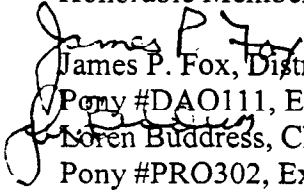
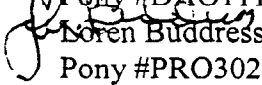


COUNTY OF SAN MATEO
Inter-Departmental Memo

Date: November 19, 2001
Hearing Date: December 4, 2001

TO: Honorable Members of the Board of Supervisors

FROM:  James P. Fox, District Attorney
Pony #DAO111, Extension 4636
 Loren Buddress, Chief Probation Officer
Pony #PRO302, Extension 8803

SUBJECT: Reorganization of the Victim Center Program

RECOMMENDATION

1. Accept this report on the reorganization of the Victim Center Program.
2. Approve an Appropriation Transfer Request (ATR) transferring appropriations from the Probation Department to the District Attorney's Office.
3. Adopt an Ordinance amending the Salary Ordinance adopted by the Board of Supervisors on August 7, 2001.

BACKGROUND

Since 1974 the San Mateo County Probation Department has operated the Victim/Witness Program which offers comprehensive aid and assistance to the victims and witnesses of violent crime. This program has consistently been recognized both statewide and locally as a creative, pro-active model program.

Since 1990 the San Mateo County Probation Department has operated the Special Emphasis Project in connection with the already established Victim/Witness Program. The program supports an intensive outreach program to assist victims of assaultive behavior in East Palo Alto, East Menlo Park and South Redwood City.

DISCUSSION

The Victim Center program is located in the District Attorney's Office in 44 of the 58 counties in California. The District Attorney's Office currently has Victim Advocates dedicated to victim/witness work, and both the District Attorney's Office and the Probation Office believe efficiencies could be realized by having this operation located in the District Attorney's Office. It is also believed that services to victims could also be improved by this centralization of efforts.

FISCAL IMPACT

The ATR transfers appropriate funds from the Probation Department to the District Attorney's Office to support the requirements of these grants.

ORDINANCE NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

* * * * *

AN ORDINANCE AMENDING SALARY ORDINANCE 04060

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows:

SECTION 1. Part 12 of the Ordinance is amended as indicated:

ORGANIZATION 25000 DISTRICT ATTORNEY'S OFFICE

1. Item D131, Program Services Manager I, is increased by 1 position for a new total of 1 position.
2. Item E001, Administrative Secretary I, is increased by 1 position for a new total of 1 position.
3. Item G112S, Community Worker series, is increased by 3 positions for a new total of 3 positions.
4. Item B183S, Community Worker - unclassified series, is increased by 1 position for a new total of 1 position.

ORGANIZATION 32000 PROBATION DEPARTMENT

1. Item D163, Probation Services Manager I, is decreased by 1 position for a new total of 18 positions.
2. Item E001, Administrative Secretary I, is increased by 1 position for a new total of 1 position.
3. Item G112S, Community Worker series, is decreased by 3 positions for a new total of 1 position.
4. Item B107S, Social Worker - unclassified series, is decreased by 1 position for a new total of 0 positions.

SECTION 2. This action is effective at the start of the first pay period beginning thirty days following adoption.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO. _____

DEPARTMENT

District Attorney's Office

DATE

11-19-01

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	Please see attached worksheets			
To	Please see attached worksheets			

Justification. (Attach Memo if Necessary)

To transfer appropriations from the Probation Department to the District Attorney's Office in conjunction with the reorganization of the Victim/Witness and Special Emphasis programs.

DEPARTMENT HEAD

BY: *James P. Fox*

DATE
11-19-01

2. Board Action Required

Four-Fifths Vote Required

Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY: _____

DATE

3. Approve as Requested

Approve as Revised

Disapprove

Remarks:

COUNTY MANAGER

BY: _____

DATE

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: _____

Supervisors: _____

 Absent Supervisors: _____

ATTEST:

 CHAIRMAN, BOARD OF SUPERVISORS
 COUNTY OF SAN MATEO

 Clerk of Said Board

DISTRIBUTION:
 WHITE — BOARD OF SUPERVISORS
 GREEN — CONTROLLER
 CANARY — COUNTY MANAGER
 PINK — DEPARTMENT
 GOLDENROD — TREASURER

APPROPRIATION TRANSFER REQUEST			
District Attorney's Office/Victim Center - OCJP			19-Nov-01
FROM			
Fund or Org	Account	Amount	Description
32451	1853	(376,302)	OCJP Grant - Various
		(376,302)	TOTAL REVENUE
	4111	(226,451)	Regular Hours - Perm Positions
	4118	(2,472)	Bilingual Pay
	4161	(4,000)	Extra Help Hours - Reg Pay
	4311	(9,975)	FICA
	4312	(2,334)	Medicare Contribution
	4321	(36,483)	County Retirement Contribution
	4412	(11,533)	Kaiser Health Plan
	4413	(7,358)	County Health Plan
	4422	(2,496)	County Dental Plan
	4423	(856)	Delta Dental Plan
	4431	(840)	Vision Insurance Plan
	4441	(432)	Life Insurance Plan
	4442	(816)	Long Term Disability Ins
	4451	(216)	Unemployment Insurance
	4511	(6,153)	Workers Comp Ins Contribution
	5132	(606)	Direct Communications Expense
	5193	(1,068)	General Office Supplies
	5211	(816)	Computer Supplies
	5212	(4,700)	Computer Equipment <\$5000
	5234	(6,649)	Office Furniture & Equipment
	5511	(3,780)	Office Equipment Rental
	5714	(1,656)	Employee Mileage Reimbursement
	5721	(3,912)	Meetings & Conference Expense
	5722	(428)	Misc Employee Expense Reimbursement
	5733	(400)	Train & Educ Materials/Supplies
	6712	(5,811)	Telephone
	6713	(6,372)	Information Services Charges
	6714	(18,190)	County Rental Charge
	6716	(5,184)	County Leased Facility Rental
	6722	(2,586)	Copy Center Charges
32111	6725	(1,729)	General Liability Insurance
		(376,302)	TOTAL EXPENSES

APPROPRIATION TRANSFER REQUEST

District Attorney's Office/Victim Center - Special Emphasis

19-Nov-01

FROM

Fund or Org	Account	Amount	Description
32452	1951	(110,000)	OCJP Grant - Federal
		(110,000)	TOTAL REVENUE
	4111	(47,866)	Regular Hours - Perm Positions
	4161	(46,133)	Extra Help Hours - Reg Pay
	4311	(3,081)	FICA
	4321	(5,181)	County Retirement Contribution
	4412	(4,595)	Kaiser Health Plan
	4422	(768)	County Dental Plan
	4431	(168)	Vision Insurance Plan
	4441	(84)	Life Insurance Plan
	4442	(168)	Long Term Disability Ins
	4451	(60)	Unemployment Insurance
	4511	(1,896)	Workers Comp Ins Contribution
	5132	(885)	Direct Communications Expense
	5193	(510)	General Office Supplies
	5197	(765)	Postage & Mailing Expense
	5211	(500)	Computer Supplies
	5234	(2,514)	Office Furniture & Equipment
	5714	(1,242)	Employee Mileage Reimbursement
	5721	(2,721)	Meetings & Conference Expense
	5722	(288)	Misc Employee Expense Reimbursement
	5733	(640)	Train & Educ Materials/Supplies
	6712	(2,453)	Telephone
	6713	(1,416)	Information Services Charges
	6714	(1,895)	County Rental Charge
	6716	(5,184)	County Leased Facility Rental
	6722	(1,585)	Copy Center Charges
		(132,598)	TOTAL EXPENSES

APPROPRIATION TRANSFER REQUEST			
District Attorney's Office/Victim Center - Special Emphasis			19-Nov-01
TO			
Fund or Org	Account	Amount	Description
25172	1951	110,000	OCJP Grant - Federal
		110,000	TOTAL REVENUE
	4111	46,611	Regular Hours - Perm Positions
	4118	1,255	Bilingual Pay
	4161	46,133	Extra Help Hours - Reg Pay
	4311	3,081	FICA
	4321	5,181	County Retirement Contribution
	4412	4,595	Kaiser Health Plan
	4422	768	County Dental Plan
	4431	168	Vision Insurance Plan
	4441	84	Life Insurance Plan
	4442	168	Long Term Disability Ins
	4451	60	Unemployment Insurance
	4511	1,896	Workers Comp Ins Contribution
	5132	885	Direct Communications Expense
	5193	510	General Office Supplies
	5197	765	Postage & Mailing Expense
	5211	500	Computer Supplies
	5234	2,514	Office Furniture & Equipment
	5714	1,242	Employee Mileage Reimbursement
	5721	2,721	Meetings & Conference Expense
	5722	288	Misc Employee Expense Reimbursement
	5733	640	Train & Educ Materials/Supplies
	6712	2,453	Telephone
	6713	1,416	Information Services Charges
	6714	1,895	County Rental Charge
	6716	5,184	County Leased Facility Rental
	6722	1,585	Copy Center Charges
		132,598	TOTAL EXPENSES