	20,062	38,536	38,536	38,536	0.0
Fixed Assets	26,969	864	9,811	7,500	33,419	345.6
TOTAL DIRECT COST	$6,042,774	$6,527,037	$6,366,303	$6,626,667	$7,156,885	8.0
PROGRAM REVENUE	$(182,724)	$(171,997)	$(171,893)	$(185,506)	$(123,952)	(33.2)
NET GENERAL FUND CONTRIBUTION	$5,860,050	$6,355,040	$6,194,410	$6,441,161	$7,032,933	9.2
STAFF YEARS	224.45	221.35	225.00	237.00	237.00	0.0

PROGRAM DESCRIPTION

The Department of Revenue and Recovery 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.

Additionally, the department is responsible for screening 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.

1988-89 BUDGET TO ACTUAL COMPARISON

Total Direct Costs were $260,364 under budget (4.1% savings) as a result of vacancies which the department was unable to immediately fill and the charge by the State for the tax intercept program being less than anticipated. The department exceeded its collection goal for FY 1988-89 by more than $11 million.

1989-90 OBJECTIVES

1. To collect a total of $85.7 million at a cost of no more than 10.5 cents per dollar collected.

2. To provide 31,000 financial reviews of individuals that request court-appointed attorneys.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Collections of Accounts Receivable (230.5 SY; E = $7,022,196 ; R = $123,952) including support personnel is:

   - State and Federal law mandates the Child Support Program and the Welfare Fraud Collections and Recovery Program to be funded at "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.

   - Staffed at same level as last fiscal year.

   - Program revenue is reduced by $61,554 from last fiscal year due to a change in when administrative fees are collectable on Adult Probation accounts and a reduction in A-87 costs for Solid Waste Collection Fees.

2. Indigency Screening (6.5 SY; E = $134,689 ; R = $0) including support personnel is:

   - Discretionary/Discretionary Service Level.

   - Responsible for screening defendants who request court-appointed attorneys to determine their ability to pay for legal services.

   - Provided at the three Regional Centers as well as the Downtown San Diego Courthouse.

   - Staffed at same level as last fiscal year.

PROGRAM: Collections of Accounts Receivable **DEPARTMENT: REVENUE AND RECOVERY**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
CHARGES FOR CURRENT SERVICES:				
Solid Waste Collection Fees	$70,506	$70,506	$43,952	$(26,554)
Child Support Collection and Return Check Fees	35,911	50,000	35,000	(15,000)
Adult Probation Restitution Administrative Fee	57,341	65,000	45,000	(20,000)
Sub-Total	$163,758	$185,506	$123,952	$(61,554)
OTHER REVENUE:				
Other Court Fines - General	$8,135	$0	$0	$0
Sub-Total	$8,135	$0	$0	$0
Total	$171,893	$185,506	$123,952	$(61,554)

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
GENERAL FUND SUPPORT COSTS:				
General Fund Support Costs	$6,031,218	$6,441,161	$7,032,933	$591,772
Sub-Total	$6,031,218	$6,441,161	$7,032,933	$591,772
Total	$6,031,218	$6,441,161	$7,032,933	$591,772

EXPLANATION/COMMENT ON PROGRAM REVENUES: FY 1988-89 actuals for Adult Probation fees are below budget due to a change in the interpretation on when administrative fees are collectable. Revenues for court fines are not budgeted since amounts applied to this account vary. For FY 1989-90, A-87 costs for Solid Waste Collection Fees will decrease.

PROGRAM: Collections of Accounts Receivable **DEPARTMENT: REVENUE AND RECOVERY**

FIXED ASSETS

Item	Quantity	Cost
Computer Equipment	Lot	$12,917
Facsimile Machine	1	3,002
Microfilm Reader/Printer	2	7,000
Typewriter, Electronic	15	10,500
Total		**$33,419**

Vehicles/Communication Equipment: N/A

Item	Quantity	Cost
Total		**$0**

PROGRAM: Collections of Accounts Receivable **DEPARTMENT: REVENUE AND RECOVERY**

PERFORMANCE INDICATORS

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget
ACTIVITY A: Collections of Accounts Receivable					
% OF RESOURCES: 98.1%					
WORKLOAD					
County Receivable (Dollars)	102,224,520	123,897,000	143,178,000	130,000,000	157,500,000
IV-D Receivable (Dollars)	71,112,794	83,737,000	80,435,000	96,000,000	88,000,000
Ending Accounts (Number)	179,746	199,357	217,679	220,000	240,000
EFFICIENCY					
Unit Cost (Total Costs/Collections)	$0.100	$0.100	$0.106	$0.105	$0.105
EFFECTIVENESS					
Collections	$61,927,512	$68,157,101	$78,971,000	$67,500,000	$85,700,000
ACTIVITY B: Indigency Screening					
% OF RESOURCES: 1.9%					
WORKLOAD					
Indigency Financial Interviews	27,883	32,493	*35,374	31,000	31,000
EFFICIENCY					
Interviews/Staff Year	3,400	3,822	4,422	3,780	4,770
EFFECTIVENESS					
Requests Screened Out	4,750	5,049	*4,374	5,000	5,000

* Amount shown does not reflect North County video arraignment interviews for which figures are not available.

STAFFING SCHEDULE

Class	Title	1988-89 Budget Positions	1988-89 Budget Staff Yrs	1989-90 Budget Positions	1989-90 Budget Staff Yrs	1988-89 Budget Cost	1989-90 Budget Cost
2144	Director, Rev. and Recovery	1	1.00	1	1.00	$70,470	$75,797
2226	Assistant Director, Rev. & Rec.	1	1.00	1	1.00	56,898	65,446
2369	Administrative Services Mgr II	1	1.00	1	1.00	46,354	48,028
0900	Division Chief, Rev. & Recovery	5	5.00	5	5.00	204,356	282,617
2505	Senior Accountant	1	1.00	1	1.00	38,901	40,730
2328	Departmental Personnel Off. II	1	1.00	1	1.00	35,433	40,725
5717	Senior Field Investigator	1	1.00	1	1.00	35,351	36,570
2469	Departmental EDP Coordinator	1	1.00	1	1.00	38,795	35,346
2475	Section Chief, Rev. & Recov.	10	10.00	10	10.00	336,326	350,732
5719	Field Investigator	4	4.00	4	4.00	127,464	126,204
2477	Revenue and Recovery Off. III	24	24.00	24	24.00	626,591	659,526
2758	Administrative Secretary III	1	1.00	1	1.00	26,056	26,998
2745	Supervising Clerk	1	1.00	1	1.00	23,763	25,118
2906	Legal Procedures Clerk III	3	3.00	3	3.00	71,289	73,851
2479	Revenue and Recovery Off. II	41	41.00	41	41.00	946,328	1,005,233
2320	Personnel Aide	1	1.00	1	1.00	21,233	24,231
2905	Legal Stenographer	1	1.00	0	0.00	22,635	0
2762	Legal Secretary I	0	0.00	1	1.00	0	23,923
2513	Senior Cashier	1	1.00	1	1.00	21,025	22,222
2511	Senior Payroll Clerk	1	1.00	1	1.00	21,426	22,107
2478	Revenue and Recovery Off. I	15	15.00	15	15.00	301,304	324,393
3009	Word Processing Operator	1	1.00	1	1.00	19,267	21,221
2907	Legal Procedures Clerk II	3	3.00	3	3.00	59,725	63,228
2510	Senior Account Clerk	7	7.00	7	7.00	141,973	147,231
2660	Storekeeper I	1	1.00	1	1.00	19,524	20,343
2403	Accounting Technician	0	0.00	0	0.00	0	0
2430	Cashier	7	6.00	7	6.00	113,903	118,362
2903	Legal Procedures Clerk I	1	1.00	1	1.00	17,929	19,262
2493	Intermediate Account Clerk	27	27.00	27	27.00	472,222	498,435
2483	Rev. & Recov. Officer Trainee	17	17.00	17	17.00	302,460	312,015
2756	Administrative Secretary I	0	0.00	0	0.00	0	0
3039	Mail Clerk Driver	1	1.00	2	2.00	16,768	68,243
2700	Intermediate Clerk Typist	53	50.50	53	50.50	826,573	885,963
2709	Departmental Clerk	3	3.00	2	2.00	41,126	31,909
3030	Data Entry Operator	0	0.00	0	0.00	0	0
9999	Extra Help	30	4.50	30	4.50	63,419	75,000
	Total	266	237.00	266	237.00	$5,166,887	$5,571,009
Salary Adjustments:						$(12,789)	$(60,809)
Premium/Overtime Pay:						9,900	9,900
Employee Benefits:						1,451,685	1,583,778
Salary Savings:						(197,949)	(181,845)
	Total Adjustments					$1,250,847	$1,351,024
Program Totals		266	237.00	266	237.00	$6,417,734	$6,922,033

MISCELLANEOUS

PROGRAM: Contingency Reserve

DEPARTMENT: CONTINGENCY RESERVE

PROGRAM #: 80000

ORGANIZATION #: 1850

MANAGER: Manuel A. Lopez

REFERENCE: 1989-90 Proposed Budget - Pg. 50

AUTHORITY: Section 29084 of the Government Code allows the Board of Supervisors to establish Contingency Reserve up to 15% of the total appropriations.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Operating Transfers	$0	$0	$0	$14,611,571	$19,545,246	33.8
TOTAL DIRECT COST	$0	$0	$0	$14,611,571	$19,545,246	33.8
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	0.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$14,611,571	$19,545,246	33.8
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.0

PROGRAM DESCRIPTION

Contingency Reserve is a source of funding for extra-ordinary needs or events that may occur during the fiscal year, and for employee salary and benefit increases. Examples of potential needs include major claims settlements against the County; emergency repairs, projects, or costs; to provide corrective action (or offset) departmental or Countywide appropriation and revenue shortfalls.

PROGRAM: Cash Borrowing*

DEPARTMENT: GENERAL REVENUES

PROGRAM #: 86000
MANAGER: Rod Calvao

ORGANIZATION #: 1080
REFERENCE: 1989-90 Proposed Budget - Pg. 51

AUTHORITY: Section 53950 of the California Government Code and pursuant to resolution adopted annually by the Board of Supervisors, issuance of notes is allowed that provides funds to meet general fund expenditures.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Services & Supplies	$775	$0	$0	$5,000	$5,000	0.0
Contribution for Self Insurance	8,826,950	0	500,000	2,500,000	0	(100.0)
Other Charges	0	6,545,674	9,396,569	9,495,000	11,245,000	18.4
TOTAL DIRECT COST	$8,827,725	$6,545,674	$9,896,569	$12,000,000	$11,250,000	(6.3)
Funding	0	0	0	(500,000)	0	0.0
Cancellation of Reserve	(0)	(0)	(2,000,000)	(2,000,000)	(0)	(100.0)
NET GENERAL FUND CONTRIBUTION	$8,827,725	$6,545,674	$7,896,569	$9,500,000	$11,250,000	18.4
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.0

PROGRAM DESCRIPTION

The County undertakes short-term borrowing program in order to finance its General Fund cash flow requirements. 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.

* Formerly titled "Debt Service"

PROGRAM: Reserves/Designations

DEPARTMENT: RESERVES/DESIGNATIONS

PROGRAM #: 00001-00005
MANAGER: Rod Calvao

ORGANIZATION #: 1090
REFERENCE: 1988-89 Budget - Pg. F3

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Mission Trails Park	$60,000	$67,416	$0	$73,544	$70,460	(4.2)
Planning & Land Use	372,771	636,589	0	0	0	100.0
Kettner Boulevard	80,000	72,584	0	0	0	100.0
Assessor	0	814	0	0	49,315	100.0
Family Support	483,825	0	0	0	0	100.0
TOTAL DIRECT COST	$996,596	$777,403	$0	$73,544	$119,775	62.9
FUNDING	$0	$0	$0	$0	$0	0.0
NET GENERAL FUND CONTRIBUTION	$996,596	$777,403	$0	$73,544	$119,775	62.9
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.0

PROGRAM DESCRIPTION

This program reflects the various reserves and revenue designations established by the Board. 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. These reserves and designations will stay in effect until cancelled by the Board of Supervisors.

PROGRAM: Edgemoor Development Fund

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER

PROGRAM #: 5480
MANAGER: Rich Robinson

ORGANIZATION #: 00001
REFERENCE: 1988-89 Budget - Pg. F5

AUTHORITY: Board Policy F-38.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	$0	$0	$0	$0	$0	100.0
Services & Supplies	0	0	0	0	0	100.0
Other Charges	0	0	0	0	0	100.0
Fixed Assets	148,020	43,370	77,650	37,650	168,434	347.4
Vehicle/Comm. Equip.	0	0	0	0	0	100.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	100.0
Operating Transfers	0	0	0	0	0	100.0
TOTAL DIRECT COST	$148,020	$43,370	$77,650	$37,650	$168,434	347.4
FUNDING: Revenue	(81,189)	(88,367)	(57,000)	(67,000)	(75,000)	11.9
Fund Balance	(66,831)	44,997	(20,650)	29,350	(93,434)	(418.3)
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	0.0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	0.0

PROGRAM DESCRIPTION

The Edgemoor Development Fund was established as a fund for the economic development of the County's Edgemoor property. In order to utilize those funds, as appropriation is required. There is no net County cost involved in this program.

PROGRAM: Sheriff's Asset Forfeiture Program **DEPARTMENT: SHERIFF**

PROGRAM #: 02101 **ORGANIZATION #: 5980**
MANAGER: J. M. Drown, Assistant Sheriff **REFERENCE: 1989-90 Proposed Budget Pg. 9W**

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.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Salaries & Benefits	0	$0	$0	$0	$0	0
Services & Supplies	0	41,700	86,721	100,000	300,000	200.0
Other Charges	0	0	0	0	0	0
Fixed Assets	0	623,094	107,469	350,000	500,000	42.9
Vehicle/Comm. Equip.	0	0	0	50,000	200,000	300.0
Less Reimbursements	(0)	(0)	(0)	(0)	(0)	0
Operating Transfers	0	299,000	2,863	0	109,800	100.0
TOTAL DIRECT COST	$0	$963,794	$197,053	$500,000	$1,109,800	122.0
PROGRAM REVENUE	$(0)	$(963,794)	$(997,449)	$(500,000)	$(1,109,800)	122.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$(800,396)	$0	$0	0
STAFF YEARS	0	0	0	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 tranferred to him by Federal agencies as provided by the Comprehensive Crime Control Act of 1984.

1988-89 BUDGET TO ACTUAL COMPARISON

The $302,947 difference in FY 88-89 Budgeted expenditures and FY 88-89 Actual expenditures was due to delays in equipment procurement and projects to be funded by Asset Forfeiture.

The $497,499 difference in Fy 88-89 Budgeted and FY 88-89 Actual Revenue was due to unanticipated revenue from a large settlement by the Federal government.

1989-90 BUDGET

The $1,109,800 in the 1989-90 Budget will be utilized to purchase required supplies and equipment as follows:

Services and Supplies	$300,000
Fixed Assets	
Computer Equipment, Misc.	$100,000
Laboratory Equipment, Misc.	$100,000
Office Equipment, Misc.	$100,000
Safety Equipment, Misc.	$100,000
Video Equipment, Misc.	$100,000
Vehicles, Misc.	$100,000
Communication Equipment, Misc.	$100,000
	$700,000
Operating Transfer	$109,800

CAPITAL

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget	% Change
Capital Outlay Fund	$21,799,537	$31,234,087	$32,614,030	$22,030,346	$30,246,382	$8,216,036	37.3
County Health Complex	575,300	7,276,784	7,772,494	2,509,800	2,789,800	280,000	11.2
Criminal Justice Facilities	225,238	3,129,001	15,350,809	9,038,881	14,012,547	4,973,666	55.0
Contributions to Capital	14,309,342	19,287,148	16,461,162	16,917,285	23,179,367	6,262,082	37.0
TOTAL DIRECT COST	$36,909,417	$60,927,020	$72,198,495	$50,496,312	$70,228,096	$19,731,784	39.1
PROGRAM REVENUE	$(22,600,075)	$(41,639,872)	$(55,737,333)	$(33,579,027)	$(47,048,729)	$(13,469,702)	40.1
NET GENERAL FUND COST	$14,309,342	$19,287,148	$16,461,162	$16,917,285	$23,179,367	$6,262,082	37.0
STAFF YEARS	N/A						

Note: The Capital Improvements Budget consists of the four programs shown above. The Capital Outlay Fund is a special fund which includes lease-purchases, land acquisition, and capital projects. The County Health Complex Program is a special fund which pays debt services on the Rosecrans Health Complex. The Criminal Justice Facilities Program is a special fund which includes all capital projects for Jails & Courts, and other criminal justice facilities. The Contributions to Capital Program shows the amount which the General Fund must provide to these special funds to supplement program revenue budgeted for capital projects.

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PROGRAM: Capital Outlay Fund | **DEPARTMENT: CAPITAL**

PROGRAM #: 86200 | **ORGANIZATION #: 5490**
MANAGER: Manuel Lopez | **REFERENCE: 1989-90 Proposed Budget - Pg. 55C**

AUTHORITY: California Government Code #53730-37; Board of Supervisors Policy B-37, B-46, F-20, F-22, F-27, F-37 and F-39.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Lease/Purchase	$13,867,360	$13,717,222	$13,163,912	$13,729,516	$16,310,155	18.8
Land Acquisition	(341,251)	3,565,379	2,865,583	291,500	295,000	1.2
Capital Projects	8,502,137	14,082,430	16,666,536	8,091,480	13,674,527	69.0
Less Reimbursements	(228,709)	(130,944)	(82,001)	(82,150)	(33,300)	(59.5)
Operating Transfers						
TOTAL DIRECT COST	$21,799,537	$31,234,087	$32,614,030	$22,030,346	$30,246,382	37.3
PROGRAM REVENUE	$(21,799,537)	$(31,234,087)	$(32,614,030)	$(21,530,346)	$(30,246,382)	40.5
Fund Balance	0	0	0	500,000	0	
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$500,000	$0	(100.0)
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	

PROGRAM DESCRIPTION

This program, Capital Outlay Fund (Org. #5490), identifies lease/purchases, land acquisition and capital improvements. Lease/purchases are the result of the County meeting its space need through the purchase of an existing building or construction of a new one with the costs spread over a long term (usually 20 years).

Land acquisitions are most often park land purchases.

Capital projects are any substantial improvement to an existing facility that results in added value to that facility.

1988-89 BUDGET TO ACTUAL COMPARISON

The actual lease/purchase debt service was less than budgeted due to the refinancing of the Vista Regional Center which caused a one-time reduction in the payment schedule. Land Acquisition costs exceed budget due to the completion of a purchase for the Escondido Transit Station that was budgeted in FY 83-84. Capital projects also exceeded budget do the projects budgeted in previous years having major work completed in FY 88-89. Examples are: Escondido Transit Station $1.5 million, Vista Jail $10.0 million and the Courthouse Elevators $1.0 million.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Lease/Purchases

   - Discretionary/Mandated Service Level.
   - Totals $16.3 million.
   - Consists of:

	Payments Scheduled Through Fiscal Year
Cogeneration	1990-91
Ramona Branch	1991-92
Library Headquarters	1991-92
Vista Regional Center	2006-07
South Bay Regional Center	2006-07
East County Regional Center	2007-08
James R. Mills Building (New in 1989-90)	2019-20

2. Land Acquisition

   - Discretionary/Discretionary Service Level.
   - Consists of:

PARKS

KA0008	Valley Center	$ 125,000
KA7913	Bancroft Park	150,000

PUBLIC WORKS

KA0068	Borrow Pit Development	20,000

3. Capital Projects

   - Discretionary/Discretionary Service Level.
   - Consists of:

PARKS

KN7915	Guajome Adobe Rest/Stabilization	$ 1,500,000
KN0002	Felicita Corporation Picnic Upgrades	100,000
KN0003	San Dieguito Picnic Upgrades	100,000
KN3106	Sweetwater Summit Campground	1,000,000
KN0005	Aqua Caliente Park Improvements	150,000
KN6509	Temple Beth Israel II	256,000
KN8769	Ramona School District Park Improvements	180,000
KN6913	Felicity Picnic Area	50,000
KN6272	Spring Valley Community Center Addition	92,389
KN8687	Lakeside Community Center II	344,163
KN0011	San Pasqual School District Park Improvements	30,000
KN0013	Collier Pool Conversion	20,000
KN5152	Borrego Springs Improvements	25,000
KN0015	Mission Tr. Pic. - Trail Development	120,300

3. Capital Projects (Continued)

LIBRARY

KK0064	Ramona Branch Library	$ 120,000
KK0105	Lakeside Branch Library	328,075

HEALTH

KK7600	Pesticide Storage - Vector Control	$ 50,000
KK0066	Edgemoor Tunnel Replace	400,000
KK0109	E. Co. Sed Child Fac. - Mental Health	157,600

PUBLIC WORKS

KH3946	Bayfront Trolley Station	$ 500,000
KH8764	CAC Trolley Station	530,000
KH0067	Oceanside TC Expansion	3,391,000
KH0069	Santee Transit Center	800,000
KH0070	Carlsbad Transit Center	1,000,000
KH0071	Spring Valley TC	450,000
KH0072	Southwestern College TC	500,000
KH0073	Grossmont College TC	400,000
KH0068	Alpine Field Station - Design	125,000
KH0074	Sunrise Highway Field Station	125,000

CAO

KK0100	Disaster Preparedness Remodel	$ 165,000

PLANNING AND LAND USE

KK0065	Remodel Ruffin Road	$ 665,000

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Sales & Use Tax - TDA	$786,767	$6,700,000	$7,571,000	$871,000
Use of Money & Property	61,236	--	--	0
St. Aid Construction - Recreation	1,311,827	--	3437852	3,437,852
St. Aid Construction - Other	1,307,603	350,000	--	(350,000)
St. Bond - Correctional Facility Construction	6,535,618	--	--	0
Federal Aid Construction - Urban Highways	2,312,509	--	--	0
Federal Aid - Community Development Block Grant	34,573	45,000	598,075	553,075
Aid from Cities	254,257	--	--	0
Aid from Other Government Agencies	--	--	52,000	52,000
Charges for Current Services	1,930	--	10278	10,278
Other Revenue	3,880,953	215,000	150,000	(65,000)
Transfer from Contributions to Capital	13,317,001	13,176,766	17,652,177	4,475,411
Transfer from Road Fund	7,244	591,500	270,000	(321,500)
Transfer from Parkland Dedication	757,028	440,000	505,000	65,000
Transfer from Library Fund	3,747	12,080	--	(12,080)
Sub-Total	$30,572,293	$21,530,346	$30,246,382	$8,716,036
Total	$30,572,293	$21,530,346	$30,246,382	$8,716,036

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Sub-Total	$0	$0	$0	$0
Total	$0	$0	$0	0

EXPLANATION/COMMENT ON PROGRAM REVENUES: Revenues are "booked" in capital only after the expenditure occurs. 1988-89 Actuals do not relate to the budgeted revenues for 1988-89. Revenues are associated with specific projects. Once a project is budgeted, it remains in existence until completed or cancelled. Example: In 1985-86 a project is budgeted at $1,000,000 expenditures and $1,000,000 in revenue. In 85-86, only the EIR ($100,000) is completed, therefore actuals would show $100,000 in both expenditures and revenues. In 86-87, Design ($200,000) is completed. Construction starts in 87-88 ($500,000) and is completed in 88-89 ($200,000). For the years at 86-87, 87-88 and 88-89 no money was budgeted for this project year; $200,000, $500,000 and $200,000 respectfully, was expended and received in those years. A capital project appropriation approved by the Board of Supervisors remains in a special fund (e.g., Capital Outlay Fund) until it is expended, or until the project is completed or cancelled at which time the appropriation is transferred to another eligible project or activity, or cancelled with the remaining balance reverting to fund balance in the fund from which it was originally appropriated.

The General Fund Contribution for all Capital Programs is budgeted in Contribution to Capital (Org. 5350) but treated as Revenue in each individual program (transfer from Contribution to Capital).

PROGRAM: County Health Complex

DEPARTMENT: CAPITAL

PROGRAM #: 86500
MANAGER: Manuel Lopez

ORGANIZATION #: 5491
REFERENCE: 1989-90 Proposed Budget - Pg. 53G

AUTHORITY: California Government Code #53730-37; Board of Supervisors Policy B-37; F-20, F-22, F-27, F-37 and F-38.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Lease/Purchase - Structures	$(627)	$2,360,653	$2,235,671	$2,509,800	$2,534,800	1.0
Fixed Assets - Structures	575,927	4,916,131	5,536,823	0	0	100.0
Operating Transfers	0	0	0	0	255,000	100.0
TOTAL DIRECT COST	$575,300	$7,276,784	$7,772,494	$2,509,800	$2,789,800	11.2
PROGRAM REVENUE	$(575,300)	$(7,276,784)	$(7,772,494)	$(2,509,800)	$(2,789,800)	11.2
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	100.0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	100.0

PROGRAM DESCRIPTION

This program was established to track and account for the proceeds from the sale of University Hospital and the expenditures associated with the Rosecrans Health complex. The proceeds were placed in a Special Fund with interest accruing to the Fund. The debt service on a bond issue to raise additional funds is paid out of general fund monies with all other expenditures paid out of the Special Fund Fund Balance.

1988-89 BUDGET TO ACTUAL COMPARISON

There is no relationship between budget and actual since capital projects may take sevveral years to complete once approved by the Board of Supervisors. See example in Org. 5490 - Capital Outlay Fund under EXPLANATION/COMMENT ON PROGRAM REVENUES.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

- Discretionary/Mandated Service Level.
- Provides for the debt service on a bond issuance and associated auditing/banking fees.

PROGRAM: County Health Complex DEPARTMENT: CAPITAL

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Transfer for Contributions to Capital	$2,235,671	$2,509,800	$2,534,800	$25,000
Interest	726,888	--	--	0
Fund Balance	4,809,935	--	255,000	255,000
Sub-Total	$7,772,494	$2,509,800	$2,789,800	$280,000
Total	$7,772,494	$2,509,800	$2,789,800	$280,000

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget

EXPLANATION/COMMENT ON PROGRAM REVENUES: The General Fund Contribution for all Capital Programs is budgeted in Contributions to Capital (Org. 5350) but treated as Revenue in each individual program (Transfer from Contributions to Capital).

PROGRAM: Criminal Justice Facilities **DEPARTMENT: CAPITAL**

PROGRAM #: 86400 **ORGANIZATION #: 5492**
MANAGER: Manuel Lopez **REFERENCE: 1989-90 Proposed Budget - Pg. 55H**

AUTHORITY: California Government Code #53730-37; Board of Supervisors Policy B-37, B-52, F-20, F-22, F-27 and F-37.

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Lease/Purchase	$0	$0	$6,079,267	$7,326,554	$7,895,547	7.8
Land Acquisition	80,766	259,045	37,744	0	0	100.0
Capital Projects	144,472	2,819,956	9,233,798	1,712,327	6,117,000	257.2
Operating Transfers	0	50,000	0	0	0	100.0
TOTAL DIRECT COST	$225,238	$3,129,001	$15,350,809	$9,038,881	$14,012,547	55.0
PROGRAM REVENUE	$(225,238)	$(3,129,001)	$(15,350,809)	$(9,038,881)	$(14,012,547)	55.0
NET GENERAL FUND CONTRIBUTION	$0	$0	$0	$0	$0	100.0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00	100.0

PROGRAM DESCRIPTION

This program was established in order to track all expenditures and revenues for debt service and projects associated with Jails, Courts and related facilities.

1988-89 BUDGET TO ACTUAL COMPARISON

There is no relationship between budget and actual since capital projects may take several years to complete once approved by the Board of Supervisors. See example in Capital Outlay Funds under EXPLANATION/COMMENT ON PROGRAM REVENUE.

1989-90 SUB PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Lease/Purchases

   - Discretionary/Mandated Service Level.
   - Includes:

	Payments Scheduled Through Fiscal Year
Las Colinas	1990-91
SANCAL-87	
Burnham	2007-08
Juvenile Hall	2007-08
East Mesa	2007-08
SANCAL-89	
East Mesa	2008-09
Juvenile Hall	2008-09
East Mesa CSAC	2009-10

2. Land Acquisition

   - Discretionary/Discretionary Service Level.
   - No activity for 89-90.

3. Capital Projects

   - Discretionary/Discretionary Service Level.
   - Includes:

PROBATION

KK7904	Juvenile Hall Renovation - Girls Rehabilitation	$ 50,000
KK0104	Camp Barrett - Staff Quarters	50,000

SHERIFF

KK0055	Descanso Detention Facility - Build Restroom	$ 42,000
KK0103	Emergency Generator - Ramona Sheriff	35,000

GENERAL SERVICES

KK6429	South Bay Regional Center Exp. & Elect.	$ 1,130,000
KK0101	Burnham Security Remodel	150,000
KK0108	Pre-Detention Facility	100,000
KK0106	ECRC - Remodel for 4 Courtrooms	4,500,000
KK0200	East County Regional Center Remodel	60,000

PROGRAM: Criminal Justice Facilities **DEPARTMENT: CAPITAL**

PROGRAM REVENUE BY SOURCE

Source of Revenue	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
Joint Powers	$300,000	$300,000	$35,000	$(265,000)
Interest	178,436	0	0	0
Criminal Justice Facility Fines	4,179,273	6,790,881	7,880,835	1,089,954
Special Revenue	0	0	1,000,000	1,000,000
Other	7,796,293	0	0	0
Transfer from Contributions to Capital	2,190,603	1,948,000	4,841,712	2,893,712
Transfer from COF	0	0	255,000	255,000
Transfer from Special Districts	161,000	0	0	0
Fund Balance	545,204	0	0	0
Sub-Total	$15,350,809	$9,038,881	$14,012,547	$4,973,666
Total	$15,350,809	$9,038,881	$14,012,547	$4,973,666

GENERAL FUND CONTRIBUTION DETAIL

General Fund Contribution By Source	1988-89 Actual	1988-89 Budget	1989-90 Budget	Change From 1988-89 Budget
N/A				

EXPLANATION/COMMENT ON PROGRAM REVENUES:

The General Fund Contribution for all Capital Programs is budgeted in Contributions to Capital (Org. 5350) but treated as Revenue in each individual program (Transfer from Contributions to Capital).

PROGRAM: Contributions to Capital

DEPARTMENT: CAPITAL

PROGRAM #: 86300

ORGANIZATION #: 5350

MANAGER: Manuel Lopez

REFERENCE: 1989-90 Proposed Budget - Pg. 55

	1986-87 Actual	1987-88 Actual	1988-89 Actual	1988-89 Budget	1989-90 Budget	% Change
DIRECT COST						
Contribution to Other Agencies	$ 0	$ 0	$ 0	$ 467,041	$ 0	(100.0)
Operating Transfers	14,309,342	19,287,148	16,461,162	16,450,244	23,179,367	40.9
TOTAL DIRECT COST	$14,309,342	$19,287,148	$16,461,162	$16,917,285	$23,179,367	37.0
PROGRAM REVENUE	$(0)	$(0)	$(0)	$(0)	$(0)	100.0
NET GENERAL FUND CONTRIBUTION	$14,309,342	$19,287,148	$16,461,162	$16,917,285	$23,179,367	37.0
STAFF YEARS	N/A					

PROGRAM DESCRIPTION

This program, Contribution to Capital, is one of four that comprise Capital budget. The other three, Capital Outlay Fund (Org. 5490), County Health Complex (Org. 5491) and Criminal Justice Facilities (Org. 5492) are special funds and reflect the actual projects and expenditures. In order not to commingle special funds and general funds, all general fund costs associated with Capital is budgeted in this program, Contributions to Capital, and reflected in the special fund programs as revenue.

Examples of projects that are either full or partially offset with General Fund monies are:

1. Capital Outlay Fund (Org. 5490)

   a. East County Regional Center
   b. South Bay Regional Center
   c. Edgemoor Tunnel Replacement

2. County Health Complex (Org. 5491)

   a. County Health Complex

3. Criminal Justice Facilities (Org. 5492)

   a. East Mesa Detention Facility Phase I
   b. Pre-Detention Facility
   c. East County Regional Center Remodel

COUNTY OF SAN DIEGO

FINAL BUDGET

APPENDICES

A. Reader's Guide to Understanding the Budget
B. The Budget Process & Schedule
C. Proposed Budget Letter of Transmittal
D. Summary of Key Budget Related Policies
E. Debt Management
F. Glossary of Terms

READER'S GUIDE TO UNDERSTANDING THE BUDGET

This document reflects the County of San Diego's adopted budget for the Fiscal Year 1989-90 which began on July 1, 1989. Basic information to assist the reader in understanding the budget data and narrative is provided as follows:

The Board of Supervisors

The County of San Diego is a political subdivision of the State of California. The County is governed by a 5-member Board of Supervisors, which has legislative and executive authority. Each member of the Board of Supervisors is elected by district. The Board of Supervisors reviews and adopts the County Budget reflected in this document.

Financial Structure and Operations

Uniform accounting practices for California Counties are prescribed by the State Controller. Various revenue sources must be controlled and spent for certain purposes which requires that they be appropriated separately. Accordingly, the following six funds provide the basic structure for the budget.

General Fund	A fund, generally regarded as the principal fund in the County budget, used to account for most governmental operations that are general in purpose and not accounted for in some other fund.
Enterprise Fund	A fund used to account for operations provided by the governmental unit where the goods or the costs of providing services are financed mainly by user charges. The County of San Diego has enterprise funds for airports, liquid waste, solid waste and transit programs.
Debt Service Fund	A fund used to account for the accumulation of resources that will be used to make payments of principal and interest on general long-term debt.
Special Fund	A fund used to account for proceeds of revenue sources that must be spent for a specific purpose.
Trust Fund	A fund used to account for assets held by the County as the custodian for other organizations.

Special District(s) — These are separate legal entities which provide for specialized public improvements and services deemed to benefit properties and residents financed by specific taxes and assessments. The Board of Supervisors is the Board of Directors for Special Districts which provide for a wide variety of services including air pollution control, sanitation and sewer construction/maintenance, flood control, road maintenance, fire protection, paramedics, and parks and recreation.

Letter of Transmittal and Budget Highlights

The Chief Administrative Officer (CAO) transmits the Proposed Budget with a letter to the Board of Supervisors which includes an overview of the County's financial status, legislative challenges, and the most urgent needs, either reflected in the budget, or identified as future issues to be addressed.

A Budget Highlights section provides additional narrative to summarize the proposed budget and includes tables and charts to provide a picture of the County's revenues, expenditures and workload.

Summary by Department

A table is provided for each department which compares current adopted budget with prior year budget for each major type of expenditure (salaries & benefits, services & supplies, fixed assets) and revenue (program revenue and general purpose revenue or Net County Cost).

Department Budgets

Each County Department Budget is provided which consists of:

- o A Summary by Program
- o Organization Chart
- o Program Budgets
  - Authority Statement

- Appropriations Summary (Provides historic comparison)
- Program Description
- Objectives
- Sub-Program Activity Narrative
- Performance Indicators
- Revenue Detail
- Staffing Schedule

Capital

County-wide Capital needs are provided for in various programs.

These include:

Capital Improvements
Rents & Leases
Major Maintenance
Vehicular Acquisition
Communications Acquisition
Capital Asset Leasing

Auditor & Controller Schedules

The contents of these documents conforms to State Controller requirements.

THE BUDGET PROCESS & SCHEDULE

DATES	ACTIONS
September	I. Revenue Projection The Chief Administrative Officer (CAO) prepares a preliminary estimate of general revenues and compares this to known major needs. This perspective guides the basic structuring of the budget process.
September to January	II. Department Budget Requests Departments assess objectives, needs and priorities. Departments estimate related costs and program revenues in their budget request submitted to the CAO.
January to February	III. Budget Outlook Report and Board of Supervisors Proposed Budget Guidelines The CAO presents to the Board of Supervisors a multi-year Forecast of Revenues & Expenditures, and Analysis of Key Factors impacting the Proposed Budget including Federal and State Budgets. The Departments' Budget Requests are summarized. Based on this review, the Board of Supervisors provides policy direction to the CAO by adopting Budget Guidelines.
January to May	IV. Formulation of CAO Proposed Budget Recommendations The CAO meets with departments to discuss their requests as well as County priorities, policies, and funding limitations. Department proposals which are to be included in the budget are determined, and related control numbers are provided to departments. The CAO Proposed Budget is prepared.

DATES	ACTIONS
May through June	V. Public Review & Hearings The CAO submits the Proposed Budget to the Board of Supervisors and provides budget information to the public. The Board of Supervisors approves the budget for review, publishes required notices, and schedules public hearings. The Board of Supervisors conducts public hearings for a maximum of ten days. The CAO updates budget recommendations in Change Letter based on latest changes to requirements, available funds, and impact of State budget process.
July-August	VI. Board of Supervisors Budget Deliberations The Board of Supervisors deliberates, modifies Proposed Budget, and adopts Final County Budget.
August	VII. Supplemental Actions The Board of Supervisors adopts supplemental budget resolution, reflecting final estimates of fund balance, property taxes and setting of appropriation limits.

NOTE: State Law provides for modifications to the Budget through the year, based on 4 votes majority of Board of Supervisors for transfers of appropriations between organization units; a three votes majority is sufficient for changes between objects within an organization unit.

APPENDIX C
PROPOSED BUDGET
LETTER OF TRANSMITTAL

County of San Diego

NORMAN W. HICKEY
CHIEF ADMINISTRATIVE OFFICER
(619) 236-2726

CHIEF ADMINISTRATIVE OFFICE

1600 PACIFIC HIGHWAY, SAN DIEGO, CALIFORNIA 92101-2472

May 17, 1989

TO: Supervisor Susan Golding, Chairman
Supervisor Leon L. Williams, Vice Chairman
Supervisor Brian P. Bilbray
Supervisor George F. Bailey
Supervisor John MacDonald

FROM: Norman W. Hickey
Chief Administrative Officer

1989-90 PROPOSED BUDGET

In developing the 1989-90 Budget, San Diego County is confronted with an increasing dependence on State funding at the same time the State is faced with its own fiscal crisis. Basic structural State Budget reform is critical if County government is to survive the next decade.

Increasingly, the County is in the position of sustaining its service levels only in those areas where the State is still providing financial support. Available local resources have been outstripped by the magnitude of needs which fall within the County's area of responsibility for the delivery of Federal, State and local services. The 1989-90 Proposed Budget is $185 million short of meeting the needs as reflected in the Department's Budget Requests. It is currently estimated that the County is over $165 million short of receiving its fair share of available revenues because of inequitable State funding formulas. Service delivery expectations initiated at the Federal and State level cannot be met by local government without identifying new revenue sources. It is in this context that the County of San Diego faces a fiscal crisis, and it is my current assessment that this crisis is escalating.

The Board of Supervisors has already provided leadership in improving the County's fiscal condition by:

- Increasing the Board's commitment to represent the County's interest in Sacramento and Washington.

- Supporting the passage of the State Trial Court Funding legislation, and the County's participation in this program which accounts for a net $30.4 million in new revenue.

- Securing voter-approval of a Gann Limit Adjustment so that the County can maintain its existing revenues, and opt in to the Trial Court Funding program for a four-year period.

- Achieving voter-approval for Proposition A on the June, 1988 Ballot, the half-cent sales tax for Jail and Court construction and operation.

- Fighting the recent legal challenge to Proposition A through the State courts, which may take another year.

- Entering into litigation with the State to change the revenue formulas which deprive the County of its fair share of available revenues.

To continue to respond to this crisis, the County must join with the State, as it did in the passage of the Trial Court Funding Program, to bring about even more comprehensive budget reform if our community's critical needs are to be addressed. This reform could involve a number of alternatives, including the following:

- Transferring part of the State sales tax to counties.

- Amending AB-8 to allow for an equitable split on property tax, and other State revenues.

- Revising the Gann Limit to accommodate local growth and the need for new capital facilities.

- Using Proposition 98 mandated revenues to address the property tax split in San Diego County between schools and the County, which results in less funding for the County and less State funding for San Diego Schools than in other California counties.

Such comprehensive budget reform is absolutely critical for the survival of County programs which seem to be threatened year after year. In 1988-89 the County was required to cut funding in mental health, senior citizen services, and children's services. In 1989-90, the State is facing its own fiscal crisis because of the Gann Limit, and the passage of Proposition 98. As a result, the Governor has proposed to cut back funding to local government, which will result in a second year of reductions in the County budget, this time in health, social services, and probation areas.

This constant fiscal dilemma has real and tragic human consequences for our community. Over 3,000 prisoners per month are released onto our streets. Over 85,000 new residents annually are coming to the County making it the second fastest growing County in the United States. And yet County doctors, nurses, deputies, judges, attorneys, social workers, probation officers and support workers and facilities are provided at a lower level of service than is available in other California counties. The County budget continues to fall short in meeting the basic needs of our citizens. Every day County departments are facing potential emergencies which could occur due to stress on employees, patients, inmates, litigants, probationers, aid recipients and others who depend on services from the County and our resources prevent us from being adequately prepared to manage these very difficult situations.

Budget Overview

The 1989-90 Proposed Budget is submitted to the Board of Supervisors in accordance with Section 703.4 of the Charter for the County of San Diego, and totals $1.4 billion, a 12.5% increase from the 1988-89 Adopted Budget.

The Proposed Budget recommendations are based on current State budget proposals and reflect reductions in Medically Indigent Services Program (MISP), Greater Avenues for Independence (GAIN), Criminal Justice System grants (AB-90 program), In-Home Supportive Services and the Family Planning Program. This is consistent with the Board of Supervisors' position that the County must say "no" to unfunded State programs.

In addition, the budget recognizes the fact that the County will face significant new costs in operating the East Mesa Jail Facility in 1990-91 and 1991-92. Unless Proposition A is finally upheld by the courts, or some other source of new revenue is authorized, the County may have only its limited discretionary revenues available to accommodate this $20.5 million annual cost. This could result in a delay in the opening date, or another round of budget reductions in 1990-91.

The Proposed Budget:

- o Reflects Board of Supervisors approved guidelines for the expenditure of discretionary revenue.
- o Is about $185 million less than the amount requested by County Departments.
- o Provides for mandated workload-related increases only in a few areas, primarily related to the social service and criminal justice areas. Services will decline in other general fund programs.
- o Commits an increasing portion of general fund revenues to the law enforcement, detention, and court systems.
- o Includes an operating Contingency Reserve for unforeseen events of only $5 million, which is less than 4/10% of the total budget.
- o Requires the development of a multi-year approach to provide for Salary & Benefit increases.

The Proposed 1989-90 Budget, and the outlook for 1990-91 and future years are summarized in the Budget Highlights section beginning on Page 7. A detailed account by function and department is provided in the Budget Summary section beginning on Page i.

Recommendations

It is my recommendation that the Board:

1. Receive the 1989-90 Proposed Program Budget as the basis for discussion and decision-making during hearings and deliberations;
2. Receive the Auditor and Controller's 1989-90 Proposed Line Item Budget;
3. Set June 12, 1989 as the date to begin the legally required public budget hearings;

4. Direct the Clerk of the Board of Supervisors to publish notices for public hearings and of the availability of the Proposed Program Budget and Line Item Budget documents.

5. Instruct the Chief Administrative Officer to schedule specific hearing times for persons indicating a desire to be heard regarding the Proposed Budget (the hearings beginning June 12 may continue from day to day until concluded, but may not exceed ten calendar days).

6. Set June 26, 1989 as the date to begin Board of Supervisors deliberations on the Proposed Budget.

Through the leadership and energy of the Board of Supervisors and the outstanding work of our department heads and County staff, the County continues to stretch to meet the needs of our community. These efforts are genuinely appreciated. I look forward to working with you to finalize this budget.

Respectfully submitted,

NORMAN W. HICKEY
Chief Administrative Officer

Attachments

COUNTY OF SAN DIEGO

Summary of Key Budget Related Policies

Charter

Section 703.4: The Chief Administrative Officer (CAO) supervises the expenditures of all departments and reports to the Board of Supervisors whether those expenditures are necessary.

Administrative Code

Sections 115-117: The CAO examines budget estimates and submits recommendations to the Board of Supervisors on or about the fourth week of May.

The Board of Supervisors then takes the following steps:

	Action	Date (If not impractical)
1.	Approves the Proposed Budget for the purpose of holding Public Hearings	On or about the 4th week of May
2.	Begins Public Hearings	Not later than June 20th
3.	Revises and Adopts Budget	Not later than the first business day in July.

Board of Supervisors Policies

1. A-49 Program Budget - establishes that costs, revenues, and related objectives will be outlined in a CAO Proposed Budget organized by Programs & Sub-Program Activities with departments.

2. A-91 Allocation/Use of Mid-Year Department Savings - restricts mid-year appropriations to responses to mandated or emergency issues only.

3. B-29 Fees, Grants, Revenue Contracts - provides a methodology and procedure to encourage County departments to recover full cost for services whenever possible.

4. B-52 Criminal Justice (AB189) and B-56 Courthouse (SB668) Temporary Construction Funds - establish criteria and procedures for the allocation of parking fine surcharges dedicated to facility projects in the criminal justice functions.

5. M-26 Legislative Policy: Long-Term financing of County Government - calls on the Legislature to redress inequitable State funding formulas which leave San Diego, which is the second largest County in the state, ranked 57 out of 58 counties in terms of general revenues per capita.

Administrative Manual

0030-13 Budget Program/Project Follow-Up: Sunset dates will be placed on programs intended to have limited duration, and related staff and sources will not be shifted to other activities without Board of Supervisors approval.

0030-14 Use of One-Time Revenues: One-time revenue will only be appropriated to one-time expenditures such as capital projects or equipment, not to long-term programs.

0030-15 Long-Term Debt: The percentage increase in approved annual debt-services over any two year period will not exceed the percentage increase in general revenues projected over the same period.

0030-16 Designated Funds: Special Fund designations will be limited to funds mandated by law. This policy also determines the priority order for expenditure of these funds.

0030-17 General Fund Reserves: This reserve would provide a sound fiscal base for the County's budget and cash management and to meet the emergency requirements of long-term extraordinary events.

0030-18 Transfer of Excess Cash Balances to General Fund: This provides for excess bond proceeds from Joint Powers Agency activities to be transferred to County Use.

0030-19 Revenue Match Limitations: Revenue matches will be limited to the mandated level unless clear justification is provided which results in a waiver of this policy by the Board of Supervisors.

DEBT MANAGEMENT

CURRENT OBLIGATIONS

SHORT TERM OBLIGATIONS

For 1989-90, the County of San Diego has issued $168,000,000 in Tax and Revenue Anticipation Notes to finance seasonal cash flow requirements for general fund expenditures of the County. The Notes, in accordance with California Law, are general obligations of the County but payable only out of taxes, income, revenue, cash receipts and other moneys of the County attributable to the fiscal year and legally available for payment thereof.

County General Fund expenditures occur in approximately level amounts throughout the fiscal year. Conversely, receipts follow an uneven pattern primarily as a result of secured property tax installment payment dates which are in December and April. The County in recent years has issued tax or tax revenue anticipation notes to meet cash requirements of the General Fund. The County has paid all notes and related commitments when due. In the last ten years, the County's short term borrowing program has ranged from $50 million in 1979-80 to $185 million in 1986-87.

The General Fund cash balance at June 30, 1989 was expected to be approximately $20 million, and the General Fund is expected to realize a maximum cumulative cash flow deficit of approximately $163 million at December 9, 1989.

COUNTY OF SAN DIEGO
SHORT-TERM BORROWING COVERAGE RATIOS
(In Thousands)

Fiscal Year	Locally Collected	State "In-Lieu"	Total	Other Revenue	Short-Term Borrowing	Taxes	Other Revenue	Total
1980-81	$106,416	$37,518	$143,934	$403,061	$ 90,000	1.6	4.5	6.1
1981-82	111,188	38,173	149,361	417,605	90,000	1.7	4.6	6.3
1982-83	132,350	38,363	170,713	470,300	130,000	1.3	3.6	4.9
1983-84	159,052	40,648	199,700	491,211	150,000	1.3	3.3	4.6
1984-85	178,542	52,367	230,909	533,282	150,000	1.5	3.6	5.1
1985-86	205,435	64,429	269,864	582,770	165,000	1.6	3.5	5.1
1986-87	235,314	72,028	307,342	623,284	185,000	1.6	3.4	5.0
1987-88	257,939	82,705	340,644	696,446	151,000	2.3	4.6	6.9
1988-89(1)	287,340	91,000	378,340	806,026	157,000	2.4	5.1	7.5
1989-90(2)	314,261	96,107	410,368	872,939	168,000	2.4	5.2	7.6

(1) Estimated
(2) Proposed

LONG-TERM OBLIGATIONS

General Obligations Debt

The County has no outstanding general obligation bonds. The County's last general obligation bond debt was retired in fiscal year 1980-81. (A 1958 issue of $12.5 million for the University Hospital).

Lease Obligations

The County has made frequent use of various lease arrangements with joint powers authorities and the non-profit corporation, San Diego Capital Asset Leasing Corporation (SANCAL),for the financing of capital projects and equipment through lease-revenue bonds, and certificates of participation. The County also leases facilities and equipment.

Pension Obligations

The County has not issued pension obligation debt. The unfunded pension liability is currently estimated at $363.1 million.

The following is a summary of General Long Term Obligations of the County of San Diego.

COUNTY OF SAN DIEGO
LONG TERM OBLIGATIONS
As of May 1, 1989
(In Thousands)

	Original Obligation/Issue	Annual Base Rental Fiscal Year 88-89
County Employees' Retirement Association	$ 1,511	$ 82
Joint Powers Authorities	156,050	12,468
Redevelopment Agency	51,000	4,244
Non-Profit Corporation	111,410	10,122
Private Parties	43,355	8,569
Total	$363,326	$35,485

Future Proposed Financings

The County expects to complete refunding and new financings during 1989-90 as follows:

- $24.6 million - Refunding of the CSAC Bonds (East Mesa Detention Facility construction).

- $18.4 million - Financing of the Clairemont Hospital acquisition as a County acute Inpatient facility to replace the Loma Portal Psychiatric Facility.

- $47.5 million - Financing for the replacement of the Edgemoor Geriatric Hospital. (New construction)

APPENDIX F

GLOSSARY OF TERMS

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. The detail of authorized positions is published in the staffing schedule of the program budget. The authorizing document is the Compensation Ordinance.

BASE ADJUSTMENT: 1) Increased cost to provide appropriations for a full-year position, contract or program commitment budgeted for partial year either current year (due to hiring lags, budget constraints, or program timing) or through a mid-year change. 2) Reduced costs related to a non-continuing activity or workload funded in the current year. 3) Net increases or decreases in costs department-wide due to step increases and decreases.

BUDGET, PROGRAM/TRADITIONAL: A program budget expresses the operating plan in terms of the cost of activities to be undertaken to achieve specific goals and objectives. A traditional budget expresses the plan in terms of the cost of such expenses 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 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 last July 1 and ending next June 30.

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, and 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.

DISCRETIONARY PROGRAMS/MANDATED SERVICE LEVEL (MDSL): These are programs which the County voluntarily operates, however, service levels are specified by law, usually as a condition of funding. The Adoption and Drug Programs are good examples of this type of program.

DISCRETIONARY PROGRAMS/DISCRETIONARY SERVICE LEVEL (DDSL): These programs are voluntary and there are no service level requirements. However, many of these programs are necessary in as much as they support mandated programs. For instance, within the Department of General Services, Facilities Maintenance, Fleet Equipment and Public Service Utilities Programs provide needed services to other County programs. Another example is Information Services which provides labor saving services to many mandated programs. So although these types of programs are discretionary in a legal sense, the service they provide is important to the operation of County government.

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.

FORECAST: 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, and Support Services.

FUND BALANCE: A surplus or deficit of assets over liabilities and reserves within a specific fund, or organization unit. A comparison of projected expenditures and revenues with related appropriations.

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 programs and projects. Since they are locally generated, General Revenues are affected by local economic conditions. Their usage is controlled by the Board of Supervisors. (See Net County Cost.)

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 results from 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.

MANDATED PROGRAMS/MANDATED SERVICE LEVEL (MMSL): This is a category for programs over which the Board has no discretion. Aid to Facilities with Dependent Children is an example. The County is required to operate this program; this service is targeted to a population meeting eligibility standards set by the State; time deadlines are imposed and the aid payment schedule and County participation rate is set by the State.

MANDATED PROGRAMS/DISCRETIONARY SERVICE LEVEL (MDSL): This is a category for programs that are required by law, but the level of service is optional. An example of a program in this category is the General Relief Program. The Board sets the aid payment rate and has total freedom of choice in deciding how this program is administered. Some programs, such as the Mental Health and Law Enforcement Programs have discretionary service levels because the minimum service level requirement is not clearly stated in the law, Charter or Court ruling that mandates the program.

NET COUNTY COST: A cost funded by general revenues. Generally the difference between direct costs and program revenues or that part of County appropriations offset by General Revenues.

NET GENERAL FUND CONTRIBUTION: (SEE NET COUNTY COST)

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.

RESERVE DESIGNATION: The amount of fund balance which is reserved for specific purposes and which is not available for financing the budget requirements. An example is the reserve the County of San Diego has designated for Mission Trails Park.

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.

SPECIAL REVENUE FUND: A revenue fund used to account for the proceeds of specific revenue sources (other than special assessments, or for major capital projects) that are legally restricted to expenditure for specified purposes. The Library Fund and Road Fund are examples of special revenue funds.

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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