

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2019-20

Department: CHILD SUPPORT
 SERVICES (03700)
 Function: Public Protection
 Activity: Judicial
 Fund: General

	<u>ACTUAL 2017-18</u>	<u>BOARD APPROVED 2018-19</u>	<u>DEPARTMENT REQUEST 2019-20</u>	<u>CAO RECOMMENDED 2019-20</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654000 State - Other	981,298	966,415	1,101,485	1,101,485
657000 Federal - Other	1,851,267	1,875,981	2,138,176	2,138,176
TOTAL INTERGOVERNMENTAL REVENUE	2,832,564	2,842,396	3,239,661	3,239,661
CHARGES FOR CURRENT SERVICES				
662800 Intrafund Revenue	137,719	17,952	17,952	17,952
TOTAL CHARGES FOR CURRENT SERVICES	137,719	17,952	17,952	17,952
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	20,453	4,000	9,000	9,000
TOTAL MISCELLANEOUS REVENUES	20,453	4,000	9,000	9,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	0	285,502	173,593	173,593
TOTAL OTHER FINANCING SOURCES	0	285,502	173,593	173,593
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,990,737</u>	<u>3,149,850</u>	<u>3,440,206</u>	<u>3,440,206</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,471,093	1,590,368	1,715,598	1,715,598
710103 Extra Help	42,225	51,000	51,000	51,000
710105 Overtime	5,550	5,000	5,000	5,000
710107 Premium Pay	0	5,100	6,500	6,500
710200 Retirement	481,352	556,800	603,547	603,547
710300 Health Insurance	231,355	270,518	291,175	291,175

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	ACTUAL 2017-18	BOARD APPROVED 2018-19	DEPARTMENT REQUEST 2019-20	CAO RECOMMENDED 2019-20
SALARIES & EMPLOYEE BENEFITS (continued)				
710400 Workers' Compensation Insurance	27,973	29,346	25,782	25,782
TOTAL SALARIES & EMPLOYEE BENEFITS	2,259,548	2,508,132	2,698,602	2,698,602
SERVICES & SUPPLIES				
720300 Communications	14,898	15,000	17,000	17,000
720500 Household Expense	21,740	18,425	18,500	18,500
720600 Insurance	34,715	45,548	53,129	53,129
720601 General Insurance	764	764	764	764
720800 Maintenance - Equipment	2,605	5,000	5,000	5,000
720900 Maintenance - Structures & Grounds	2,054	5,246	5,246	5,246
721100 Memberships	2,930	3,470	3,470	3,470
721200 Miscellaneous Expenses	165	0	0	0
721300 Office Expense	41,344	38,840	40,000	40,000
721400 Professional & Specialized Services	41,082	60,000	50,000	50,000
721500 Publications & Legal Notices	112	0	200	200
721600 Rents & Leases - Equipment	10,594	11,000	11,000	11,000
721900 Special Departmental Expense	19,070	0	19,070	19,070
722000 Transportation & Travel	16,498	16,000	18,000	18,000
722100 Utilities	27,801	40,000	40,000	40,000
TOTAL SERVICES & SUPPLIES	236,372	259,293	281,379	281,379
OTHER CHARGES				
730302 Retire - Capital Lease	46,514	0	0	0
730502 Interest - Capital Lease	1,329	0	0	0
TOTAL OTHER CHARGES	47,843	0	0	0
FIXED ASSETS				
740300 Equipment/Furniture	19,609	0	0	0
TOTAL FIXED ASSETS	19,609	0	0	0

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	<u>ACTUAL 2017-18</u>	<u>BOARD APPROVED 2018-19</u>	<u>DEPARTMENT REQUEST 2019-20</u>	<u>CAO RECOMMENDED 2019-20</u>
INTRAFUND EXPENSES				
770100 Intrafund Transfer	289,645	259,753	340,825	340,825
TOTAL INTRAFUND EXPENSES	289,645	259,753	340,825	340,825
<u>TOTAL EXPENDITURES</u>	<u>2,853,018</u>	<u>3,027,178</u>	<u>3,320,806</u>	<u>3,320,806</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(137,719)</u>	<u>(122,672)</u>	<u>(119,400)</u>	<u>(119,400)</u>

CHILD SUPPORT SERVICES

COMMENTS

The function of this Department is to locate and obtain financial support from parents to support their children. This Department is also charged with the responsibility of initiating steps to enforce court orders regarding child support for civil cases and the establishment of paternity. The Program also reduces welfare grants to CalWorks cases by requiring non-custodial parents to contribute to the support of their children.

In 2019-20, the Department will remain 100% sub-vented with a combination of State and Federal funding, with no impact on the General Fund. This continues to become more challenging each year as the State and Federal allocations have been held flat for several years. The Department continues to hold several positions vacant and makes ongoing efforts to reduce operational costs.

WORKLOAD

The State requires that the following three categories be reported based on a calculation at the end of the Federal Fiscal Year:

	Currently Receiving <u>Assistance</u>	Formerly Received <u>Assistance</u>	Never Received <u>Assistance</u>	<u>Total</u>
October 2018	1912	3510	1112	6534
November 2018	1909	3518	1113	6540
December 2018	1924	3520	1108	6552

Note: If a client is currently receiving Public Assistance (CalWORKs), or has formerly received Assistance, the incentives received for these cases are higher than for a client who has never received Assistance.

ESTIMATED REVENUES

- 654000** **State – Other** (\$1,101,485) is recommended based on the projected State portion of the Child Support Funding Allocation.
- 657000** **Federal – Other** (\$2,138,176) is recommended based on the projected Federal portion of the Child Support Funding Allocation
- 662800** **Intrafund Revenue** (\$17,952) is based on the charges to the Department of Social Services for lease of occupied space.
- 673000** **Miscellaneous Revenue** (\$9,000) is recommended based on the projected interest accrued from the department's State and Federal revenues.

CHILD SUPPORT SERVICES

ESTIMATED REVENUES (continued)

680200 Operating Transfer In (\$173,593) is recommended based on the available funds from the Reserve Child Support Fund (5591)

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$1,715,598) are recommended increased \$125,230 based on cost of recommended staff.

710103 Extra Help (\$51,000) is recommended unchanged for extra-help staff which is fully funded for extra projects. In 2019-20, Extra Help will work on special reports to improve performance in specific areas and court representation.

710105 Overtime (\$5,000) is recommended unchanged.

710107 Premium Pay (\$6,500) is recommended increased \$1,400 for the cost of bilingual pay.

710200 Retirement (\$603,547) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$291,175) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$25,782) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$17,000) is recommended increased \$2,000. The budgeted amount for this account is based on current and estimated costs for the department's telephone services.

720500 Household Expense (\$18,500) is recommended unchanged for janitorial services and supplies for the building provided through a contracted service provider. This amount also includes refuse disposal costs.

720600 Insurance (\$53,129) is the Department's contribution to the County's Self-Insured Liability Program.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

720601 **General Insurance** (\$764) is recommended unchanged for the Department's contribution to the County's Property Insurance Program.

720800 **Maintenance - Equipment** (\$5,000) is recommended unchanged based on current, actual costs for maintenance of office and computer equipment, and vehicles.

720900 **Maintenance - Structures and Grounds** (\$5,246) is recommended unchanged as costs for Building and Grounds Maintenance labor are now accounted for under Intrafund Expense (770100) as per direction received from the Auditor's Office. This account funds the supplies needed for the maintenance of the Child Support building.

721100 **Memberships** (\$3,470) is recommended unchanged as costs for the Child Support Director's Association (CSDA) dues (\$2,500); this account also funds California Attorney Dues (\$430); with anticipated fee increase for CSDA membership (\$540.00).

721300 **Office Expense** (\$40,000) is recommended unchanged based on current and projected expenses for printed forms, general office and copy supplies, State-directed customer service activities, and mailing costs.

721400 **Professional & Specialized Services** (\$50,000) is recommended unchanged based on necessary program system support of Service of Process costs; IT support costs are now accounted for under Intrafund Expense (770100) per direction received from the Auditor-Controller's office. Projected expenses are as follows:

Genetic Testing/Paternity Declarations	\$ 7,000
Service of Process	30,000
ADT Security/Credit Reporting/Employee Insight/Other	13,000

721600 **Rents & Leases - Equipment** (\$11,000) is recommended unchanged based on actual costs to fund the copier lease contract, including lease of three copiers.

722000 **Transportation & Travel** (\$18,000) is recommended increased \$2,000 for attendance at meetings, training sessions, and conferences.

722100 **Utilities** (\$40,000) is recommended unchanged based on current and projected expenditures for gas, electricity and water utility costs for the Child Support building.

CHILD SUPPORT SERVICES

INTRAFUND EXPENSES

770000 **Intrafund Expenses** (\$340,825) is recommended increased \$81,072 for IT support services (\$250,000), Retiree Health Insurance (\$76,825), and Building and Grounds Maintenance (\$7,000). This account also funds services provided by Central Services (\$2,000). This account also funds the MOU with Human Resources (\$5,000).

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2019-20**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
3693	Child Support Assistant I or							
3694	Child Support Assistant II	7.0	4.0	7.0	4.0	-	-	
3695	Child Support Assistant III	3.0	-	3.0	-	-	-	
3369	Child Support Program Manager	2.0	-	2.0	-	-	-	
3344	Child Support Specialist I or							
3345	Child Support Specialist II	13.0	2.0	13.0	2.0	-	-	
3339	Child Support Specialist III	4.0	1.0	4.0	1.0	-	-	
3170	Deputy Director of Child Support Svcs	1.0	-	1.0	-	-	-	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.0		1.0	-	-	-	
2119	Director of Child Support Services	1.0	-	1.0	-	-	-	
3414	District Attorney Criminal Investigator	-	1.0	-	1.0	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	4.0	-	4.0	-	-	
3351	Personnel Technician I or							
3352	Personnel Technician II or							
3533	Office Assistant I or							
3534	Office Assistant II	-	0.5	-	0.5	-	-	
3292	Staff Services Analyst I (General)	1.0	-	1.0	-	-	-	
3171	Child Support Supervisor	1.0	-	1.0	-	-	-	
	TOTAL	35.0	12.5	35.0	12.5	-	-	