

RECOMMENDED PROPOSED BUDGET

for the

FISCAL YEAR ENDING JUNE 30, 2018



Recommended by County Administrative Office

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321	Agricultural Commissioner/Weights & Measures
475	Agricultural Extension Service
357	Animal Services
477	Appropriations for Contingencies
15	Assessor
11	Auditor-Controller
379	Behavioral Health Services
1	Board of Supervisors
331	Building Inspection
67	Building Maintenance
65	Building Operations

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COUNTY OF MADERA

ADMINISTRATIVE MANAGEMENT

200 WEST 4TH STREET, SUITE 4200, MADERA, CALIFORNIA 93637-3548
 (559) 675-7703 / FAX (559) 675-7950 / TDD TELEPHONE (559) 675-8970

June 12, 2017

**HONORABLE BOARD OF SUPERVISORS
 COUNTY OF MADERA**

In accordance with the requirements of State Law and Madera County Code Section 2.24.030C, submitted herewith are my recommendations for the 2017-18 RECOMMENDED PROPOSED BUDGET. The following is a summary of budget appropriation totals:

APPROPRIATION SUMMARY (Exclusive of Special Districts)

<u>Fund</u>	<u>Actual 2015-16</u>	<u>Board of Supervisors Approved Expenditures 2016-17</u>	<u>Department Request 2017-18</u>	<u>CAO Recommendation 2017-18</u>	<u>Change from 2016-17 to 2017-18</u>
General	\$177,578,934	\$230,024,744	\$256,285,052	\$256,034,485	\$26,009,741
Fish and Game	4,791	5,000	5,000	5,000	0
Refuse Disposal & Flood Control	6,471,227	8,466,529	8,537,459	8,537,459	70,930
AB 109 & Community Corr. Performance Inc.	6,171,036	7,325,704	7,091,984	7,091,984	(233,720)
Road	16,242,918	20,226,009	21,832,082	21,832,082	1,606,073
Capital Projects	0	0	1,183,200	1,183,200	1,183,200
GRAND TOTAL BUDGET REQUIREMENTS	<u>\$206,468,906</u>	<u>\$266,047,986</u>	<u>\$294,934,777</u>	<u>\$294,684,210</u>	<u>\$28,636,224</u>

HONORABLE BOARD OF SUPERVISORS

June 12, 2017

The recommended Fiscal Year 2017-18 General Fund appropriation of \$256,034,485 is balanced with projected revenue and fund balance shown in the following estimates:

REVENUE SUMMARY - GENERAL FUND

<u>Classification</u>	Board of Supervisors Approved Revenues <u>2016-17</u>	CAO Recommended Estimated Revenues <u>2017-18</u>
Taxes	\$ 47,153,867	\$49,276,843
Licenses, Permits, & Franchises	4,613,884	5,067,885
Fines, Forfeits, & Penalties	4,127,230	4,276,230
Revenue from Use of Money and Property	175,760	155,846
Aid from Other Government Agencies	120,044,372	135,743,698
Charges for Current Services	14,459,518	16,812,574
Other Revenue	<u>28,363,268</u>	<u>28,518,486</u>
REVENUE TOTAL	\$218,937,899	\$239,851,562
FUND BALANCE	10,500,000	15,500,000⁽¹⁾
RELEASE OF RESERVE FOR IT SYSTEMS	258,345	118,998⁽²⁾
RELEASE OF PY REVENUE CARRYOVER	<u>328,500</u>	<u>563,925⁽³⁾</u>
GRAND TOTAL	<u>\$230,024,744</u>	<u>\$256,034,485</u>

(1) The preliminary General Fund Balance for the period ending June 30, 2017, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$15,500,000.

(2) Represents the use of the remaining Reserve for IT Systems to cover the general fund share of the information security project.

(3) Represents fund balance carryover from the prior year that was designated by your Board as match for the Tree Mortality Project.

GENERAL FUND DISCRETIONARY REVENUE

Funding Sources

Carryover from Prior Year ⁽¹⁾	15,500,000
Carryover of Tree Mortality Funding ⁽²⁾	563,925
FY 2017-18 Projected Revenues ⁽³⁾	<u>66,194,810</u>
Total Available Funding Sources	82,258,735

Recommended Funding Uses:

County Operations	73,819,181
Mandated Matches for Social Services Programs	3,032,541
Fire Asset Replacement Reserve	500,000
FY 2017-18 Reserve for Future Budgetary Needs	<u>4,907,013⁽⁴⁾</u>
Total Recommended Funding Uses	82,258,735

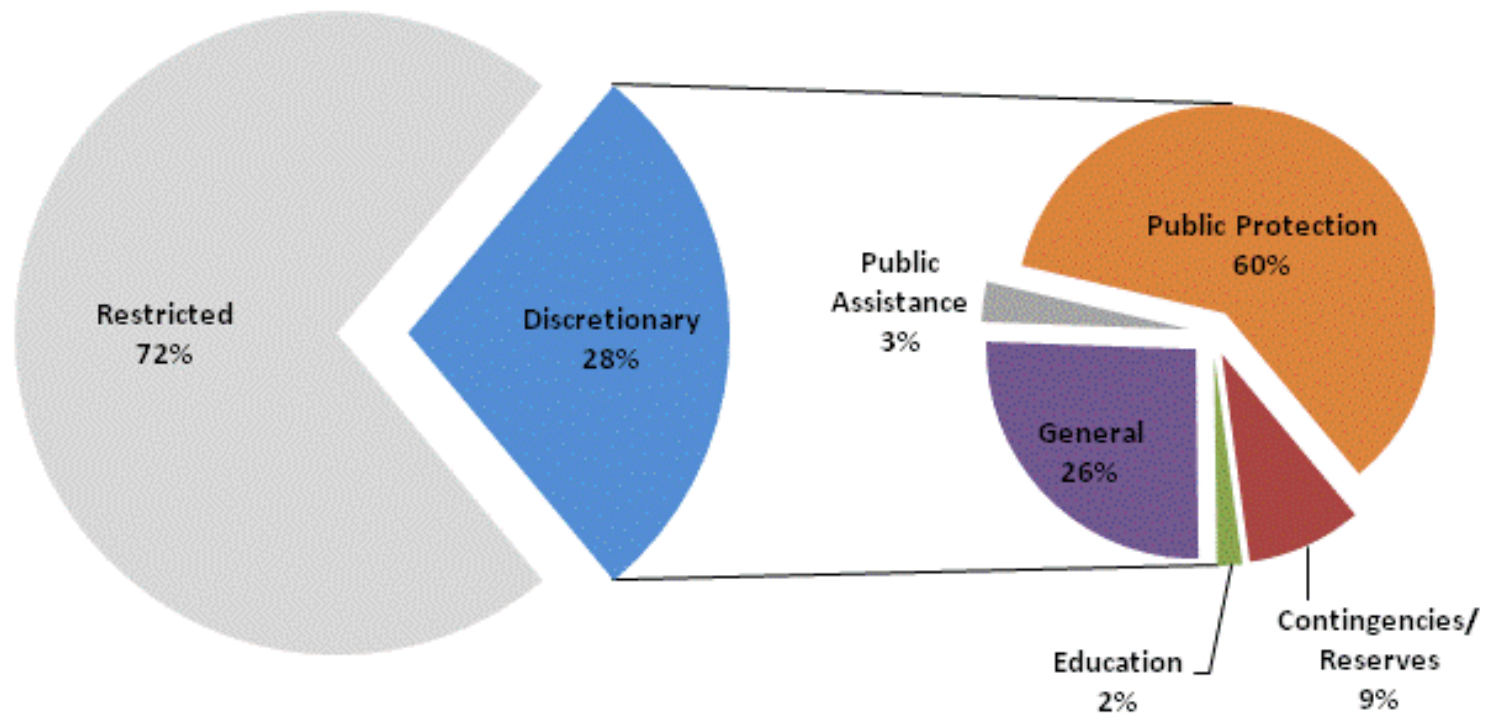
(1) Reflects the preliminary General Fund Balance (Fund Balance) for the period ending June 30, 2017, as projected by the Auditor's Office in cooperation with the Administrative Office. Fund Balance represents carryover prior year discretionary revenues.

(2) Revenue designated in the prior fiscal year for tree mortality operations

(3) Discretionary revenue from taxes, fines, fees and other sources projected to be collected in Fiscal Year 2017-18

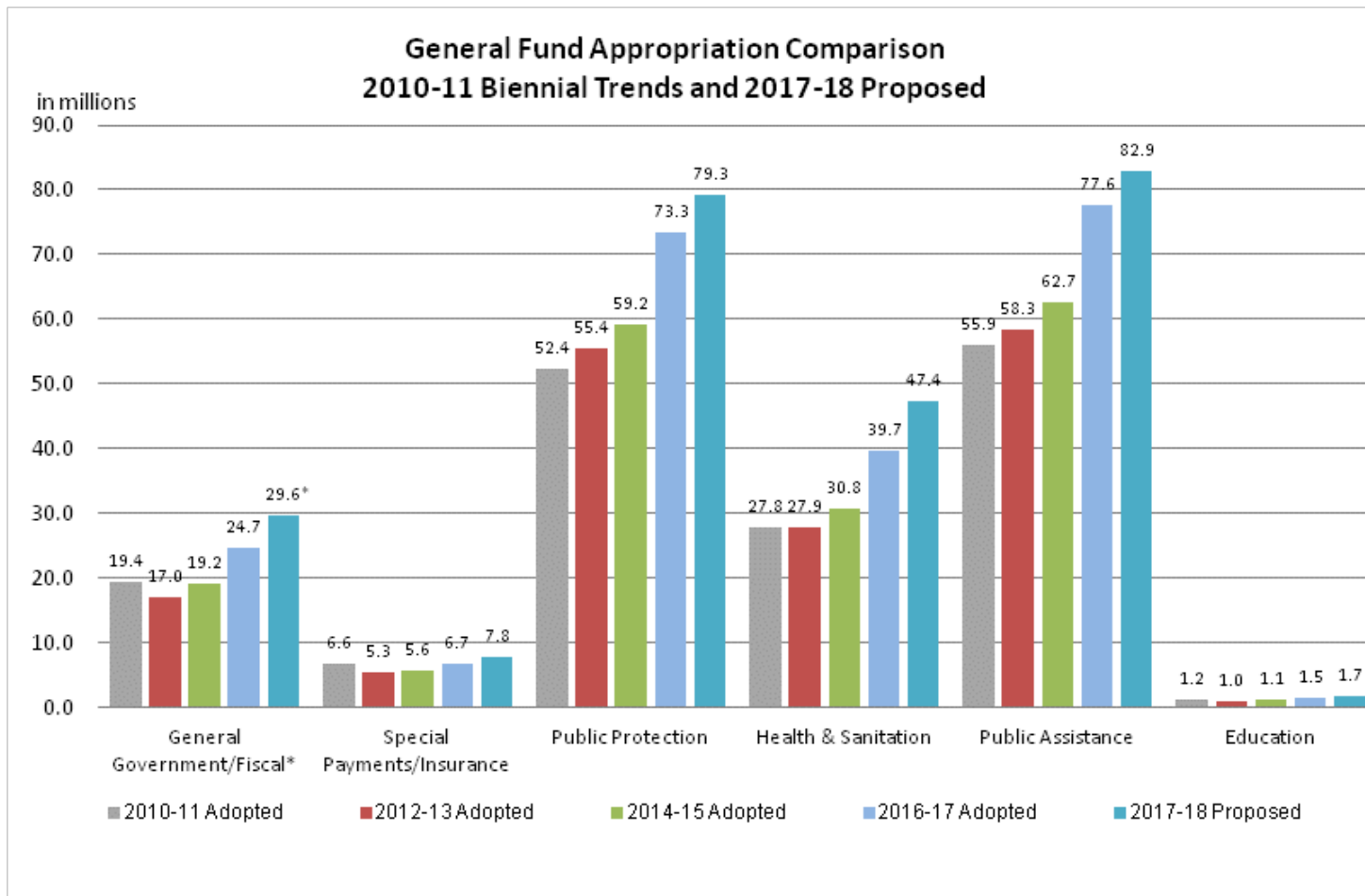
(4) Reflects an increase of \$843,359 from the current budgetary reserve

Fiscal Year 2017-18 Proposed Budget Discretionary vs Restricted Funding



COMMENTS ON THE 2017-18 RECOMMENDED PROPOSED BUDGET

The Recommended Proposed Budget for Fiscal Year 2017-18 is a balanced budget that provides funding consistent with your Board’s priorities, continuing in the attempt to begin to restore funding levels within the Public Safety Departments and provide funding necessary for information technology system upgrades to address information security across the county network. Restricted funding for Health and Welfare programs continues to increase this fiscal year, but is dictated by the State and Federal Governments without much discretion at the local level.



- Due to a reorganization, beginning Fiscal Year 2017-18, General Government/Fiscal appropriations includes a shift of existing road fund and enterprise fund appropriations that were previously budgeted in Public Works’ non-general fund Orgs. This is not an increase in cost to the general fund.

COMMENTS ON THE 2017-18 RECOMMENDED PROPOSED BUDGET (continued)

Due to the fiscal prudence of your Board, exceptional efforts of the County Management Team and steady economic growth, the County Budget is balanced and increases the Reserve for Future Budgetary Needs by \$843,359 to a total of \$4.9 million and maintains a \$2.4 million Contingency budget. In addition, the recommended budget sets aside \$500,000 for the Fire Asset Replacement Reserve. The proposed budget also includes funding to restore key public safety positions in the Sheriff's Department that were previously unfunded during the fiscal crisis and addresses necessary facility security requirements in the County Jail. The recommended budget also includes funding for several key capital projects, including: funding for the design and engineering work for the new Agriculture Building; schematic design consultant costs for the District Attorney and Probation Building; and demolition costs for the 35-year old Jail Annex Building at Courthouse Park.

Economic development efforts continue to progress throughout the county and will continue this year with a continued focus on new residential, commercial, and industrial development opportunities. The Rio Mesa Area continues to be the most active development area countywide. More specifically, there has been significant new residential development in the Riverstone Community, while development in the Tesoro Viejo Community accelerated with the formation of a Community Facilities District (CFD). The County's economic development team participated in an effort that successfully attracted Community Medical Centers (CMC) to acquire 200 acres of land in the Rio Mesa Area for a future medical campus similar to those in Fresno and Clovis. The CMC project will help attract other businesses and help maintain a balance of jobs and housing in the area.

It is worth noting that the 2016-17 Fiscal Year brought significant accomplishments: the Board approved a Fire Equipment Replacement and Reserve Policy, which established a process by which equipment acquisitions are prioritized systematically and are done on an ongoing basis to facilitate a more cost efficient method of funding; the County received a conditional award of \$19 million from the State under the SB 1022 - Adult Local Criminal Justice Facilities Construction Program, funds will be utilized for jail construction and renovation to address requirements identified in a needs assessment; design work was initiated and is substantially completed for the new Health and Social Services Office Complex; and facility work was completed and operations are about to begin at the new County Morgue.

The continuation of a selective hiring freeze is recommended again in 2017-18 as a cost containment measure. It is important to note that the proposed budget is consistent with your Board's direction to avoid the use of the limited Teeter Fund reserve and borrowed funds to finance the operations of the County.

The State Budget has not been signed into law at this time. Components of the State Budget that will be impacting counties is still being modified through trailer bills and will be brought before your Board once details are finalized.

The following are general comments concerning the Recommended Proposed 2017-18 General Fund Budget:

COMMENTS ON THE 2017-18 RECOMMENDED PROPOSED BUDGET (continued)

The 2017-18 General Fund Budget has an overall increase of \$26.0 million over the 2016-17 Fiscal Year. The following is a brief recap of General Fund functions and other points of interest:

- ✓ The General Government category reflects an increase of \$4.9 million over Fiscal Year 2016-17. The majority of the increase, \$2.7 million, is due to a change in how appropriations for the Public Works Department are budgeted and is not a real year to year increase in proposed expenditures. Other major factors contributing to the increase include: upgrades to the County network to comply with Federal and State information security requirements; continued implementation of the County's One Solution Financial System; increases in workers compensation, general liability, and retirement contribution rates; projected costs of various building maintenance agreements and repairs; and increases in the cost of printing ballots and other election related resources.
- ✓ The Public Protection category has increased \$6.0 million over Fiscal Year 2016-17. The increase is primarily due to the following: updated workers compensation, general liability and retirement contribution rates; the recommended funding of five previously unfunded Deputy Sheriff positions based on the Sheriff's recommendations; accelerated replacement cycle for Sheriff patrol vehicles to improve officer safety; funding for fire equipment replacements; increases in the fire protection services contract with CAL FIRE; addition of one Building Inspector position to align building inspection resources with the workload; and the projected annual financing costs for the Jail Heating, Ventilation and Air Conditioning (HVAC) Project.
- ✓ The Health and Sanitation category has increased \$7.7 million over Fiscal Year 2016-17. The increase is primarily due to the Public Health Department's participation in the Intergovernmental Transfer Rate (IGT) Program. Under IGT, the County Public Health Department must allocate its Health Realignment under the IGT agreement; the State will then match the amount minus fees and send that amount back to the County, including the original Health Realignment match allocated. It is projected that the County will net \$2,664,758 per fiscal year through the IGT Program under the current two-year agreement. Other increases in this category include increases in the cost of providing the necessary care for patients within the Behavioral Health System.
- ✓ The Public Assistance category has increased \$5.3 million over Fiscal Year 2016-17. The increase in this category is primarily due to increases in projected public assistance aid costs, specifically, in the Aid to Adoptions and KinGap Programs, and the full year cost of Social Services positions that were added and funded during the current fiscal year. These programs are generally financed by State and Federal funds. A 3.5% increase in the In Home Supportive Services

COMMENTS ON THE 2017-18 RECOMMENDED PROPOSED BUDGET (continued)

(IHSS) MOE was also included in the proposed budget. However, the State budget contained several changes that impact the funding structure of the IHSS Program. These impacts are not anticipated to significantly increase the net IHSS MOE cost to the County but it may require some changes in how it is accounted for. These changes will be brought to your Board for approval during the 2017-18 Fiscal Year.

- ✓ The Education category (Library and Agricultural Extension) has increased \$0.2 million over Fiscal Year 2016-17. This increase is primarily due to updated workers compensation and general liability rates, increases necessary to augmenting the Library's books and subscription appropriations, and funding to replace the carpet at the main library, which is currently beyond repair.
- ✓ The preliminary General Fund Balance for the period ending June 30, 2017, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$15.5 million. The Auditor's continued timely completion of the County's Financial Statements has allowed for a more accurate beginning balance at June 30, 2016. The Auditor's Office is scheduled to complete the final June 2017 Fund Balance calculation in the fall of this year after the final close-out of the 2016-17 Fiscal Year.
- ✓ The Public Employees' Retirement System (PERS) notified the County that the miscellaneous employee rate will increase from 24.523% to 25.077% for Fiscal Year 2017-18. The current PERS rate for Law Enforcement employees is 29.776% and will increase to 30.463%. PERS has also notified its participants that the PERS Board has approved lowering its long term rate of return from 7.50% to 7.00% over three years beginning the 2018-19 Fiscal Year. This change in the rate of return is anticipated to increase employer contributions in the PERS system, with the County's annual impact estimated at \$1 million based on currently available information. While this change will not impact the FY 2017-18 Proposed Budget, it will be factored into the subsequent fiscal years' budget proposals.
- ✓ Employee Compensation Increases All compensation adjustments that have been agreed to in a Memorandum of Understanding (MOU) have been budgeted in the individual Departmental budgets.
- ✓ Appropriations for Contingency is budgeted at \$2,424,416, which is unchanged from Fiscal Year 2016-17. Funds are included in the contingency account to cover costs associated with multi-defendant special circumstance cases being handled by appointed Public Defense Attorneys; payout costs related to retirements; county matches associated with grants and other unanticipated events. This reserve amount may change at Final Budget depending on any reductions in State funding or changes in Fund Balance.

COMMENTS ON THE 2017-18 RECOMMENDED PROPOSED BUDGET (continued)

- ✓ The recommended budget takes into account the impacts of the compensation study that was implemented in 2015-16. The study addressed the pay disparities that were causing employees to leave and work for other agencies, wasting the amount of time and resources that were spent to train employees that leave. The study has had a positive effect with increased retention of employees.

- ✓ All previous fiscal commitments by your Board have been included in this Budget.

HONORABLE BOARD OF SUPERVISORS

June 12, 2017

COMMENTS ON RESIDUAL/DESIGNATED FUND BALANCE

<u>Funds</u>	<u>Balance</u>	<u>Type, Proposed Use, and Comments on Funds</u>
A Reserve for Information Technology System (IT)/Asset Replacement	\$0*	<p>Type: Discretionary One-Time Funds</p> <p>Use: This funding was designated by the Board of Supervisors in the 2013-14 Adopted Budget for future One-Time IT System/Asset Replacement Projects in the amount of \$850,908. Approved uses of these funds are: 5/13/14 - financed the investment in the current Financial/HR System (\$383,910); 5/12/15 - replacement of the audio system in the Board Room (\$15,400); 1/26/16 - Data Classification Study (\$74,255); 7/11/16 – One Solution Financial Upgrade (\$258,345).</p> <p>Comments: It is recommended that the \$118,998 balance in this reserve be used to offset the General Fund portion of the IT – Information Security Project in 2017-18.*</p>
Reserve for Future Budgetary Needs	\$4,907,013	<p>Type: Discretionary one-time funds.</p> <p>Use: These funds are set-aside for future budgetary needs.</p> <p>Comments: There are no recommended uses of these funds included in the Fiscal Year 2017-18 Proposed Budget.</p>

COMMENTS ON RESIDUAL/DESIGNATED FUND BALANCE (continued)

<u>Funds</u>	<u>Balance</u>	<u>Type, Proposed Use, and Comments on Funds</u>	
A Reserve for Fire Asset Replacement	\$500,000	Type:	Discretionary One-Time Funds
		Use:	This funding is proposed to be established and used to fund the annual debt service costs of acquiring replacement fire equipment pursuant to the approved Fire Equipment Replacement Policy.
		Comments:	It is recommended that the funding source for this reserve be derived from the projected fund balance of the Fire Protection budget.

COMMENTS ON FINAL BUDGET HEARINGS

The Government Code provides that estimates submitted by an official or person shall not be addressed or reduced until they have had a hearing before your Board sometime during or prior to the Final Budget Hearings. In addition, your Board (1) must hear any taxpayer, during consideration of the Final Budget, regarding the increase, decrease, or omission of any item in the Proposed Budget, or for the inclusion of additional items; (2) may add any items at the Final Budget Hearings for which a written request is filed; and (3) may delete any items at the Final Budget Hearings.

Therefore, it is recommended that your Board:

1. Instruct the County Administrative Officer to review the budget accounts approved in the Proposed Budget and submit recommendations for adjustments to be considered at the Final Budget Public Hearings.
2. Set MONDAY, JUNE 26, 2017, as the date Final Budget Public Hearings to begin.
3. Instruct the County Administrative Officer to schedule specific items to be heard during Final Budget deliberations for persons indicating a desire to be heard regarding the Budget.

Respectfully submitted,



Eric Fleming
County Administrative Officer

County of Madera Budget Staff:

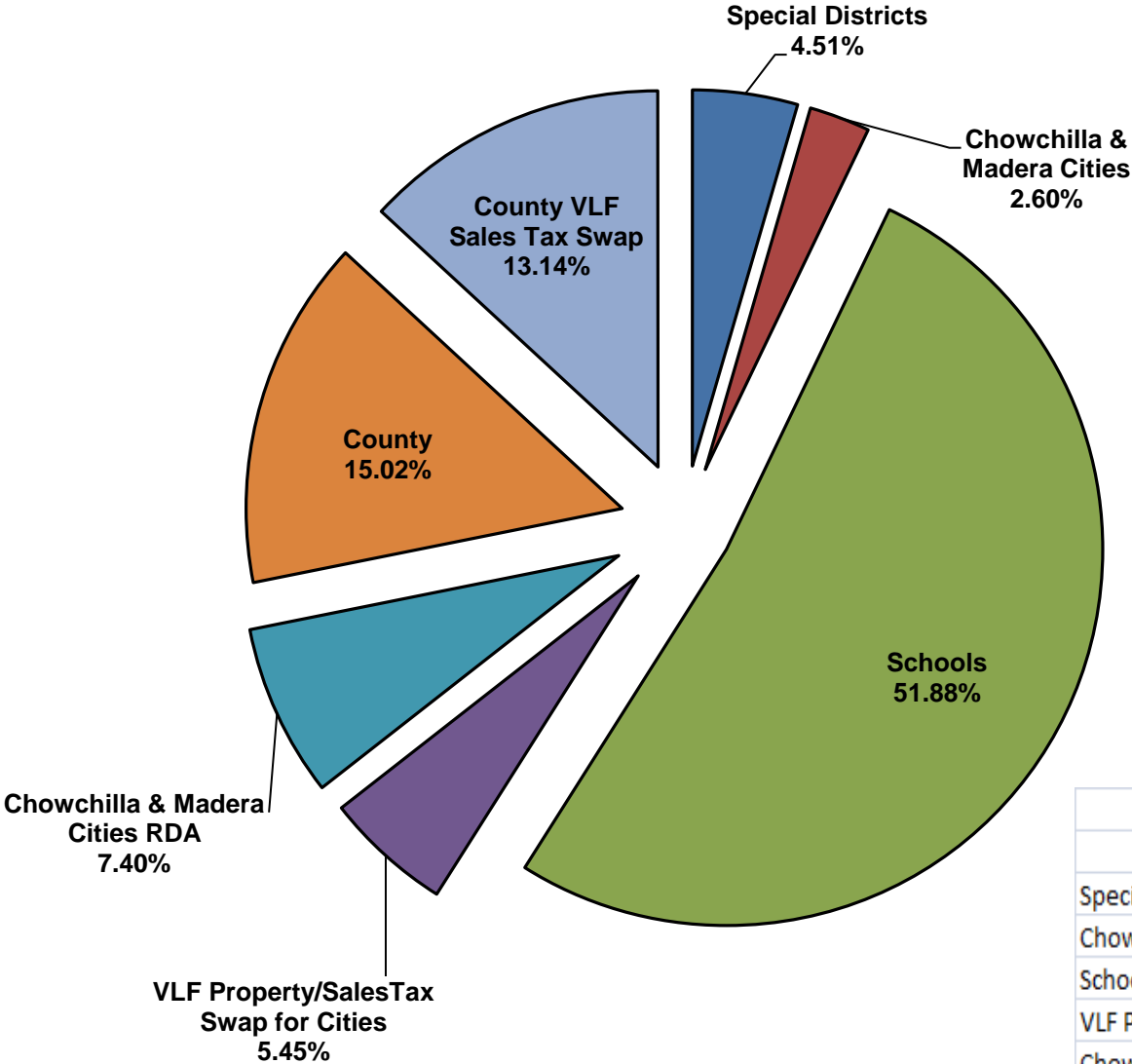
Eric Fleming, County Administrative Officer

Joel Bugay, Deputy CAO-Finance

Sean Kirkpatrick, Senior Administrative Analyst

Yvette Gomez, Executive Assistant to the CAO

PROPERTY TAX DISTRIBUTION 2016-17*

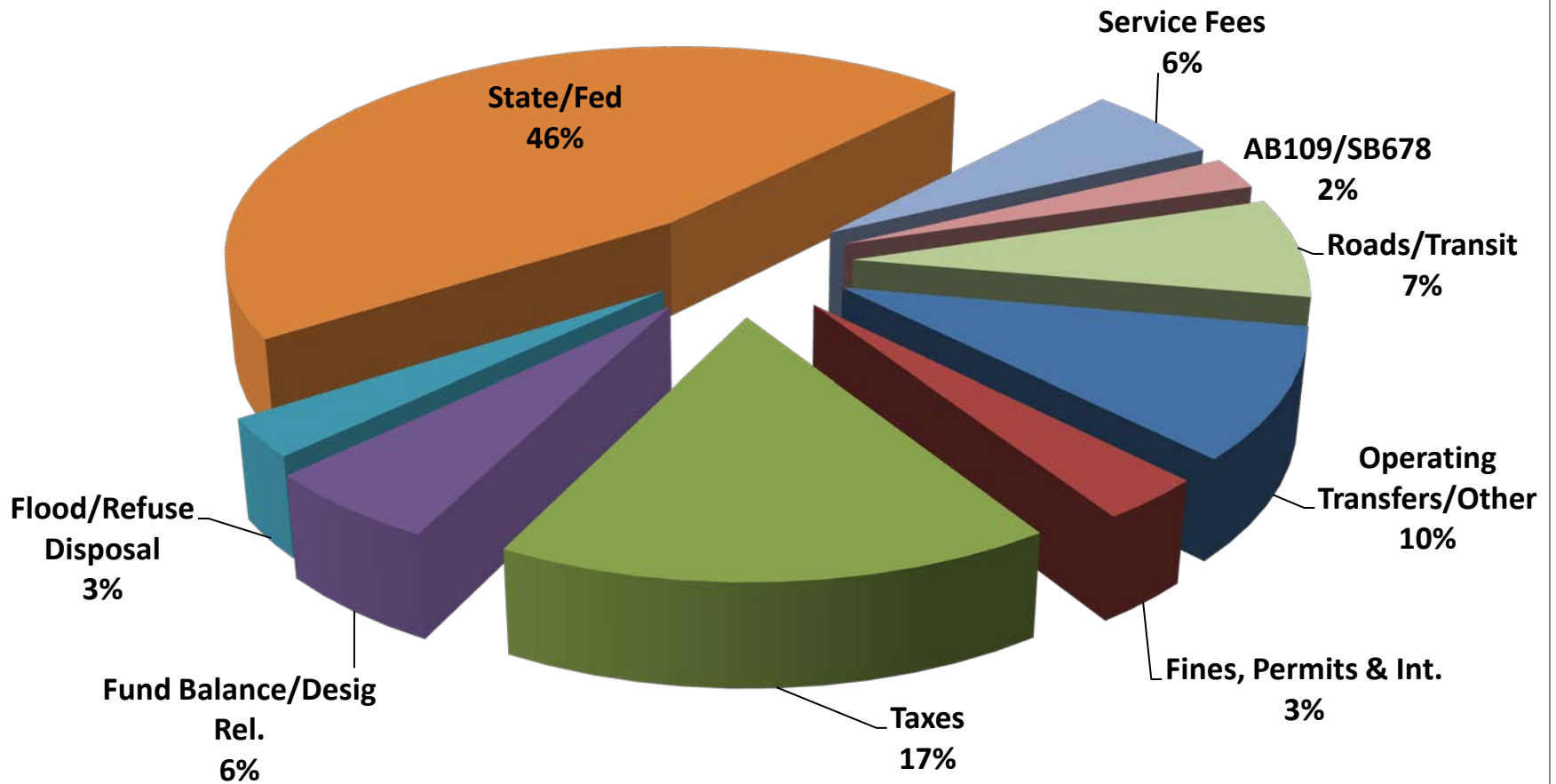


	2014-15	2015-16	2016-17
	Rates	Rates	Rates
Special Districts	4.46%	4.52%	4.51%
Chowchilla & Madera Cities	2.66%	2.63%	2.60%
Schools	48.74%	50.99%	51.88%
VLF Property/Sales Tax Swap for Cities	7.33%	6.14%	5.45%
Chowchilla & Madera Cities RDA	7.32%	7.35%	7.40%
County	15.07%	15.03%	15.02%
County VLF Sales Tax Swap	14.42%	13.34%	13.14%

* The 2017-18 Property Tax Allocation was not available at the time of printing

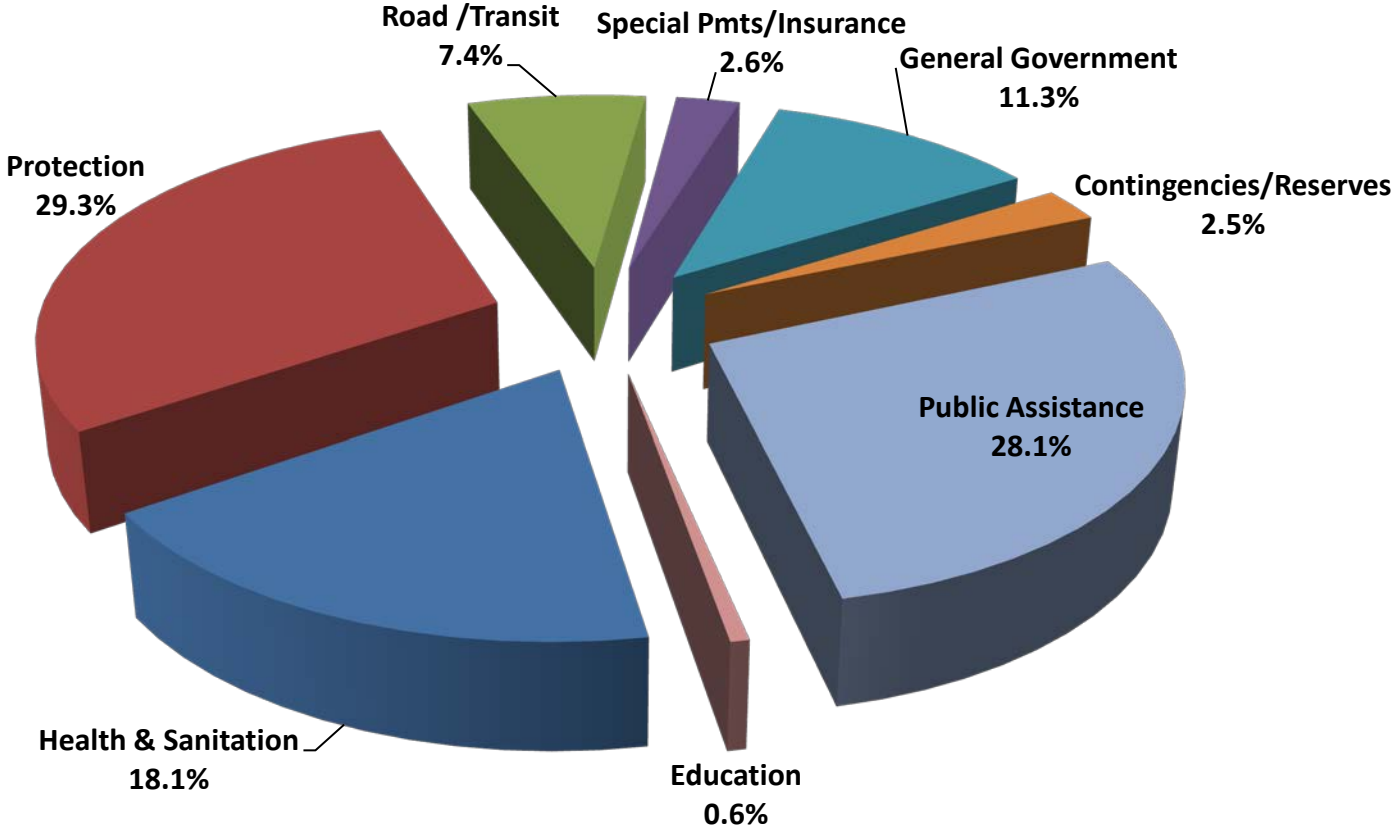
RECOMMENDED 2017-18 REVENUE

\$294,684,210



RECOMMENDED 2017-18 EXPENDITURES

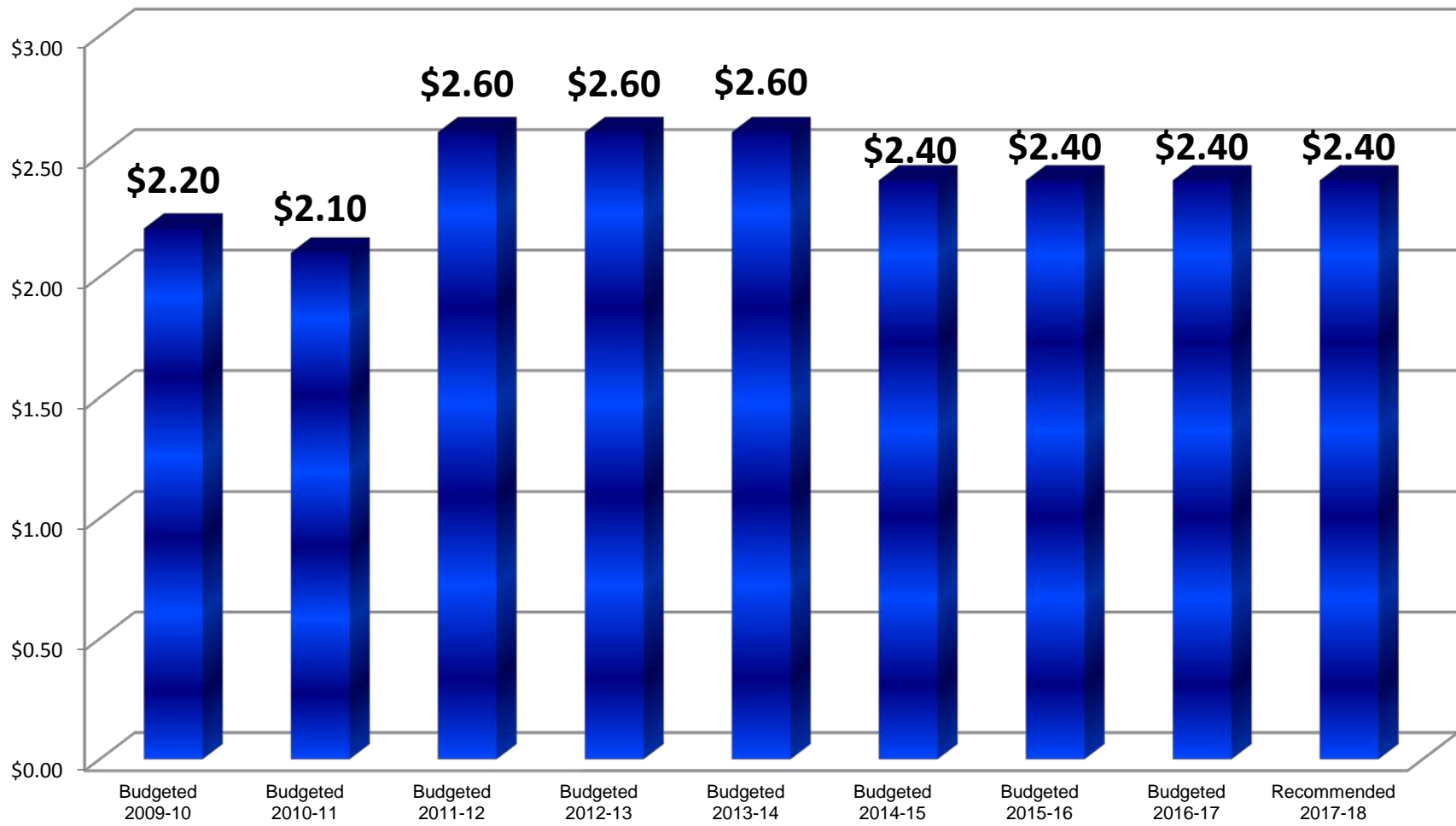
\$294,684,210



GENERAL FUND CONTINGENCY BUDGET

NINE YEAR ANALYSIS 2009-10 TO 2017-18

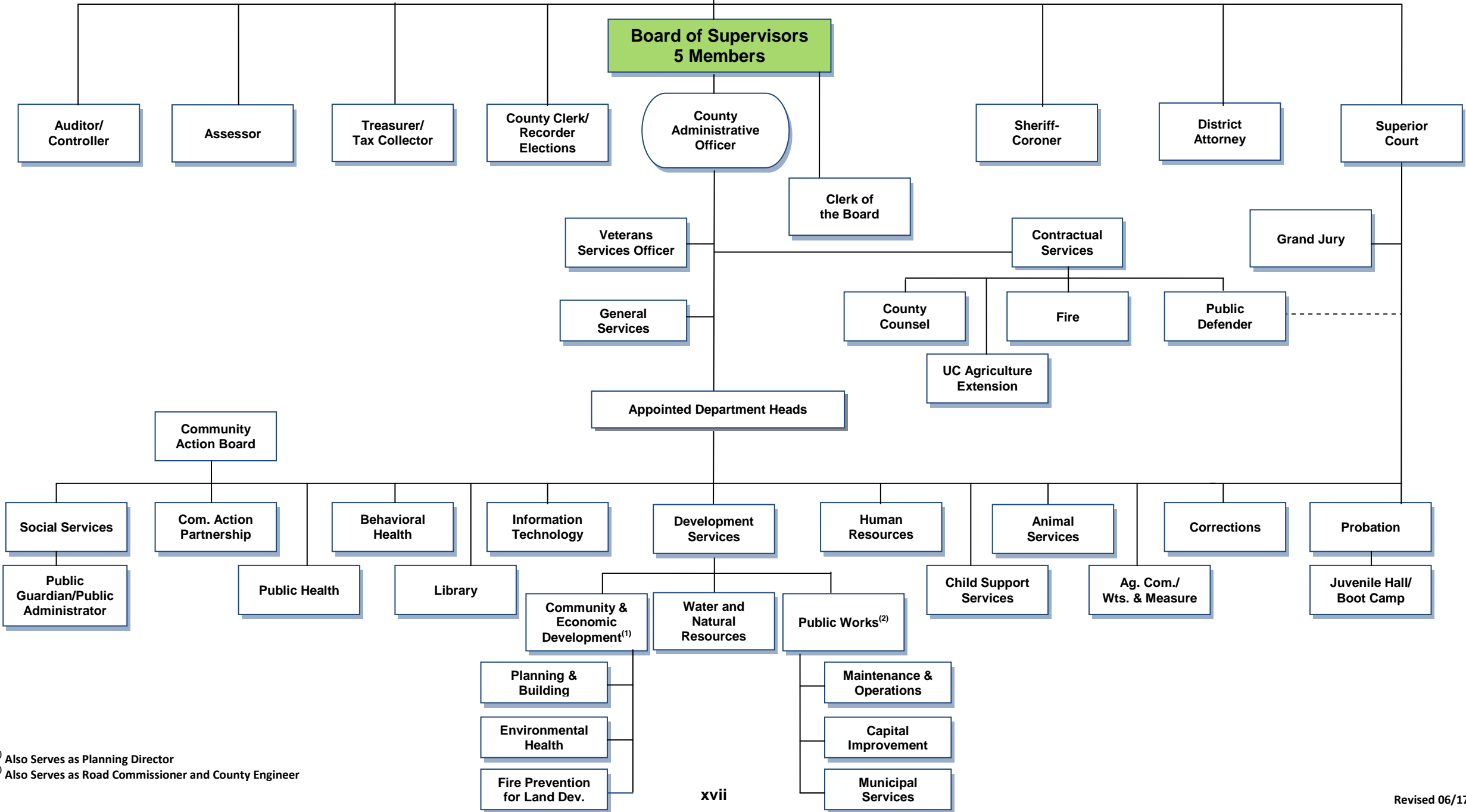
(in millions)





MADERA COUNTY GOVERNMENT ORGANIZATION CHART

ELECTORATE



⁽¹⁾ Also Serves as Planning Director

⁽²⁾ Also Serves as Road Commissioner and County Engineer

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2017-18**

Budget Units (Grouped By Units)	Actual Expenditures 2015-16	Board of Supervisors Approved Expenditures 2016-17	Department Request 2017-18	CAO Recommendation 2017-18	Increase (Decrease) 2016-17/2017-18
<u>GENERAL</u>					
LEGISLATIVE & ADMINISTRATIVE:					
00100 Board of Supervisors	1,483,771	1,604,310	1,700,055	1,700,055	95,745
00210 Administrative Management / Purchasing	795,415	838,589	890,896	890,896	52,307
TOTAL LEGISLATIVE & ADMINISTRATIVE	2,279,186	2,442,899	2,590,951	2,590,951	148,052
FINANCE:					
00310 Auditor-Controller	1,700,426	2,129,173	2,347,933	2,347,933	218,760
00400 Assessor	2,277,635	2,717,113	2,471,379	2,471,379	(245,734)
00500 Treasurer-Tax Collector	969,053	1,245,246	1,365,494	1,365,494	120,248
TOTAL FINANCE	4,947,114	6,091,532	6,184,806	6,184,806	93,274
COUNSEL:					
00700 County Counsel	1,841,622	1,132,550	1,132,550	1,132,550	-
PERSONNEL:					
00800 Human Resources	1,195,222	1,188,881	1,276,398	1,276,398	87,517
ELECTIONS:					
03330 Elections	789,533	781,475	988,442	988,442	206,967
PROPERTY MANAGEMENT:					
01315 PW - Engineering	932,135	1,151,006	-	-	(1,151,006)
01300 PW - Administration	-	-	3,878,519	3,878,519	3,878,519
01340 PW - Special Districts Services	2,200,135	2,960,707	3,372,201	3,372,201	411,494
15010 PW - Madera County Flood Control Fund	734,146	3,755,095	2,473,225	2,473,225	(1,281,870)
01311 General Services	206,085	239,645	287,042	287,042	47,397
01320 Bldg. Operations	335,313	352,144	425,662	425,662	73,518
01330 Bldg. Maintenance	1,450,336	1,215,300	1,346,304	1,346,304	131,004
01360 Grounds Maintenance	390,941	404,065	444,468	444,468	40,403
01700 Utilities	635,852	654,108	663,608	663,608	9,500
12926 Capital Project - Agriculture Building	-	-	200,000	200,000	200,000
12896 Capital Project - Hall of Justice	-	-	440,000	440,000	440,000
12927 Capital Project - Jail Annex Demolition	-	-	157,000	157,000	157,000
12843 Capital Project - Jail Security	-	-	386,200	386,200	386,200

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2017-18**

Budget Units (Grouped By Units)	Actual Expenditures 2015-16	Board of Supervisors Approved Expenditures 2016-17	Department Request 2017-18	CAO Recommendation 2017-18	Increase (Decrease) 2016-17/2017-18
TOTAL PROPERTY MANAGEMENT	6,884,943	10,732,070	14,074,229	14,074,229	3,342,159
OTHER GENERAL:					
00230 Insurance	3,271,864	3,796,589	4,119,910	4,119,910	323,321
02100 Central Services	481,061	586,338	589,169	589,169	2,831
02150 311 Customer Service Center	176,194	192,799	199,537	199,537	6,738
00240 Information Technology	3,101,402	5,357,435	5,487,450	5,487,450	130,015
00242 Information Technology - ERP	-	-	270,827	270,827	270,827
00243 Information Technology - Information Security	-	-	528,097	528,097	528,097
02200 Special Payments	2,665,239	2,960,205	3,660,110	3,660,110	699,905
TOTAL OTHER GENERAL	9,695,760	12,893,366	14,855,100	14,855,100	1,961,734
TOTAL GENERAL FUNCTION	27,633,380	35,262,773	41,102,476	41,102,476	5,839,703
<u>PUBLIC PROTECTION</u>					
JUDICIAL:					
03700 Child Support Services	2,897,160	3,383,937	3,184,380	3,184,380	(199,557)
03510 District Attorney	2,806,596	3,107,733	3,648,468	3,648,468	540,735
03530 District Attorney - COPS	100,945	112,567	115,691	115,691	3,124
03540 District Attorney - Rape Prosecution Grant	133,143	154,750	163,276	163,276	8,526
03544 District Attorney - DUI Program	141,810	183,189	190,523	190,523	7,334
03545 District Attorney - Crime Prosecution Unit	126,698	278,533	291,236	291,236	12,703
03548 District Attorney - DA-FED Vert Pros	149,505	174,559	-	-	(174,559)
03550 District Attorney - Welfare Fraud	942,994	1,362,791	1,352,189	1,352,189	(10,602)
02300 Trial Court Operations (Gen Fund Contri.)	1,352,550	1,326,128	1,326,128	1,326,128	-
03400 Grand Jury	62,498	71,700	71,700	71,700	-
03600 Public Defender	2,854,515	2,943,027	3,248,608	3,248,608	305,581
TOTAL JUDICIAL	11,568,414	13,098,914	13,592,199	13,592,199	493,285
POLICE PROTECTION:					
04000 Sheriff-Coroner	11,510,749	12,049,063	13,158,426	13,158,426	1,109,363
04022 Sheriff - CalEMA Homeland Security 2011-077	979	-	-	-	-

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2017-18**

Budget Units (Grouped By Units)		Actual Expenditures 2015-16	Board of Supervisors Approved Expenditures 2016-17	Department Request 2017-18	CAO Recommendation 2017-18	Increase (Decrease) 2016-17/2017-18
04023	Sheriff - EMPG Emergency Planning	351,786	314,674	316,000	316,000	1,326
04024	Sheriff - CalEMA SHSGP 2013-00110	-	-	-	-	-
04025	Sheriff - CalEMA SHSGP 2012-SS-00123	-	-	-	-	-
04030	Sheriff - Bass Lake Operations	153,266	141,684	404,068	404,068	262,384
04031	Sheriff - CalOES #2014-00093	123,288	-	-	-	-
04032	Sheriff - CalOES #2015-00078	-	234,740	108,000	108,000	(126,740)
04033	Sheriff - Canine Program	864.00	98,500	35,000	35,000	(63,500)
04034	Sheriff - Morgue Operations	-	506,020	742,209	742,209	236,189
04036	Sheriff - CalOES 2016-00102	-	-	237,011	237,011	237,011
04041	Sheriff - Emergency Operations	20,874.00	250,000	254,038	254,038	4,038
04046	Sheriff - Fed-Cannibas Eradication	39,513	57,600	75,000	75,000	17,400
04050	Sheriff - COPS (SLESF)	217,144	244,443	272,646	272,646	28,203
04052	Sheriff - Multi Juris. Local Hazard Mitig. Plan	-	150,000	150,000	150,000	-
04053	Sheriff - Tree Mortality	-	-	2,255,700	2,255,700	2,255,700
04054	Sheriff - Chukchansi Indian Casino	710,024	700,109	717,447	717,447	17,338
04062	Sheriff - Rural Crime Prevention Task Force	336,361	387,092	401,271	401,271	14,179
04064	Sheriff - Civil Division	625,639	641,863	666,056	666,056	24,193
04066	Sheriff - Off Highway	10,699	150,000	185,000	185,000	35,000
04070	Sheriff - Anti-Drug Program	526,713	594,875	264,226	264,226	(330,649)
04071	Sheriff - CAL-MMET	256,964	277,404	288,502	288,502	11,098
04072	Sheriff - JAG Grant	33,706	33,000	33,000	33,000	-
04074	Sheriff - Court Security	1,774,664	1,928,031	1,800,970	1,800,970	(127,061)
04090	Sheriff - OCJP NET Project	50,532	105,900	93,900	93,900	(12,000)
	TOTAL POLICE PROTECTION	16,743,765	18,864,998	22,458,470	22,458,470	3,593,472
	DETENTION & CORRECTION					
04610	Department of Corrections	13,679,183	14,620,631	15,699,283	15,699,283	1,078,652
04720	Juvenile Hall	4,527,559	4,678,419	4,608,875	4,608,875	(69,544)
04700	Probation	4,671,131	4,033,610	4,465,079	4,465,079	431,469
04714	Probation - CCP Planning	51,793	100,000	100,000	100,000	-
04785	Probation - Crime Prevention Act of 2000	524,820	514,791	423,831	423,831	(90,960)
04787	Probation - Youth Offender Block Grant	441,623	644,844	604,410	604,410	(40,434)
04788	Probation - Proud Parenting Grant	108,616	119,261	119,261	119,261	-
14370	Probation - Community Corrections SB 678	1,242,015	1,407,222	1,173,502	1,173,502	(233,720)
61332	Probation - Public Safety Realignment (AB 109)	4,929,021	5,918,482	5,918,482	5,918,482	-

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2017-18**

Budget Units (Grouped By Units)	Actual Expenditures 2015-16	Board of Supervisors Approved Expenditures 2016-17	Department Request 2017-18	CAO Recommendation 2017-18	Increase (Decrease) 2016-17/2017-18
TOTAL DETENTION & CORRECTION	30,175,761	32,037,260	33,112,723	33,112,723	1,075,463
FIRE PREVENTION:					
05000 Fire Prevention	5,990,973	6,384,035	6,442,112	6,212,254	(171,781)
05010 Fire-Chukchansi Indian Casino	632,834	850,629	912,302	891,593	40,964
05020 Fire-Riverstone	-	564,362	581,889	581,889	17,527
TOTAL FIRE PREVENTION	6,623,807	7,799,026	7,936,303	7,685,736	(113,290)
PROTECTIVE INSPECTION:					
05410 Ag. Commissioner/Sealer of Wts. & Measures	1,409,713	1,651,303	1,655,737	1,655,737	4,434
01375 CED - Fire Prevention - Land Development	247,163	271,154	326,712	326,712	55,558
01370 CED - Building Inspection	1,381,889	1,509,319	1,632,801	1,632,801	123,482
TOTAL PROTECTIVE INSPECTION	3,038,765	3,431,776	3,615,250	3,615,250	183,474
OTHER PROTECTION:					
03300 County Clerk-Recorder	666,955	1,026,241	969,101	969,101	(57,140)
05900 CED - Planning	2,065,067	2,301,635	2,364,109	2,364,109	62,474
05950 CED - Water and Natural Resources	-	722,037	652,170	652,170	(69,867)
06100 Local Agency Formation Commission Contri	-	30,685	44,430	44,430	13,745
06000 Animal Services	1,161,215	1,239,130	1,300,470	1,300,470	61,340
06200 Predatory Animal Control	73,341	76,149	77,672	77,672	1,523
11200 Fish and Game	4,791	5,000	5,000	5,000	-
TOTAL OTHER PROTECTION	3,971,369	5,400,877	5,412,952	5,412,952	12,075
TOTAL PUBLIC PROTECTION FUNCTION	72,121,881	80,632,851	86,127,897	85,877,330	5,244,479
<u>PUBLIC WAYS AND FACILITIES</u>					
PUBLIC WAYS:					
11800 PW - Roads & Bridges	14,926,109	17,588,209	16,898,173	16,898,173	(690,036)
63860 PW - Road (Transit)	1,316,809	2,637,800	4,933,909	4,933,909	2,296,109
TOTAL PUBLIC WAYS FUNCTION	16,242,918	20,226,009	21,832,082	21,832,082	1,606,073

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2017-18**

Budget Units (Grouped By Units)	Actual Expenditures 2015-16	Board of Supervisors Approved Expenditures 2016-17	Department Request 2017-18	CAO Recommendation 2017-18	Increase (Decrease) 2016-17/2017-18
<u>HEALTH & SANITATION</u>					
HEALTH:					
06910 Behavioral Health Services	10,538,792	27,060,254	28,153,101	28,153,101	1,092,847
06810 Health	9,134,911	11,167,080	17,681,832	17,681,832	6,514,752
07000 CED - Environmental Health	1,314,672	1,476,819	1,580,200	1,580,200	103,381
TOTAL HEALTH	20,988,375	39,704,153	47,415,133	47,415,133	7,710,980
SANITATION:					
11100 PW - Refuse Disposal Liner Fund	5,737,081	4,711,434	6,064,234	6,064,234	1,352,800
TOTAL SANITATION	5,737,081	4,711,434	6,064,234	6,064,234	1,352,800
TOTAL HEALTH & SANITATION FUNCTION	26,725,456	44,415,587	53,479,367	53,479,367	9,063,780
<u>PUBLIC ASSISTANCE</u>					
ADMINISTRATION:					
07510 Department of Social Services	26,849,938	36,858,163	40,225,756	40,225,756	3,367,593
GENERAL RELIEF:					
07520 General Relief	826,788	953,320	896,680	896,680	(56,640)
07530 ASSISTANCE PROGRAMS:					
Aid for CalWORKS	22,883,425	24,500,000	24,500,000	24,500,000	-
Foster Care	5,563,946	7,100,000	7,200,000	7,200,000	100,000
Aid for Adopted Children	1,400,505	2,500,000	4,000,000	4,000,000	1,500,000
Cal-Learn	5,980	20,000	10,000	10,000	(10,000)
GAIN Support Services (Welfare to Work)	303,389	400,000	400,000	400,000	-
In-Home Supportive Service	3,350,412	3,467,676	3,589,045	3,589,045	121,369
CalWORKS Child Care	229,567	300,000	350,000	350,000	50,000
Kin Gap	565,403	500,000	700,000	700,000	200,000
Cash Assistance Program for Immigrants	29,681	32,000	25,000	25,000	(7,000)
Housing Assistance/Transitional Program	145,997	150,000	150,000	150,000	-
TOTAL ASSISTANCE PROGRAMS	34,478,305	38,969,676	40,924,045	40,924,045	1,954,369

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2017-18**

Budget Units (Grouped By Units)	Actual Expenditures 2015-16	Board of Supervisors Approved Expenditures 2016-17	Department Request 2017-18	CAO Recommendation 2017-18	Increase (Decrease) 2016-17/2017-18
VETERANS SERVICE/PUBLIC GUARDIAN:					
08020 Public Guardian	287,358	394,898	422,587	422,587	27,689
08010 Veterans Service	165,798	164,279	210,399	210,399	46,120
OTHER ASSISTANCE:					
08200 Community Action Partnership	199,518	216,346	227,384	227,384	11,038
TOTAL PUBLIC ASSISTANCE FUNCTION	62,520,347	77,556,682	82,906,851	82,906,851	5,350,169
<u>EDUCATION</u>					
09110 Library	1,151,589	1,389,914	1,578,075	1,578,075	188,161
09200 Agricultural Extension Service	73,335	76,100	76,600	76,600	500
TOTAL EDUCATION FUNCTION	1,224,924	1,466,014	1,654,675	1,654,675	188,661
TOTAL FINANCING REQUIREMENT	<u>206,468,906</u>	<u>259,559,916</u>	<u>287,103,348</u>	<u>286,852,781</u>	<u>27,292,865</u>
<u>APPROPRIATIONS FOR CONTINGENCIES</u>					
Appropriations for Contingencies-General	-	2,424,416	2,424,416	2,424,416	-
Establish Reserve for Future Budgetary Needs	-	4,063,654	4,907,013	4,907,013	843,359
Establish Fire Asset Replacement Reserve	-	-	500,000	500,000	500,000
GRAND TOTAL BUDGET REQUIREMENTS	206,468,906	266,047,986	294,934,777	294,684,210	28,636,224

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
<u>TAXES</u>					
610100 Property Taxes - Current Secured	18,101,340	18,964,082	19,376,227	18,733,028	19,763,751
610102 Property Taxes - Current Secured RDA SA Other Dist	102,172	61,362	-	87,636	-
610200 Property Taxes - Current Unsecured	520,492	532,134	527,758	410,524	527,758
610300 Property Taxes - Prior Secured	(144,129)	794,544	250,000	-	150,000
610400 Property Taxes - Prior Unsecured	28,023	26,391	30,000	-	25,000
610500 Property Taxes - Current Secured - VLF Swap	16,202,611	17,159,306	17,759,882	18,001,081	18,240,019
610502 Property Taxes - In-Lieu VLF-Supplemental	108,269	-	100,000	-	100,000
610503 Property Taxes - VLF - Unitary	990	-	-	-	-
610600 Property Taxes - Supplemental Current	233,888	367,137	170,000	233,856	170,000
610700 Property Taxes - Supplemental Prior	1,195	958	2,000	-	-
610801 Sales & Use Tax	4,689,607	6,273,787	5,673,000	4,011,403	6,411,002
610808 Sales & Use Tax Compensation Fund (Sales Tax Swap)	1,517,870	281,237	-	-	-
610901 Hotel and Motel	2,139,584	2,884,313	2,260,000	1,865,507	2,904,313
610902 Documentary Stamp	584,890	1,999,342	875,000	1,273,318	875,000
610903 Race Horse Tax	385	118	-	-	-
610904 Timber Yield Tax	19,784	4,361	20,000	1,991	-
610906 Aircraft	104,618	91,615	110,000	60,202	110,000
Total Taxes	44,211,589	49,440,687	47,153,867	44,678,546	49,276,843
<u>LICENSES, PERMITS AND FRANCHISES</u>					
620100 Animal Licenses	57,558	54,010	119,066	59,004	119,066
620200 Business Licenses	103,545	223,690	127,000	213,922	57,000
620300 Construction Permits	830,996	1,247,121	1,065,000	883,864	1,040,000
620500 Zoning Permits	55,819	179,184	100,000	194,338	102,000
620600 Franchises, Garbage, Utilities & Cable TV	1,715,109	1,984,520	1,700,000	1,806,977	1,984,520
620700 Other Licenses and Permits	177,878	251,676	190,000	222,590	209,699
620701 Boat Licenses	81,956	85,186	90,000	73,244	150,000
620704 Environmental Health Permits	1,227,351	2,489,864	1,021,218	2,083,147	1,200,000
620705 Burial Permits-Indigent	2,150	1,942	1,600	1,542	1,600
620706 Auto Theft Deterrent Fees (DUI)	121,958	125,031	130,000	61,495	130,000
620710 Grading Permits	53,973	61,424	56,000	56,816	62,000
620711 EH Permit Automation Fee	13,979	30,946	14,000	28,052	12,000
Total Licenses, Permits and Franchises	4,442,272	6,734,594	4,613,884	5,684,991	5,067,885
<u>FINES, FORFEITURES AND PENALTIES</u>					
630101 County Share of State Fines	36,742	42,751	32,000	40,981	32,000
630204 Criminal	604,272	543,677	570,000	464,762	570,000
630221 PC 1463.14 Drug Analysis Fine	173	267	200	345	200

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
630222 State-County Share of Penalty PC 1464	224,940	205,139	215,000	171,300	215,000
630223 PC 1203.4 Change Plea	7,969	8,392	7,000	8,501	7,000
630225 AG - Admin Penalties	-	-	-	1,250	-
630227 RMA Code Enforcement Fines/Fees	177,740	1,227,094	479,000	1,028,107	629,000
630228 Juvenile Supervision/Service Fees	40,160	45,108	42,000	40,817	45,000
630229 Juvenile Boot Camp W&I 903/094	34,155	28,819	28,000	29,986	28,000
630230 Juvenile Probation Supervision W&I 602	2,782	892	1,000	3,062	1,000
630231 Juvenile Record Seal W&I 781	720	480	-	484	-
630301 Judgements and Damages	-	-	-	215	-
630300 Forfeitures & Penalties	-	-	-	-	-
630306 Restitution Fine Rebate 10%	22,123	44,798	25,000	24,378	17,000
630307 Other Fines	14,180	23,454	50,000	18,572	50,000
630308 Restitution to County Departments	30	622	30	67	30
630309 DA - Unfair Business Practices	-	-	-	-	-
630310 Bail Forfeiture	-	-	-	-	-
630312 Consumer Protection Awards	-	-	10,000	-	10,000
630320 Bad Check Penalties	1,963	610	2,000	457	1,000
630400 Penalties/Cost Delinquent Taxes	4,314	3,885	4,000	-	4,000
630401 Cost of Tax Collection	87,180	97,010	95,000	98,200	100,000
630402 County Redemption Fees	11,225	11,612	17,000	10,770	17,000
630403 Penalties & Interest on Taxes	140,292	152,213	150,000	35,278	150,000
630404 Tax Loss Reserve Excess	2,400,000	-	2,400,000	-	2,400,000
Total Fines, Forfeitures and Penalties	3,810,960	2,436,823	4,127,230	1,977,532	4,276,230
<u>REVENUE FROM USE OF MONEY & PROPERTY</u>					
640100 Interest Income	69,058	111,937	-	-	-
640101 Interest	133,592	223,008	150,000	152,320	150,000
640102 Interest on Loan	-	-	-	1,296	1,296
640103 Interest on Property Tax Collection	12,165	4,472	-	-	-
640300 Rents and Concessions	39,866	25,674	14,760	8,298	3,500
640302 Bldg/Improvement Rentals	1,502	32,449	1,000	16,262	800
640303 Others Rents/Concessions	(2,625)	-	10,000	-	-
640402 Royalties-FMC	-	-	-	442	250
Total Revenue from Use of Money & Property	253,558	397,540	175,760	178,618	155,846
<u>INTERGOVERNMENTAL REVENUES</u>					
State					
650204 Diesel Tax - Off Road	-	458	-	-	-
650302 Motor Vehicle In-Lieu Tax 1984	53,268	52,406	-	58,090	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
650304 Vehicle License Fee - Realignment (Mental Health)		-		-	-
650307 VLF Health Realignment CMSP	-	-	-	-	-
650500 ST- Other In-Lieu	-	-	-	623	623
650802 Cal-Learn Admin-Assistance		-		140,154	-
650800 St. Admin Public Assistance		-		-	-
650804 CalWORKS Admin TANF	1,865,467	4,796,088	3,192,118	2,884,507	3,412,178
650810 Social Services Admin	4,565,304	6,903,984	3,105,935	6,694,951	3,471,293
650811 Welfare to Work Admin-Assistance	27,991	41,918	43,988	23,866	47,163
650901 CalWORKS (AFDC)	12,297,145	15,435,000	10,265,500	6,130,845	14,945,000
650902 Adopted Children	(430)	-	-	-	-
650905 Foster Care	152	-	-	75,470	-
650907 Foster Care-Emergency Assistance		-		-	-
650908	-	94,816		33,647	-
650909 Welfare to Work (GAIN)	(4,491)	-	60,400	-	60,400
650910 Public Assistance - Realignment	6,343,626	6,078,078	6,820,144	10,436,031	8,076,220
650911 Emotionally Disturbed Children	-	-	-	-	-
650914 St. Cal Learn	3,266	733	1,240	667	620
650915 CalWorks Child Care	-	-	37,500	2,423	43,750
650916 Kin Gap	134,559	124,364	85,000	128,748	276,500
650917 Cash Assist for Immigrants	26,440	34,208	32,000	11,128	25,000
651000 Health - Administration		-		-	-
650921 Housing Assistance/Transitional Housing Program	-	-	150,000	-	150,000
651101 Health - Admin. - California Children Services	9,383	10,340	15,713	5,402	8,247
651102 Health - Therapy - California Children Services	244,910	350,154	424,807	228,300	326,987
651103 Health - Realignment - California Children Services	158,135	16,104	105,000	648	352,438
651105 Health - Medi-Cal-California Children Services	388,288	378,052	423,912	400,130	340,629
651106 Health - Healthy Families	18,817	13,878	17,367	8,676	6,235
651107 Health - CCS MTU Reimbursement	-	-	-	-	-
651300 St - Mental Health		-		-	-
651301 Behavioral Health - Small Counties Emergency Grant	82,400	259,084	45,855	137,718	128,700
651302 Behavioral Health - Alcohol/Drug		-		-	-
651303 Behavioral Health - Perinatal		-		-	-
651306 Behavioral Health - Realignment	5,605,416	10,777,546	7,337,338	7,333,796	6,001,942
651307 Behavioral Health - Jail-Realignment	51,000	51,000	51,000	38,250	51,000
651309 Behavioral Health - Managed Care		-		-	-
651310 Behavioral Health - EPSDT		-		-	-
651312 Behavioral Health - STOP		-		-	-
651320 Behavioral Health - Other Revenue	-	-	11,973	-	11,973
651321 Behavioral Health - State Replacement Funds		-		-	-
651323 Behavioral Health - Drug Court	-	-	-	-	-
651325 Behavioral Health - Prop 36	xxvi	-		-	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
651326 Behavioral Health - Service Act (Prop 63)	4,133,812	10,130,910	9,174,953	9,749,871	12,611,870
651327 Behavioral Health - Mentally Ill Offender Crime		43,974		171,353	-
651330 Behavioral Health - AB 3632		-		-	-
651400 Health - TB Control	33,475	32,962	34,936	36,008	18,047
652108 Health - AIDS Program	-	-	-	-	-
652109 Health - AIDS Blood Test		-		-	-
652110 Health - Tobacco Education	117,486	-	-	-	-
652111 Health - Child Health and Disability Program-Admin.	148,461	175,000	142,851	187,534	142,851
652112 Health - Foster Care	77,301	37,008	61,437	60,206	43,846
652113 Health - Realignment	1,016,726	7,148,870	2,066,606	3,330,590	3,812,774
652115 Health - Immunization Subvention Project	46,646	56,326	60,067	-	60,067
652116 Health - AIDS Drugs		-		-	-
652117 Health - Male Involvement Program		-		-	-
652118 Health - Community Challenge Grant		-		-	-
652120 Health - Adolescent Family Life Program	94,103	115,606	-	156,828	293,837
652123 Health - Chlamydia Grant	7,140	-	-	-	-
652124 Health - Bioterrorism		-		-	-
652125 Health - Asthma Initiative		-		-	-
652126 Health - Aides Surveillance	17,323	27,424	17,323	7,222	17,028
652127 Health - Aides Education & Prevention	-	-	-	-	-
652128 Health - Aides EID/Bridge	-	-	-	-	-
652130 Health - Child Lead Poisoning Prevention	-	-	-	57,750	60,000
652131 Health - Medi-Cal	-	-	-	407,264	2,271,672
652132 State - Every Woman Counts	-	-	-	-	5,162
652133 State - Family Pact	-	-	-	-	48,096
652140 Health - Preventative Health Care for the Aging	-	-	-	-	-
652151 Health - CMSP Wellness Grant	-	-	-	200,000	129,702
652199 Health - Other	42,196	-	-	(12,218)	-
652201 Agricultural Administration	266,538	236,100	207,695	272,099	182,629
652202 Agriculture-Detection Trapping	17,614	-	-	-	-
652203 Agriculture-Pesticide	444,842	422,047	430,000	449,494	452,000
652204 Agricultural G-W Sharpshooter	101,672	99,318	50,120	72,059	56,913
652404 State-Library Services/Const Act		-		-	-
652412 State-Library Other Revenue		-		-	-
652503 State-Prison Crime Reimbursement - DA	179,171	164,758	318,533	167,217	351,236
652505 Public Asst. - Crim Justice Sys - Realignment	622,143	1,435,136	750,000	1,026,626	750,000
652507 Probation TANF (Juvenile Probation Camp Funds)	575,000	-	1,375,000	-	890,000
652508 St Proud Parenting Program	68,919	209,214	119,261	113,312	119,261
652700 Disaster Relief	-	-	-	-	1,691,775
652800 Veterans Affairs	63,166	136,758	53,198	105,816	53,198
652900 Homeowners' Property Tax Relief	213,084	219,330	220,000	107,328	220,000

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
654000 St. Other	24,833	-	-	-	384,155
654001 911 Emergency Number Reimbursement		-		-	-
654004 Anti-Drug Program		-		-	-
654005 Child Care Food Program-Juvenile Hall	-	-	-	-	-
654007 Correctional Training-SB 924	86,784	165,021	106,000	71,205	103,130
654008 Custody-Care Subsistence	-	-	-	-	-
654010 Child Support IV D Incentive	916,093	980,159	1,082,004	851,208	1,006,945
654012 Fire Equipment Reimbursement	184,756	279,522	150,900	152,220	182,664
654013 Volunteer Fire Assistance Program	130,031	296,089	115,000	161,117	175,550
654017 Integrated Waste Management	18,312	36,560	18,280	37,004	18,200
654020 Library-Public Library Funds	-	-	-	-	-
654022 State Mandated Costs	797,565	15,897	110,000	-	110,000
654023 Office of Emergency Services-Reimbursement		-		-	-
654024 Off-Highway Motor Vehicle License Fees		-		-	-
654025 Sales Tax (Public Safety)	7,762,461	7,712,193	7,967,408	5,127,112	8,118,443
654026 State-POST Reimbursement	18,218	40,930	14,000	-	10,000
654027 State Reimburse Election Costs	879	1,640	1,500	3,289	1,500
654028 State-Financial Assistance	162,000	-	162,000	324,000	324,000
654032 Open Space Lands		-		-	-
654037 State-Used Oil Grant		-		-	-
654038 DA - Spousal Abuse Grant		-		-	-
654039 DA - Auto Insurance Fraud Grant		-		-	-
654040 DA - Workers'Compensation Fraud Grant		-		-	-
654043 DA - Statutory Rape Grant		-		-	-
654044 SLESF - District Attorney		-		-	-
654045 SLESF - Department of Corrections	-	-	-	-	-
654046 SLESF - Sheriff (COPS)	-	-	-	-	160,000
654047 Small Public Water System Grant		-		-	-
654057 Sheriff - Rural Crime Prevention Task Force	-	-	-	-	-
654064 State Off Hwy Vehicle	51,850	54,678	150,000	32,575	185,000
654068 Probation - Crime Prev Act (SLESF Juv. Justice)		-		-	-
654075 Child Support Excess incentive Trust Fund (5591)		-		-	-
654079 State - Waste Tire Enforcement	206,517	268,454	150,000	18,034	48,000
654085 State - Homeland Security		-		-	-
654092 State - Hazardous Materials Prep Grant	816	7,968		-	-
654093 State - Probation - JABG		-		-	-
654095 State - Proposition 12 - Parksdale		-		-	-
654106 State - STC Reimbursement		-		-	-
654107 State - Prop 12 Grant		-		-	-
654110 DJJ Youth Off Block Grant		-		-	-
654120 Prop 40 Raymond Community Center	xxviii	-		-	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
654200 State - Help America Vote Grant		-		-	-
654210 State-Prop 41 Voting Modern Funds		-		-	-
654503 State - Water Resources Control Board Grant		-		-	-
654504 State - Conservation Recycling		-		-	-
654506 State- Water Resources Control Board Prop 13		-		-	-
654508 State - AB303 Local Ground Water Study (Oakhurst)		-		-	-
654501 St. Water Grant	-	-	500,000	-	430,730
654509 State - Indian Gaming Special District for Fire & Sheriff	18,954	-	-	-	-
654511 State-Abandoned Vehicle Fee	52,568	106,742	47,000	79,678	47,000
654512 State - Cal-MMet Grant	-	-	-	-	-
654515 State-Youthful Offender Block Grant-Probation		-		-	-
654516 State - Cal Fed Watershed Grant		-		-	-
654519 Above Ground Petroleum Storage Grant		-		-	-
654520 State- Clean Up Fund (UST)		-		-	-
654521 State- Small Communities Waste Water Grt (So Fork)		-		-	-
654522 State- BSARF Fees 10%	-	93	-	42	-
654523 State - Flood Mitigation Planning Grant		-		-	-
654524 State-Dpt. of Transportation (Madera Ranchos Ave 12)		-		-	-
654525 State-Dpt of Transportation (Fairmead Project)		-		-	-
654526 State-Emergency Local Hazard Grant	-	-	100,000	-	100,000
654527 State-Cannabis Eradication Program		-		-	-
654530 Plan & Tech Assist. Grant	-	-	-	-	-
654531 CDBG Housing Regab and Public Utilities		754,174		-	189,050
654532 River West Madera Grant	-	65,448	-	-	-
654533 State-CERS Grant	-	-	-	-	-
654535 State Grant Revenue	19,177	299,151	215,141	256,064	65,064
65450X State - Water Resources Control Board-Planning (Dairy)		-		-	-
					-
Federal					-
655000 Fed. Admin Public Assistance	-	-		-	-
655006 Social Services - Administration	10,871,554	31,150,176	19,319,105	22,050,351	20,816,220
655007 CalWorks Administration	1,279,023	6,333,420	2,519,701	3,717,925	2,660,060
655008 Cal Learn Administration-Assistance	206,525	459,448	281,171	93,436	308,692
655009 Welfare to Work Administration-Assistance	1,902,314	5,921,072	3,402,941	3,002,814	3,649,851
655101 CalWorks (AFDC)	9,311,654	5,319,697	13,622,000	2,123,160	8,942,500
655102 Foster Care	817,977	1,725,252	1,910,250	1,126,504	1,793,750
655103 Foster Care Emergency Assistance	262,307	470,380	-	634,296	-
655104 Adopted Children	1,447,754	1,446,730	1,162,500	1,119,032	1,732,000
655105 Food Stamp WKFARE	-	-	-	-	-
655106 Welfare to Work Gain	25,847	30,349	339,600	166,477	339,600

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
655110 Cal Learn	7,490	5,109	18,760	4,213	9,380
655111 CalWorks Child Care	146,286	74,420	262,500	86,372	306,250
655112 Kin Group	375,565	205,685	330,000	162,345	350,000
655202 CCS Medi-Cal Administration	398,729	559,888	440,653	593,446	477,467
655203 Health -Health Families	65,411	87,940	64,508	127,254	91,440
655310 Federal - Library Services		-		-	-
655205 Health CACTI	128,051	-	-	-	-
655206 Health CNEP	363,577	705,660	437,350	920,530	325,796
655207 Health AFLP	5,527	38,574	103,395	8,016	20,568
655208 Health - Medi-Cal	-	-	-	3,758,612	2,565,477
655510 Vol Fire Asst Program	19,514	-	-	-	-
655600 Grazing Fees	272	354	-	-	-
655800 In-Lieu Tax	944,926	1,145,052	900,000	-	1,100,000
655900 CDBG Grant	-	-	-	40,622	250,000
656001 Behavioral Health - Medi-Cal	2,946,653	3,635,196	3,747,124	5,373,176	3,611,559
656003 Behavioral Health - Alcohol/Drug Medi-Cal	-	-	41,081	-	41,081
656005 Behavioral Health - Alcohol/Drug/Perinatal	1,048,475	1,564,258	1,027,924	428,221	1,013,518
656006 Behavioral Health - McKinney-Path	38,658	65,656	38,658	31,002	39,066
656008 Behavioral Health - SAMHSA	238,231	565,330	303,620	515,624	397,541
656012 Behavioral Health - Center for Mental Health Services		-		-	-
656014 Behavioral Health - Juvenile Drug Court Grant		-		-	-
656018 Behavioral Health - SAPT (Drug Test Funds)		-		-	-
657000 Other	520,674	850,559	1,594,059	1,057,142	1,127,334
657001 Community Services	186,083	169,039	216,346	179,990	227,384
657002 Custody/Care Subsistence	-	-	-	-	-
657003 IV D Child Support-Administration	1,778,299	1,902,661	2,291,498	1,652,346	2,103,560
657005 FEMA Records Assist Sal	53,888	-	-	-	-
657006 Forest Services Reimb Dep Sheriff	44,039	76,016	80,000	84,372	70,000
657007 Fed - Health Aids Grant	-	-	-	-	-
657008 Health - Administration - MCH	832,625	1,445,194	906,141	1,125,084	895,116
657010 Health - Administration - Senior Citizens	-	-	-	-	-
657011 Health - WIC	1,795,932	2,959,954	2,080,913	3,010,106	2,084,579
657013 Child Care Food Program-Juvenile Hall	98,153	68,130	82,000	59,001	82,000
657016 Title IV E Probation Recovery	126,761	401,028	72,000	328,566	175,000
657020 EPA Grant	-	-	-	-	-
657023 Health Emergency Asst TB	14,303	45,518	13,586	38,294	24,304
657024 FEMA & OES Grant	316,926	-	157,337	133,621	158,000
657025 Health - AIDS Grant (Ryan White)	75,094	184,786	191,958	173,748	137,000
657035 Probation TANF		-		-	-
657026 FEMA Reimbursement	-	272,557	-	1,692	254,038
657036 Health - Immun Subv Proj	xxx	-	-	59,418	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
657037 MC Childhood Lead Poison	49,856	100,978	76,520	75,428	62,522
657043 Fed - Health Aids Grant	56,810	108,566	54,459	79,574	57,700
657044 Health - Targeted Case Management	-	-	120,416	146,738	200,000
657060 Rural Community Fire Protection	-	-	-	-	-
657081 Justice Assistance Grant	-	47,773	33,000	18,796	33,000
657082 US Marshals Services	-	-	-	-	-
657083 Federal - CDC Phase 1	-	-	-	-	-
657084 Department of Corrections SCAAP	-	67,941	70,000	66,971	70,000
657086 Federal - Anti-Drug Grant	63,561	160,395	327,719	196,115	182,966
657088 Federal - CDC Phase 2	-	-	-	-	-
657089 Federal - CDC Phase 3	-	-	-	-	-
657090 Health - Bio Preparedness	189,683	60,240	190,000	270,640	183,579
657091 Health - HRSA	106,486	169,136	148,500	164,476	150,752
657092 FEMA Assistance to Firefighters	-	-	-	-	-
657093 USDA Communities Facilities Grant - Fire	-	-	-	-	-
657094 USDA Grant ARRA Sheriff	-	-	-	-	-
657095 JAG - ARRA	-	-	-	-	-
657096 Health - Zika	-	-	-	-	40,000
657104 Brownsfield Assessment Grant	-	-	-	-	-
657105 Brownsfield Revolving Grant	2,250	-	-	-	-
657110 USDOC Blltprf Vest PRTSP	-	-	-	-	-
657107 HAVA Grant	1,344	-	-	-	-
657109 Museum & Library Srvs Grant	55,000	12,644	-	4,895	-
657111 Homeland Security Grant	205,697	177,741	231,740	-	342,011
657115 ARRA ADA Grant	-	-	-	-	-
657120 JAGB Agress Rpl. Grant	-	-	-	-	-
657122 Cannibus Eradication	63,000	57,600	57,600	50,000	75,000
657123 Fed - Vertical Prosecution Grant	59,575	125,848	150,000	59,969	-
657125 Health AIDS	2,000	5,862	4,000	3,478	4,000
657126 Fed - High Speed Rail	-	-	-	-	-
657127 NSP3 Grant	471,258	-	20,000	-	-
657129 Fed - Safe Drinking Water Grant	-	54,716	99,000	-	60,000
659001 Other Gov't Agencies	-	-	-	-	-
659003 MCOE - Behavioral Health Services Passport	-	-	-	-	-
659005 Other Governmental-Boot Camp Program	43,625	39,820	60,000	30,250	45,000
659008 Children & Families Com (Prop 10) (Health)	382,441	776,590	496,135	503,962	466,179
659010 Other Governmental-RDA Pass Thru	1,416,900	1,484,500	1,477,601	1,589,565	1,589,565
659017 Fresno-Madera Agency on Aging	-	-	-	-	-
659018 IHSS Public Authority	1,237,097	178,312	96,000	124,924	148,000
659024 Chukchansi Gaming Problems	-	-	-	-	-
659030 City/Chowchilla Prison Annex	75,610	17,157	175,000	177,376	175,000

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
659031 Children & Families Com (Prop 10) (DSS)		-		-	-
659045 Health-Obesity Endowment Grant		-		-	-
659046 DA Chukchansi Grant	37,500	-	-	-	-
659047 Fresno Regional Foundation	-	-		-	-
Total Intergovernmental Revenue	93,824,068	150,724,578	120,044,372	116,103,942	135,743,698
<u>CHARGES FOR CURRENT SERVICES</u>					
660100 Assessment and Tax Collection Fees	86,061	219,101	100,070	317,347	191,500
660101 Property Tax Administration Fee	457,922	562,563	494,000	-	546,000
660102 Supplemental Tax Fee	118,041	134,796	110,000	96,065	110,000
660103 Property Characterization Fee	10,007	12,004	9,000	9,877	9,000
660221 Special Assmt. Fire Services		-		-	-
660223 Service Charge - Excess Water	-	-	-	-	-
660230 Parcel Merger Fee	1,482	1,028	-	1,046	-
660231 Business Improvement District	-	-	10,000	-	20,000
660234 Local Ag. Preserve Assessment (AB 1265)	667,496	780,368	630,000	799,775	630,000
660300 Auditing and Accounting Fees	65,301	37,799	452,252	19,684	452,252
660500 Elections Services	281,021	41,296	151,850	339,203	63,200
660600 Legal Services	-	-	130,000	-	130,000
660610 Public Defender - Juvenile Cases	70,769	78,625	329,378	146,916	293,833
660801 Engineering Services	5,766	5,811	5,000	2,640	5,000
660802 Engineering Plan Check Fees	369,945	368,276	350,000	375,384	515,500
660803 Engineering Services-Special Districts	1,359,567	1,737,475	1,909,068	546,369	2,147,005
660804 Engineering Services-Flood Control District		-		-	-
660805 Planning Services	457,517	1,177,474	616,000	1,141,402	693,255
660806 Engineering Services - Development Review Fees	49,572	63,181	53,850	59,829	63,000
660807 Strong Motion Inst Fees 95%	9,789	17,810	12,000	6,610	7,500
661000 Agricultural Services	395,957	382,564	359,500	327,439	362,250
661100 Civil Process Services	2,663	4,016	3,000	3,216	2,000
661101 Sheriff - Civil Process Service Fees	43,222	47,130	55,000	37,768	35,000
661201 General Court Fees	159,299	162,104	170,000	148,694	170,000
661203 Family Court Services Reimbursement	533	1,065	500	450	500
661301 Public Guardian Fees	113,780	186,108	60,000	93,736	60,000
661400 Humane Services	250,648	262,815	277,600	204,171	277,600
661500 Law Enforcement Services	60,860	125,226	140,000	216,766	45,000
661501 Booking Fee (City)		-		-	-
661502 Booking Fees-County Arrests	514	1,392	750	818	-
661503 Court Security Services-Sheriff Bailiffs		-		-	-
661601 Recording Fees-Clerk, Health, Recorder	581,173	54,531	589,000	43,770	39,000
661604 Social Services Truncation Program Fees		-		-	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
661602		73,586		73,502	-
661603 Recorder Recording Fees		1,122,224		1,017,366	620,000
661801 Health Lab Fees	30,945	56,452	23,400	34,790	30,840
661802 Environmental Health Fee	174,101	332,780	201,271	284,824	165,000
661810 Clinic Fees	21,243	81,542	77,792	68,690	62,523
661811 Behavioral Health - Private Pay, Ins.	23,269	29,143	35,050	51,418	35,050
661812 Insurance Pay	10,011	47,217	5,000	25,284	5,000
661813 Behavioral Health - Medicare	99,435	168,594	20,000	103,102	70,000
661816 Inmate Medical Co Pay	-	4,119	-	-	-
661818 CalVIVA/Healthnet Managed Care	-	-	-	1,730	-
662000 California Children Services	320	480	-	280	280
662101 Landfill Surcharges	-	-	-	-	-
662301 Pay Patient Clinic	10,469	676	-	196	19,334
662303 Juvenile Hall Maintenance	5,670	9,180	6,000	10,621	6,000
662304 Work Furlough Program	3,632	9,308	4,250	5,790	4,250
662305 Foster Care Reimbursement	117,736	87,431	95,000	75,033	80,000
662500 Library Services	42,061	41,244	37,000	25,155	32,000
662510 Lost Book Collections	2,552	2,249	2,000	1,393	1,500
662696 Formation Fees	300	-	-	-	-
662700 Other Charges for Services	10,264	1,520	-	20,626	16,000
662701 Board of Supervisors Services	-	-	-	4	-
662703 Commissary Clerk Reimbursement	-	-	-	-	-
662704 Copies	15,058	14,198	13,351	12,152	12,076
662705 Coroner's Fees	10,168	53,494	58,500	20,813	30,000
662709 Mental Health Monitoring Fees	20,697	40,632	25,000	18,290	25,000
662711 D.A. Blood Test Reimbursement (Trust 5721)	-	-	-	-	-
662712 Fire Cost Recovery	795	2,283	566,862	2,040	583,889
662714 Mediation-Dissolution/Marriage	4,085	7,970	3,800	7,130	3,800
662715 Nuisance Abatement	62,061	49,676	60,000	44,651	60,000
662716 Collection Fees-Probation	9,551	62,840	25,000	39,500	25,000
662717 Alternate Sentencing Fees	18,081	11,528	36,200	6,577	20,000
662718 Drug Screening-Probation	4,227	11,512	4,500	7,286	4,500
662719 Electronic Monitoring-Probation	3,483	9,087	5,000	6,524	-
662720 Probation Services	148,080	339,360	150,000	264,460	150,000
662721 Administrative Collection Fees [PC 1205(d)]	91,714	183,484	106,000	146,819	106,000
662722 Public Defender Fees	119,416	268,840	130,000	239,446	130,000
662723 Services to Other Agencies	821,920	1,501,167	893,316	949,471	796,386
662725 Welfare Repay-Administrative Fees	8,653	3,700	11,781	4,162	12,952
662726 Reimbursement of Burials	3,084	8,281	7,500	4,927	5,600
662728 Vision/Dental Administrative Fee	492	376	-	334	-
662729 Employee/Retiree Insurance Premiums	xxxiii	-	-	-	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
662733 Corrections Training Tuition		-		-	-
662735 Probation Services Reports	57,702	149,262	58,000	121,110	65,000
662760 Fire Mitigation Fee		-		-	-
662749 SD - Application Fees	3,984	3,177	1,500	3,190	-
662752		206		-	-
662765 Sheriff-Reimburse Indian Casino	254,980	1,906,230	783,749	1,091,477	728,260
662766 Fire-Reimburse Indian Casino	141,012	-	879,005	-	1,006,192
662780 Special District Ad.	444,820	411,334	929,697	174,213	1,225,196
662800 INTRAFUND Revenue	285,335	287,927	364,408	262,570	336,108
662801 INTRAFUND Revenue-Cost Plan	1,976,516	3,550,003	1,631,639	205,080	2,987,231
662802 INTRAFUND - Computer Services	46,336	42,286	136,629	53,107	384,218
662804 LAFCO - Reimbursement for County Services	20,533	22,621	13,500	12,123	6,000
662910 Daily Jail Confinement	37,063	77,940	40,000	58,348	92,994
Total Charges for Current Services	10,780,759	17,551,717	14,459,518	10,494,579	16,812,574
<u>MISCELLANEOUS REVENUE</u>					
670000 Intrafund Revenue	3,323,234	5,016,103	5,880,593	4,228,282	7,703,450
671000		87,741		84,285	80,000
671001 Welfare Repayments	270,036	239,058	75,000	175,419	125,000
671002 Interim Assistance Reimbursement-GA	25,121	66,321	55,000	45,600	56,000
671003 Welfare - Cancelled Warrants	1,137	4,601	1,359	-	1,510
671004 Welfare CalWorks Reimbursement	-	-	40,000	-	5,000
671005 Welfare General Assistance Repay	725	577	500	612	800
672000 Other Sales	6,680	1,960	1,702	921	1,100
672002 Sale of Seized Property	1,836	108	500	-	500
672003		112		-	500
672004		344		-	-
673000 Misc - Other	446,196	253,181	113,744	40,476	127,580
673100 Unclaimed Money	2,121	1,155	-	2	-
673200 Employee Witness/Jury Fees	1,265	3,300	3,099	-	1,642
673300 Contributions and Donations	2,125	185,608	71,000	70,981	93,487
673302 Health - Flu Donations	25	360	-	162	100
673323 Ca Endowment Grant	32,111	75,158	22,959	29,732	17,831
673325 Misc. Flood Plain Study	-	-	-	-	-
673327 Kaiser Health Grant	75,000	-	-	-	-
673329 Kaiser ESPH Grant	-	60,000	33,643	-	-
673406 Jail Inmate Welfare Trust 6051	114,879	62,858	80,000	-	98,487
673409 Friday Night Live-Trust	-	-	-	-	-
673410 Seized Funds & Property Trust (6166 & 6167)	-	50,434	93,900	87,338	93,900
673412 Emergency Medical Services Funds Trust	28	-	-	-	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Board of Supervisors				
	Actual Revenues 2014-15	Actual Revenues 2015-16	Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
673437 D.A. Seized Funds - Trust 5776	-	-	56,000	-	20,000
673442 Child Support Interest Revenue from Trust Accounts	-	-	4,000	1,454	4,000
673444 Sheriff Small Counties		6,016		-	-
673700 Cash Overage	656	1,855	-	1,099	-
673800 Prior Year Cancelled Warrants	8,580	3,733	-	(78)	-
673900 Other Miscellaneous	1,740	1,331	5,100	385	-
673902 Credit for Overcharge	-	-	-	57	-
673903 Miscellaneous Reimbursement	164,146	380,651	382,197	299,612	384,697
673904 Misc Reimbursement - Salaries /Benefits	427,999	268,341	5,000	74,655	2,000
673910 Misc Reimbursement - Insurance	92,089	1,799	5,730	67	4,000
673914 Misc Reimbursement - Legal Fees	22,384	15,271	-	26,954	10,000
673918 Misc Reimbursement - Medical	2,320	3,454	2,000	899	-
673920 Misc Reimbursement - Other	273,887	13,133	72,270	404	164,020
Total Miscellaneous Revenue	5,296,320	6,804,563	7,005,296	5,765,092	8,995,604
<u>OTHER FINANCING SOURCES</u>					
680101 Sale of Land	552,244	2,393	-	-	-
680103 Sale of Fixed Assets	30,192	13,330	10,000	16,345	-
680102 Sale of Bldg/Impr.	-	300,000	-	-	-
680113 Sale of Fixed Assets - Welfare	1,710	10,620	2,328	4,140	2,568
Operating Transfers In:		-			-
680200 Operating Transfers In	14,639,315	31,640,713	20,435,644	16,589,280	18,560,314
680201 Operating Transfers In - SA 22	195,000	202,307	-	97,764	195,000
680214 Operating Transfers In - General Fund		-		-	-
680215 Local Enforcement Agency Funds-Trust 0114	70,000	140,000	70,000	-	70,000
680226 State-Assessor Loan (AB 719)		-		-	-
680229 Self Insurance General Liability		-		-	-
680231 Criminal Justice Facilities Trust	150,000	150,000	150,000	-	150,000
680234 Fire Assessment - CSA 22 - Zone B	-	-	-	-	-
680235 Self Insurance Workers' Compensation		-		-	-
680237 Health -Child Safety Seats Trust 5932		-		-	-
680242 Special Revenue 1325		-		-	-
680245 Title III		-		-	-
680248 Modernization (Operating Transfer In-Trust 1346)	93,537	230,258	110,000	-	110,000
680249 Micrographics (Operating Transfer In-Trust 1345)	8,424	24,764	15,000	-	15,000
680251 Vital Health Statistics (OTI) (Recorder) (Trust 1367)	-	9,486	5,000	-	5,000
680XXX Health Tobacco Education (Trust 6031)		-		-	-
680257 Certificates of Participation - New Government Center		-		-	-
680258 OTI Justice Asst. Grant	-	-	-	-	-
	xxxv				

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE - GENERAL FUND**

Budget Classification	Actual Revenues 2014-15	Actual Revenues 2015-16	Board of Supervisors Approved Revenues 2016-17	10-Month Actual 2016-17	CAO Recommended 2017-18
680259 Capital Project - Government Center		-		-	-
680261 Chukchansi Settlement		-		-	-
680262 Development Impact Fees		-		-	-
680264 Sheriff Small Counties AB 443	390,000	-	375,000	-	230,000
680266 Tobacco Financing Phase II		-		-	-
680267 Bass Lake Erosion Control		-		-	-
680268 Planning GP Upgrade	-	-	60,000	-	60,000
680270 Eng. Building Maint		-		-	-
680271 OTI LC 4850	125,000	125,000	125,000	-	125,000
680355 Loan from Tobacco Financing Phase II		-		-	-
680350 Cash Flow Loan		-		-	-
680500 Loan Repaid		-		-	-
680509 Loan Repay by MD 46		-		-	-
680521 Loan Repayment - Special Revenue		-		-	-
680522 Loan Repayment-North Fork CDC		-		-	-
680523 Loan Repayment By RDA to General Fund	20,000	(38,744)	-	-	-
680524 Loan to General Fund from Measure A Road Funds	-	-		-	-
Total Other Financing Sources	16,275,422	32,810,127	21,357,972	16,707,529	19,522,882
TOTAL REVENUE	<u>178,894,948</u>	<u>266,900,629</u>	<u>218,937,899</u>	<u>201,590,829</u>	<u>239,851,562</u>
FUND BALANCE	-	-	10,500,000	-	15,500,000
RELEASE OF DESIGNATED FUND BAL - Public Safety	-	-	-	-	-
RELEASE OF PY RESERVES/CARRYOVER OF REVENUE	-	-	586,845	-	682,923
GRAND TOTAL	178,894,948	266,900,629	230,024,744	201,590,829	256,034,485

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BOARD OF SUPERVISORS
(00100)**
 Function: **General**
 Activity: **Legislative & Administrative**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	901,720	924,188	936,470	936,470
710103 Extra Help	11,961	12,990	45,600	45,600
710105 Overtime	145	0	0	0
710200 Retirement	299,004	323,001	340,489	340,489
710300 Health Insurance	96,434	117,123	116,031	116,031
710400 Workers' Compensation Insurance	5,471	9,948	11,121	11,121
TOTAL SALARIES & EMPLOYEE BENEFITS	1,314,735	1,387,250	1,449,711	1,449,711
SERVICES & SUPPLIES				
720300 Communications	5,422	10,900	10,900	10,900
720600 Insurance	10,794	24,518	34,862	34,862
720800 Maintenance - Equipment	2,874	17,000	19,500	19,500
721100 Memberships	38,888	35,427	35,427	35,427
721300 Office Expense	7,179	6,000	8,600	8,600
721400 Professional & Specialized Services	41,052	52,800	55,800	55,800
721500 Publications & Legal Notices	1,452	6,000	6,000	6,000
721600 Rents & Leases - Equipment	12,145	15,255	15,255	15,255
721900 Special Departmental Expense	2,523	4,000	4,000	4,000
722000 Transportation & Travel	46,708	45,160	60,000	60,000
TOTAL SERVICES & SUPPLIES	169,037	217,060	250,344	250,344
TOTAL - BOARD OF SUPERVISORS	1,483,772	1,604,310	1,700,055	1,700,055

BOARD OF SUPERVISORS

COMMENTS

The Board of Supervisors is the legislative and executive governing body of County Government. One Supervisor is elected from each of the five supervisorial districts of the County.

The Board meets regularly on the first four Tuesdays of each month in the County Government Center in Madera and holds Special Meetings as needed. The public is invited to attend and participate. Any member of the public wishing to bring a matter to the attention of the Board may contact the Clerk of the Board so that the item may be placed on the agenda. Within limits prescribed by law, the Board enacts ordinances and rules, determines County policy, supervises the activities of County Departments, adopts an annual budget, and fixes salaries. The Clerk of the Board is appointed and serves at the pleasure of the Board, and performs all acts required by law or by ordinance, as directed by the Board. The Clerk's Office also serves as Clerk for Assessment Appeals Board, Remote Access Network Board and other miscellaneous committees, as needed. Each Board Member has an individual Chief of Staff to assist the Board Members with their workload. All Board meetings are video-streamed and supporting documents for each agenda item are made available online to the public.

WORKLOAD

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Board Agendas Prepared	43	46	46
AAB/RAN/Other Miscellaneous Committees (items performed separately)	20	20	24
Planning Matters	50	63	70
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	5	7	10
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	125	155	155
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1,100	1300	2600
Ordinances	40	42	50
Resolutions	125	150	150
Contracts, Insurance Certificates, Bonds Processed	1,100	1500	1500
Appointments to Committees	50	50	50
Scanned Pages/Index/Imaged Items	35,000	150,000	150,000
Claims Filed	5	5	5
Litigation Filed	50	5	5
Information Request Research (Hours)	75	50	100

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	65	70
Board and Other Miscellaneous Meetings Clerked	60	65	65
Form 700 Filings	425	425	425

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Photocopy Charges	\$202	\$100	\$100
Misc Revenue	500	500	500
Travel Reimbursement	<u>48</u>	<u>0</u>	<u>0</u>
Total Revenue	\$750	\$600	\$600

STAFFING

	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Clerk to the Board of Supervisors	1	0	1	0
Chief Clerk to the Board of Supervisors	1		1	
Deputy Clerk to the Board of Supervisors I/II	1	3	1	3
Chief of Staff	5		5	
Members, Board of Supervisors	<u>5</u>	<u>—</u>	<u>5</u>	<u>—</u>
Total Permanent	13	3	13	3

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$936,470) are recommended increased \$12,282, which includes step/longevity increases for existing staff that are eligible.

BOARD OF SUPERVISORS

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$45,600) is recommended increased \$32,610 to allow for adequate support to handle an increase in workload during the fiscal year. The implementation of the One Solution Contracts Module, will require a significant number of contracts processing procedures and reports to be reviewed and revised to ensure proper implementation. This additional workload is being addressed through existing board clerk staff. The recommended extra help appropriations will allow for additional support during this time to help ensure that the critical and time sensitive processes of the board clerk are not impacted.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,900) is recommended unchanged for all office telephones, the District 2 Chowchilla Office, two fax machines, six smartphones, three surface pros and two iPads for this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$19,500) is recommended increased \$2,500 for selective maintenance of computers, printers, typewriters, transcription machine, microfilm reader, fax machine, and general maintenance for other office equipment. Maintenance of all video equipment in the Board Chambers, all government center conference rooms, and the training room is provided based on time and materials. This recommended amount is to cover unanticipated needs until new A/V equipment is purchased.
- 721100** **Memberships** (\$35,427) is recommended unchanged for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,686), County Clerk Association (\$375), National Forest Counties and School Coalition (\$450 - this amount varies each year), and California Association of Public Information Officials (CAPIO) (\$175).

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$8,600) is recommended increased \$2,600 based on previous years' expenditures for office supplies, office furniture, printing, newspaper subscriptions, recording and computer supplies. Staff office chairs must be replaced due to wear and tear and to reduce any problems associated with poor ergonomics, and District 2 Chief of Staff has requested a VariDesk for the District office.
- 721400** **Professional & Specialized Services** (\$55,800) is recommended increased \$3,000 for the maintenance of the agenda manager and videostreaming services as well as adding maintenance of boards and commissions software to the current Legislative Management, and an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700). This account provides for the County Code Supplements (this office funds the 29 supplements distributed to various departments/divisions and the updates to the MuniCode website each time an Ordinance or amendments to an Ordinance are approved by the Board).
- 721500** **Publications & Legal Notices** (\$6,000) is recommended unchanged for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$15,255) is recommended unchanged for the lease of vehicles from the Central Garage and two copiers.
- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000** **Transportation & Travel** (\$60,000) is a recommended increase of \$14,840 for the cost of attending conferences, seminars, and training for Board Members, Chiefs of Staff, Clerk of the Board and staff and for mileage reimbursement for those listed and the Assessment Appeals Board (AAB) Members. In addition a new AAB member will need to attend training to be certified. Although it is expected that travel will again be limited in FY 2017-18 due to budget constraints, the additional funds are needed to provide for travel associated with appointments of Board Members and Chiefs of Staff to additional Boards and/or Task Forces along with increased travel to Sacramento and more involvement with community meetings and organizations.

It is anticipated that one or more of the Board of Supervisors and Chief of Staff will attend the following: CSAC Legislative Conference, CSAC Annual Conference, NACo Annual Conference, NACo Legislative Conference, RCRC Annual Conference, San Joaquin Valley Regional Supervisors' Conference, the New Supervisors' Institute, and various workshops. The Chief Clerk of the Board and Assistant Clerk to the Board will attend the CCBSA Annual Conference held in conjunction

SERVICES & SUPPLIES (continued)

722000 (continued) with the CSAC Annual Conference, the Annual New Law Workshop held in Sacramento, and various training workshops as needed. Clerk of the Board staff and Chiefs of Staff also attend various staff training workshops, as needed. This account includes mileage reimbursement for the Board of Supervisors office for various meetings, including Board meetings and conferences, as well as mileage reimbursement for the five Chiefs of Staff, Board Clerk and Board Clerk staff for attendance for meetings, conferences and staff training.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**
Function: **General**
Activity: **Legislative & Administrative**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	543,323	561,852	594,051	594,051
710103 Extra Help	489	0	0	0
710200 Retirement	174,984	196,839	211,561	211,561
710300 Health Insurance	34,933	37,591	41,298	41,298
710400 Workers' Compensation Insurance	4,098	13,392	14,882	14,882
TOTAL SALARIES & EMPLOYEE BENEFITS	757,827	809,674	861,792	861,792
SERVICES & SUPPLIES				
720300 Communications	2,775	3,080	3,080	3,080
720600 Insurance	85	310	499	499
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	200	800	800	800
721300 Office Expense	4,124	7,950	7,950	7,950
721400 Professional & Specialized Expense	100	0	0	0
721500 Publications & Legal Notices	3	500	500	500
721600 Rents & Leases - Equipment	8,852	10,225	10,225	10,225
721900 Special Departmental Expense	7,959	0	0	0
722000 Transportation & Travel	12,704	5,250	5,250	5,250
TOTAL SERVICES & SUPPLIES	36,802	28,915	29,104	29,104
TOTAL - ADMINISTRATIVE MANAGEMENT	794,629	838,589	890,896	890,896

ADMINISTRATIVE OFFICE / PURCHASING

COMMENTS

The County Administrative Officer (CAO) is appointed by and serves the Board of Supervisors, carrying out the legislative function of the Board – providing research, information, and recommendations, as well as all executive functions of the Board by administering and supervising all County Departments in matters that are the responsibility of the Board. The CAO also acts as an agent and representative of the Board, enforces Board policy, recommends an annual budget and long-term capital improvements, exercises continuous budgetary control, and recommends more effective and efficient operating procedures and administrative reorganization. Other responsibilities under the administrative control of the Administrative Management Office include Risk Management and Purchasing.

Insurance and Central Services (which includes mail services and central photocopying supplies) are separate budget units and are under the administrative control of the Administrative Management Office. The Central Garage is provided administrative direction by this Office.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Charges for Services	\$ 11,668	\$60,386	\$ 60,386
Intrafund Revenue	0	27,100	27,100
Other Miscellaneous	<u>2,098</u>	<u>0</u>	<u>29,400</u>
Total Revenue	\$13,766.09	\$87,486	\$116,886

\$116,886 of operating costs for Administration/Purchasing is anticipated to be recovered through charges to sub-vented departments for services provided by staff, as well as revenue derived from the Workers' Compensation and General Liability Fund to offset expenses associated with the processing of Workers Compensation and General Liability claim forms.

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior	1		1	1 ⁽¹⁾
Buyer II or Senior Buyer	1		1	
County Administrative Officer	1		1	
Deputy County Administrative Officer	1		1	
Executive Assistant to the CAO/Admin. Assistant	1		1	
Grants Manager ⁽¹⁾	0		1 ⁽¹⁾	0
Office Assistant I/II	0	1	0	1
Program Assistant I/II	0	1	0	1

ADMINISTRATIVE OFFICE / PURCHASING

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Purchasing Assistant I/II or Buyer I/II	$\frac{0}{5}$	$\frac{1}{3}$	$\frac{0}{6}$	$\frac{1}{4}$
Total				

Note: *Staff recommends the addition of a Grants Manager position to be filled October 1, 2017 and an Administrative Analyst I/II position designated as unfunded. The two positions are recommended to establish a county grants management function.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$594,051) are recommended increased \$32,199 due to the recommended addition of a new Grants Manager position. This position will coordinate and directly complete the grant application, monitoring and completion processes with departments and ensure that grants pursued are consistent with the missions and goals of the County. The cost of the recommended position is included effective October 1, 2017 and is projected to be partially offset by allowable grant revenues. It is intended that this position will be fully offset by revenues collected from grants in future fiscal years.
- 710103** **Extra Help** (\$0) is not recommended.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.
- 710400** **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,080) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600** **Insurance** reflects the Department’s contribution to the County’s Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$800) is recommended unchanged for estimated maintenance costs for typewriters, printers, and other miscellaneous equipment.
- 721100** **Memberships** (\$800) is recommended unchanged for membership in the County Administrative Officers Association.

ADMINISTRATIVE OFFICE / PURCHASING

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$7,950) is recommended unchanged based on current and projected expenditures.
- 721500** **Publications & Legal Notices** (\$500) is recommended unchanged for the publication of bids and legal notices.
- 721600** **Rents & Leases - Equipment** (\$10,225) is recommended unchanged for rental of vehicles from the Central Garage and for copier lease payments.
- 722000** **Transportation & Travel** (\$5,250) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **AUDITOR-CONTROLLER
(00310)**
Function: **General**
Activity: **Finance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	847,230	1,216,733	1,437,103	1,437,103
710103 Extra Help	258,279	142,379	104,401	104,401
710105 Overtime	4,227	2,500	3,000	3,000
710200 Retirement	247,887	398,955	442,432	442,432
710300 Health Insurance	130,489	193,741	176,372	176,372
710400 Workers' Compensation Insurance	9,109	26,719	34,045	34,045
710500 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	1,498,421	1,982,227	2,198,553	2,198,553
SERVICES & SUPPLIES				
720300 Communications	1,976	3,800	3,800	3,800
720600 Insurance	330	446	740	740
720800 Maintenance - Equipment	740	1,800	1,800	1,800
721100 Memberships	842	1,100	5,075	5,075
721300 Office Expense	23,012	27,000	32,000	32,000
721400 Professional & Specialized Services	160,631	95,000	68,000	68,000
721600 Rents & Leases - Equipment	4,639	7,800	7,800	7,800
722000 Transportation & Travel	9,835	10,000	30,165	30,165
TOTAL SERVICES & SUPPLIES	202,005	146,946	149,380	149,380
TOTAL - AUDITOR-CONTROLLER	1,700,426	2,129,173	2,347,933	2,347,933

AUDITOR-CONTROLLER

COMMENTS

The Auditor-Controller is the Chief Accounting and Disbursing Officer of the County. The Department maintains the accounting records of County government, school districts, and most special districts; tabulates assessed valuation of property; compiles tax rates of local government; prepares the tax roll; controls accounts for current and delinquent taxes; apportions taxes to various local governments; allows or rejects claims on the County Treasury; issues checks; maintains property inventory records; gives financial advice to the County; processes accounts receivable and billings for Special Districts, and prepares documents for the Comprehensive Annual Financial Statements.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Accounts Payable Transactions	53,605	40,000	40,000
Auditor Warrants	23,323	27,000	27,000
Payroll Warrants	2,807	4,800	2,800
Payroll EFTs	14,228	14,000	15,000
Journal Entries	22,128	11,000	23,000
Cash Receipts	57,498	48,000	58,000
Bond Rates Calculated	16	24	24

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Acct Fees for MDs,SAs,Courts, Other Funds	\$ 37,799	\$412,052	\$412,052
Property Tax Administration Fee*	37,328	44,000	46,000
Refunds & Reimbursements	2,000	0	0
Direct Assessments	0	11,000	11,000
ISF Accounting Charges	0	22,000	22,000
Accounting/Payroll Assistance – DSS	70,000	120,000	120,000
Accounting/Payroll Assistance – LAFCO	0	2,200	2,200
Payroll Assistance for First 5	0	5,000	5,000
Other	343	5,000	5,000
Total	<u>\$147,470</u>	<u>\$621,252</u>	<u>\$623,252</u>

AUDITOR-CONTROLLER

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant-Auditor I/II	4		5 ⁽¹⁾	
Accounting Technician I/II/Senior	4		3 ⁽¹⁾	
Administrative Analyst I/II/Senior	1		2 ⁽²⁾	
Assistant Auditor-Controller	0		1	
Auditor-Controller	1		1	
Chief Internal Auditor	1		1	
General Accounting Supervisor	0	1	0	1
Office Assistant I/II or Account Clerk I/II	1	3	1	3
Payroll Technician	2		2	
Senior Accountant Auditor	1		0 ⁽²⁾	
Chief Accountant-Auditor	3.75		2.75 ⁽³⁾	
Supervising Accountant-Auditor or Property Tax Manager	<u>1</u>		<u>1</u>	
Total Permanent	19.75	<u>4</u>	19.75	<u>4</u>

Note:

- (1) One Accountant-Auditor is an overfill which is offset by one Accounting Technician position based on operational needs.
- (2) One Administrative Analyst is an overfill which is offset by the Senior Accountant Auditor position based on operational needs.
- (3) The Chief Accountant-Auditor part-time position was an overfill funded by reduced consultant fees and extra help costs.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,437,103) are recommended increased \$220,370 based on cost of recommended staff.
- 710103** **Extra Help** (\$104,401) is recommended decreased \$37,978 based on extra help staffing.
- 710105** **Overtime** (\$3,000) is recommended increased \$500 based on actual costs to cover payroll deadlines.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

AUDITOR-CONTROLLER

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$3,800) is recommended unchanged based on actual costs.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$1,800) is recommended unchanged based on actual costs for maintenance of copiers and printers.

721100 **Memberships** (\$5,075) is recommended increased \$3,975 for the following memberships: County Auditors' Association (\$330), CPA license for the Auditor-Controller staff (\$480), Sungard (\$200), CPA Education Requirements (\$1,620), CFE license for Auditor-Controller staff (\$195), CIA Certification for Internal-Audit staff (\$200), Institute of Internal Auditors (\$420), Cal CPA (\$340), Government Finance Officers Association (\$990), Survey Monkey for Auditor-Controller/Internal-Audit staff (\$300).

721300 **Office Expense** (\$32,000) is recommended increased \$5,000 for computer equipment, printed forms, Central Duplicating costs, general office supplies, computer supplies, and subscriptions.

721400 **Professional & Specialized Services** (\$68,000) is recommended reduced \$27,000 for the following expenditures:

\$ 40,000	Multi-year consultant contract for property tax admin fee, Cost Allocation Plan and SB90 claims.
18,000	Bartel Associates – actuarial services on the County's Retiree Healthcare Plan.
10,000	Annual updates for BNA depreciation and Pfx Engagement software.

721600 **Rents & Leases - Equipment** (\$7,800) is recommended unchanged based on actual costs for the copy machine lease.

722000 **Transportation & Travel** (\$30,165) is recommended increased \$20,165 for training, conferences and travel for MegaByte on the Property Tax System, Property Tax Managers' Conference, training and conference by Sungard on the accounting system, State Association of County Auditors' Conference, Institute of Internal Auditors training for internal audit staff, and training for professional staff related to audit guidelines and accounting standards.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ASSESSOR
(00400)**
Function: **General**
Activity: **Finance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,397,538	1,565,060	1,616,385	1,616,385
710103 Extra Help	29,933	29,000	12,000	12,000
710105 Overtime	16,407	55,000	0	0
710200 Retirement	394,424	485,642	502,275	502,275
710300 Health Insurance	189,284	216,370	212,260	212,260
710400 Workers' Compensation Insurance	38,474	54,311	51,072	51,072
715000 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	2,067,261	2,405,383	2,393,992	2,393,992
SERVICES & SUPPLIES				
720300 Communications	1,149	3,000	3,000	3,000
720600 Insurance	464	850	1,337	1,337
720800 Maintenance - Equipment	2,100	2,200	1,250	1,250
721100 Memberships	600	600	600	600
721300 Office Expense	45,137	12,000	17,930	17,930
721400 Professional & Specialized Services	129,219	252,980	16,770	16,770
721600 Rents & Leases - Equipment	14,420	16,500	16,500	16,500
722000 Transportation & Travel	11,784	23,600	20,000	20,000
TOTAL SERVICES & SUPPLIES	204,873	311,730	77,387	77,387
TOTAL - ASSESSOR	2,272,135	2,717,113	2,471,379	2,471,379

COMMENTS:

The County Assessor is charged, in accordance with State law, with the responsibility of assessing all real and personal property in the County, except for public utility property which is assessed by the State Board of Equalization. An assessment roll is produced each year listing the property, owner, location, description, and assessed value.

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ASSESSOR

WORKLOAD

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Secured Roll Assessments	57,644	60,000	62,000
Unsecured Roll Assessments	3,568	5,200	5,000
Supplemental Roll Assessments	7,393	5,095	8,000
Deeds Processed	6,800	7,000	7,000
Parcel Splits	41	56	65
Exemptions (Veteran, Religious, Welfare)	790	825	875
Homeowner Exemptions Processed	970	1,000	1,150
Map Pages Changed	191	300	200
Map Sales	439	300	400
Mandatory Audits Accomplished	40	45	45
Non-Mandatory Audits Accomplished	2	5	15
Ag Preserve & Farmland Security Zone Parcels	3,456	4,230	4,160
Airplanes Assessed	140	220	150
Boats Assessed	624	821	700
Business Statements	4,126	4,750	5,000
Farm Statements	2,122	2,100	2,200
Address Changes	1,882	2,000	2,000
Building Permits (New Construction)	1,156	2,600	2,500
Board Order Changes Processed	4,077	4,500	5,000
Letters of Changed Value Mailed	4,077	4,500	5,000
Supplemental Notices Mailed	5,393	3,550	5,400
Appraiser Parcel Visits	344	325	350
Assessment Appeals	127	180	160
Assessed Value Notices	21,451	22,000	24,000
Agricultural Insert to Property Statement	1,372	2,250	2,000
Agricultural Preserve Questionnaire	2,216	2,300	2,500
Mobile Homes (Secured/Unsecured)	2,402	3,900	3,900
State Board of Equalization Tax Rate Area Changes	4	7	5
Acreage Changes	9	22	36
Proposition 8 Declines in Value	9,964	10,000	9,600

ASSESSOR

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Copy Sales	828	1,000	500
Property Characteristic Sales	12,003	9,000	9,000
Property Tax Administration	448,814	400,000	450,000
Miscellaneous	<u>245</u>	<u>0</u>	<u>0</u>
Total	\$461,890	\$410,000	\$459,500
Grant	<u>150,000</u>	<u>150,000</u>	<u>0</u>
*150,000 is matched by County			
Total with Grant	\$611,890	\$560,000	\$459,500

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Appraiser I/II/III	8	4	8	4	
Assessment Clerk I/II or Assessment Technician	8	4	8	4	
Assessment Office Manager*	1	0	0	0	1
Assessor	1		1		
Auditor-Appraiser I/II/III	2		2		
Cadastral Drafting Technician I/II/Sr.	1	1	1	1	
Chief Appraiser	1		1		
Chief of Assessment Services*	0		1		
Office Assistant I/II	2		2		
Supervising Appraiser	2	1	2	1	
Supervising Auditor-Appraiser	1		1		
Supervising Cadastral Drafting Technician*	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total Permanent	28	11	27	10	2

Note: *The Assessment Office Manager and Supervising Cadastral Drafting Technician positions have been eliminated and reclassified as the Chief of Assessment Services.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$1,616,385) is recommended increased \$51,325 inclusive of the cost of recommended staff and potential promotions by competitive standards during the fiscal year.
- 710103 **Extra Help** (\$12,000) is recommended reduced \$17,000 for commercial appraisal personnel to assist during the roll turn period.
- 710105 **Overtime** (\$0) is not recommended, a reduction of \$55,000.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$3,000) is recommended unchanged based on current and projected expenditures for service and equipment for telephone usage.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$1,250) is recommended reduced \$950 in case of potential telephone relocations, break room appliance repairs, and repairs to document storage equipment.
- 721100 **Memberships** (\$600) is recommended unchanged for membership in the California Assessors' Association which includes the related employee associations.
- 721300 **Office Expense** (\$17,930) is recommended increased \$5,930 for office expenses to properly categorize the following expenses as Subscriptions which were previously included in Professional and Specialized Services.
- 3,550 **Marshall-Swift Commercial Valuation Library** for the cost guide required for Assessors to be used by appraisal staff.

SERVICES & SUPPLIES (continued)

721300 Office Expense (continued)

- 960 MLS Access.
- 950 Real Estate Research Corp. and Loop Net for special valuation research.
- 410 NADA Reference Guide for Mobile home valuations and vessels
- 60 Real-time Access to DMV to determine boat ownership and valuations.

721400 Professional & Specialized Services (\$16,770) is recommended reduced \$236,210 due to completion of projects funded by grant funds and reclassification of items to Office Expense. This account provides the following expenditures:

- 10,350 Property Statement for printing, collating, processing and mailing by our mail service.
- 1,300 Agreement for Petroleum and Geothermal Property Sales Study with Harold Bertholf, Inc.
- 750 Imageport Software License for receipt of imaged documents from the Recorder's Office.
- 3,600 Standard Data Record (SDR) Viewer Madera County's share of cost in SDR (Standard Data Record) for large businesses, as well as the County's share of online filing of standard forms.
- 770 POSSE/Oracle permit processing – department's share of licensing fee.
- 0 Cotal Cole – this account previously included \$30,000 in legal services paid to Cota Cole to defend the Department in Appeals cases. Grant funds were utilized to offset these legal costs through FY 2016-17, which is the final year of the grant. Beginning FY 2017-18, legal services for Appeals cases will be a general fund cost. Due to the variable nature of charges, no appropriations were included for FY 2017-18. The Department and the Administrative Office will monitor charges closely and return to your Board with a recommendation to transfer appropriations from the Contingencies Budget to offset the actual cost of legal services rendered for Appeals cases.

721600 Rents & Leases - Equipment (\$16,500) is recommended unchanged for leasing vehicles from Central Garage for approximately 6,730 miles, and for the lease of the department's network copiers and production printers (\$14,000).

722000 Transportation & Travel (\$20,000) is recommended reduced \$3,600 based on current and anticipated costs for State-required travel, training, and trips for the Assessor and staff, including mileage reimbursement for Department staff when pool vehicles are not available (\$5,000).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**TREASURER-
TAX COLLECTOR (00500)**

Function:

General

Activity:

Finance

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	445,834	569,065	653,768	653,768
710103 Extra Help	67,909	102,121	81,199	81,199
710200 Retirement	146,819	190,897	194,096	194,096
710300 Health Insurance	75,710	113,143	134,255	134,255
710400 Workers' Compensation Insurance	2,420	6,135	6,481	6,481
715000 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	739,891	982,561	1,070,999	1,070,999
SERVICES & SUPPLIES				
720300 Communications	2,911	1,400	2,500	2,500
720600 Insurance	105	186	295	295
720800 Maintenance - Equipment	12,173	14,000	14,000	14,000
721100 Memberships	70	400	700	700
721300 Office Expense	27,081	25,000	30,000	30,000
721400 Professional & Specialized Services	177,267	208,799	210,000	210,000
721500 Publications & Legal Notices	3,497	5,500	5,500	5,500
721600 Rents & Leases-Equipment	292	400	12,500	12,500
722000 Transportation & Travel	5,766	7,000	19,000	19,000
740301 Fixed Assets	0	0	0	0
TOTAL SERVICES & SUPPLIES	229,162	262,685	294,495	294,495
TOTAL - TREASURER-TAX COLLECTOR	969,053	1,245,246	1,365,494	1,365,494

TREASURER-TAX COLLECTOR

COMMENTS

The Treasurer serves as the County depository, maintaining and reconciling all bank accounts, and investing all County, School District, and Special District funds contained in the County's co-mingled pool based on safety, liquidity, and yield. Funds are scheduled to mature to meet the cash flow requirements of these entities. The Treasurer also provides guidance when the County issues debt and chairs the County Debt Advisory Committee. The Tax Collector's Office collects secured, supplemental, and unsecured property taxes. The office assists in the maintenance of the Integrated Property Tax Computer System, Megabyte, conducts regular property tax sales of tax-defaulted property, and prepares and collects business license renewal fees, Transient Occupancy Tax (hotel and motel), and the Tourism Business Improvement District Assessments.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>TAX COLLECTOR</u>			
Transient Occupancy Tax Billing Statements	443	564	550
Business Improvement District Billing Statements	443	564	550
Business License Renewals	2,477	2,783	2,700
Secured Tax Statements	55,370	55,903	56,500
Current Secured Reminders	7,729	8,300	8,700
Delinquent Secured Notices	2,200	2,356	2,600
Unsecured Tax Statements	3,486	3,303	3,500
Supplemental Tax Statements	5,270	5,500	5,900
Notice of Impending Powers to Sell	116	88	130
Parcels Published for Sale	109	80	100
Parcels Sold	29	30	40
Annual Unsecured Lien Notices	1,025	1,100	1,300
Unsecured Liens Active	946	1,215	1,400
Mobile Home Tax Clearances	199	187	195
Returned Items and Refunds	823	980	1,200
Active 4-Pay Part Pay Payment Plans – All Other ⁴	250	25	25
Active 5-pay Payment Plans – Secured Taxes ⁴	644	500	400
Check 21 check processing ¹	46,454	48,000	50,000
Phone Calls-Incoming ⁵	N/A	13,300	14,000
Credit Card & E-Check Transactions	3,125	5,000	6,000

TREASURER-TAX COLLECTOR

WORKLOAD (continued)

<u>TREASURER</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Cash Receipts (Permits)	12,091	13,000	13,000
Auditor Warrants Processed (physical checks)	35,143	36,000	40,000
County Payroll Warrants (does not include direct deposit)	4,800	5,000	5,000
County Welfare Warrants	11,761	12,000	12,000

WORK PROGRAM

Journal Entries (Book Transfers)			
School Entries	361	375	400
Auditor Entries	60	70	100
Welfare Entries	138	150	200
Investment Transactions (Sympro/Emphasys)	627	650	675
Bank Transfers (Wire)	345	350	400
Returns (NSF)	217	250	300
Treasury & Bank Ready Deposits ³	1,512	1,000	1,000
Tax Collector Deposits	1,281	1,500	1,700
Check 21 transmissions (checks scanned) ²	42,040	45,000	50,000

(1 & 2): Check 21 transmissions are the scanned, electronic images of individual checks sent to Bank of America via a secure site.

(3): The amount of bank bags sent to the bank were reduced due to the new deposit method no longer requiring the use of bags for department deposits to the Treasury.

(4): The amount of 4-Pay and 5-Pay decreased due to maintenance of accounts who have defaulted on their pay plans.

(5): The department began tracking incoming phone calls as of 7/1/2016.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
601000 – Trust Revenue	\$1,320	\$1,300	\$1,500
Taxes:			
610901 – Hotel & Motel Tax	2,430	5,000	20,000
Licenses, Permits & Franchises:			

TREASURER-TAX COLLECTOR

REVENUE (continued)

	<u>Actual</u> 2015-16	<u>Estimated</u> 2016-17	<u>Projected</u> 2017-18
620200 - Business Licenses	11,194	15,000	35,000
Fines, Forfeitures and Penalties:			
630401 – Cost of Tax Collection ¹	97,010	95,000	100,000
Charges for Current Services:			
660100 - Asmt & Tax Collection Fees ²	109,510	100,000	190,000
660101 - Property Tax Admin Fee	38,210	50,000	50,000
660231 - Business Improvement District	10,000	10,000	20,000
660704 - Copies	213	500	500
Miscellaneous Revenues:			
673000 - NSF Fees	2,275	3,000	3,000
673903 - Miscellaneous Reimbursements	0	0	0
Other Operating Transfers In			
680200 - Tax Sale Recovery	27,295	100,920	113,437
Services to other Agencies:			
662700 – Other Charges for Services	0	3,000	16,000
662723 - Treasury Admin	<u>617,387</u>	<u>620,000</u>	<u>650,000</u>
Total	<u>\$916,844</u>	<u>\$1,003,720</u>	<u>\$1,199,437</u>

The Licenses & Permits include Business Improvement Tax, Transient Occupancy Tax, and Business License Administrative cost reimbursements. The Charges for Services includes the cost for Property Tax Collection Assessment and Tax Fee, and Property Tax Administration fees that are reimbursed through the revenues collected from various agencies as allowed by law. Operating Transfers In of \$113,437 reflects reimbursement of costs related to the tax sale of delinquent properties from the Delinquent Tax Recovery Fund (6802).

Note:

1. The Cost of Tax Collection was previously accounted for under General Fund Revenues and includes fees collected for tax sale activities.
2. Fees were increased for the Creation of Liens, Lien Releases, and a Research Fee was created for unsecured collection activities.

TREASURER-TAX COLLECTOR

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Treasurer-Tax Collector	1		1	
Account Clerk I/II – Tax Collector	2		2	
Accountant Auditor I/II/Senior/Supervising ⁽²⁾	1		1	
Accounting Technician I/II	3	1	4 ⁽¹⁾	
Administrative Analyst I/II/Senior ⁽²⁾	1		1	
Senior Accounting Technician	1		1	
Treasurer-Tax Collector	1		1	
Total Permanent	10	1	11	0

Note: The following changes were made with a re-organization of the department as approved by the Board on December 9, 2015:

(1) One unfunded Accounting Technician is recommended funded in Fiscal Year 2017-18.

(2) The Accountant Auditor I/II and Administrative Analyst I/II classifications are now flexibly staffed to a Senior level. In 2017, the Accountant Auditor I/II/Senior was again flexibly staffed to a Supervising level.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$653,767) are recommended increased \$84,703 based on salary increases, step increases, and funding all allocated positions.

710103 **Extra Help** (\$81,199) is recommended decreased \$20,922 based on the need for clerical help during peak tax collection periods assisting with tax collections, processing tax payments, recording 4-pay/5-pay collections, maintaining payment plan agreements, credit card processing; as well as to provide staff support on various projects. A field collection position will be implemented to assist with the backlog of unsecured collections and to check the validity of annual unsecured billings. The costs of any fieldwork will be assessed to the delinquent tax bill and recovered through payment. This includes costs associated with the annual tax defaulted property tax sale, for which a minimum of \$50,000 will be recovered from the tax sale excess proceeds trust fund and a portion will also be recovered through the increase in collections from extensive collection efforts such as bank levies, till taps and the tax intercept program.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

TREASURER-TAX COLLECTOR

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$2,500) is recommended increased by \$1,100 due to the cost of outsourcing communications to a vendor.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$14,000) is recommended unchanged based on current expenditures and for maintenance of an additional check scanner and telephones. Service contracts included are: Treasury vault Diebold, folding machine, NCR and Canon Scanner/Processors. Service contracts that are treasury related will be recovered from Treasury Administration fees.

721100 **Memberships** (\$700) is recommended increased by \$300 for memberships in the California Association of County Treasurers and Tax Collectors (CACTTC).

721300 **Office Expense** (\$30,000) is recommended increased \$5,000 for general office supplies, forms, increase in tax bill printing, and envelopes. This amount includes funding for subscriptions relating to investments and code enforcement, government and tax code updates, and for office equipment replacements such as calculators, battery/surge protectors, and the replacement of several telephones no longer in service.

721400 **Professional & Specialized Services** (\$210,000) is recommended increased \$1,201 based on cost estimates. All Treasuries related costs listed below and software maintenance is recovered through the Treasury Administration Fees estimated at \$134,000. All tax sale related costs are recoverable from redemptions and excess proceeds.

<u>Tax Collector</u>	<u>Recommended</u>	
Megabyte Public Web Service	\$ 3,200	
Megabyte Agency Web Service 1	9,800	
Megabyte Default Page Update	10,000	
PreSort	9,000	
First Corporate Solutions (Tax Sale)	25,000	
Bid4Assets (Tax Sale)	<u>11,000</u>	
sub total		\$68,000

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued):

<u>Treasury (All Recoverable)</u>		
Banking Services ²	100,000	
Audit of Investment Portfolio	3,000	
Financial Advisor Services	2,000	
Wells Fargo Custodial Bank	10,000	
Brinks Courier Service ³	<u>9,000</u>	
sub total		\$124,000
<u>Software Maintenance (Treasury)</u>		
Financial Mgmt (Sympro/Emphasys)	\$ 8,000	
RT/Lawrence	<u>10,000</u>	
sub total		<u>18,000</u>
GRAND TOTAL		\$210,000

Note:

1. Megabyte Agency Web Service will be offset from service costs billed.
2. Banking service expenses for the Treasury Department are scheduled to remain significant this fiscal year based on banking regulation changes known as BASELIII.
3. Brinks cost is offset from reimbursement for services charged to Superior Court.

721500 **Publications & Legal Notices** (\$5,500) is recommended unchanged based on actual and estimated costs for publications, including the announcement of a Tax Sale, Notice of Power to Sell and Excess Proceeds of properties sold at the tax sale. The tax sale publications are assessed to the defaulted properties and fully recovered when properties are redeemed or sold. Other publications required by law include the notice of property tax due dates and deadlines, delinquent taxpayer announcements, and defaulted tax listing.

721600 **Rents & Leases – Equipment** (\$12,500) is an increase of \$12,100 for long-term leases for computers, monitors, and printers; which includes maintenance services. Approximately \$3,500 will be recovered through Treasury Admin fee.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$19,000) is recommended increased \$12,000 to reimburse private mileage and expenses for out-of-County travel to attend required conferences, meetings, continuing education seminars and training; such as Megabyte, Sympro, RTL, CSAC, and CACTTC for several new employees and management. Madera County is also tasked with hosting the annual CACTTC meeting in 2018. Approximately \$11,000 will be recovered through Treasury Admin fee.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: COUNTY COUNSEL
(00700)
Function: General
Activity: Counsel
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	3,516	0	0	0
710103 Extra Help	0	0	0	0
710200 Retirement	1,140	0	0	0
710300 Health Insurance	0	0	0	0
710400 Workers' Compensation Insurance	0	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	4,657	0	0	0
SERVICES & SUPPLIES				
720300 Communications	320	0	0	0
720600 Insurance	0	0	0	0
720800 Maintenance - Equipment	0	0	0	0
721100 Memberships	5,575	0	0	0
721300 Office Expense	15,630	0	0	0
721400 Professional & Specialized Services	1,685,169	1,132,550	1,132,550	1,132,550
721600 Rents & Leases - Equipment	0	0	0	0
722000 Transportation & Travel	271	0	0	0
TOTAL SERVICES & SUPPLIES	1,706,965	1,132,550	1,132,550	1,132,550
OTHER CHARGES				
730700 Judgments & Damages	130,000	0	0	0
TOTAL SERVICES & SUPPLIES	130,000	0	0	0
TOTAL - COUNTY COUNSEL	1,841,622	1,132,550	1,132,550	1,132,550

COUNTY COUNSEL

COMMENTS

The County Counsel serves as legal advisor in civil matters for County Officers, Departments, Boards, Commissions, Committees, and some Districts. The duties of the Office include providing legal counsel and advice to the Board of Supervisors and County Departments; preparing agreements, contracts, resolutions, and ordinances; filing and litigating civil cases and condemnation cases; coordinating the collection of delinquent accounts; acting as Attorney for the Public Administrator and Public Guardian; and coordinating the defense of bodily injury and property damage suits under the County's Self-Insured Liability Program.

<u>REVENUE</u>	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Legal Services	\$4,027	\$130,000	\$130,000

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Counsel	0	1	0	1
Deputy County Counsel I/II/III	0		0	
Program Assistant	0		0	
Office Assistant I/II	<u>0</u>		<u>0</u>	
Total Permanent	0	1	0	1

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$1,132,550) is recommended unchanged based on the following functions:

Payments for Outside Attorneys	182,550
Contract County Counsel Function	950,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **HUMAN RESOURCES & OPERATIONS
(00810)**
Function: **General**
Activity: **Personnel**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	687,792	755,628	807,860	807,860
710103 Extra Help	112,436	11,000	10,000	10,000
710200 Retirement	216,446	243,108	252,399	252,399
710300 Health Insurance	71,408	83,860	86,115	86,115
710400 Workers' Compensation Insurance	2,934	14,682	26,519	26,519
TOTAL SALARIES & EMPLOYEE BENEFITS	1,091,016	1,108,278	1,182,893	1,182,893
SERVICES & SUPPLIES				
720300 Communications	862	1,200	1,200	1,200
720600 Insurance	139	253	405	405
720800 Maintenance - Equipment	498	500	500	500
721100 Memberships	650	650	650	650
721300 Office Expense	17,556	16,800	21,000	21,000
721400 Professional & Specialized Services	72,121	43,450	50,000	50,000
721500 Publications & Legal Notices	4,249	10,000	10,000	10,000
721900 Special Departmental Expense	955	1,250	1,250	1,250
722000 Transportation & Travel	7,178	6,500	8,500	8,500
TOTAL SERVICES & SUPPLIES	104,206	80,603	93,505	93,505
TOTAL - HUMAN RESOURCES	1,195,222	1,188,881	1,276,398	1,276,398

HUMAN RESOURCES & OPERATIONS

COMMENTS

The Division's areas of responsibilities include county-wide recruitment and examination activities; administrative support to the County's Civil Service Commission (pursuant to the County Code, the Deputy CAO – HR/Operations (working title of Director of Human Resources) serves as the Secretary to the Civil Service Commission); employer-employee relations, including employee contract negotiation/administration; grievance administration; classification, salary and compensation administration; employee status changes and payroll certification; maintenance of official County personnel records; administration of coordinated medical leave entitlements; administration of disability retirement issues; personnel policy development and administration; conducting new employee orientation; oversight and administration of the County's Health Insurance Benefits Program through a contract with CalPERS, Deferred Compensation Program, other Voluntary Benefit and Life Insurance Programs; administration of the contract with CalPERS for the County's defined benefit retirement plan; and oversight of the development and implementation of county-wide policy issues.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>Recruitment/Testing</u>			
Announcements	75	106	115
Applications Evaluated	1,850	2,652	2,890
Written Exams	19	16	20
Oral Exams	39	44	50
Bilingual Exams	4	2	3
Eligible Lists	113	126	130
Promotional Eligible Lists (incl. PBCS)	80	103	130
Executive Recruitment	1	2	2
Eligible Lists and Add'l Names Certified to Departments	195	266	275
<u>Personnel Transactions</u>			
New Hires – Permanent	130	140	154
New Hires - Extra Help	125	49	54
Promotions	195	201	221
Separations	215	149	150
Overtime Calculations	1,600	1,250	1,380
<u>Civil Service Commission</u>			
Regular and Special Meetings	11	12	12

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
<u>Labor Relations</u>			
Meet and Confer	35	30	26
<u>Employee/Organizational Issues</u>			
Department Consultation	120	120	120
Disability Interactive Processes	18	22	25
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	10,800	16,200	15,000
Deferred Compensation Forms	2,200	2,700	3,000
Employee/Dept Inquiries about Benefits	4,000	4,250	4,250
Protected Leave Monitoring (i.e. FMLA)	2,250	2,250	2,250
<u>Reception (not including 311 assistance)</u>			
Phone Calls	9,100	6,000	6,000

REVENUE

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Personnel Services	\$164,348	\$190,000	\$258,650

STAFFING

	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
<u>Permanent</u>					
Assistant Director of HR/Operations	1		1		
Employee Benefits Technician I/II	1		0*		1
Employee Relations Officer or Senior Personnel Analyst	1		1		
Deputy County Administrative Officer – HR/Operations	1		1		
Office Assistant I/II	0	1	0	1	
Personnel Analyst I/II	0	1	1***		
Personnel Technician I/II	2		4		

HUMAN RESOURCES & OPERATIONS

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Personnel Technician I/II, or Personnel Analyst I/II (½ time)	0	1	0	1	
Program Assistant I/II	3		2**		
Senior Personnel Analyst, or Personnel Analyst I/II	1		1		
Total Permanent	10	3	11	2	1

*It is recommended to eliminate the class of Employee Benefits Technician I/II, and amend the class specifications of the Personnel Technician I/II class series to allow for more flexibility and cross training of staff.

**It is also recommended to reallocate an existing Program Assistant I/II position to the class of Personnel Technician I/II. This change is justified because of the number of mandates that have recently impacted the Human Resources function in governmental agencies. It has been recognized that a higher level of technical support/expertise is needed.

***Lastly, it is recommended to fund a previously unfunded Personnel Analyst I/II position. This position has been unfunded for several budget cycles, and it has been determined that there is a need for additional professional level support in Human Resources. The funding of this position will improve service delivery to the Division's internal and external stakeholders.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$807,860) are recommended increased \$52,232 based on recommended staffing levels.
- 710103** **Extra Help** (\$10,000) is recommended reduced by \$1,000 for Civil Service Commission meeting compensation (\$7,500), and to fund administrative resources required for the department's employee benefits function (\$2,500).
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,200) is recommended unchanged based on actual and projected telephone costs of this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance – Equipment** (\$500) is recommended unchanged based on projected expenditures for the maintenance of typewriters, computer equipment, fax machine and telephones.
- 721100** **Memberships** (\$650) is recommended unchanged based on actual expenditures for membership in the County Personnel Administrators Association of California.
- 721300** **Office Expense** (\$21,000) is recommended increased \$4,200 based on current and projected expenditures. This account funds normal office supply needs, training and reference materials, shipping expenses and photocopying of materials used in the Civil Service process. The increase is requested due to the Division's increased monthly cost for the leased copy machine (approx \$160 - \$170 more per month over last Fiscal Year).
- 721400** **Professional & Specialized Services** (\$50,000) is recommended increased \$6,550. Anticipated expenditures include the continuing need of the County's Chief Negotiator and Counsel to the Civil Service Commission. Specifically, this account includes funding for testing materials (\$10,000); legal counsel for the Civil Service Commission (\$3,500); special outside counsel for labor issues (\$5,000); Unemployment Administration Program (\$1,000); 3rd party administrator for ACA compliance reporting (\$5,000); and the estimated cost of a negotiator to represent the County in labor relations negotiations (\$25,500).
- 721500** **Publications & Legal Notices** (\$10,000) is recommended unchanged based on expenditures for advertisement of employment opportunities within the County of Madera.
- 721900** **Special Departmental Expense** (\$1,250) is recommended unchanged for the estimated cost to rent applicant testing facilities and/or the cost of employee award plaques and certificates.
- 722000** **Transportation & Travel** (\$8,500) is recommended increased \$2,000 based on current and anticipated expenditures for travel and training for the Department (\$4,700; \$2,000 of which is funded by DSS). This account also provides mileage reimbursement for the Civil Service Commissioners (estimated at \$2,000), and lunch for outside participants on oral appraisal boards to establish eligible lists (\$1,800).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**CLERK-RECORDER-
ELECTIONS (03330)**

Function:

General

Activity:

Elections

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	264,796	277,493	301,864	301,864
710103 Extra Help	15,085	30,000	30,000	30,000
710105 Overtime	0	0	0	0
710200 Retirement	86,609	89,278	91,671	91,671
710300 Health Insurance	47,736	45,865	55,180	55,180
710400 Workers' Compensation Insurance	1,212	2,821	186	186
710500 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	416,039	446,057	479,501	479,501
SERVICES & SUPPLIES				
720300 Communications	2,706	3,400	3,000	3,000
720600 Insurance	64	118	3,541	3,541
720800 Maintenance - Equipment	2,201	4,000	3,500	3,500
721100 Memberships	600	200	200	200
721300 Office Expense	20,739	15,000	15,000	15,000
721400 Professional & Specialized Services	73,481	72,000	84,500	84,500
721500 Publications & Legal Notices	1,486	3,500	5,000	5,000
721600 Rents & Leases - Equipment	200	1,000	500	500
721700 Rents & Leases - Buildings	0	700	700	700
721900 Special Departmental Expense	265,939	230,000	355,000	355,000
722000 Transportation & Travel	6,078	5,500	8,000	8,000
TOTAL SERVICES & SUPPLIES	373,494	335,418	478,941	478,941
FIXED ASSETS				
740300 Equipment	0	0	30,000	30,000
TOTAL FIXED ASSETS	0	0	30,000	30,000
TOTAL - ELECTIONS	789,533	781,475	988,442	988,442

COMMENTS

The Elections Division is under the jurisdiction of the County Clerk-Recorder, with the responsibility of conducting most elections held within the county. Ongoing duties include: voter registration and maintenance of registration lists and records; preparation of precinct and district maps; verification of signatures on petitions; filing campaign disclosure statements and statements of economic interests. During an election season, duties include: ballot layout and acquisition; preparation/mailing of vote-by-mail ballots; processing voted ballots for tabulation; procurement, training and payment of poll workers; acquisition of polling sites; preparation of polling place supplies; and programming/deploying HAVA-compliant voting equipment.

***Law regulates voting procedures for military or overseas voters and provides that a military or overseas voter has the right to register for, and to vote by a vote by mail ballot in any election within the state. It also defined a "ballot marking system". Assembly Bill 2252, which became effective in January, 2017, renames a "ballot marking system" to "remote accessible vote by mail system" and defines it as a mechanical, electromechanical, or electronic system and its software that is used for the sole purpose of marking an electronic vote by mail ballot remotely, outside a polling location, for a voter with disabilities or a military or overseas voter who would then be required to print the paper cast vote record to be submitted to the elections official.*

***Counties will be required to implement a remote system once the Secretary of State has certified systems for use in California. At this time, it is not known what the costs will be to implement such a system, however, it is an expense that the Elections Division will face in the future, quite possibly as soon as the June, 2018 Gubernatorial Statewide Primary Election.*

ELECTIONS

WORKLOAD – Elections Conducted

		<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
9/1/15	Golden Valley Unified Recall Minor; 5 Precincts 3,700 registered voters	1		
6/7/16	Presidential Primary Election Major; 100 Precincts 60,000 registered voters	1		
11/8/16	Presidential General Election Major; 100 Precincts 60,000 registered voters		1	
3/7/17	Special Election Major; 42 Precincts 36,000 registered voters		1	
11/7/17	West Hills CCD General Election Minor; 1 Precinct 250 registered voters			1
6/5/18	Gubernatorial Primary Election Major; 100 Precincts 60,000 registered voters			1

This workload schedule as projected for 2017-18 does not reflect any unforeseen special elections called by the Governor or by any jurisdiction in the county.

ELECTIONS

<u>REVENUE (totals by category)</u>	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
State reimbursements (mailings, postage, etc.)	\$ 2,259	\$ 5,098	\$ 1,500
Help American Voters Act reimbursements (Sec 261 & 271)	0	0	0
Election-related revenues – candidate filing fees	5,859	225	30,000
Election-related revenues – candidate statements (transfer from Trust)	10,315	11,100	30,000
Election-related revenue – agency payments	22,541	336,542	200
Penalties/finest – late filing	120	100	100
Election sales/services provided	<u>2,459</u>	<u>1,855</u>	<u>3,000</u>
TOTAL:	\$43,553	\$354,920	\$64,800

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Clerk-Recorder	0.5	0.0	0.5	0.0
Elections Division Manager	1.0	0.0	1.0	0.0
Accounting Technician I/II	0.0	0.5	0.5	0.0
Deputy County Clerk-Recorder I/II**	2.0	1.0	2.0	1.0
Senior Deputy County Clerk-Recorder***	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>
Total Permanent	4.5	1.5	5.0	1.0

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$301,864) is recommended increased \$24,371 based on the cost of recommended staffing.

710103 **Extra Help** (\$30,000) is recommended unchanged. Extra help personnel are needed prior to, during, and after large elections to assist elections staff in a variety of assignments, including precinct supply box preparation, assembling election materials for precincts, answering phones, verification of signatures on petitions, data entry, and preparing mailings. This division has reduced the number of extra help staff typically requested and will perform a larger portion of the duties with regular staff. However, extra help staff is necessary when regular staff cannot be removed from their duties which may inhibit customer service or other vital functions of the department. Extra help staff will be utilized to assist staff in keeping up with the demands of the daily workload and duties that must be performed in order to produce a successful election.

710105 **Overtime** (\$0) is not recommended.

SALARIES & EMPLOYEE BENEFITS (continued)

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$3,000) is recommended reduced \$400 based on cost experience and the elimination of polling place phones for use on Election Day.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$3,500) is recommended reduced \$500 based on replacement of old equipment which will be under warranty for one year and anticipated costs for maintenance contracts for servers and printers, for pre-election service on four ballot card readers, and to service existing equipment and computers not covered by maintenance agreements.

721100 **Memberships** (\$200) is recommended unchanged based on current memberships paid from this account.

721300 **Office Expense** (\$15,000) is recommended unchanged based on anticipated costs for general office supplies. The account includes the cost of the postal permits, Election Code books and the cost of preparation of poll worker instructions. Note: postage expense for mailing voter information guides is budgeted under Special Departmental Expense (721900).

721400 **Professional & Specialized Services** (\$84,500) is recommended increased \$12,500 to allow for increases in contract charges (4% annual increase for HART and 7% increase for DFM). Contracts for HART InterCivic (electronic voting equipment vendor) annual software license/support maintenance agreement represents (\$25,000) and DFM (election management and voting system vendor) annual software license/support lease represents (\$42,000). Note: the DFM contract is calculated based upon the department's report of registrations which changes annually in October. The HART contract rate above reflects a 4% increase after April 2015. We have also added costs in the account for the installation of NetFile for annual software contract in the amount of \$7,500. The remaining \$10,000 is for funding necessary to contract with outside counsel should the need arise.

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$5,000) is recommended increased \$1,500 due to increased costs to publish mandated Legal Notices for the November 2017 and June 2018 elections and publications for voter outreach. Expenses in this account are necessary due to legal requirement to publish all election related materials in English and Spanish.
- 721600** **Rents & Leases – Equipment** (\$500) is recommended reduced \$500 based on past experience and provides a minimal allowance of use of County vehicles by staff for association training, poll worker training, voter outreach/education and election related travel as it becomes necessary.
- 721700** **Rents & Leases - Building** (\$700) is recommended unchanged for the rental of polling places for the June 2018 Gubernatorial Primary Election.
- 721900** **Special Departmental Expense** (\$355,000) is recommended increased \$125,000 for increases to following: Printing/Postage for Ballots, Voter Information Guides, PVBM envelopes (\$220,000); Payroll and mileage reimbursement for poll workers/field inspectors/election night support staff (\$75,000); Vote by Mail Ballot envelopes, instructional inserts, secrecy sleeves, labels and supplies (\$28,450); Precinct supplies, ballot boxes, signage, tables/chairs, ADA accessibility modifications, official seals, electronic voting equipment batteries and voting devices (\$16,750); Spanish Translations as required by VRA and HAVA (\$2,500); Audio files for ADA accessible voter information guides (\$10,000); and Miscellaneous supplies such as labels for candidate data requests, labels for on-demand voter information guides and shredding of past election materials (\$2,300).
- 722000** **Transportation & Travel** (\$8,000) is recommended increased \$2,500 to provide necessary travel to stay abreast of new laws, provide for staff training which affect the conduct of elections and in garnering ideas on saving on election costs, and to cover costs associated with mandatory Election Center Certification.

FIXED ASSETS

- 740301** **Fixed Assets** (\$30,000) is recommended for the purchase a new Election Management Software and Ballot Counting server. The existing server is 2 years past the recommended timeframe for replacement. Funds requested are based on the estimates provided by the IT Department and will accommodate any unforeseen or necessary upgrades and/or licensing requirements. The Elections server provides functionality between the Election Management System (EIMS), VoteCal, and ballot counting. Server failure of any kind greatly impacts the ability to function and could be detrimental to an ongoing election and/or certification of its results.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Public Works
SERVICES (01300)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	2,210,600	2,210,600
710103 Extra Help	0	0	118,972	118,972
710105 Overtime	0	0	0	0
710200 Retirement	0	0	744,567	744,567
710300 Health Insurance	0	0	328,490	328,490
710400 Workers' Compensation Insurance	0	0	129,761	129,761
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	3,532,390	3,532,390
SERVICES & SUPPLIES				
720300 Communications	0	0	64,000	64,000
720800 Maintenance - Equipment	0	0	150	150
721100 Memberships	0	0	17,900	17,900
721300 Office Expense	0	0	47,000	47,000
721314 Computer Equipment	0	0	20,329	20,329
721400 Professional & Specialized Services	0	0	100,000	100,000
721426 Software	0	0	4,000	4,000
721500 Publications & Legal Notices	0	0	3,000	3,000
721600 Rents & Leases - Equipment	0	0	40,000	40,000
721800 Small Tools & Instruments	0	0	250	250
721900 Special Departmental Expense	0	0	6,000	6,000
722000 Transportation & Travel	0	0	43,500	43,500
TOTAL SERVICES & SUPPLIES	0	0	346,129	346,129
TOTAL - PUBLIC WORKS SERVICES	0	0	3,878,519	3,878,519

PUBLIC WORKS

COMMENTS

In the fall of 2014, the Board of Supervisors approved the creation of the Public Works Department and placed Roads, Special Districts, and Engineering under the umbrella of the Public Works Department under the direction of the Public Works Director (formerly, the Road Commissioner). The Public Works Department has responsibility over the following funds with individual budgets:

Public Works	01300
• Flood Control Services Fund	15010
• Refuse Disposal (Liner Fund)	11100
• Special District Services	01340
• Roads	11800
• Transit	63860
• Engineering	01315

Effective Fiscal Year 2017-18, all Public Works administrative and services staff and expenses that are allocable to multiple projects and reimbursed from multiple funds will be budgeted in the new Public Works Org 01300. All field staff and expenses special to each fund are still budgeted in the respective fund. It should be noted that the Public Works budget has replaced the Engineering budget (01315) for Fiscal Year 2017-18. All staff from the Engineering Budget (Org 01315) were transferred to Org 01300. Staff from the Special Districts Org (01340) and Roads Org (11800) that provide services to multiple projects in various funds were also consolidated into the Public Works Org (01300). This reorganization will help the Department streamline the cost allocation process and better track time spent between various functions.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Permits	\$ 61,734	\$ 56,000	\$ 62,000
Development Review	62,183	53,000	62,000
Intergovernmental Revenue	91,072	731,239	0
Charges for Current Services	1,400	0	0
SD- Application Fee	0	0	2,000
Miscellaneous (includes Salary/Benefit Reimbursement)	275,460	7,500	5,500
Interfund Revenue	0	0	2,046,599
Intrafund Revenue	0	0	782,111
Federal/State Grant Revenue	<u>0</u>	<u>0</u>	<u>768,309</u>
Total Revenue	\$491,849	\$847,739	\$3,728,519

PUBLIC WORKS

STAFFING

<u>Permanent</u>	2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II/Sr	2		
Administrative Analyst I/II/Sr	1	1 ^(A)	
Administrative Assistant	1		
Assistant Engineer	1		1 ^(B)
Deputy Public Works Director	2	1	
Development Services Engineer	1		
Director of Public Works	1		
Engineer I/II/III	6		
Engineering Aide		1 ^(C)	
Engineering Technician	4	2 ^(D)	
Office Services Supervisor II	1		
Personnel Technician I/II			1 ^(E)
Program Assistant I/II	6 ^(F)		
Public Works Inspector	1 ^(F)		
Public Works Special Districts Manager	1		
Program Manager	1		
Real Property Agent	1		
Senior Civil Engineer	3 ^(G)		
TOTAL STAFFING	33	5	2

Notes:

- (A) One Administrative Analyst position recommended unfunded for Fiscal Year 2017-18
- (B) One Assistant Engineer recommended eliminated for Fiscal Year 2017-18 to offset the addition of a new Public Works Inspector position
- (C) One Engineering Aide recommended unfunded for Fiscal Year 2017-18
- (D) Two Engineering Technicians are recommended unfunded to offset the cost of adding two Program Assistant positions in Fiscal Year 2017-18
- (E) One Personnel Technician position recommended for elimination in the budget year
- (F) Two Program Assistant positions and One Public Works Inspector are recommended to be added in the budget year
- (G) One unfunded Sr. Civil Engineer recommended to be funded and underfilled as an Engineer I/II/III

PUBLIC WORKS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,210,600) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$118,972) is recommended based on the cost of recommended staffing.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$64,000) is recommended for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services *(\$4,000 Engineering-Eng.) (\$15,000 Special Districts-SD) (\$12,000 Liner) (\$33,000 Roads)*.
- 720800** **Maintenance - Equipment** (\$150) is recommended based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100** **Memberships** (\$17,900) is recommended for: County Engineers Association (\$1,450 Eng.); Regional Water Management Group (\$1,200 Eng); the American Water Works Association, the California Rural Water Association, the California Special Districts Association, and the California Water Environment Association (\$4,500 SD); the Solid Waste Association of North America (\$750 Liner); and the Environmental Services Joint Powers Authority (\$6,500 Liner), (\$3,500 Roads).
- 721300** **Office Expense** (\$47,000) is recommended for office supplies based on the current and projected staffing levels *(\$5,000 Engineering) (\$5,000 SD) (\$7,000 Liner) (\$30,000 Roads)*.
- 721314** **Computer Equipment** (\$20,329) is recommended to fund the purchase of new computers and monitors based on the current and projected staffing levels and to get all computers to an upgradeable version of Windows 10 *(\$2,000 Eng) (\$2,000 SD) (\$1,500 Liner) (\$14,829 9 computers Roads)*.

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$100,000) is recommended to fund the continued need for an outside surveyor, and for engineering and construction services for Engineering.
- 721426** **Software** (\$4,000) is recommended for: two licenses for AutoCAD Civil 3D (\$2,800), one license WaterCAD (\$1,200) for Engineering.
- 721500** **Publications & Legal Notices** (\$3,000) is recommended for publishing official notices and required newspaper announcements (*\$1,000 SD*) (*\$500 Liner*) (*\$1,500 Roads*).
- 721600** **Rents & Leases - Equipment** (\$40,000) is recommended for the copy machine lease and for the rental of vehicles from Central Garage (*\$1,000 Flood*) (*\$16,000 Engineering*) (*\$7,000 SD*) (*\$16,000 Roads*).
- 721800** **Small Tools & Instruments** (\$250) is recommended to purchase and/or replace items as needed for Engineering.
- 721900** **Special Departmental Expense** (\$6,000) is recommended for required State Fish & Game fees for any lake and stream bed alterations (\$5,000), and the renewal for Civil Engineers' licenses (\$1,000) for Engineering.
- 722000** **Transportation & Travel** (\$43,500) is recommended based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training (*\$500 Flood*) (*\$3,000 Engineering*) (*\$8,000 SD*) (*\$10,000 Liner*) (*\$22,000 Roads*).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SPECIAL DISTRICTS
SERVICES (01340)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	968,404	1,347,067	1,225,480	1,225,480
710103 Extra Help	53,328	47,414	20,154	20,154
710105 Overtime	77,802	100,000	100,000	100,000
710106 Stand-By Pay	33,353	36,000	36,000	36,000
710200 Retirement	306,126	447,594	402,605	402,605
710300 Health Insurance	202,174	281,026	185,684	185,684
710400 Workers' Compensation Insurance	165,512	70,982	70,982	70,982
TOTAL SALARIES & EMPLOYEE BENEFITS	1,806,700	2,330,083	2,040,905	2,040,905
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	6,397	7,500	7,500	7,500
720300 Communications	11,401	14,000	0	0
720500 Household Expense	695	1,000	1,000	1,000
720600 Insurance	80,207	143,524	215,929	215,929
720800 Maintenance - Equipment	13,213	20,000	20,000	20,000
720900 Maintenance - Structures & Grounds	2,328	500	500	500
720910 Maintenance - Water/Sewer	0	5,000	10,000	10,000
721000 Medical, Dental & Lab Supplies	165	500	500	500
721100 Memberships	3,001	4,500	0	0
721300 Office Expense	3,501	5,000	0	0
721314 Computer Equipment	1,451	2,000	0	0
721400 Professional & Specialized Services	48,152	50,000	318,000	318,000
721500 Publications & Legal Notices	0	1,000	0	0
721600 Rents & Leases - Equipment	149,310	206,600	206,600	206,600
721800 Small Tools & Instruments	3,530	4,000	25,000	25,000
721900 Special Departmental Expense	6,995	12,500	12,500	12,500
722000 Transportation & Travel	3,969	5,000	0	0
TOTAL SERVICES & SUPPLIES	334,315	482,624	817,529	817,529

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SPECIAL DISTRICTS
SERVICES (01340)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
OTHER CHARGES				
730700 Judgments & Damages	0	0	0	0
731401 Interfund Expense	0	97,000	0	0
TOTAL OTHER CHARGES	0	97,000	0	0
FIXED ASSETS				
740200 Buildings and Improvements	9,982	0	0	0
740300 Equipment	0	20,000	72,500	72,500
TOTAL FIXED ASSETS	9,982	20,000	72,500	72,500
INTRAFUND TRANSFER				
770000 Intrafund Expense	13,699	31,000	441,267	441,267
TOTAL - SPECIAL DISTRICTS SERVICES	2,150,996	2,960,707	3,372,201	3,372,201

SPECIAL DISTRICTS DIVISION

COMMENTS

This budget is administered under the jurisdiction of the Public Works Department: Municipal Services, Special Districts. It allocates funds for expenses pertaining to salaries and wages for field and administrative staff, equipment, administrative overhead, and indirect costs associated with operation of Maintenance Districts and County Service Areas. These Districts and Service Areas provide water and wastewater services; although, there are a few that include street light and drainage services.

REVENUE

The revenue for the Special Districts Budget is obtained through charges to the individual Maintenance Districts and County Service Areas Budgets. The costs incurred for the field personnel's time and equipment are billed directly to the Maintenance District or Service Area where the work was performed. The costs incurred for Special Districts Administration, Tools, Equipment, Fixed Assets, and the A-87 plan are billed to the districts based on a pro-rata share of Improved Water and Sewer Units. Equipment maintenance and repair costs are recovered through a combination of prorated charges and rental fees charged to the Districts using the equipment.

Special Districts embarked on on a County-wide Rate Study for all water/sewer Special Districts in Fiscal Year (FY) 16-17. The studies will continue through FY 17-18. Rate Studies are needed, on average, every 5 years in order to account for fluctuations in the economy, aging infrastructure, and environmental impacts. Once the studies are complete, if needed, Prop 218 elections will be held.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
District Revenue (660803)	\$1,737,474	\$1,909,068	\$2,147,005
Administrative Service Fee (662780)	414,511	1,191,677	1,225,196
Indirect Related Revenue (662801)	229,710	230,000	230,000
Intrafund Revenue (670000)	0	120,342	0
Operating Transfers In	0	0	0
Miscellaneous	<u>1,015</u>	<u>100</u>	<u>0</u>
Total Revenue	\$2,382,711	\$3,451,187	\$3,602,201
<u>EXPENSES</u>			
Expenditures	\$1,970,425	\$3,221,187	\$3,372,201
Indirect Costs	<u>229,710</u>	<u>230,000</u>	<u>230,000</u>
Total Cost	\$2,200,135	\$3,451,187	\$3,602,201
Deficit	(\$0)		

SPECIAL DISTRICTS DIVISION

REVENUE (continued)

Notes:

- Even though the Special Districts Division has made significant progress in having the Districts fully reimburse the County General Fund for their direct expenses, there are Districts that fall short in full reimbursement due to inadequate rates and/or rate payers that are delinquent in their rate payments; therefore, this stated revenue may not actually be fully realized. In March 2014, Special Districts and the Board of Directors passed a new collections program that includes penalties and service shutoffs on accounts that are delinquent; this program was fully implemented in the 2014-15 fiscal year. Implementation of this program and additional rate increases will help reduce funding shortfalls.
- In April 2008, a presentation was made to the Board of Supervisors showing that indirect costs fluctuated significantly over the prior ten (10) years. The report requested that the annual indirect cost be given a more stable amount each year for the fees charged to each District. At this time, it is recommended that the amount of \$230,000 continue to serve as an indirect cost to be recovered from Districts through charges for services.

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	1		0*	
Administrative Analyst I/II/Senior	1		0*	
Licensed Utility Worker I/II, or Utility Worker	15		15	
Special Districts Electrician	1		1	
Public Works Special Districts Manager	1		0*	
Special Districts Utility Manager	2		2	
Supervising Licensed Utility Worker	<u>3</u>		<u>3</u>	
Total Permanent	24		21	

Note: *Positions transferred to the new Public Works Org 01300. The positions will continue to support this budget and their actual staff time will be charged to the Intrafund Expense Account 770000.

SPECIAL DISTRICTS DIVISION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,225,480) are recommended reduced \$121,587 based on the cost of recommended staff.
- 710103** **Extra Help** (\$20,154) is recommended reduced \$27,260 for a seasonal Extra Help Utility Worker that is needed for high water use months and to help with water conservation enforcement.
- 710105** **Overtime** (\$100,000) is recommended unchanged due to water conservation efforts in order to comply with the current State mandate. This increase is also based on current expenditures and added demands of SRF, Proposition 84, USDA and EPA projects and impacts of the current drought conditions. Overtime is generated primarily due to alarm conditions, system failures, and other emergencies that require employees to work beyond their shift or to be called back outside of their regularly scheduled hours. Overtime is hard to specify since it depends on the hourly rate of the person called and the amount of time it takes to fix the problem. A rough estimate would be \$35 per hour x 2,857 hours per year.
- 710106** **Stand-by Pay** (\$36,000) is recommended unchanged to provide for two field staff (one in the mountain area and one in the valley area) to be on stand-by and ready to respond to alarms and emergencies after hours, nights, weekends, and holidays to ensure district coverage 24 hours per day, seven days per week at an average rate of 500 hours per month, per area at \$3.00 per hour.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$7,500) is recommended unchanged for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$0) is recommended at zero as communications expenditures are now incurred in the Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below.
- 720500** **Household Expense** (\$1,000) is recommended unchanged based on current expenditures for miscellaneous cleaning and restroom supplies at the valley shop. This account is reimbursed by valley Districts based on pro-rata share of improved water and sewer units.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 720800** **Maintenance – Equipment** (\$20,000) is recommended unchanged based on current and projected expenses for maintaining heavy equipment (trucks, tractors, and implements), generators, pumps, welders, sewer cleaning equipment, etc. This account is reimbursed by a combination of direct rental charges and shared charges to all Districts based on pro-rata share of improved water and sewer units.
- 720900** **Maintenance – Grounds** (\$500) is recommended unchanged for minor maintenance costs for the valley shop facilities including herbicides, paint, and fence repair materials. This account is reimbursed by valley Districts based on pro-rata share of improved water and sewer units.
- 720910** **Maintenance – Water/Sewer Systems** (\$10,000) is recommended increased \$5,000 for universal costs and replacement parts related to the operation and maintenance of the Valley wastewater treatment plants and water systems. This account is reimbursed by valley Districts based on pro-rata share of improved water and sewer units.
- 721000** **Medical, Dental & Laboratory Supplies** (\$500) is recommended unchanged for first aid and safety supplies for the field shops, county vehicles, and the District office. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721100** **Memberships** (\$0) is recommended at zero as membership expenditures are now incurred in the newly Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below
- 721300** **Office Expense** (\$0) is recommended at zero as office expenses are now incurred in the Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below
- 721314** **Computer Equipment** (\$0) is recommended at zero as computer equipment are now incurred in the Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$318,000) is recommended increased \$268,000 for the following services:
Bartle Wells and Associates: \$253,000 for County-wide rate studies
Backflow and Cross Connection Survey services: \$15,000
Public outreach, emergency and any other professional services: \$50,000
This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721500** **Publications & Legal Notices** (\$0) is recommended at zero as publications and legal notices are now incurred in the Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below
- 721600** **Rents & Leases - Equipment** (\$206,600) is recommended unchanged for the rental of 21 vehicles from Central Garage (\$156,000), and for the rental of equipment not owned by the County (\$50,000). Equipment needed on a regular basis that may need to be rented: Inductor Trailer, Backhoe, Skid Steer, Loader/Box Scraper Tractor, 25 ton boom truck, Power Broom Street Sweeper. This account is reimbursed by all Districts based on miles driven while servicing each District or where the equipment was used.
- 721800** **Small Tools & Instruments** (\$25,000) is recommended increased \$21,000 to purchase and replace tools and instruments carried on District vehicles and used in the District shops. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721900** **Special Departmental Expense** (\$12,500) is recommended unchanged based on current and projected expenses for employees' State Sewer and Water Certifications, and Cascade System Software maintenance agreements for accounting software and utility billing software (\$8,000). This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 722000** **Transportation & Travel** (\$0) is recommended at zero as transportation and travel expenditures are now incurred in the Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below

OTHER CHARGES

- 731401** **Interfund Expenses** (\$0) is not recommended as Roads staff that support Special District functions have been transferred to the newly created Public Works Admin budget and are now charged to special districts as intrafund expenses in Account 770000.

SPECIAL DISTRICTS DIVISION

FIXED ASSETS

740300 **Equipment** (\$72,500) is recommended increased \$52,500 for the purchase of one hydroflusher (\$60,000) and one dump trailer (\$12,500). This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

INTRAFUND TRANSFER

770000 **Intrafund Expense Staffing** (\$398,767) reflects reimbursement to the Public Works Org 01300 for staff time spent on Special Districts functions

770000 **Intrafund Expense** (\$42,500) is recommended to reimburse the Public Works Org 01300 for administrative expenses.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ENGINEERING (15010)**
 Function: **Flood Control**
 Activity: **FCWCA**
 Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
Beginning Balance	290,632	191,145	0	0 *
REVENUES				
610100 Cur Sec Prop Tax	173,926	168,000	206,554	206,554
610200 Cur Unsecured Prop Tax	1,986	1,000	1,500	1,500
610300 Prior Secured Prop Tax	-1,176	100	100	100
610400 Prior Unsecured Prop Tax	262	500	250	250
610600 Cur Supplemental Prop Tax	3,638	2,000	3,100	3,100
610700 Prior Supplemental Prop Tax	35	50	50	50
640101 Interest	1,118	1,000	371	371
652900 ST - H/O Prop Tax	2,202	2,200	2,200	2,200
654535 ST - Grant	438,724	3,353,100	2,213,100	2,213,100
659010 RDA Pass Thru	34,548	34,000	34,000	34,000
670300 Miscellaneous Revenue (FEMA)	0	2,000	12,000	12,000
SUBTOTAL REVENUES	655,263	3,563,950	2,473,225	2,473,225
TOTAL REVENUES	945,895	3,755,095	2,473,225	2,473,225
SERVICES & SUPPLIES				
720100 Agriculture	0	1,500	1,500	1,500
721400 Professional & Specialized Services	707,689	3,599,000	2,206,660	2,206,660
721427 Property Tax Admin	4,293	4,500	4,500	4,500
721433 Outside Attorney's & Other Experts	0	0	0	0
721602 Rents/Lease - Other Equipment	865	1,000	0	0
721900 Special Departmental Expense	15,330	9,000	14,000	14,000
722000 Transportation and Travel	2,016	2,000	0	0
TOTAL SERVICES & SUPPLIES	730,194	3,617,000	2,226,660	2,226,660
OTHER EXPENSES				
731401 Interfund Expense	3,953	138,095	201,565	201,565
770000 Intrafund Transfer	0	0	45,000	45,000
TOTAL OTHER EXPENSES	3,953	138,095	246,565	246,565
TOTAL OPERATING EXPENSES	734,146	3,755,095	2,473,225	2,473,225
INCOME OVER/(UNDER) EXPENSES	211,749	0	0	0

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ENGINEERING (15010)**
 Function: **Flood Control**
 Activity: **FCWCA**
 Fund: **Enterprise Fund**

CONTINGENCIES

780100 Appropriation for Contingency	0	0	0	0
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NET - FLOOD CONTROL SERVICES

	211,749	0	0	0
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This is not a General Fund Budget

*Represents the Estimated Projected Fund Balance on June 30, 2017; the balance is subject to change due to expenses that may be accrued till June 30, 2016, which have not yet been processed.

FLOOD CONTROL

COMMENTS

Under the budgetary control of the Public Works Department, the Flood Control Services budget (created in 1984-85 to reflect the County's participation in flood control work for the Flood Control and Water Conservation Agency) provides funding for flood control work completed either by contract or by staff. In addition, it provides funding for technical and support services by Engineering staff.

Note: This budget reflects the consolidation of budget organization #01350 – Flood Control Services (General Fund) into budget organization #15010 – Flood Control Fund (Enterprise Fund), effective with the 2012-13 Fiscal Year.

SERVICES & SUPPLIES

720100 **Agriculture** (\$1,500) is recommended unchanged to purchase poison bait and Round-up type herbicides supplies.

721400 **Professional & Specialized Services** (\$2,206,660) is recommended to be decreased by \$1,392,340 for work to be performed as follows:

SPECIAL NOTE: The revenue in the Flood Control budget is not adequate to fund all essential projects. The projects listed below (**) are vital, and if not completed, large fines and penalties will ensue. These projects will be brought back for Board direction at another point in time to discuss funding options.

FEMA surveys \$10,000 (offset by individual permits)

Flood System Repair Project \$2,196,660 (grant funds 90%/County has a 10% cash match. Total is \$2,459,000 but because of revenue constraints the whole amount cannot be budgeted)

**Ash Slough channel clearing \$780,000 (grant match has to be paid)

**Berenda Slough channel clearing \$750,000 (grant match has to be paid)

(Both Ash Slough and Berenda Slough are the County's match and have to be paid.)

**MS4 State Permit - \$80,000

**Channel Maintenance - \$100,000

**Rodent Control - \$15,000

**Levee Repairs/Patrolling Services - \$100,000

**SWRP(Storm Water Resource Plan) - \$300,000

**Fresno River channel clearing - \$200,000

FLOOD CONTROL

SERVICES & SUPPLIES (continued)

- 721427** **Property Tax Admin** (\$4,500) is recommended for payment to Auditor's and Assessor's offices for administration and collection of tax revenues.
- 721900** **Special Departmental Expense** (\$14,000) is recommended increased \$5,000 to fund the estimated cost for Department of Fish and Wildlife Mitigation Fees (\$4,000) and to purchase all items necessary for making sandbags when needed for distribution to the public during the rainy season (\$10,000).
- 731401** **Interfund ExpenseStaffing** (\$200,065) for the use of Public Works staff to administer grants and oversee Flood control activities.
- 731401** **Interfund Expense** (\$1,500) is recommended to reimburse the Public Works Department (01300) for administrative expenses.
- 770000** **Intrafund Transfer** (\$45,000) for Flood Control to reimburse Roads district for use of staff to complete Flood Control activities.
- 780100** **Appropriation for Contingency** (\$0) is not recommended as the projected starting fund balance and revenues are not in excess of expenditures.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **General Services (01311)**
 Function: **General**
 Activity: **Property Management**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	108,990	119,372	138,990	138,990
710103 Temporary Salaries	0	0	0	0
710200 Retirement	32,562	38,406	45,062	45,062
710300 Health Insurance	13,540	14,659	14,062	14,062
710400 Workers' Compensation	636	3,708	3,928	3,928
TOTAL SALARIES & EMPLOYEE BENEFITS	155,729	176,145	202,042	202,042
SERVICES & SUPPLIES				
720300 Communications	30	500	500	500
721300 Office Expense	1,588	500	500	500
721400 Professional & Specialized Services	47,099	60,000	82,000	82,000
721600 Rents & Leases - Equipment	619	2,000	1,000	1,000
722000 Transportation & Travel	1,019	500	1,000	1,000
TOTAL SERVICES & SUPPLIES	50,356	63,500	85,000	85,000
OPERATING TRANSFER OUT				
750100 Operating Transfers Out	0	0	0	0
TOTAL OPERATING TRANSFER OUT	0	0	0	0
TOTAL - GENERAL SERVICES	206,085	239,645	287,042	287,042

GENERAL SERVICES

COMMENTS

The County Administration - General Services Division (01311) encompasses the following functions under its umbrella: Capital Projects, General Grants (i.e., non-department-specific grants), Utilities, Building Operations, Building Maintenance, and Grounds Maintenance. The Utilities, Building Operations, Building Maintenance, and Grounds Maintenance budgets are included in their respective budget organizations, 01700, 01320, 01330, and 01360.

Services provided by the County Administration - General Services Division include utilities management, facility management (County-owned and leased), oversight of the janitorial services in County facilities, capital project management, and property acquisition.

<u>REVENUE</u>	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Staff Reimbursement	\$1,148	\$10,000	\$20,000

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Facilities/Grounds Coordinator, or Senior Administrative Analyst	1		0	1
General Services Manager	0	1	1*	0
Program Assistant I/II/Senior	1		1	
Total Permanent	2	1	2	1

Note: *The General Services Manager position was filled February 1, 2017.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$138,990) are recommended increased \$19,618 based on the recommended staffing levels, and the filling of the General Services Manager position in February 2017.

710103 **Temporary Salaries** (\$0) are not recommended.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

GENERAL SERVICES

SALARIES & EMPLOYEE BENEFITS (continued)

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$500) are recommended unchanged based on actual and projected expenditures for office and cellular telephone service.

721300 **Office Expense** (\$500) is recommended unchanged based on projected expenditures.

721400 **Professional & Specialized Services** (\$82,000) are recommended increased \$22,000 based on current and projected expenditures. Funds provide for a contracted Grants Manager, costs associated with capital project management which cannot be charged directly to the projects, and Real Property transactions such as appraisals. Funds were reduced last fiscal year as projects and land acquisitions/sales were anticipated to decrease. In FY 2017-18, staff expects needing to reestablish those funds for future projects and Real Property transactions.

721600 **Rents & Leases - Equipment** (\$1,000) are recommended reduced \$1,000 based on current and projected expenditures for the rental of vehicles from the Central Garage.

722000 **Transportation & Travel** (\$1,000) are recommended increased \$500 to provide minimal funding for travel, conference attendance, and training.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BUILDING
OPERATIONS (01320)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720500 Household Expense	327,574	2,000	2,000	2,000
720900 Maint-Bldg & Improvements	0	0	45,000	45,000
721400 Professional & Specialized Services	7,739	350,144	378,662	378,662
TOTAL SERVICES & SUPPLIES	335,314	352,144	425,662	425,662
TOTAL - BUILDING OPERATIONS	335,314	352,144	425,662	425,662
GRAND TOTAL - BUILDING OPERATIONS	335,314	352,144	425,662	425,662

BUILDING OPERATIONS

COMMENTS

This budget funds the cost of cleaning County buildings using contracted janitorial services. The annual cost of the janitorial agreement is shown in the Professional and Specialized Services account in this budget. Costs for the upkeep of the Madera County Government Center as well as the County's share of cost for maintaining the Sierra Courthouse are also included in this budget.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Charges for Services*	\$976	\$0	\$0

Note: *\$225,659 in charges for janitorial services is billed directly to subvented departments in FY 17-18.

SERVICES & SUPPLIES

- 720500** **Household Expense** (\$2,000) is recommended unchanged for any miscellaneous cleaning supplies and paper products that may be needed which are not required under the current janitorial contract.
- 720900** **Maintenance – Buildings & Improvements** (\$45,000) is recommended due to the need to replace 900+ sprinkler heads in the Parking Garage structure; and refresh the interior paint of the Government Center and Parking Garage.
- 721400** **Professional & Specialized Services** (\$378,662) is recommended increased \$28,518 due to the relocation of Probation-Juvenile Services to the larger, remodeled Bootcamp facility in May 2017, the addition of the new Morgue facility in April 2017, as well as an increase in the cost to clean the Government Center windows, and power wash the exterior of the building twice a year. The total cost of the janitorial services contract is \$571,049.76 of which \$225,659 is billed directly to the following subvented Departments: Behavioral Health Services, Child Support, Public Health, Social Services, DA Investigations, and Public Works. Also included in this budget is regular maintenance of the County Government Center Parking Garage and stairwells. Based on the provisions of the Memorandum of Joint Occupancy with the Administrative Office of the Courts, for FY 2017-18, this budget also reflects the County's share of cost billed by the Court (32.5%) for janitorial services at the Sierra Courthouse.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BUILDING
MAINTENANCE (01330)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	512,747	495,587	422,809	422,809
710102 Temporary Salaries	0	0	61,204	61,204
710105 Overtime	6,468	0	0	0
710106 Stand-By Pay	0	0	32,000	32,000
710200 Retirement	136,661	156,748	143,055	143,055
710300 Health Insurance	92,051	109,240	85,905	85,905
710400 Workers' Compensation Insurance	62,587	76,363	98,317	98,317
TOTAL SALARIES & EMPLOYEE BENEFITS	810,515	837,938	843,290	843,290
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	3,272	4,500	4,500	4,500
720300 Communications	6,438	5,700	5,800	5,800
720500 Household Expense	503	500	500	500
720600 Insurance	1,889	4,262	3,914	3,914
720800 Maintenance - Equipment	11,006	17,500	22,500	22,500
720900 Maintenance - Structures & Grounds	228,011	125,000	146,000	146,000
720905 Maintenance - Structures & Grounds-Jail	129,516	80,000	95,000	95,000
721300 Office Expense	1,224	500	500	500
721400 Professional & Specialized Services	156,325	100,000	158,900	158,900
721600 Rents & Leases - Equipment	31,366	28,000	33,400	33,400
721800 Small Tools & Instruments	4,142	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	888	2,000	2,000	2,000
721900 Special Departmental Expense	3,831	5,000	5,000	5,000
722000 Transportation & Travel	28	400	1,000	1,000
TOTAL SERVICES & SUPPLIES	578,440	377,362	483,014	483,014
TOTAL - BUILDING MAINTENANCE	1,388,955	1,215,300	1,326,304	1,326,304
OTHER CHARGES				

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BUILDING
MAINTENANCE (01330)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
730700 Judgements & Damages	3,400	0	0	0
TOTAL OTHER CHARGES	3,400	0	0	0
FIXED ASSETS				
740200 Buildings & Improvements	57,981	0	20,000	20,000
TOTAL FIXED ASSETS	57,981	0	20,000	20,000
GRAND TOTAL - BUILDING MAINTENANCE	1,450,336	1,215,300	1,346,304	1,346,304

BUILDING MAINTENANCE

COMMENTS

Building Maintenance performs routine and skilled maintenance, remodeling, installation, and repair to a variety of facilities county-wide, including, but not limited, to plumbing, electrical, painting, and structural elements. Building Maintenance also operates and maintains all plant equipment, such as heating, cooling, ventilating, mechanical, and utility systems.

<u>REVENUE</u>	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Intrafund/Interfund Revenue*	\$115,258	\$105,000	\$175,500

Note: *Revenue is derived providing maintenance services to Child Support Services, Social Services, Behavioral Health, Public Health, First 5, and Road Department buildings for which costs can be recovered from those budgets.

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Building Crafts & Maintenance Supervisor	1		1	
Building Crafts & Maintenance Worker I/II	5		5	
Heating & Air-Conditioning Maintenance Specialist	2	0	2	0
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total Permanent	10	1	10	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$422,809) are recommended reduced \$72,778 due to the retirement of longtime staff.
- 710103** **Temporary Salaries** (\$61,204) is recommended to fill two vacant Building Crafts & Maintenance Worker I/II positions.
- 700106** **Stand-By Pay** (\$32,000) is recommended for Stand-By Pay, which was instituted for Building Maintenance in September 2016. Stand-By Pay provides for two workers (one for general County facilities, and one for the County Jail and Juvenile Hall) to be ready to respond to alarms and emergencies that occur on nights, weekends, and holidays.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

BUILDING MAINTENANCE

SALARIES & EMPLOYEE BENEFITS (continued)

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720200 **Clothing & Personal Supplies** (\$4,500) is recommended unchanged for uniform rental, boot reimbursement, rain gear, gloves, safety equipment, and first aid supplies.

720300 **Communications** (\$5,800) is recommended increased \$100 based on the Department's projected share of telecommunications cost, including monthly cell phone costs (11 cell phones) for staff to utilize the County's CRM system.

720500 **Household Expense** (\$500) is recommended unchanged to supply materials not covered under the janitorial contract.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$22,500) is recommended increased \$5,000 based on projected costs for maintenance of all shop equipment, such as forklift, crane, generator, bucket truck, and saws. Generator inspections for County facilities and gasoline for the two off-road vehicles assigned to this Department are also funded from this account.

720900 **Maintenance - Structures & Grounds** (\$146,000) is recommended increased \$21,000 based on actual and projected costs for the necessary supplies to perform maintenance work on County facilities. Included in this budget is \$12,500 for pest control services for County facilities, which was increased due to the addition of the Sheriff's, Agriculture, and Probation department facilities, and \$6,000 for the repair of the Oakhurst Branch Library entryways.

720905 **Maintenance - Structures & Grounds - Jail** (\$95,000) is recommended increased \$15,000 based on actual and projected expenditures for the necessary supplies to perform maintenance repairs at the County Jail.

721300 **Office Expense** (\$500) is recommended unchanged to purchase office and computer supplies.

BUILDING MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$158,900) are recommended increased \$58,900 due to increased contract costs for fire system inspection and testing, a new contract for secured gate maintenance at the County Jail, and a County-wide facility condition assessment to be performed by an outside consultant (\$40,000). Other services in this budget are preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities, Fire System testing of County facilities (\$64,000); Fire System repairs of County facilities (\$10,000); elevator maintenance at the Government Center and County Library (\$18,696); and the service agreement for the security card access system for the Government Center (\$2,000). The remainder of funds are used for various unanticipated professional services needed throughout the year (\$24,204).
- 721600** **Rents & Leases - Equipment** (\$33,400) is recommended increased \$5,400 based on actual and projected expenditures for the rental of vehicles from the Central Garage and outside equipment rentals.
- 721800** **Small Tools & Instruments** (\$4,000) are recommended unchanged for tool replacement or purchases to address County building needs. This account funds purchases of small hand tools for plumbing, electrical, painting, carpentry, sewer, and other related trades.
- 721805** **Small Tools & Instruments - Jail** (\$2,000) are recommended unchanged for small tool replacement for the Correctional facility.
- 721900** **Special Departmental Expense** (\$5,000) is recommended unchanged based on actual and projected costs for the annual non-community water system fee and water testing required for the Bass Lake Government Center. This account also funds the annual generator permits required by the San Joaquin Valley Air Pollution Control District; and the Department's share of the annual CAMS system costs (\$1,250) is included in this account.
- 722000** **Transportation & Travel** (\$1,000) is recommended increased \$500 for travel and training expenses for the County Management Workshop and County General Services Association conference.
- 740200** **Buildings & Improvements** (\$20,000) are recommended to fabricate and install catwalk scaffolding in new housing units L&M at the County Jail. Building Maintenance staff cannot adequately access and maintain the plumbing in the housing units due to the height of the ceiling. The catwalks will allow staff safe and easy access to perform any plumbing maintenance.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **GROUNDS
MAINTENANCE (01360)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	194,946	208,427	206,841	206,841
710103 Temporary Salaries	25,475	0	17,942	17,942
710200 Retirement	57,579	64,357	69,066	69,066
710300 Health Insurance	39,707	46,310	45,094	45,094
710400 Workers' Compensation Insurance	22,406	25,393	18,269	18,269
TOTAL SALARIES & EMPLOYEE BENEFITS	340,113	344,487	357,212	357,212
SERVICES & SUPPLIES				
720100 Agricultural	2,033	1,750	1,750	1,750
720200 Clothing & Personal Supplies	1,642	2,000	3,825	3,825
720300 Communications	1,766	2,000	2,895	2,895
720500 Household Expense	4,026	2,000	2,000	2,000
720600 Insurance	4,622	14,678	21,336	21,336
720800 Maintenance - Equipment	11,877	10,500	12,500	12,500
720900 Maintenance - Structures & Grounds	5,070	10,000	14,000	14,000
721100 Memberships	0	0	0	0
721300 Office Expense	810	150	150	150
721306 Eqpt<FA Limit	0	0	8,000	8,000
721400 Professional & Specialized Services	186	0	0	0
721600 Rents & Leases - Equipment	15,609	13,000	17,300	17,300
721800 Small Tools & Instruments	3,188	2,500	2,500	2,500
721900 Special Departmental Expense	0	500	500	500
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	50,828	59,578	87,256	87,256
GRAND TOTAL - GROUNDS MAINTENANCE	390,941	404,065	444,468	444,468

GROUNDS MAINTENANCE

COMMENTS

Grounds Maintenance provides landscape maintenance and irrigation systems repair to parks and landscaped areas, as well as plans and installs new landscaped areas, as directed, around County facilities. As time permits, Grounds Maintenance assists in projects funded through the Flood Control budget (15010). Time spent by Grounds Maintenance staff directly related to flood control activities is charged to the Interfund Expense account in the Flood Control budget.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Intrafund/Interfund Revenue	\$39,153	\$33,000	\$70,000

Note: Revenue is derived from providing maintenance services to Child Support Services, Social Services, Behavioral Health, Public Health, First 5, and Road Department buildings for which costs can be recovered from those budgets.

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Grounds/Flood Control Maintenance Supervisor	1		1	
Grounds/Flood Control Maintenance Worker I/II	3	4	3	4
Senior Grounds/Flood Control Maintenance Worker	<u>1</u>	<u>—</u>	<u>1</u>	<u>—</u>
Total Permanent	5	4	5	4

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$206,841) is recommended reduced \$1,586 due to current and projected salary costs.
- 710103** **Temporary Salaries** (\$17,942) is recommended to assist with additional mowing, and is offset with increased revenues.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

GROUNDS MAINTENANCE

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720100 **Agriculture** (\$1,750) is recommended unchanged based on current and projected expenses for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.

720200 **Clothing & Personal Supplies** (\$3,825) are recommended increased \$1,825 due to a need to replace safety equipment for Grounds staff. Other expenses in this account include uniforms, rain gear, and gloves.

720300 **Communications** (\$2,895) are recommended increased \$895 based on the Department's projected share of telecommunications cost, including monthly cell phone costs for staff to utilize the County's CRM system.

720500 **Household Expense** (\$2,000) is recommended unchanged based on current and projected expenses for janitorial supplies needed for County Parks and the maintenance shop.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$12,500) is recommended increased \$2,000 for maintenance of lawn care equipment and gasoline for non-road equipment.

720900 **Maintenance - Structures and Grounds** (\$14,000) is recommended increased \$4,000 for county-wide expenses including physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc. Additional funds are necessary to adequately maintain park space.

721100 **Memberships** (\$0) are not recommended.

721300 **Office Expense** (\$150) is recommended unchanged.

721306 **Eqpt<FA Limit** (\$8,000) is recommended to fund the purchase of a trailer for the stump grinder that was purchased in FY 2016-17, and a specialized mower for the Road 28 Campus solar farm.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$0) are not recommended.
- 721600** **Rents & Leases - Equipment** (\$17,300) are recommended increased \$4,300 based on actual and projected costs for rental of vehicles from the Central Garage and any necessary rental equipment.
- 721800** **Small Tools & Instruments** (\$2,500) are recommended unchanged for expenses for the small tools needed to do routine landscape maintenance county-wide.
- 721900** **Special Departmental Expense** (\$500) is recommended unchanged based on current and projected expenses for Grounds Maintenance's portion of the WinCams annual invoice, as well as for registration and supplies for application of chemical materials.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **UTILITIES
(01700)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
722100 Utilities	635,852	654,108	663,608	663,608
TOTAL SERVICES & SUPPLIES	635,852	654,108	663,608	663,608
 TOTAL - UTILITIES	635,852	654,108	663,608	663,608

UTILITIES

COMMENTS

This budget provides for gas, electric, sewer, water and refuse disposal services to all County facilities, except Fire Stations, Libraries, Road Department facilities, Refuse Disposal sites, Central Garage, Department of Corrections, Juvenile Hall, Department of Social Services, Sheriff's Department facilities, and Parks. In February 2016, Public Guardian relocated from the Government Center to the old Courthouse facility at 209 W. Yosemite.

SERVICES & SUPPLIES

722100 Utilities (\$663,608) is recommended increased \$9,500 due to the relocation of the Public Guardian department to the old Courthouse, and the assumption of fire alarm monitoring for the old Courthouse. Road Department budget is allocated approximately 7.25% of the utility costs related to the Government Center. Utility costs for the Government Center are partially offset by the solar energy project.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Agriculture TI (12926)**
 Function: **Capital Project**
 Activity:
 Fund: **Capital Project**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
FIXED ASSETS				
740200 Buildings & Improvements	0	0	200,000	200,000
TOTAL FIXED ASSETS	0	0	200,000	200,000
TOTAL AGRICULTURE TENANT IMPROVEMENT	0	0	200,000	200,000

COMMENTS

On September 16, 2014, the Board of Supervisors adopted the Madera County Road 28 Campus Study as developed by Dreyfuss & Blackford Architects. The County initiated the study to evaluate existing facilities to determine necessary improvements, and to consider opportunities for new facilities at the Road 28 Campus to accommodate growth. The study identifies space/program needs to the year 2024, and identified eight capital projects.

The Agriculture Department Tenant Improvement Project is the second identified project in the Road 28 Campus Study. The project would include remodeling the former Sheriff's Facility at the Road 28 Campus, and relocating the Agriculture Department and UC Extension from their current facility located at 322 South Madera Avenue. The project includes demolition of private offices to create more open space, ADA improvements, and renovating the break room and restrooms.

Creation of the Agriculture T.I. budget will allow staff to begin architectural design of the project with the start of FY 2017-18. Costs for design services will be offset with sale of the current Agriculture Department building. The sale will take place once design is substantially complete in order to avoid a lengthy lease-back arrangement with the buyer.

FIXED ASSETS

740200 **Buildings & Improvements** (\$200,000) is recommended to fund architectural services and project management costs during design development.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Hall of Justice (12896)**
 Function: **Capital Project**
 Activity:
 Fund: **Capital Project**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
FIXED ASSETS				
740200 Buildings & Improvements	0	0	440,000	440,000
TOTAL FIXED ASSETS	0	0	440,000	440,000
TOTAL HALL OF JUSTICE	0	0	440,000	440,000

COMMENTS

On September 16, 2014, the Board of Supervisors adopted the Madera County Road 28 Campus Study as developed by Dreyfuss & Blackford Architects. The County initiated the study to evaluate existing facilities to determine necessary improvements, and to consider opportunities for new facilities to accommodate growth. The study identifies space/program needs to the year 2024, and identified eight capital projects.

Although not located at the Road 28 Campus, the County included the Hall of Justice project as part of the study. It is the third identified project, and would entail construction of a new multi-story facility to house Adult Probation, the District Attorney, Public Defender, and Law Library. Since 2014, the County has been acquiring property for the site between West 6th Street and South G Street across the street from the new Madera Superior Court. The County must still acquire one additional property for a fully-viable site.

Staff recommends moving forward with schematic design of the project, and a cost estimate to complete design and construction. Staff will return to the Board of Supervisors for direction on whether to proceed with financing the remainder of the project, and purchasing the last piece of property upon completion of schematic design.

FIXED ASSETS

740200 **Buildings & Improvements** (\$440,000) is recommended to fund schematic design services and project management costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Courthouse Park**
 Function: **Jail Annex Demo (12927)**
 Activity:
 Fund: **Capital Project**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721462 Professional & Specialized Project Management	0	0	7,000	7,000
TOTAL SERVICES & SUPPLIES	0	0	7,000	7,000
FIXED ASSETS				
740100 Land	0	0	150,000	150,000
TOTAL FIXED ASSETS	0	0	150,000	150,000
TOTAL Courthouse Park Jail Annex Demo	0	0	157,000	157,000

Courthouse Park - Jail Annex Demolition

COMMENTS

The 11,500-square-foot Jail Annex at Courthouse Park is approximately more than 35 years old. The structure is an eye sore, and encompasses a large portion of area at the Park. The annex is currently used for storage by various County departments.

An asbestos survey was conducted on May 10, 2017, and no asbestos-containing materials were identified. Earlier this year, the Board of Supervisors directed staff to initiate demolition of the annex in FY 2017-18.

SERVICES & SUPPLIES

721462 **Professional & Specialized – Project Management** (\$7,000) is recommended for project management costs related to the demolition.

FIXED ASSETS

740100 **Land** (\$150,000) is recommended for demolition of the Jail Annex structure.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Jail Security Upgrade (12843)**
 Function: **Capital Project**
 Activity:
 Fund: **Capital Project**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721306 Eqpt < FA Limit	0	0	15,000	15,000
721400 Professional & Speicalized Services	0	0	60,700	60,700
TOTAL SERVICES & SUPPLIES	0	0	75,700	75,700
FIXED ASSETS				
740301 Eqpt/Furniture>\$5,000	0	0	310,500	310,500
TOTAL FIXED ASSETS	0	0	310,500	310,500
TOTAL JAIL SECURITY UPGRADE	0	0	386,200	386,200

COMMENTS

On December 20, 2016, the Board of Supervisors allocated funds for a Jail Security Assessment to evaluate the Jail's current security systems. The security assessment was completed April 2017, and provided design options, recommendations, and cost estimates for security upgrades for the County's consideration.

The Assessment identified items, such as video storage capacity, that the Jail must implement in order to maintain compliance with State regulations. Additional recommendations included upgrading the Jail's existing low-definition cameras to high definition.

For FY 2017-18, staff recommends only appropriating funds for recommended improvements to maintain compliance with State regulations. Specifically, these improvements will include the installation of three of the six necessary network video recorders (\$235,000), with the remaining three recorders proposed to be installed in FY 2018-19; the replacement of the video server to be compatible with the new storage video recorders (\$75,500); the installation of necessary software and programming upgrades (\$45,700); the replacement of currently defective cameras (\$15,000); and project management costs (\$15,000).

In FY 2017-18, staff will present your Board with the full Security Assessment and a recommended phasing plan for the remainder of the recommended improvements for your consideration.

SERVICES & SUPPLIES

721306 **EQPT < FA Limit** (\$15,000) is recommended for replacement of five security cameras.

721400 **Professional & Specialized Services** (\$60,700) is recommended to fund necessary software and programming upgrades, and project management.

FIXED ASSETS

740301 **EQPT/Furniture > \$5,000** (\$310,500) is recommended to fund the installation of three network video recorders, and the replacement of the video server to be compatible with the new storage video recorders.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**LEGAL/INSURANCE
(00230)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	143,246	145,009	145,009	145,009
710200 Retirement	41,526	46,654	47,464	47,464
710300 Health Insurance	11,109	11,937	13,141	13,141
710400 Workers' Compensation Insurance	584	1,520	1,815	1,815
TOTAL SALARIES & EMPLOYEE BENEFITS	196,464	205,120	207,429	207,429
SERVICES & SUPPLIES				
720600 Insurance	12	19	31	31
720601 Insurance Premiums	193,239	205,000	216,000	216,000
720602 Unemployment Insurance	178,156	325,000	275,000	275,000
720605 Employer Share Retiree Health Insurance	2,654,857	3,000,000	3,360,000	3,360,000
720606 Insurance Administrative Fees	45,042	60,000	60,000	60,000
720800 Maintenance - Equipment	0	250	250	250
721300 Office Expense	3,125	500	500	500
721600 Rents & Leases - Equipment	0	200	200	200
722000 Transportation & Travel	968	500	500	500
TOTAL SERVICES & SUPPLIES	3,075,400	3,591,469	3,912,481	3,912,481
TOTAL - INSURANCE	3,271,864	3,796,589	4,119,910	4,119,910

LEGAL/INSURANCE

COMMENTS

This division, under the administrative control of the Administrative Management Office, is responsible for administering the County's Risk Management and Insurance Programs, coordinating the County's routine and contracted legal services, and administering the County's self-insured workers' compensation and general liability programs. In addition, this division is responsible for coordinating the County's Safety Program required by CAL-OSHA, and acquiring necessary levels of insurance for property, crime, and boiler coverage.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Retiree Health/Other Insurance Reimbursement	\$1,250,895	\$1,340,000	\$1,460,000

STAFFING

	2016-17 <u>Authorized</u>	2017-18 <u>Recommended</u>
<u>Permanent</u> Deputy County Administrative Officer – Legal/Risk Services	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$145,009) are recommended unchanged based on cost of recommended staff.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

LEGAL/INSURANCE

SERVICES & SUPPLIES (continued)

- 720601** **Insurance Premiums** (\$216,000) is recommended increased \$11,000 for the premium costs of the following policies: Property Insurance, which includes Terrorism and Sabotage, Boiler and Machinery Insurance (\$200,000); Pollution (\$4,000); Crime Bond (\$9,000); and Cyber Liability (\$3,000).
- 720602** **Unemployment Insurance** (\$275,000) is recommended reduced \$50,000 based on current year (2016-17) experience. This budget reimburses the State for unemployment benefits paid to eligible recipients previously employed by the County.
- 720605** **Employer-Share Retiree Health Insurance** (\$3,360,000) is recommended increased \$360,000 for the County's share of retirees' health insurance premiums as required by the Public Employees' Retirement System (PERS) Health Benefits Program. As of March 1, 2017, there were 531 retirees participating in the PERS Health Benefits Program.
- 720606** **Insurance Administrative Fees** (\$60,000) is recommended unchanged based on current actual costs.
- 720800** **Maintenance - Equipment** (\$250) is recommended unchanged for maintenance of the microcomputer.
- 721300** **Office Expense** (\$500) is recommended unchanged based on anticipated activity of the County Safety Program and accident investigations.
- 721600** **Rents & Leases - Equipment** (\$200) is recommended unchanged for the rental of Central Garage vehicles.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged.

REVENUES

The primary sources of revenue for the Insurance Budget are the recovery of costs from sub-vented departments related to premiums for Property and Pollution coverage, and the County's contribution towards the retirees' health insurance premiums.

**RECOMMENDED 2017-18 FUNDING CONTRIBUTIONS TO THE
SELF-FUNDED WORKERS' COMPENSATION AND LIABILITY PROGRAMS**

Workers' Compensation

The annual actuarial review has concluded that the Fund will be adequately reserved based on the projected values of the current cases. It is recommended that the County implement a funding plan which maintains program assets at a 70% confidence level. Under such a plan, the County would fund the full value of each prospective year's claims costs with an allowance for any projected fund surplus or deficit. Such a plan will smooth out the potential under or over funding cycle of the program's assets.

Based on the actuary's estimated 2016-17 claim values, an additional \$4,000,000 is recommended to be added to the fund. To fund the estimated 2017-18 claims values, it is recommended that \$3,563,564 be contributed from the General Fund, \$432,584 from the Road Fund, and \$3,852 from Central Garage.

Liability

The annual actuarial review has concluded that the Fund is adequately funded based on the projected values of the current cases.

Based on the actuary's estimated 2016-17 claim values, an additional \$1,600,000 is recommended to be added to the fund. To fund the estimated 2017-18 claims values, it is recommended that \$1,257,766 be contributed from the General Fund, \$159,187 from the Road Fund, \$182,857 from Special Districts, and \$190 from Central Garage.

NOTE: The Estimated Fund Expenses for the Workers' Compensation and Liability programs for 2017-18 are shown on the following page. The following is detail regarding the estimated and actuarial recommended fund balances, including requested fund expenditures supporting Workers' Compensation and Liability:

LEGAL/INSURANCE

	<u>Workers' Compensation</u>	<u>Liability</u>
<u>RECOMMENDED ACTUARIAL FUNDING</u>		
Estimated Fund Balance as of 6/30/17	\$5,475,096	\$293,460
Actuarial's Recommended Fund Balance as of 6/30/17	8,904,000	860,000
Estimated Fund Excess (or Deficit)	(3,428,904)	(566,540)
 Recommended Fund Contribution for 2017-18	 4,000,000	 1,600,000
Less: Road Department Contribution	(432,584)	(159,187)
Less: Central Garage Contribution	(3,852)	(190)
Less: Districts Contribution	(0)	(182,857)
 RECOMMENDED GENERAL FUND CONTRIBUTION	 \$3,563,564	 \$ 1,257,766
Combined Total Recommended General Fund Contribution	 <u>\$4,821,330</u>	
 <u>ESTIMATED FUND EXPENSES FOR 2017-18</u>		
Judgment & Damages	2,600,000	500,000
Professional and Legal Services	0	800,000
Excess Insurance Authority Premiums	1,100,000	1,000,000
Annual Actuary Studies	2,250	2,250
Adjustment Services	325,000	52,500
State Self-Insurance Assessment Premium	60,000	0
Hearing Tests	1,800	0
Hepatitis B Immunization	1,500	0
 Total Recommended Fund Expenses for 2017-18	 <u>\$ 4,090,550</u>	 <u>\$2,354,750</u>

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **CENTRAL SERVICES
(02100)**
Function: **General**
Activity: **Other General**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	20,356	0	30,742	30,742
710103 Extra Help	8,606	37,215	32,000	32,000
710200 Retirement	6,328	8,973	10,060	10,060
710300 Health Insurance	4,923	5,517	7,031	7,031
710400 Workers' Compensation	134	333	336	336
TOTAL SALARIES & EMPLOYEE BENEFITS	40,346	52,038	80,169	80,169
SERVICES & SUPPLIES				
720300 Communications	111	3,500	500	500
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense		4,000	8,500	8,500
721301 Office Expense-Duplicating	11,835	1,800	500	500
721302 Office Expense-Postage	222,201	300,000	275,000	275,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	1,560	500	500	500
721426 Professional & Specialized Services - Software Main.	200,301	213,000	210,000	210,000
721600 Rents & Leases - Equipment	242	5,000	12,000	12,000
721700 Rents & Leases - Buildings	4,464	5,000	500	500
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	440,715	534,300	509,000	509,000
FIXED ASSETS				
740300 Equipment				
TOTAL FIXED ASSETS	0	0	0	0
TOTAL - CENTRAL SERVICES	481,061	586,338	589,169	589,169

CENTRAL SERVICES

COMMENTS

Central Services combines the following functions: Central Duplicating, Mail Services, Surplus Property, and Central Storage. These operations are combined into one budget allowing for centralized control of these functions. These functions are administered by the County Administrative Office.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Charges for Services	\$25,734	\$42,500	\$55,000
Total Revenue	\$25,734	\$42,500	\$55,000

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1	0	1*
Central Services Worker	<u>0</u>	<u>1*</u>	<u>1</u>	<u>0</u>
Total	0	2	1	1

Note: *The Central Service Assistant position is currently being filled with an extra help employee.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$30,742) is recommended increased \$30,742 to fund one permanent Central Services Worker.
- 710103** **Extra Help** (\$32,000) is recommended reduced \$5,215 to fund an extra help Central Services Assistant position.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

CENTRAL SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$500) is recommended reduced \$3,000 for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.
- 720800** **Maintenance - Equipment** (\$500) is recommended unchanged for maintenance agreements for the mail room equipment.
- 721300** **Office Expense** (\$4,000) is recommended increased \$4,500 based on actual expenditures for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$500) is recommended reduced \$1,300 for paper supplies provided for the Central Duplicating machines.
- 721302** **Office Expense - Postage** (\$275,000) is recommended reduced \$25,000 based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area.
- 721303** **Office Expense - Purchasing Agent Store** (\$500) is recommended unchanged for the central purchasing of common office supplies which are then charged back to using Departments.
- 721400** **Professional & Specialized Services** (\$500) is recommended unchanged.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$210,000) is recommended reduced \$3,000 to provide Computer Consultation for the Property Tax System (Megabyte). This service will provide ongoing software maintenance enhancements to the programs and additions/deletions to the Property Tax System Programs when there are County changes or new laws.
- 721600** **Rents & Leases - Equipment** (\$12,000) is recommended increased \$7,000 for internal postage meter and for the use of vehicles from the Central Garage.
- 721700** **Rents & Leases – Buildings** (\$500) is recommended reduced \$4,500 for Central Services' portion of leased storage space.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ADMINISTRATION**
311 CUSTOMER SVC CTR (02150)
 Function: **General**
 Activity: **Customer Service/Call Center**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	80,059	87,309	89,350	89,350
710103 Extra Help	23,164	27,760	29,172	29,172
710200 Retirement	28,614	37,020	38,789	38,789
710300 Health Insurance	15,227	17,746	19,091	19,091
710400 Workers' Compensation Insurance	548	1,134	1,305	1,305
TOTAL SALARIES & EMPLOYEE BENEFITS	147,611	170,969	177,707	177,707
SERVICES & SUPPLIES				
720300 Communications	9,789	9,800	9,800	9,800
721300 Office Expense	971	500	500	500
721400 Professional & Specialized Services	9,407	11,030	11,030	11,030
722000 Transportation & Travel	99	500	500	500
TOTAL SERVICES & SUPPLIES	20,267	21,830	21,830	21,830
FIXED ASSETS				
740200 Buildings & Improvements	8,316	0	0	0
TOTAL SERVICES & SUPPLIES	8,316	0	0	0
TOTAL - 311 CUSTOMER SERVICE CENTER	176,194	192,799	199,537	199,537

311 CUSTOMER SERVICE CENTER

COMMENTS

In 2011-12, as approved by the Board of Supervisors, County Administration and the County’s Information Technology Department worked together to develop and implement the County’s 311 Call Center/Citizen Request Management (311/CRM) system (along with assistance from all County departments) to improve customer service delivery county-wide.

On April 3, 2012, the staffing plan for the 311/CRM Customer Service Center was adopted by the Board of Supervisors, essentially dissolving the Revenue Services Department and reallocating three positions to the 311/CRM Customer Service Center and two positions to Probation Administration, along with the previous responsibilities for Revenue Services split between Probation Administration for criminal justice related matters, and the balance of responsibilities incorporated into the 311/CRM Customer Service Center. The reallocation of staff was effective June 1, 2012.

The 311/CRM Customer Service Center officially began serving the citizens of Madera County on August 1, 2012. The 311/CRM operations are administered by the County Administrative Office.

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
<u>REVENUE</u>			
Collection Fees	\$ 265	\$1,000	\$1,000
Charges for Services	22,175	0	0
Intrafund Revenue	<u>11,371</u>	<u>16,000</u>	<u>16,000</u>
Total Revenue	\$33,811	\$17,000	\$17,000

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	2	1	2	1
Senior Program Assistant	<u>1</u>	-	<u>1</u>	-
Total Permanent Staff	3	1	3	1

311 CUSTOMER SERVICE CENTER

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$89,350) are recommended increased \$2,041 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$29,172) is recommended increased \$1,412 for extra help staffing.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$9,800) is recommended unchanged based on actual expenditures for the monthly telephone access for the 311 service center.
- 721300** **Office Expense** (\$500) is recommended unchanged based on actual and projected costs for basic office expenses.
- 721400** **Professional & Specialized Services** (\$11,030) is recommended unchanged for the collection costs in the recovery of delinquent non-criminal justice related debts, including commission fees for outside collection agency services (\$100); shared cost with Probation for a skip tracing tool called Accurant (\$800); and the collections' computer system maintenance contract for five licenses (\$7,130). Also included in this account is \$3,000 for the software support agreements for the 311 call center.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for staff training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Information Technology
00240**
Function: **General**
Activity: **Other General**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,421,248	1,949,812	2,107,530	2,107,530
710103 Extra Help	0	0	0	0
710105 Overtime	9,030	6,500	9,000	9,000
710106 Stand-By	19,485	20,000	20,000	20,000
710200 Retirement	411,296	639,429	702,317	702,317
710300 Health Insurance	160,659	227,302	247,990	247,990
710400 Workers' Compensation Insurance	55,791	45,177	48,295	48,295
TOTAL SALARIES & EMPLOYEE BENEFITS	2,077,510	2,888,220	3,135,132	3,135,132
SERVICES & SUPPLIES				
720300 Communications	91,649	97,000	97,000	97,000
720600 Insurance	60,676	24,247	34,478	34,478
720800 Maintenance - Equipment	204,442	190,360	252,063	252,063
721200 Sales Tax	1,246	2,500	2,500	2,500
721300 Office Expense	4,570	14,200	10,486	10,486
721314 Computer Equipment <\$5,000	0	0	150,000	150,000
721400 Professional & Specialized Services	354,176	1,117,834	1,112,303	1,112,303
721600 Rents & Leases - Equipment	194	4,500	4,500	4,500
721909 Property Tax	0	2,000	2,000	2,000
722000 Transportation & Travel	23,301	40,000	33,200	33,200
722002 Shipping	0	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	740,254	1,495,141	1,701,030	1,701,030
OTHER CHARGES				
730302 Rent	143,360	188,444	312,154	312,154
730502 Interest	23,999	20,000	65,000	65,000
TOTAL OTHER CHARGES	167,359	208,444	377,154	377,154
FIXED ASSETS				
740300 Equipment	117,973	765,630	274,134	274,134

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Information Technology**
 00240
 Function: **General**
 Activity: **Other General**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
TOTALFIXED ASSETS	117,973	765,630	274,134	274,134
TOTAL - INFORMATION TECHNOLOGY	3,103,096	5,357,435	5,487,450	5,487,450

COMMENTS

The Office of Information Technology (OoIT) provides Information Technology (IT) services to county departments and constitutional officers in support of the County's strategic goals and objectives. OoIT is a full-service technology provider of quality products and services. The primary functions of the department are technology solution delivery, information security governance, project management and infrastructure management. This support includes technology recommendations; maintenance of existing application systems; design and implementation of new systems; operation of server systems; guidance regarding security and access to system data; support for voice and data telecommunications; and customer training for both application systems and office automation.

The Office of Information Technology strives to provide accurate, reliable, cost-effective information technology services to County departments to champion the integration of technology into the business processes and promote excellence in the delivery of Government services to the public. The County's Information Technology Executive Steering Committee governs the prioritization and execution of major IT projects Countywide.

Customer Service Division

The Customer Service Division (CSD) is the liaison between our customers and the Madera County Office of Information Technology department technical staff, monitoring, coordinating solutions to meet customer needs, and facilitating the restoration of normal operational services. CSD staff strives to ensure customer satisfaction and excellence by providing prompt, courteous, and effective support. The mission of the CSD is to be a single point of contact, centralizing communications for the information technology problem reporting and technical assistance needs of Madera County.

Infrastructure Support Division

The Infrastructure Support Division (ISD) designs, installs, secures, and maintains computing, communications and network services to departments within the organization. This includes the delivery of reliable, stable, and flexible state-of-the-art communications architecture to each county division and employee. Our services allow the organization to access applications to communicate internally, or externally with stakeholders. Through centralized support of network engineering, server infrastructure, and mass storage, ISD frees county departments to better serve the public. More specifically our services include (but are not limited to):

- Router, Switch, and Firewall infrastructure design, security and configuration
- Server Administration – system health monitoring, patch management, access control
- Server Virtualization – Private cloud host configuration and maintenance, Storage Area Network (SAN) administration, and Virtual Machine (VM) provisioning
- Infrastructure Security – network access control, risk analysis, vulnerability assessment, backup, SPAM, and encryption

COMMENTS (continued)

Infrastructure Support Division (continued)

- Directory Service Administration – Campus site integration, user authentication, host address schemes (DHCP), Domain Name Service (DNS), and group policy and security group management
- Email Management – Architectural upkeep and expansion, database health, distribution list administration, and email retention.
- Equipment lifecycle management and network capacity planning

ISD strives to build cost-effective technological solutions to fit the unique environment of each business unit. Doing so, we foster an enterprise way of thinking and leverage economies-of-scale whenever possible. It's our mission to deliver an agile infrastructure which allows the organization to quickly adapt to the ever changing landscape of technology.

Enterprise Business Services

The Enterprise Business Services Division (EBSD) provides Application System Support, Enterprise Program and Project Management, Departmental Technology Project Management, Business Analysis and Business Process Improvement, E-Government Support, and Business System Design and Solutions. The Enterprise Business Services staff strives to ensure customer satisfaction by connecting and utilizing technology to improve business processes and efficiencies. The mission of the EBSD is to support the business needs and improve the business processes of the County through the implementation and support of technology.

WORKLOAD

The Department's anticipated projects for 2017-18 include:

- Continued Migration of Server assets to Virtual Server
- Provide technology support in the implementation of One Solution
- One Solution Upgrade – Phase 3 – Enterprise Content Management
- Information Security
- Infrastructure Preparation – Windows 10
- Migration to Office 365
- Develop Computer Replacement Plan and Implement Phase One
- Road 28 Campus Core Networking Infrastructure Upgrade
- Old Government Center Core Networking Infrastructure Upgrade

INFORMATION TECHNOLOGY

DEPARTMENT WORK PROGRAM

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1407	1456	1500
Support for Help Desk (# of Calls)	19,589	23,000	23,000
Supported and Maintained Physical Servers	97	43	43
Supported and Maintained Virtual Servers	43	51	58
Supported Wide Area Network (locations)	40	40	40
Implemented Major Projects	30	36	40
Administer Video Conferencing System (sites)	5	5	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	35
Supported Departmental Applications	76	76	76
Design, Consultation, Technology Support – Departmental Building Construction/Expansion/Moves	8	8	10

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Intrafund/Interfund Revenue	\$885,623	\$2,961,604	\$3,098,902
Operating Transfer In	<u>42,363</u>	<u>136,629</u>	<u>128,267</u>
Total	\$927,986	\$3,098,233	\$3,227,169

STAFFING

The staffing shown below reflects the total number of personnel directly allocated to and also the supervisory control of this Department.

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Database Administrator	2		2	

INFORMATION TECHNOLOGY

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Desktop Support Technician I/II, or Network Engineer I/II	5		5	
Chief Information Officer	1		1	
Information Systems Supervisor, or Deputy Chief Information Officer	2		2	
Information Technology Division Manager	3		3	
Information Technology Systems Analyst I/II	6		6	0
Office Assistant I/II	0		0	0
Program Assistant I/II	1		1	
Senior Information Technology Analyst	2		2	
Senior Network Engineer	<u>2</u>		<u>2</u>	
Total	25	0	25	0

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,107,530) are recommended increased \$157,718 due to the salary survey increases, step increases and anticipated 25 filled positions.

- 710103** **Extra Help** (\$0) is recommended unchanged.

- 710105** **Overtime** (\$9,000) is recommended increased \$2,500 to work after hours to repair computer, perform required system upgrades, patch management, and system malfunctions to minimize disruption to County staff.

- 710106** **Stand-By** (\$20,000) is recommended unchanged to provide call-out support for 24/7 operations using network installations, such as the Sheriff’s Department, Department of Corrections, and Juvenile Hall.

- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.

- 710400** **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

INFORMATION TECHNOLOGY

SERVICES & SUPPLIES

720300 **Communications** (\$97,000) is recommended unchanged. This account provides funding for the Department's on-going telephone and fax needs (\$3,000); monthly charges for cell phones and wireless devices (\$7,000); and operating cost of the Wide-Area Network (\$87,000).

720600 **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$252,063) is recommended increased \$61,703. This account provides for the maintenance of WAN Equipment and maintenance of enterprise equipment.

\$15,000 Repair of Computers & Diagnostic Equipment
\$17,500 Maintenance of WAN Equipment
\$33,700 System Upgrades
\$35,000 Cisco Smart Net
\$11,000 Cisco 3850 Cold Spares
\$16,500 Nimble Mass Storage
\$9,153 Blades
\$5,000 Data Center Test Line
\$3,000 Ruckus Zone Director/WIFI
\$5,000 Kemp Technologies Load Balancer
\$15,000 Emerson Power Liebert GC UPS Annual
\$15,000 Power GC Liebert UPS Battery, caps, and fans
\$25,000 Power IDF UPS Replacement
\$10,000 Power Department of Corrections APS UPS
\$10,000 Power Sheriff's Department APS UPS
\$1,210 APC QTY 15
\$15,000 Server OS & Support Renewals
\$10,000 WAN Hardware

721200 **Sales Tax** (\$2,500) is recommended to pay sales tax on capital lease equipment.

SERVICES & SUPPLIES (continued)

721300 **Office Expense** (\$10,486) is recommended reduced \$3,714 for the following:

- \$6,370 Office Supplies
- \$1,500 Microsoft Technet subscriptions
- \$500 Domain Registration
- \$2,116 Desk Phones

721314 **Computer Equipment** ~~\$5,000~~ (\$150,000) is recommended to replace 20% of computers located in General Fund Departments. Approximately 200 computers located in General Fund Departments are not Windows 10 compliant. This will be the first step toward making sure all computers are Windows 10 compliant and that all County employees have functional computers.

721400 **Professional & Specialized Services** (\$1,112,303) is recommended reduced \$5,531 for the following services:

- \$895 Boztech
- \$5,000 Brocade Support
- \$40,000 External Consulting Services and Support
- \$46,000 Microsoft Annual Support Pack
- \$7,000 Help Desk software annual fee
- \$7,500 What's Up Gold Network Monitoring SW Maintenance
- \$5,000 PDQ Remote Deploy
- \$6,500 Digital Attic Web Hosting
- \$5,000 InfoTech Subscription
- \$35,000 LaserFiche
- \$15,000 McGladrey (CRM/Sharepoint)
- \$10,000 Casewise Modeler
- \$6,000 Social Media Archive Tool
- \$700,000 Microsoft Enterprise Agreement (EA)
- \$150,000 Infrastructure Preparation (Phase Two) – Windows 10
- \$22,200 NeoGov Annual Renewal
- \$15,000 VM Enterprise Plus Licenses
- \$18,723 Net App Support Renewal
- \$7,000 Pluralsight Licensing

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

 \$185 Faronics – Deep Freeze Training Room PCs
 \$300 Live Cycle Designer

721600 Rents & Leases - Equipment (\$4,500) is recommended unchanged to provide miscellaneous equipment lease, copier lease, and vehicle rental from Central Garage.

721909 Property Tax (\$2,000) is recommended unchanged to pay property tax on capital lease equipment.

722000 Transportation & Travel (\$33,200) is recommended reduced \$6,800 to provide staff training and reimburse for personnel use of personal vehicles. The projected staff training in 2017-18 is as follows:

VM World
 Cisco Live
 Cisco VPN Deployment
 PDQ Admin Arsenal
 Symantec Admin
 Adaxes
 Windows PowerShell Scripting and Toolmaking

722002 Shipping (\$2,500) is recommended unchanged and is used to pay shipping costs on capital lease equipment.

OTHER CHARGES

730302 Rent (\$312,154) is recommended increased \$123,710 and is used to pay rent on capital lease equipment. The increase is requested to fund the capital lease on the Road 28 Infrastructure Upgrade Project and the Old Government Center Infrastructure Upgrade

730502 Interest (\$65,000) is recommended increased \$45,000 and is used to pay interest on capital lease equipment.

FIXED ASSETS

740300 **Fixed Assets** (\$274,134) Enterprise Content Management - The adopted County standard for document imaging and management is the Laserfiche system. Laserfiche has proven to be a stable and reliable product however the recent trend of departments initiating back file conversion and scanning projects has highlighted the need to upgrade the system. The server hardware, operating system, storage (and associated impact to the backup system) along with the Laserfiche software itself is at risk of overcapacity software and hardware failure. Failure of the Laserfiche system would impact multiple departments and oversubscription would result in the inability for back file conversions and paperless initiative projects to move forward. In addition, a required component of the One Solution Upgrade is implementation of an Enterprise Content Management System. The remaining costs of the ECM Project is included in the IT-One Solution Upgrade Budget (00242.)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**Information Technology
ONESolution (00242)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720800 Maintenance - Equipment	0	0	32,768	32,768
721400 Professional & Specialized Expense	0	0	94,579	94,579
TOTAL SERVICES & SUPPLIES	0	0	127,347	127,347
FIXED ASSETS				
740300 Equipment	0	0	143,480	143,480
TOTAL INTRAFUND TRANSFER	0	0	143,480	143,480
TOTAL - INFORMATION TECHNOLOGY - ONESOLUTION	0	0	270,827	270,827

INFORMATION TECHNOLOGY - ONESolution UPGRADE

COMMENTS

In Fiscal Year 2016-17, Madera County entered into a contract with SunGard to upgrade the Enterprise Resource Planning (ERP) system. An ERP system is a set of applications that integrate and streamline business processes that are generally used throughout an enterprise, in our case the County. ERP is a way to integrate the data, functions, and processes of an organization into one single system. ERP systems have many components, including hardware and software, in order to achieve the necessary integration. The ERP database stores the data for many County functions such as Financial, Human Resources, Purchasing, Contract Management, Treasurer, and Payroll. Success of the ERP system relies heavily on business processes and active participation of Subject Matter Experts (SME) from the Auditor Controller, Human Resources, Administration, Board of Supervisors, Treasurer, and Information Technology. Representatives from each department collaboratively developed a Vision Statement, Project Overview and Project Plan.

Vision Statement

The Enterprise Resource Planning (ERP) project will provide an integrated Financial and Human Resource system that will support County staff in the delivery of Government services and activities, take advantage of best practices, and significantly improve the efficiency and effectiveness of the County's customer and constituent service and business process.

Project Overview

Madera County, a long time user of SunGard's ERP product, Integrated Financial and Administrative Solution (IFAS), is upgrading to ONESolution. ONESolution is SunGard's Public Sector comprehensive local government Enterprise Resource Planning (ERP) solution. The project focuses on replacing the current system with a state of the art, fully supported solution to improve business processes, provide ERP functions not currently offered, and provide the ability to eventually integrate with Enterprise Content Management (ECM). ECM is the toolset that captures, stores, preserves, and delivers information and supports organization processes.

Project Plan – Estimated Implementation Timeline

During Fiscal Year 2016-17, the ERP upgrade project started with an expected implementation date of January 2018. The Budget for the initial implementation of the ERP ONESolution Base upgrade was included in the Fiscal Year 2016-17 Information Technology Budget. The next phase of the ERP project includes the implementation of Enterprise Content Management (ECM) and the costs will be included in the Fiscal Year 2017-18 IT-ONESolution Upgrade Budget. ECM will be used for many functions within the County of Madera. Only the share of cost attributed to the ONESolution project of ECM will be included in this budget.

INFORMATION TECHNOLOGY - ONESolution UPGRADE

REVENUE

	Projected
	<u>2017-18</u>
Intrafund/Interfund Revenue	\$255,951
Operating Transfer In	<u>43,726</u>
Total	299,677

SERVICES & SUPPLIES

720800 **Maintenance - Equipment** (\$32,768) is recommended to fund the following:

\$2,550	Maintenance Agreement on Kemp Technologies Network Load Balancer
\$30,218	Hardware Maintenance and Support

721400 **Professional & Specialized Services** (\$94,579) is recommended to fund the following:

\$52,065	Sungard Software Maintenance
\$33,014	Third Party Support Fees – One Solution
\$7,500	Sungard Services – Load Balancer
\$2,000	Secure Link

FIXED ASSETS

740300 **Equipment** (\$143,480) is recommended for the following:

\$8,480	Kemp Technologies Network Load Balancer Appliance in order to spread the amount of network bandwidth used by each user to enhance availability and scalability of the application servers. This is a recommendation from the vender (SunGard) based on the number of users that will be accessing the ONESolution system.
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INFORMATION TECHNOLOGY - ONESolution UPGRADE

FIXED ASSETS (continued)

740300 Equipment (continued)

\$135,000 Enterprise Content Management was included in the project plan as the next phase of the ERP project. Enterprise Content Management (ECM) is the overall term for a system comprising of document management, Intranet (web) content management, search, collaboration, records management, workflow, capture and scanning. ECM is required for the county Enterprise resource planning (ERP) system, ONESolution, to simplify storage, security, version control, process routing and retention. Benefits to the county include improved efficiency, better control and reduced long-term costs due to consolidation of disparate document repositories and systems. As ECM will be used for many functions within the County of Madera, only the share of costs attributed to the ONESolution project of ECM are included in the IT- ONESolution Upgrade Budget. The remaining costs are included in the recommended Information Technology Budget.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**Information Technology
Security (00243)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720800 Maintenance - Equipment	0	0	48,500	48,500
721300 Office Expense			13,200	13,200
721400 Professional & Specialized Expense	0	0	287,897	287,897
722000 Transportation & Travel	0	0	12,000	12,000
TOTAL SERVICES & SUPPLIES	0	0	361,597	361,597
FIXED ASSETS				
740300 Equipment	0	0	166,500	166,500
TOTAL INTRAFUND TRANSFER	0	0	166,500	166,500
TOTAL - INFORMATION TECHNOLOGY - SECURITY	0	0	528,097	528,097

INFORMATION TECHNOLOGY – INFORMATION SECURITY

COMMENTS

The Office of Information Technology (OIT) is establishing the framework for a County Information Security Program through use of strategies that provide an IT infrastructure hardened (secure and readily available) from errors, omissions, internal and external threats and malicious attacks. The objectives of the information security program are to ensure confidentiality of information, integrity of data, systems and operations, technical compliance for the Federal Health Insurance Portability and Accountability Act (HIPPA), Payment Card Industry (PCI), Criminal Justice Information Services (CJIS), and other privacy mandates, and to increase the availability and security of the County's networks, systems and data.

Approximately 69% of Madera County Employees rely on information provided through Electronic Information Exchange Partners (EIEP) from Federal Agencies. Under the Federal Information Security Modernization Act of 2014 (FISMA), Federal Agencies are required to follow the National Institute of Standards and Technology (NIST) 800-53 Revision 4. The State of California has also adopted the NIST 800-53 Revision 4 Framework. In order to continue receiving information as an EIEP with a Federal Agency and to be in compliance with already executed agreements with Federal agencies, Madera County must also be in compliance with the NIST Framework.

The following chart represents Madera County Departments that have been identified as receiving and/or exchanging Federal information.

Sheriff's Department	Department of Justice
Department of Corrections	Department of Justice
Probation	Department of Justice
District Attorney	Department of Justice, Department of Treasury
Child Support Services	Department of Treasury, Social Security Administration
Department of Social Services	Department of Treasury, Social Security Administration, Department of Justice
Public Health	Social Security Administration and Women, Infants and Children
Behavioral Health Services	Social Security Administration

Cyber threats and criminal activity are prevalent in today's world and government agencies are not immune from these exploits. Moving towards compliance with the NIST Framework and required mandates will not ensure complete protection from cyber threats, but compliance will assist us in developing a proactive approach to the prevention of nefarious cyber activity from internal and external threats.

INFORMATION TECHNOLOGY – INFORMATION SECURITY

In addition to cyber threat prevention, the compliance with the NIST Framework will allow us to better prepare should Madera County become a victim of an internal or external information breach or cyber attack.

WORKLOAD

Key components of the Information Security budget include:

- Maintenance and support for security appliances (SPAM, Web filters)
- Provision of backup tapes for data restoration
- Audit tools
- Maintenance and support for anti-virus and malware systems
- Advanced training for perimeter and internal network defense
- Mobile Device Management to meet California Law Enforcement Telecommunications System (CLETS) security requirements
- Secure and auditable remote access for vendor support
- Network threat detection and defense system deployment

Planned activities:

- Revision of Network Security Policy to align with NIST 800-53 Revision 4
- Development of Compliance Measurement Metrics
- Quarterly Written Compliance Metrics Report to Board of Supervisors and Department Heads and status update of planned activities

REVENUE

Intrafund/Interfund Revenue	Projected
Release of Reserve for IT Systems	<u>2017-18</u>
Total	\$352,105
	118,998
	<hr/> \$471,103

INFORMATION TECHNOLOGY – INFORMATION SECURITY

SERVICES & SUPPLIES

720800 **Maintenance - Equipment** (\$48,500) is recommended for the following:

\$15,500	SPAM and Web Application Firewalls
\$23,000	Web Filter Maintenance Renewal
\$10,000	Network Device Maintenance & Security License

721300 **Office Expense** (\$13,200) is recommended for the following:

\$7,200	Back Up Tapes
\$6,000	Active Directory Audit Tool

721400 **Professional & Specialized Services** (\$287,897) is recommended for the following:

\$18,752	Workstation Anti-Virus Software Updates
\$1,245	Batch Patch
\$11,000	Web Filter Reporter Maintenance
\$10,000	Firewall Manager Implementation
\$45,000	Annual Back Up Maintenance
\$60,000	Network Monitoring System (NMS)
\$5,000	Email Archiving/e-Discovery & Retention
\$17,500	Enterprise Back-Up Storage Increase
\$15,000	Back-Up Tape Libraries
\$3,500	Remote Access Software
\$2,000	Security Hardware Tokens
\$8,000	Email Server Anti-Virus maintenance
\$18,000	Vendor Remote Access Management System
\$4,500	SSL Certificate Renewal
\$50,000	Pen (Penetration) Test/Assessment
\$2,400	Hard Drive Destruction
\$16,000	External Consulting Services and Support

INFORMATION TECHNOLOGY – INFORMATION SECURITY

SERVICES & SUPPLIES (continued)

722002 **Transportation & Travel** (\$12,000) is recommended for the following:

\$6,000	Advanced Firewall Training
\$6,000	Firewall Management Training

FIXED ASSETS

740300 **Equipment** (\$166,500) is recommended for the following:

\$25,000	WIC Router
\$5,500	BHS Hope House Firewall
\$55,000	Intrusion Prevention/Intrusion Defense Systems (IDS/IPS)
\$15,000	Virtual Firewall for Private Cloud DMZ
\$16,000	Firewall Manager – Security Console
\$50,000	Mobile Device Management – Criminal Justice Departments

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**SPECIAL PAYMENTS
(02200)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721200 Miscellaneous Expense	121,662	164,864	164,864	164,864
721400 Professional & Specialized Services	612,036	413,289	459,419	459,419
722000 Trans/Travel/Education	1,731	0		
TOTAL SERVICES & SUPPLIES	735,429	578,153	624,283	624,283
OTHER CHARGES				
730300 Retire Other Long-Term Debt	0	0		
730500 Retire Long Term Debt-Govt. Center Project	1,080,000	1,552,938	1,552,938	1,552,938
730500 Retire Long Term Debt-Energy Savings Project	584,366	694,426	715,001	715,001
730700 Judgments & Damages	51,886	51,886	51,886	51,886
731305 Contributions to Other Agencies	213,559	82,802	172,802	172,802
TOTAL OTHER CHARGES	1,929,810	2,382,052	2,492,627	2,492,627
OPERATING TRANSFER OUT				
750121 Operating Transfers Out - Capital Project	0	0	343,200	343,200
TOTAL OPERATING TRANSFERS OUT	0	0	343,200	343,200
CASH FLOW LOAN				
790500 Cash Flow Loan	0	0	200,000	200,000
TOTAL CASH FLOW LOAN	0	0	200,000	200,000
TOTAL - SPECIAL PAYMENTS	2,665,239	2,960,205	3,660,110	3,660,110

SPECIAL PAYMENTS

COMMENTS

This budget funds a variety of payments and expenses which are not categorized in other budgets, and is administered by the County Administrative Office.

SERVICES & SUPPLIES

721200 **Miscellaneous Expense** (\$164,864) is recommended unchanged based on prior year actual costs. This account provides for refunds or payments to the State Board of Equalization of sales and use taxes on out-of-State items purchased by the County, the Strong Motion Instrumentation Program costs, audit exceptions, and other miscellaneous expenses not provided for in other budgets, including the cost of Employee Assistance Programs. A portion of this account is required to provide for the periodic payment to an audit firm that is contracted to review the County's sales tax with the State Board of Equalization.

721400 **Professional & Specialized Services** (\$459,419) is recommended increased \$46,130 to provide funds for the following items:

- \$206,930 - Private Security for Government Center, including Planning and Civil Service Commission Meetings, and security services for the courthouse park
- \$ 30,000 - Legislative Services Provided to the County
- \$ 15,000 - Training Services for County Employees
- \$115,260 - Outside Audit Services
- \$ 92,229 - Maintenance and Savings Measurement & Verification costs related to the Solar Energy Savings Project with OpTerra Energy Services

OTHER CHARGES

730500 **Retire Long-Term Debt - Government Center** (\$1,552,938) is recommended unchanged representing the 2nd year of a 10-year payment plan for the Government Center (principal \$1,288,142 and interest \$264,796). The original bonds for this building were refunded in 2015-16 resulting in lower annual payments.

Retire Long-Term Debt – Energy Savings Project (\$715,001) is recommended increased \$20,575 to provide funds for the second required full payment of a nine-year payment plan for the Energy Savings Project. The solar rebate in 2016-17 from this project is estimated to be \$267,197.

SPECIAL PAYMENTS

OTHER CHARGES (continued)

- 730700** **Judgments & Damages** (\$51,886) is recommended unchanged to provide funds for the fifth year of a ten-year payment plan related to the Canandaigua Wine Company, Inc. litigation. On February 28, 2013, the Superior Court signed an order granting motion for the County of Madera to pay the attorney fee judgment costs in ten installment payments.
- 731305** **Contributions to Other Agencies** (\$172,802) is recommended increased by \$90,000 from the previous year for the following costs:
- **Fresno-Madera Area Agency on Aging** (\$15,526) is recommended unchanged for the County's annual administrative contribution. The County has a joint powers agreement with Fresno City and County to provide administrative duties for the Senior Citizens Program.
 - **Madera County Senior Citizens Program** (\$43,734) is recommended unchanged for 2015-16, and is allocated year-to-year based on Board Policy. Effective February 1, 2014, the responsibility for this program transferred from the City of Madera to the Community Action Partnership of Madera County.
 - **In-Home Supportive Services** (\$23,542) is recommended unchanged, which represents the County Maintenance of Effort for the IHSS administrative budget.
 - **Visit Yosemite/Madera County** (\$50,000) is recommended as an increase to this account in order to provide additional funding for projects that are intended to increase visitations to and through Madera County. The projects could include increased billboard advertising, targeted digital marketing and kick-off efforts to promote Ag-tourism. Funding for this contribution will be derived from the Transient Occupancy Tax (TOT) collected by the County.
 - **Yosemite Area Regional Transportation System** (\$40,000) is recommended as an increase to this account to finance a portion of the Short Range Transit Plan (SRTP) being developed by the Yosemite Area Regional Transportation System (YARTS). The plan will include a service area along Highway 41 in Madera County. Funding for this contribution will be derived from the Transient Occupancy Tax (TOT) collected by the County. The amount of the contribution may be less, depending on the actual cost of the study, but it will not exceed \$40,000.

SPECIAL PAYMENTS

OPERATING TRANSFER OUT

750121 **Operating Transfers Out – Capital Project** (\$343,200) is recommended to provide adequate funding for the following capital projects:

- **Jail Annex Demolition** (\$157,000) is recommended to provide funding to demolish the 35 year old, 11,500 square-foot Jail Annex Building at Courthouse Park. The recommended appropriations will fully cover the cost of demolition services, which are included in the recommended budget for Org 12927 – Courthouse Park – Jail Annex Demolition.
- **Jail Security** (\$186,200) is recommended to provide partial funding to address phase 1 of the security assessment recommendations for the jail. The total cost for phase 1 of the Jail Security Project (\$386,200) represents that most critical items identified as necessary to maintain compliance with State regulations. The balance of the funding needed for phase 1 of project (\$200,000) is recommended to come from the public protection development impact fees. Appropriations for the project are included in the recommended budget for Org 12843 – Jail Security.

CASH FLOW LOAN

790500 **Cash Flow Loan** (\$200,000) is recommended to provide interim funding for the following project:

- **Agriculture Building Project** (\$200,000) is recommended to provide interim funding to conduct the design and engineering work necessary for the new Ag Building. The cost for the design and engineering work will be eventually offset by the proceeds from the anticipated sale of the existing Ag Building, which is currently valued at \$440,000 based on the most recent appraisal. Appropriations for the project are included in the recommended budget for Org 12926 – Agriculture Tenant Improvement.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,467,306	1,758,879	1,683,772	1,683,772
710103 Extra Help	56,319	51,000	51,000	51,000
710105 Overtime	0	5,000	5,000	5,000
710107 Premium Pay	5,099	5,100	5,100	5,100
710200 Retirement	483,188	582,662	562,267	562,267
710300 Health Insurance	249,156	277,406	241,534	241,534
710400 Workers' Compensation Insurance	12,985	26,554	27,973	27,973
TOTAL SALARIES & EMPLOYEE BENEFITS	2,274,053	2,706,601	2,576,646	2,576,646
SERVICES & SUPPLIES				
720300 Communications	16,170	10,000	15,000	15,000
720500 Household Expense	19,872	18,425	18,425	18,425
720600 Insurance	7,787	24,317	34,715	34,715
720601 General Insurance	702	712	712	712
720605 Employer Share Retiree Insurance	31,903	0	0	0
720800 Maintenance - Equipment	2,339	5,000	5,000	5,000
720900 Maintenance - Structures & Grounds	31,071	5,246	5,246	5,246
721100 Memberships	9,455	3,470	3,470	3,470
721300 Office Expense	174,319	38,840	38,840	38,840
721400 Professional & Specialized Services	69,623	60,000	60,000	60,000
721600 Rents & Leases - Equipment	11,057	11,000	11,000	11,000
721900 Special Departmental Expense	18,445	18,446	18,446	18,446
722000 Transportation & Travel	15,760	10,000	15,000	15,000
722100 Utilities	28,984	35,000	40,000	40,000
TOTAL SERVICES & SUPPLIES	437,488	240,456	265,854	265,854
OTHER CHARGES				
730302 Retire - Capital Lease	66,697	73,756	73,756	73,756
730502 Interest - Capital Lease	15,431	8,371	8,371	8,371
TOTAL OTHER CHARGES	82,127	82,127	82,127	82,127

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
FIXED ASSETS				
740300 Equipment/Furniture	0	100,000	0	0
TOTAL FIXED ASSETS	0	100,000	0	0
770000 Intrafund Expenses	103,491	254,753	259,753	259,753
TOTAL INTRAFUND EXPENSES	103,491	254,753	259,753	259,753
TOTAL - CHILD SUPPORT SERVICES	2,897,160	3,383,937	3,184,380	3,184,380

CHILD SUPPORT SERVICES

COMMENTS

The function of this Department is to locate and obtain financial support from parents who fail 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 2017-18, 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 2015	2042	3060	1091	6193
October 2016	1950	3270	1102	6322
December 2016	1971	3279	1090	6340

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.

REVENUE

The Department receives a closed-end allocation, which is determined by the State of California. This allocation is a combination of State (A) and Federal (B) revenues as detailed below. In addition, the Department accrues interest on all incoming State and Federal revenues that are deposited in fund accounts and can use that as a funding source (C). If Departmental expenditures exceed the combination of State, Federal and Interest revenues, reserve funds from the Reserve Child Support Fund (5591) can be used as a local match to claim Additional Federal Revenue (D) to offset up to 66% of the monies used from the Fund for the revenue shortfall. As a last resort, the Reserve Child Support Fund (E) can be used to make up any remaining difference. The following is a recap:

CHILD SUPPORT SERVICES

REVENUE (continued)

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
(A) State - Child Support Administration	\$ 980,159	\$1,082,004	\$1,006,945
(B) Federal - Child Support Administration	1,902,661	2,291,498	2,103,560
(C) Interest Revenue from Fund Accounts	0	4,000	4,000
(D) Additional Federal Revenue	67,1960	0	0
(E) Reserve Child Support Fund (5591)	0	92,345	190,555
Intrafund Revenue (DSS Space Lease)	<u>14,339</u>	<u>16,408</u>	<u>16,408</u>
	<u>\$2,964,355</u>	<u>\$3,486,255</u>	<u>\$3,321,468</u>

Note: The Department offsets its share of the Countywide Cost Allocation Plan. The actual amount for Fiscal Year 2017-18 is estimated to be \$137,088.

STAFFING

	2015-16 Authorized		2017-18 Recommended	
	Funded	Unfunded	Funded	Unfunded
Permanent				
Accounting Technician I/II	0	2	0	2
Administrative Assistant	1	0	1	0
Child Support Assistant I/II	7	4	7	4
Child Support Assistant III	3	0	3	0
Child Support Special Programs Coordinator	0	0	0	0
Child Support Program Manager*	2	0	2	0
Child Support Specialist I/II	13	2	13	2
Child Support Specialist III	4	1	4	1
Child Support Supervisor	1	0	1	0
Deputy Director of Child Support Services	1	0	1	0
Deputy District Attorney I/II/III/Senior	1	1	1	1
Director of Child Support Services	1	0	1	0
District Attorney Criminal Investigator**	0	1	0	1
Office Assistant I/II	0	6	0	6
Personnel Technician I/II or Office Assistant I/II	0	0.5	0	0.5
Program Secretary	0	1	0	1
Staff Services Analyst I (General)	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent	<u>34</u>	<u>19.5</u>	<u>34</u>	<u>19.5</u>

CHILD SUPPORT SERVICES

STAFFING (continued)

*The Department underfilled both Program Manager positions with one Staff Services Analyst and one Supervising Child Support Specialist.

**The District Attorney Criminal Investigator position was provided by the District Attorney's Office, but was funded in the Child Support Services budget. For Fiscal Year 2017-18, this position will not be filled or funded.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,683,772) are recommended reduced \$75,107 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 2017-18, 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** (\$5,100) is recommended unchanged for the cost of bilingual pay.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$15,000) is recommended increased \$5,000. The budgeted amount for this account is based on current and estimated costs for the department's telephone services.

720500 **Household Expense** (\$18,425) 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** is the Department's contribution to the County's Self-Insured Liability Program.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

- 720601** **General Insurance** (\$712) is recommended unchanged for the Department’s contribution to the County’s Property Insurance Program.
- 720605** **Employer Share of Retiree Insurance** (\$0) is now accounted for under Intrafund Expense (770100) as per direction received from the Auditor-Controller’s office.
- 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 (\$970).
- 721300** **Office Expense** (\$38,840) 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** (\$60,000) 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 | \$ 15,000 |
| Service of Process | 30,000 |
| ADT Security/Credit Reporting/Employee Insight/Other | 15,000 |
- 721600** **Rents & Leases - Equipment** (\$11,000) is recommended unchanged based on actual costs to fund the copier lease contract, including lease of three copiers.
- 721900** **Special Departmental Expense** (\$18,446) is recommended unchanged based on actual property taxes for the facility.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

- 722000** **Transportation & Travel** (\$15,000) is recommended increased \$5,000 for attendance at meetings, training sessions, and conferences.
- 722100** **Utilities** (\$40,000) is recommended increased by \$5,000 based on current and projected expenditures for gas, electricity and water utility costs for the Child Support building.

OTHER CHARGES

- 730302** **Retire- Capital Lease** (\$73,756) is recommended unchanged.
- 730502** **Interest- Capital Lease** (\$8,371) is recommended unchanged.

INTRAFUND EXPENSES

- 770000** **Intrafund Expenses** (\$259,753) is recommended increased \$5,000 for IT support services (\$168,553), Retiree Health Insurance (\$70,200), and Building and Grounds Maintenance (\$5,000). This account also funds services provided by Central Services (\$11,000). This account also funds the MOU with Human Resources (\$5,000).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DISTRICT ATTORNEY
(03510)**
Function: **Public Protection**
Activity: **Judicial - Other**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,426,575	1,810,309	2,088,810	2,088,810
710103 Extra Help	226,312	101,537	162,865	162,865
710105 Overtime	2,722	10,000	10,000	10,000
710200 Retirement	447,345	593,470	703,818	703,818
710300 Health Insurance	156,846	194,790	220,379	220,379
710400 Workers' Compensation Insurance	81,925	60,928	86,464	86,464
710500 Other Benefits	1,140	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	2,342,865	2,771,034	3,272,336	3,272,336
SERVICES & SUPPLIES				
720300 Communications	7,342	28,812	29,532	29,532
720600 Insurance	252,344	74,628	106,116	106,116
720702 Witness Fees	596	1,500	1,500	1,500
720800 Maintenance-Equipment	3,105	1,000	1,000	1,000
720900 Maintenance-Building	42	0	0	0
721100 Memberships	10,814	11,950	13,175	13,175
721300 Office Expense	51,522	55,000	55,000	55,000
721400 Professional & Specialized Services	35,560	40,196	40,196	40,196
721600 Rents & Leases - Equipment	48,131	60,444	60,444	60,444
721900 Special Departmental Expense	16,868	21,989	21,989	21,989
721910 Juvenile Justice Commission	1,148	2,000	2,000	2,000
721912 Special Departmental Expense - POST Training	232	3,000	3,000	3,000
722000 Transportation & Travel	36,028	36,180	42,180	42,180
TOTAL SERVICES & SUPPLIES	463,732	336,699	376,132	376,132
TOTAL - DISTRICT ATTORNEY	2,806,596	3,107,733	3,648,468	3,648,468

DISTRICT ATTORNEY

COMMENTS

The District Attorney is responsible for criminal prosecution of all violations of State and County laws, as well as civil prosecutions of certain violations of State and County laws.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
FILES OPENED	6,200	6,300	6,400
CONSOLIDATED COURTS			
Juvenile Petitions	775	775	775
Jury Trials	31	33	35
Felonies Filed	1,099	1,050	1,100
Misdemeanors Filed	3,352	3,400	3,500

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Bad Check/ Petty Theft Restitution	\$ 609	\$ 700	\$ 1,000
Asset Forfeiture	0	30,000	20,000
Consumer Protection or Other	19,811	10,000	48,000
AB 109	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
Total	\$65,420	\$85,700	\$114,000

AB 109 REVENUE

On September 27, 2011, Madera County Board of Supervisors adopted the County of Madera Public Safety Realignment Plan. As part of this plan the District Attorney will receive a share of the state realignment revenue. This additional revenue (estimated \$45,000) will offset part of the Deputy District Attorney that will backfill the vacated spot that resulted from assigning a Deputy District Attorney to the department's DUI program.

DISTRICT ATTORNEY

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior	0.75 ⁽¹⁾		0.75 ⁽¹⁾	
Assistant District Attorney	0.40 ⁽²⁾		0.40 ⁽²⁾	
Chief Criminal Investigator	0.25		0.25	
Deputy District Attorney I/II/III/Senior	9.00 ⁽³⁾	.06	10.00 ⁽⁹⁾	.06
District Attorney	0.95 ⁽⁴⁾		0.95 ⁽⁴⁾	
Supervising DA Investigator	0.50 ⁽⁵⁾		0.50 ⁽⁵⁾	
District Attorney Investigator I/II/Senior	2.00 ⁽⁶⁾		2.00 ⁽⁶⁾	
Investigative Assistant	0.00	1.00	0.00	1.00
Office Assistant I/II	0.00	1.00	0.00	1.00
Office Services Supervisor I/II, or Senior Legal Secretary	0.00	1.00	1.00	
Program Assistant II, Senior Program Assistant, or Legal Secretary I/II (Not to exceed three Legal Secretaries)	8.00 ⁽⁷⁾	.20	6.00 ⁽⁹⁾	2.20
Supervising Deputy District Attorney	1.50 ⁽⁸⁾		1.50 ⁽⁸⁾	
Total Permanent	<u>23.35</u>	<u>3.26</u>	<u>23.35</u>	<u>4.26</u>

- (1) 0.25 of the Senior Administrative Analyst position is funded in the District Attorney-Welfare Fraud budget.
- (2) 0.60 of the Assistant District Attorney position is funded in the District Attorney – COPS budget (03530).
- (3) Reflects the conversion of a long-term extra help Deputy District Attorney I position to fill an existing vacancy.
- (4) 0.05 of the District Attorney position is funded in the District Attorney-Welfare Fraud budget.
- (5) 0.50 of the Supervising DA Investigator position is funded in the D.A.'s Main Budget and 0.5 in the D.A.'s -Welfare Fraud budget (03550).
- (6) Only one District Attorney Investigator can be Senior.
- (7) Reflects the conversion of a long-term extra help Legal Secretary II position to the funded allocations and adds one Legal Secretary II position to provide case discovery services to the prosecutors.
- (8) 0.50 of the Supervising Deputy District Attorney position will be funded in the District Attorney-Welfare Fraud budget (03550) for FY15/16. The additional funded supervisor position is a result of the Board's action on February 9, 2016, where the Board approved working out of class compensation for a Senior Deputy District Attorney to provide supervisory duties.
- (9) Reflects the shift of 1.0 Senior Deputy District Attorney and 1.0 Program Assistant II positions from the Sheriff's Department MADNET program.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$2,088,810) are recommended increased \$278,501 based on the cost of recommended staff.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103 **Extra Help** (\$162,865) is recommended increased \$61,328 based on current actual costs for Extra Help staff.
- 710105 **Overtime** (\$10,000) is recommended unchanged for District Attorney Investigators to serve papers and contact witnesses after hours and on weekends.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$29,532) is recommended increased \$720 based on current actual costs for cell phones and office phones for staff. Since the Court moved to its new building there has been an increasing need for our prosecutors to be able to communicate with investigators and other support staff at the main office. The sensitive nature of the email, texts, and phone calls requires us to provide staff with cell phones. Human Resources has suggested we provide work cell phones for necessary staff. Verizon Wireless is the current cell phone provider for the District Attorney's Office. Verizon will add the new staff to the existing service. This year, we will purchase one cell phone with protective case and charging unit, to provide for the added Deputy District Attorney position. This cost is estimated to be \$120. The service for the cell phones will cost \$22,560 per year. The remaining \$6,852 is the cost for land line phones and fax for the District Attorney main office and Sierra office.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720702 **Witness Fees** (\$1,500) is recommended unchanged for witness fees, which are the responsibility of the District Attorney.
- 720800 **Maintenance – Equipment** (\$1,000) is recommended unchanged for maintenance agreements, mobile radio repairs, computer and photo equipment repairs, and CLETS maintenance.

DISTRICT ATTORNEY

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$13,175) is recommended increased \$1,225 based on actual expenses for membership in the California District Attorneys' Association for the District Attorney (\$2,755), all Deputy District Attorneys (\$2,865), Fresno-Madera Chiefs' Association (\$125), California District Attorney Investigator's Association (\$220), California Rural Crime School for the Chief Investigator (\$100), and payment of the California State Bar dues for each Attorney in the Department (\$7,110), as required in the MOU.
- 721300** **Office Expense** (\$55,000) is recommended unchanged for general office supplies, computer equipment, copying costs, maintaining legal periodicals and books, the purchase of printed forms. Asset Forfeiture and Consumer Protection revenue will offset this entirely.
- 721400** **Professional & Specialized Services** (\$40,196) is recommended unchanged for the DAMION Case Management System maintenance (\$15,000) and for polygraph and handwriting analysis, expert witness fees, interpreters, laboratory technician cost, auto accident experts, on-line legal services, background investigations, and various other classes of experts or exams (\$25,196).
- 721600** **Rents & Leases – Equipment** (\$60,444) is recommended unchanged for the leasing of eight vehicles from Central Garage (\$55,444), and for rental of a copy machine (\$5,000). The vehicles are used by the investigators in performance of their duties.
- 721900** **Special Departmental Expense** (\$21,989) is recommended unchanged for witness expenses, CD and DVD media, photographic services, prison and court records, investigator equipment, and \$5,000 for special funds. These expenses are critical for providing the prosecutors with the necessary resources in trial.
- 721910** **Juvenile Justice Commission** (\$2,000) is recommended unchanged in accordance with the submitted request by the commission and includes compensation and mileage reimbursement for the 12 commission members, plus photo copy and postage charges.
- 721912** **Special Departmental Expense - POST Training** (\$3,000) is recommended unchanged for annual training and POST compliance expenses for the District Attorney Investigators. Any funds expended for this purpose are reimbursed to the County by POST.
- 722000** **Transportation & Travel** (\$42,180) is recommended increased \$6,000 for meetings, conferences, private mileage and transportation of prisoners, if required. The training costs in this line item will be partially offset by Asset Forfeiture funds that have been included in the revenue estimate, or by Consumer Protection funds awarded to the District Attorney's Office.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DISTRICT ATTORNEY -
COPS (03530)**
Function: **Public Protection**
Activity: **Judicial - Other**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	71,912	78,880	82,819	82,819
710200 Retirement	21,617	25,378	24,570	24,570
710300 Health Insurance	6,647	7,162	7,405	7,405
710400 Workers' Compensation Insurance	441	811	554	554
TOTAL SALARIES & EMPLOYEE BENEFITS	100,618	112,231	115,348	115,348
SERVICES & SUPPLIES				
720600 Insurance	6	12	19	19
721100 Memberships	321	324	324	324
TOTAL SERVICES & SUPPLIES	327	336	343	343
TOTAL - DISTRICT ATTORNEY- CITIZENS' OPTION FOR PUBLIC SAFETY	100,945	112,567	115,691	115,691

DISTRICT ATTORNEY-CITIZENS' OPTION FOR PUBLIC SAFETY

COMMENTS

In October 1996, the District Attorney received funding pursuant to California Assembly Bill 3229, Citizens' Option for Public Safety. This Bill funds several law enforcement agencies in the County, and stipulates that the funds must be used to enhance the Department's operations. This Program provides partial funding for an Assistant District Attorney. As part of the 2011-12 state budget plan, the legislature enacted a major shift – or “realignment” of state program revenues to local governments. Under state realignment, state funds related to the COPs program must first be deposited in the Local Law Enforcement Fund prior to being transferred to the General Fund.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
State Realignment	\$ 52,008	\$ 60,000	\$ 60,000
General Fund Contribution	<u>48,937</u>	<u>52,567</u>	<u>55,691</u>
Totals	\$100,945	\$112,567	\$115,691

STAFFING

	2016-17 <u>Authorized</u>	2017-18 <u>Recommended</u>
<u>Permanent</u> Assistant District Attorney	0.60	0.60

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$82,819) are recommended increased \$3,939 based on the cost of recommended staff.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self Insurance Service Fund.

DISTRICT ATTORNEY-CITIZENS' OPTION FOR PUBLIC SAFETY

SERVICES & SUPPLIES

720600 Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.

721100 Memberships (\$324) are recommended unchanged for California District Attorney Association dues (\$84), and State Bar dues (\$240), as required by applicable Memorandums of Understanding.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DISTRICT ATTORNEY-STAT. RAPE
VERTICAL PROSECUTION (03540)**
Function: **Public Protection**
Activity: **Judicial - Other**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	96,607	109,958	115,437	115,437
710200 Retirement	29,663	35,377	37,513	37,513
710300 Health Insurance	5,927	6,386	7,031	7,031
710400 Workers' Compensation Insurance	400	978	1,224	1,224
TOTAL SALARIES & EMPLOYEE BENEFITS	132,597	152,699	161,205	161,205
SERVICES & SUPPLIES				
720600 Insurance	11	11	31	31
721100 Memberships	535	540	540	540
722000 Transportation & Travel	0	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	546	2,051	2,071	2,071
TOTAL - DISTRICT ATTORNEY-STATUTORY RAPE VERTICAL PROSECUTION	133,143	154,750	163,276	163,276

DISTRICT ATTORNEY – STATUTORY RAPE VERTICAL PROSECUTION

COMMENTS

In September 1996, the District Attorney received an Office of Criminal Justice Planning Grant for Statutory Rape Vertical Prosecution. This grant provided increased prosecution in teen pregnancies where the mother was less than eighteen years of age and the father was an adult. As of 2007, the grant included vertical prosecution for statutory rape and child sexual assault. The Prosecutor is also a member of the Child Forensic Interview Team (CFIT), which conducts all child sexual assault victim interviews for the entire County. Due to State budget shortfalls and realignment of the program through the Vehicle License Fee funding schedule, funding for this program expired March 30, 2012, and was not renewed. Beginning with the 2013-14 fiscal year, this budget is funded entirely by the General Fund.

WORKLOAD

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Files Opened	30	40	45
Child Forensic Interview Team interviews	35	45	45

REVENUE

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
State Grant	\$ 0	\$ 0	\$ 0
General Fund Contribution	<u>133,143</u>	<u>153,436</u>	<u>163,276</u>
Total	\$133,143	\$153,436	\$163,276

STAFFING

	<u>2016-17 Authorized</u>	<u>2017-18 Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$115,437) are recommended increased \$5,479 based on the cost of recommended staff.

DISTRICT ATTORNEY – STATUTORY RAPE VERTICAL PROSECUTION

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employee's Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721100** **Memberships** (\$540) is recommended unchanged to provide for California District Attorney Association dues (\$140), and State Bar dues (\$400).
- 722000** **Transportation & Travel** (\$1,500) is recommended unchanged for staff training, transportation and travel, which includes mileage reimbursement for CFIT investigations (estimated 70 trips at six miles per trip).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DISTRICT ATTORNEY
DUI PROGRAM (03544)**
Function: **Public Protection**
Activity: **Judicial-Other**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	83,021	97,581	102,214	102,214
710103 Extra Help	0	0	0	0
710200 Retirement	25,489	31,395	33,155	33,155
710300 Health Insurance	5,927	6,386	7,031	7,031
710400 Workers' Compensation Insurance	260	768	1,052	1,052
TOTAL SALARIES & EMPLOYEE BENEFITS	114,697	136,130	143,452	143,452
SERVICES & SUPPLIES				
720600 Insurance	11	19	31	31
721100 Memberships	535	540	540	540
721400 Professional & Specialized Services	26,567	45,000	45,000	45,000
722000 Transportation & Travel	0	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	27,113	47,059	47,071	47,071
TOTAL - DISTRICT ATTORNEY - DUI PROGRAM	141,810	183,189	190,523	190,523

DISTRICT ATTORNEY – DUI PROGRAM

COMMENTS

On April 20, 1999, the Board of Supervisors directed, on the Sheriff’s and District Attorney’s recommendation, that the Auto Theft Program be transferred to the Office of the District Attorney for driving under the influence prosecutions, and auto theft investigations and prosecutions. In fiscal year 1992-93, the Board authorized a one-dollar (\$1.00) per motor vehicle fee to be charged to each vehicle registered in the County of Madera. Revenues from this one-dollar fee support this program.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Program Cases	1,084	1,039	1,000

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
DUI/DMV Fees	\$125,031	\$130,000	\$130,000
General Fund Contribution	<u>16,779</u>	<u>53,189</u>	<u>60,523</u>
Total	\$141,810	\$183,189	\$190,523

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$102,214) are recommended increased \$4,633 based on the cost of recommended staff.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employee’s Retirement System.
- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.

DISTRICT ATTORNEY – DUI PROGRAM

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720600 **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.

721100 **Memberships** (\$540) is recommended unchanged based on actual costs to provide for California District Attorney Association dues (\$140), and State Bar dues (\$400).

721400 **Professional & Specialized Services** (\$45,000) is recommended unchanged to provide for blood-drawing services. DUI fines partially offset this expense.

722000 **Transportation & Travel** (\$1,500) is recommended unchanged based on actual expenditures to provide for training and travel for the assigned prosecutor.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DISTRICT ATTORNEY-CRIME
PROSECUTION UNIT (03545)**
Function: **Public Protection**
Activity: **Judicial - Other**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	87,833	188,621	193,765	193,765
710200 Retirement	26,312	60,685	67,783	67,783
710300 Health Insurance	11,079	23,874	24,001	24,001
710400 Workers' Compensation Insurance	528	1,219	1,541	1,541
TOTAL SALARIES & EMPLOYEE BENEFITS	125,752	274,399	287,090	287,090
SERVICES & SUPPLIES				
720600 Insurance	11	19	31	31
721100 Memberships	535	615	615	615
721300 Office Expense	400	500	500	500
722000 Transportation & Travel	0	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	946	4,134	4,146	4,146
TOTAL - DISTRICT ATTORNEY-CRIME PROSECUTION UNIT	126,698	278,533	291,236	291,236

DISTRICT ATTORNEY – PRISON CRIMES PROSECUTION UNIT

COMMENTS

In February 2002, the Board of Supervisors approved the formation of the Prison Crimes Prosecution Unit. This unit is charged with the prosecution of all crimes committed by prisoners while incarcerated in State prisons located in the County of Madera. The costs for these activities are recognized as State-mandated costs to the County and are entirely reimbursed by the State.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Cases Referred	209	242	250
Program Cases Worked	423	425	430

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
State Reimbursement	\$ 84,488	\$278,533	\$291,236
General Fund Contribution	<u>42,210</u>	<u>0</u>	<u>0</u>
Total	\$126,698	\$278,533	\$291,236

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent</u>		
Deputy District Attorney I/II/III/Senior	1	1
District Attorney Investigator II	1	1

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$193,765) are recommended increased \$5,144 based on the cost of recommended staff.

DISTRICT ATTORNEY – PRISON CRIMES PROSECUTION UNIT

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employee's Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720600** **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721100** **Memberships** (\$615) are recommended unchanged based on actual costs to provide for California District Attorney Association dues (\$140), State Bar dues (\$400), and California District Attorney Investigators Association (\$75).
- 721300** **Office Expense** (\$500) is recommended unchanged based on anticipated costs for the prosecutor's and investigator's office supplies and is fully reimbursable by the State.
- 722000** **Transportation & Travel** (\$3,000) is recommended unchanged to provide for training and travel and is fully reimbursable by the State.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**DISTRICT ATTORNEY
DA-FED VERT PROS (03548)**

Function:

Public Protection

Activity:

Judicial-Other

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	88,825	103,036	0	0
710103 Extra Help	13,490	15,852	0	0
710200 Retirement	28,194	33,150	0	0
710300 Health Insurance	5,927	6,386	0	0
710400 Workers' Compensation Insurance	415	415	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	136,852	158,839	0	0
SERVICES & SUPPLIES				
720300 Communications	5	720	0	0
721100 Memberships	535	550	0	0
721300 Office Expense	285	250	0	0
721400 Professional & Specialized Services	9,150	10,200	0	0
722000 Transportation & Travel	2,678	4,000	0	0
TOTAL SERVICES & SUPPLIES	12,653	15,720	0	0
TOTAL - DISTRICT ATTORNEY - FED VERT PROS	149,505	174,559	0	0

DISTRICT ATTORNEY – FED VERTICAL PROSECUTION

COMMENTS

In July 2012, the District Attorney received an Office of Traffic Safety Grant for DUI Vertical Prosecution. This grant provides increased prosecution in alcohol and drug impaired driving cases. Through this program, one full-time Prosecutor and one half-time extra-help Criminal Investigator were funded. The full-time Prosecutor is charged with vertically prosecuting alcohol and drug impaired DUI cases, including repeat offenders. The part-time Criminal Investigator conducts investigations, serves subpoenas, coordinates witnesses, and assists the prosecutor with trial exhibits. Funding is contingent upon the continuous and timely filing of the County's Single Audit with the State of California Controller's Office. Funding for this program expired September 30, 2016, and was not renewed. This program still exists within the Office of Traffic Safety Competitive Grant Programs and the District Attorney will continue to apply in order to restore funding. Beginning in Fiscal Year 2017-18, the prosecutor that is currently paid for in this budget will be transferred to a funded vacant position in the DA's main budget, Org 3510. The position allocation in this grant budget is recommended to be designated as unfunded. If the Department is successful in securing additional grant funding in the future, the Department will return to your Board with a recommendation to fund the position. The cases associated with this program for Fiscal Year 2017-18 will be handled as part of the District Attorney's Main Budget caseload.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Program Cases	57	65	65

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
State Grant	\$125,863	\$59,968	\$0
General Fund Contribution	<u>23,642</u>	<u>34,575</u>	<u>0</u>
Total	\$149,505	\$94,543	\$0

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy District Attorney I/II/III/Senior*	1	0	0	1

Note: *Funding for the grant ended Fiscal Year 2016-17 and was not renewed. The employee will be transferred to a vacant Deputy District Attorney I/II/III/Sr. position in the DA's main budget and the grant position in this budget is recommended to be designated as unfunded.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DISTRICT ATTORNEY-
WELFARE FRAUD (03550)**
Function: **Public Protection**
Activity: **Judicial - Other**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	512,757	715,513	735,292	735,292
710103 Temporary Salaries	22,133	0	24,767	24,767
710105 Overtime	0	20,000	20,000	20,000
710200 Retirement	168,653	258,136	267,674	267,674
710300 Health Insurance	77,505	138,197	101,185	101,185
710400 Workers' Compensation Insurance	43,263	28,878	30,707	30,707
710500 Other Benefits	60	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	824,370	1,160,724	1,179,625	1,179,625
SERVICES & SUPPLIES				
720300 Communications	4,216	5,000	5,000	5,000
720500 Household Expenses	3,374	4,000	4,000	4,000
720600 Insurance	486	777	1,274	1,274
720800 Maintenance - Equipment	582	700	700	700
720900 Maintenance - Structures & Grounds	14	150	150	150
721100 Memberships	1,585	1,240	1,240	1,240
721300 Office Expense	6,138	6,000	6,000	6,000
721400 Professional & Specialized Services	4,309	5,000	5,000	5,000
721600 Rents & Leases - Equipment	34,297	60,000	60,000	60,000
721700 Rents & Leases - Buildings	31,200	31,200	31,200	31,200
721900 Special Departmental Expense	17,054	37,000	37,000	37,000
722000 Transportation & Travel	7,110	12,000	12,000	12,000
722100 Utilities	8,258	9,000	9,000	9,000
TOTAL SERVICES & SUPPLIES	118,623	172,067	172,564	172,564
FIXED ASSETS				
740300 Equipment	0	30,000	0	0
TOTAL FIXED ASSETS	0	30,000	0	0
TOTAL - DISTRICT ATTORNEY-WELFARE FRAUD	942,994	1,362,791	1,352,189	1,352,189

DISTRICT ATTORNEY-WELFARE FRAUD

COMMENTS

Responsibility for the Welfare Fraud Investigators Unit was transferred to the District Attorney on October 24, 2000. This Unit investigates Welfare Fraud cases.

WORKLOAD

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Requests for Investigation	636	600	600
Referred for Prosecution	14	20	25

REVENUE

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Federal*	\$476,526	\$ 882,000	\$ 890,000
State*	182,463	355,000	340,000
County Cost	<u>284,005</u>	<u>125,791</u>	<u>122,189</u>
Total	\$942,994	\$1,362,791	\$1,352,189

Note: *The Federal and State Government reimburse approximately 90% of the total cost of the Program.

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior	0.25		0.25	
Deputy District Attorney I/II/III/Senior	0.50		0.50	
District Attorney	0.05 ⁽¹⁾		0.05 ⁽¹⁾	
Chief Criminal Investigator	0.75		0.75	
Eligibility Worker I/II/III	1.00		1.00	
Program Assistant I/II	1.00 ⁽²⁾		0.00	1.00
Welfare Investigator II	0.00 ⁽⁴⁾		0.00 ⁽⁴⁾	
Supervising DA Investigator	0.50 ⁽³⁾		0.50 ⁽³⁾	
DA Criminal Investigator or Senior Investigator	<u>6.00⁽⁴⁾</u>	<u>0.50⁽³⁾⁽⁴⁾</u>	<u>6.00⁽⁴⁾⁽⁵⁾</u>	<u>0.50⁽³⁾⁽⁴⁾</u>
Total Permanent	10.05	0.50	9.05	1.50

DISTRICT ATTORNEY-WELFARE FRAUD

STAFFING (continued)

- (1) 0.05 of the District Attorney position was reallocated from the main District Attorney budget (03510).
- (2) Funding one Program Assistant position represents the conversion of a long-term extra help position.
- (3) Fund 0.5 Supervising DA Investigator position through the conversion of 0.50 of a DA Criminal Investigator position. The remaining 0.50 is included in the District Attorney Main budget 03510.
- (4) Reflects the conversion of the Welfare Fraud Investigator positions to DA Criminal Investigator. With all investigators under the same classification, the District Attorney will have more flexibility in making investigation assignments in the main office and SIU.
- (5) Reflects the conversion of one DA Criminal Investigator to DA Senior Criminal Investigator.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$735,292) are recommended increased \$19,779 based on the cost of recommended staff.
- 710103** **Extra Help** (\$24,767) is recommended increased \$24,767 based on current actual costs for Extra Help staff.
- 710105** **Overtime** (\$20,000) is recommended unchanged to provide for night and weekend investigations.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended unchanged based on current actual costs for cell phones for the investigators and office phones for staff. Cell phone cost for Verizon Wireless will be \$2,100. The remaining \$2,900 will be used for land line phones for the mountain office and SIU office.

DISTRICT ATTORNEY-WELFARE FRAUD

SERVICES & SUPPLIES (continued)

- 720500** **Household Expense** (\$4,000) is recommended unchanged for janitorial and rug service.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$700) is recommended unchanged for telephone and copy machine maintenance.
- 720900** **Maintenance - Structures & Grounds** (\$150) is recommended unchanged for building maintenance.
- 721100** **Memberships** (\$1,240) is recommended unchanged for Fraud Investigators dues (\$600), California Bar dues (\$480), and California District Attorneys' Association (\$160).
- 721300** **Office Expense** (\$6,000) is recommended unchanged for office supplies, shredding, postage, fax machine, and law books.
- 721400** **Professional & Specialized Services** (\$5,000) is recommended unchanged for alarm services (\$1,400), Madera Police Department Monitoring (\$50), and expert witness and new hire background fees (\$3,550).
- 721600** **Rents & Leases - Equipment** (\$60,000) is recommended unchanged for copy machine lease (\$4,000), and rental and maintenance of 7 County vehicles from the Central Garage (\$56,000).
- 721700** **Rents & Leases - Building** (\$31,200) is recommended unchanged for lease of office space.
- 721900** **Special Departmental Expense** (\$37,000) is recommended unchanged for POST training, CWFIA training, and various equipment (badges, belt clips, handcuffs, ammunition, and radios). The POST training will be reimbursed by the State.
- 722000** **Transportation & Travel** (\$12,000) is recommended unchanged for mileage reimbursement, registration fees, and meals and lodging associated with staff travel to attend trainings/conferences. There will be at least two mandatory training events the Chief Criminal Investigator will attend.
- 722100** **Utilities** (\$9,000) is recommended unchanged for utility costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**TRIAL COURT
OPERATIONS (02300)**

Function:

Public Protection

Activity:

Judicial

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720900 Maintenance-Buildings & Improvements	31,363	6,100	6,100	6,100
722100 Utilities	31,914	15,757	15,757	15,757
TOTAL SERVICES & SUPPLIES	63,277	21,857	21,857	21,857
OTHER CHARGES				
731308 County Contribution to State Trial Court Trust	1,025,684	1,040,684	1,040,684	1,040,684
731315 Trial Court Funding - County Facilities Payment	263,589	263,587	263,587	263,587
TOTAL OTHER CHARGES	1,289,273	1,304,271	1,304,271	1,304,271
TOTAL - TRIAL COURT OPERATIONS	1,352,550	1,326,128	1,326,128	1,326,128

TRIAL COURT OPERATIONS

COMMENTS

With the passage of the Lockyer-Isenberg Trial Court Funding Act of 1997 (AB 322) on January 1, 1998, the County's responsibility to fund the courts ended. For more than 40 years, trial court budgets were developed and adopted at the County level with the County having statutory responsibility to fund the trial courts.

AB 322 eliminated the counties' role in establishing and adopting budgets for court operations and placed it under the State budget process. Budgets are self-administered by the courts and expenditures are not subject to Board approval. The Judicial Council and the Legislature respond to the court's financial needs that arise during the year. In accordance with the provisions of the Trial Court Funding Act of 1997, the County has entered into a Memorandum of Understanding with the Madera County Superior Court regarding the provision of any support services. Current support services are for bailiff services, fiscal agent including payroll services, health benefits administration, retirement and deferred compensation administration, and mail services. The County is able to charge the Court for these services at a rate not to exceed the costs of similar services to other County Departments or Special Districts.

Based on the recommendation of a State Task Force required under the provisions of the Trial Court Funding Act of 1997, effective January 1, 2001, County employees employed in the Court became Court employees.

County's Contribution to the State Trial Court Trust Fund

AB 322 includes a provision that requires the County to submit four equal installments based on an amount of fine and forfeiture revenues remitted to the State in 1994-95. There has not been any State legislation to waive the local contribution for fines and forfeiture revenue to Trial Court Funding. The recommended amounts shown in the following pages are the funds which the County will contribute for 2017-18.

Trial Court Facilities (SB 1732)

SB 1732, passed in 2002, established the governance structure and procedures for the transfer of responsibilities for trial court facilities from the County to the State. It provided the essential steps in completing the trial court funding reform effort which began in 1997 with the passage of the Lockyer-Isenberg Trial Court Funding Act (AB 322) discussed above. The transfer process was to be accomplished as expeditiously as possible by June 30, 2007, and was negotiated on a building-by-building basis between the State and each County, resulting in an agreement governing each facility.

COMMENTS (continued)

Trial Court Facilities (SB 1732) (continued)

On April 24, 2007, the Board of Supervisors approved all necessary documents for the transfer of responsibility for trial court facilities from the County of Madera to the State of California, Administrative Office of the Courts (AOC) in accordance with the provisions of SB 1732. The facilities are the former County Government Center, Bass Lake Government Center, and the Family Court Services facility, which was leased at 321 West Yosemite Avenue. The effective date of transfer was April 30, 2007, for the former County Government Center and the Bass Lake Government Center, and May 1, 2007, for the Family Court Services facility.

Under the provisions of SB 1732, the State requires a revenue source for the ongoing operations and maintenance of court facilities once transferred to the State by requiring the County to pay to the State an amount that the County has historically, on average, expended for the annual operation and maintenance for each court facility. The components were based on the actual annual direct and indirect county expenditures on court facilities from 1995-96 through 1999-2000. The development of the County Facilities Payment Plan (CFP) was completed by the County Auditor-Controller and approved by the State Department of Finance. The annual County "maintenance of effort" for operations and maintenance for the transferred court facilities will be \$263,587, and is recommended to be funded through this budget. This amount will remain constant each year.

SB 1732 also requires the County to pay a percentage of the annual maintenance and utility expenses for the shared facilities. The pro-rata share of maintenance and utility costs for the former Government Center will be 28%, and 32.5% for Bass Lake Court. However, in the Fall of 2015, the Courts moved into their own building and the Joint Occupancy Agreement for the Madera Courthouse was terminated by Board of Supervisors on December 15, 2015. The annual costs for the shared maintenance and utility expenses are recommended to be funded through this budget.

The following is the recommended Trial Court Operations budget for 2017-18:

SERVICES & SUPPLIES

720900 **Maintenance - Building & Improvements** (\$6,100) is recommended unchanged based on current year expenses. This account represents the County's estimated pro-rata share of the annual maintenance expenses for the Bass Lake Government Center.

TRIAL COURT OPERATIONS

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$15,757) is recommended unchanged based on current year expenses. The account represents the County's estimated pro-rata share of the annual utility expenses for the Bass Lake Government Center.

OTHER CHARGES

731308 **County Contribution to State Trial Court Trust** (\$1,040,684) is recommended unchanged based on current and projected expenditures for the share of Excess Fines. This contribution is based on the level of revenue collected by the County comprised of fines and forfeitures remitted to the State in 1994-95. In previous years, the County was required to contribute a "Maintenance of Effort" in the amount of \$1,042,797. In 2006-07, the State reduced the County's Maintenance of Effort \$17,113, from \$1,042,797 to \$1,025,684. In addition, the County is required to remit to the State 50% of the fine and forfeiture revenue in excess of the base level Maintenance of Effort.

	Actual <u>2015-16</u>	Approved <u>2016-17</u>	Recommended <u>2017-18</u>
Fines and Forfeitures	\$1,025,684	\$1,025,684	\$1,025,684
Share of Excess Fines	<u>0</u>	<u>\$15,000</u>	<u>\$15,000</u>
 COUNTY CONTRIBUTION TO TRIAL COURT TRUST FUND	 \$1,025,684	 \$1,040,684	 \$1,040,684

731315 **Trial Court Funding - County Facilities Payment** (\$263,587) is recommended unchanged as the County's "Maintenance of Effort" based on the County Facilities Payment Plan (CFP). See Comments Section. The recommended amount is shown below by facility:

<u>Facility</u>	<u>County Facilities Payment</u>
Former County Government Center	\$191,335
Bass Lake Government Center	40,117
Family Court Services Office	<u>32,135</u>
Total	<u>\$263,587</u>

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**GRAND JURY
(03400)**

Function:

Public Protection

Activity:

Judicial

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720300 Communications	1,291	1,250	1,250	1,250
721300 Office Expense	9,569	3,000	3,000	3,000
721400 Professional & Specialized	38	500	500	500
721700 Rents & Leases-Buildings	12,600	12,600	12,600	12,600
721900 Special Departmental Expense	18,330	20,600	20,600	20,600
722000 Transportation & Travel	26,670	33,750	33,750	33,750
TOTAL SERVICES & SUPPLIES	68,498	71,700	71,700	71,700
TOTAL - GRAND JURY	68,498	71,700	71,700	71,700

GRAND JURY

COMMENTS

The Grand Jury is a Committee of 19 citizens appointed each year by the Superior Court and charged with inquiring into public offenses committed or triable within the County, and presenting such offenses to the Court by indictment. The Grand Jury also inquires into the management of all County offices, possible misconduct of public officials, and financial affairs of cities. The term of the Grand Jury is on a fiscal year basis. Members are paid the following stipend for each meeting attended:

	Current Rate
Regular Meetings	\$20
Committee Meetings	\$10

For 2017-18, the Grand Jury has requested a budget in the amount of \$71,700, unchanged from the 2016-17 fiscal year. Meetings and Mileage reimbursement are the largest estimated expenditures. The following is the proposed budget submitted by the Grand Jury for 2017-18:

Basic Expenses

Office Supplies (includes printing of the annual Final Report)	3,000
Professional Services (Court Reporter, Information Technology Services, Subpoenas)	500
Office Rent	12,600
Telephone	<u>1,250</u>
Total Basic Expenses	\$17,350

Meeting and Mileage Expenses

Committee Meetings/Full Grand Jury Panels	\$20,600
Mileage and Training Expenses	<u>33,750</u>
Total Meetings and Mileage and Expenses	\$54,350

TOTAL BUDGET REQUESTED \$71,700

It is recommended to fund the Grand Jury at the same level (\$71,700) as the 2016-17 fiscal year. If, during the 2017-18 fiscal year, mileage costs exceed appropriations due to a significant number of members continuing to travel from the mountain communities as required for meeting attendance and/or the IRS increases the current mileage reimbursement rate, County Administration will return to the Board to request a transfer of funds from Appropriations for Contingencies to offset the increase in mileage expenses. Below are appropriations as requested by the Grand Jury and as recommended by County Administration:

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,250) is recommended unchanged for phone service.
- 721300** **Office Expense** (\$3,000) is recommended unchanged for the printing of Final Grand Jury Reports and miscellaneous clerical supplies.
- 721400** **Professional & Specialized** (\$500) is recommended unchanged for the use of a court reporter, Information Technology services, and/or for serving of subpoenas.
- 721700** **Rents & Leases - Building** (\$12,600) is recommended unchanged to provide rent for the Grand Jury offices located in the Veterans of Foreign Wars Hall.
- 721900** **Special Departmental Expense** (\$20,600) is recommended unchanged for the Regular and Committee Meetings attended by the Grand Jury members.
- 722000** **Transportation & Travel** (\$33,750) is recommended unchanged for mileage reimbursement for Grand Jury members' attendance at committee and full panel meetings, as well as for costs associated with the annual Grand Jury Association Seminar (located in Visalia) and local training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PUBLIC DEFENDER
(03600)**
Function: **Public Protection**
Activity: **Judicial**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Prof. & Specialized Services-Contracts	2,336,018	2,693,027	2,998,608	2,998,608
721433 Prof. & Specialized Services-Outside Attorneys	518,497	150,000	150,000	150,000
721434 Prof. & Specialized Services-Capital Cases	0	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	2,854,515	2,943,027	3,248,608	3,248,608
TOTAL - PUBLIC DEFENDER	2,854,515	2,943,027	3,248,608	3,248,608

PUBLIC DEFENDER

COMMENTS

This Office provides legal defense to indigent defendants in criminal cases. Until 1971, this service was provided solely by private attorneys appointed by the Courts. In 1972, the County established a Public Defender's Office that was operated and staffed by County employees. On September 1, 1977, the Board of Supervisors entered into a contract with a local attorney to perform all the services of this office, which eventually resulted in contracting for three levels of Public Defender services to provide for "Conflict of Interest" cases and circumstances where there are multiple defendants. On May 10, 1994, the County approved a proposal for Public Defender services by a local law firm, which provided and coordinated, through sub-contracts, all levels of indigent defense in criminal cases. Since May 2002, the Board of Supervisors has extended the contract for these services for multiple four-year periods, as well as various amendments to address additional attorneys, contract rate adjustments, and payment of ancillary services. The most recent extension will end June 30, 2017 and a new four-year agreement will be presented for approval prior to the end of the current fiscal year.

REVENUES

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Dependency Case Reimbursements	\$78,624	\$293,833	\$293,833*
Miscellaneous Reimbursement – Legal Fees	15,271	26,953	10,000
AB 109 – Public Defender Revocation	<u>0</u>	<u>40,000</u>	<u>40,000</u>
Total	\$93,895	\$360,786	\$343,833

*This amount is subject to final State budget adoption and is used to offset the Dependency Court attorney costs in the public defender contract.

SERVICES & SUPPLIES

721400 Professional & Specialized Services - Contracts (\$2,998,608) is recommended increased \$305,581 based on the anticipated first year cost of a four year funding agreement. This includes specific funding for juvenile dependency cases, which are offset by State revenues received from the Courts:

Total Contract for Public Defender Services	\$2,998,608
Juvenile Dependency Component	\$293,833*

*This amount is included in the projected cost for Public Defender Services

SERVICES & SUPPLIES (continued)

721433 **Professional & Specialized Services - Outside Attorneys** (\$150,000) is recommended unchanged. This amount represents the cost to retain attorneys for Public Defender cases when conflict of interest or multiple defendant cases occur with the contract attorneys.

721434 **Professional & Specialized Services - Capital Cases** (\$100,000) is recommended unchanged, based on the number of special circumstance cases assigned to outside public defense attorneys during the 2015-16 and 2016-17 fiscal years; these cases are currently pending trial. This amount represents the estimated cost to provide legal defense for “Special Circumstance Cases,” previously referred to as “Capital Cases,” which are anticipated to go to trial during the 2017-18 fiscal year. When outside attorneys are assigned by Superior Court as a Public Defender, services for these cases are provided through a flat-fee, per case basis with three classifications varying in degree and complexity; investigation and ancillary costs are in addition to the fees listed below:

Category 1 - \$35,000 for a relatively non-complex case with one defendant and one victim.

Category 2 - \$55,000 for a more difficult case with multiple victims or defendants, special circumstances, or complex factual or legal issues.

Category 3 - \$70,000 for the most complex case with multiple victims/defendants, high publicity/notoriety, or very complex factual or legal issues.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CORONER
(4010)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,108,499	5,538,814	5,878,145	5,878,145
710103 Extra Help	46,958	100,000	100,000	100,000
710105 Overtime	484,654	235,000	235,000	235,000
710106 Standby & Night Premium	24,348	14,000	14,000	14,000
710110 Uniform Allowance	41,174	44,000	50,670	50,670
710200 Retirement	1,623,456	2,074,353	2,167,665	2,167,665
710300 Health Insurance	566,470	677,777	731,887	731,887
710400 Workers' Compensation Insurance	492,177	596,043	592,251	592,251
TOTAL SALARIES & EMPLOYEE BENEFITS	8,387,736	9,279,987	9,769,618	9,769,618
SERVICES & SUPPLIES				
720300 Communications	146,082	143,000	143,000	143,000
720305 Microwave Radio Services	127,647	130,000	140,000	140,000
720500 Household Expense	6,525	4,000	4,000	4,000
720600 Insurance	441,967	278,979	433,433	433,433
720800 Maintenance - Equipment	92,265	82,400	83,400	83,400
720900 Maintenance - Buildings & Improvements	15,385	8,000	8,000	8,000
721100 Memberships	5,319	7,575	9,010	9,010
721300 Office Expense	23,116	22,000	22,000	22,000
721306 Eqpt<FA Limit	0	0	45,000	45,000
721400 Professional & Specialized Services	351,882	115,000	122,000	122,000
721600 Rents & Leases - Equipment	857,800	820,000	1,235,343	1,235,343
721700 Rents & Leases	755,600	720,000	720,000	720,000
721900 Special Departmental Expense	108,078	144,122	158,622	158,622
722000 Transportation & Travel	85,994	100,000	110,000	110,000
722100 Utilities	105,352	130,000	130,000	130,000
TOTAL SERVICES & SUPPLIES	3,123,013	2,705,076	3,363,808	3,363,808

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CORONER
(4010)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
FIXED ASSETS				
740300 Equipment	0	64,000	25,000	25,000
TOTAL FIXED ASSETS	0	64,000	25,000	25,000
TOTAL - SHERIFF-CORONER	11,510,749	12,049,063	13,158,426	13,158,426

SHERIFF-CORONER

COMMENTS

The Sheriff is responsible for the enforcement of State and County laws, the prevention of crime, and apprehension of criminals as well as the County-wide enforcement of court orders and processing of civil writs. The Sheriff provides general law enforcement service for the County's unincorporated areas. The Sheriff's Department also provides criminal investigation, person identification, records, criminal warrant, and mortuary service for the entire County. As Coroner, the Sheriff investigates and determines the cause of death, in the absence of a physician, as the result of an accident or due to the criminal action or negligence of another person. The Sheriff's Department administers special funded programs and law enforcement grants that are appropriated in other budgets.

REVENUE

	Actual <u>2015-16</u>	Projected <u>2016-17</u>	Projected <u>2017-18</u>
Revenue from Fees, Intergovernmental Services & Reimbursement	\$102,752	\$170,000	\$183,000
Criminal Justice Facility Funds	91,367	360,000	360,000
Other Miscellaneous	8,082	40,000	0
Other Financing Sources (Rural Small Counties Fund)	<u>703,639</u>	<u>311,000</u>	<u>205,000*</u>
Total Funding	\$905,840	\$881,000	\$748,000

Note: *Rural/Small County funds in the amount of \$180,000 is offered to support operations and \$25,000 is offered/reserved for contingent fixed asset projects in Fiscal Year 2017-18.

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II or Administrative Analyst I/II	0.75		1 ^(a)	
Administrative Analyst I/II	1		0 ^(b)	
Administrative Analyst I/II/Senior	0		1 ^(b)	
Administrative Assistant	1	1	1	1
Communications Dispatcher I/II/III	9		9	
Community Service Officer	2	2	1 ^(d)	3
Corporal	0		8.5 ^(f)	
Deputy Sheriff Basic or Intermediate Post	33.5	8	28 ^(c)	3
Deputy Sheriff Basic or Intermediate Post	0		0.5 ^(c)	
Deputy Sheriff Basic or Intermediate Post	0		0.5 ^(c)	

SHERIFF-CORONER

STAFFING (continued)

<u>Permanent (continued)</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Identification Specialist or Identification Technician	2		1	1 ^(c)
Program Assistant I/II	5		6 ^(a)	
Property & Evidence Technician	2		2	
Senior Program Assistant	2		2	
Sheriff-Coroner	1		1	
Sheriff's Business Manager	1		1	
Sheriff's Public Information Officer	0	1	1 ^(d)	0
Sheriff's Lieutenant	2		3 ^(e)	
Sheriff's Sergeant	11	1	11	1
Supervising or Sr. Communications Dispatcher	1		1	
Sheriff's Commander	<u>2</u>		<u>2</u>	
Total Permanent	76.25	13	81.5	9

NOTES:

- (a) The .25 Administrative Analyst was transferred from 04070 MadNET and the Program Assistant was transferred from 04023 EMPG because the positions are no longer grant funded.
- (b) The Sheriff is requesting to flexibly staff one Administrative Analyst I/II as an Administrative Analyst I/II/Senior.
- (c) The County has funded five of the unfunded Deputy Sheriff positions. One ID Specialist was unfunded during Fiscal Year 2016-2017 and a Deputy was funded. Three additional Deputies are funded in ORG 04010 two will begin July 1st, and one will begin on January 1, 2018. One FT equivalent position was transferred to ORG 04030 one will begin July 1st, as well.
- (d) The Sheriff has also unfunded a Community Services Officer and funded the Sheriff's Public Information Officer this Fiscal Year.
- (e) One Sergeant has been moved from 04074 Court Security to 04010 Sheriff Admin and converted to a Lieutenant.
- (f) The Sheriff is recommending that 8.5 Deputy Sheriff positions be converted to Corporals (.5 of a Corporal is also funded in ORG 04030). Corporal is a future classification that will be developed by Human Resources pursuant to established procedures.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$5,878,145) is recommended increased \$339,331 based on the increased cost of employee compensation and recommended staffing levels.

710103 **Extra Help** (\$100,000) is recommended unchanged to fund staff time in carrying out the following contracts and services:

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help (continued)**
 a. Contract with U.S. Forest Service to provide additional law enforcement for Bass Lake and Mammoth areas;
 b. Contract with U.S. Forest Service to provide marijuana eradication; and
 c. Contract with U.S. Army Corp of Engineers for law enforcement services at Hensley and Eastman Lakes.
- 710105** **Overtime** (\$235,000) is recommended unchanged based increased hourly costs and current expenditures for covering open shifts created by injury or illness, unusual or significant criminal events, court appearances and special events.
- 710106** **Standby & Night Premium** (\$14,000) is recommended unchanged based on current expenditures for premium pay for Range-Masters, K-9 Handlers, Bi-Lingual, and NET Investigators per the Memorandum of Understanding.
- 710110** **Uniform Allowance** (\$50,670) is recommended increased \$6,670 based on recommended staffing levels and prior year expenditures to provide uniform allowance for employees.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.
- 710400** **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$143,000) is recommended unchanged based on current year expenditures for telephone costs of this Department, CLETS Terminal warrant communications lines, vehicle cellular data, telephone service at the Oakhurst substations, and for the Live Scan Fingerprint System.
- 720305** **Microwave Radio Services** (\$140,000) is recommended increased \$10,000 based on current Fiscal Year expenditures for the Department’s contribution to the Internal Service Fund is based on the number of radios using the County’s microwave radio network.
- 720500** **Household Expense** (\$4,000) is recommended unchanged for main building refuse disposal and household supplies.

SERVICES & SUPPLIES (continued)

- 720600** **Insurance** reflects the Department’s contribution to the County’s Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$83,400) is recommended increased \$1,000 based on current expenditures for Software Maintenance for Computer Aided Dispatch, and maintenance of all other equipment.
- 720900** **Maintenance – Buildings & Improvements** (\$8,000) is recommended unchanged for special costs associated with occupancy of the Sheriff Administration building.
- 721100** **Memberships** (\$9,010) is recommended increased \$1,435 for the following memberships:
- | | | | |
|-----------------------------------------------|--------|-----------------------------------------------|-------|
| Coroners’ Association (3 ea) | \$ 900 | Fresno-Madera Chiefs Assn. | \$100 |
| Cal State Sheriff’s Assn. | 4,450 | CA Law Enfor Assn. of Records CLEAR(6 clerks) | 300 |
| National Sheriffs Assn. | 225 | California Region V Office of Emergency | 200 |
| Warrant Officers Assn. | 300 | Public Safety Communications Assn. (2 ea) | 100 |
| Cal State Peace Officers Assn. (agency rate) | 1,700 | Cal National Emerg Number Assn. (2 ea) | 200 |
| California Emergency Services Assn. (up to 4) | 260 | Boating Safety Officer’s Assn. (2ea) | 80 |
| California Assn. of Tactical Officers (13 ea) | 195 | | |
- 721300** **Office Expense** (\$22,000) is recommended unchanged based on current expenditures and projected need for general office supplies and equipment.
- 721306** **Equipment< FA Limit** (\$45,000) is recommended to fund equipment for additional Deputy Positions.
- 721400** **Professional & Specialized Services** (\$122,000) is recommended increased \$7,000 to pay for Psychological evaluations for new hires, reserves and employee promotions. It also pays for polygraphs, backgrounds, sexual assault exams, etc. and our policy maker software, and reverse 911 notification system.
- 721600** **Rents & Leases - Equipment** (\$1,235,343) is recommended increased \$415,343 based on mileage and copy machine rate increases and current FY expenditures:
- Vehicle rental cost from Central Garage (Patrol Sedans and Trucks, and Specialty vehicles) \$1,167,297
 - Copy Machine rental charge (Central Services) 62,646
 - Rental for Pistol Range, Marksmanship Training (12 days use) 5,400

SHERIFF-CORONER

SERVICES & SUPPLIES (continued)

721700 **Rents & Leases** (\$720,000) is recommended unchanged for lease payments on the Sheriff Administration Building. The cost of the payments will be partially offset with operating transfers of \$360,000 from the Criminal Justice Facility Fund and \$180,000 from Sheriff Rural Small Counties discretionary funds.

721900 **Special Departmental Expense** (\$158,622) is recommended increased \$14,500 based on current expenditures to fund small items and materials consumed during daily operations of the Sheriff's Department:

<u>Description</u>	<u>2016-17 Authorized</u>	<u>2017-18 Recommended</u>
Deputy Sheriff Reserves	\$18,000	\$18,000
Search and Rescue	11,000	12,000
Special Weapons and Tactics Team	15,000	15,000
Diving Team / Rescue Equipment & Supplies	3,000	3,000
Volunteer Citizens on Patrol	6,000	6,000
Consumable Supplies/Equipment (Safety Equip (Vests), Armory)	41,122	41,122
Ammunition	35,000	35,000
K-9 Program, K-9 care (6 Dogs) equipment, supplies, Insurance	8,500	8,500
Crime Prevention / Neighborhood Watch Program	3,500	3,500
Sheriff's Business Office Expenses	1,000	2,000
Informant, Vice Operations, Cellular Data Analysis Cost	2,000	2,000
Hand Held Radio/Tazer Replacement	<u>0</u>	<u>12,500</u>
Total	\$144,122	\$158,622

722000 **Transportation & Travel** (\$110,000) is recommended increased \$10,000 based on training needs of new hires, promoted staff and current year expenditures.

722100 **Utilities** (\$130,000) is recommended unchanged to pay for water and power costs in Madera and Oakhurst.

FIXED ASSETS

740301 **Fixed Assets** (\$25,000) is recommended reduced \$39,000 for the following Office System improvements which will be offset by \$25,000 in contributions from the Sheriff Rural Small Counties fund:

- Automation and Information Systems Upgrade Project (\$15,000) is recommended for the purchase of new and replacement equipment and IT systems (N) which enhance operations of the Department.
- Internal Systems/Equipment (\$10,000) is recommended for purchase of systems/appliances for efficient facilities (N).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-EMPG EMERG
PLANNING (04023)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General Fund
50% CalOES EMPG Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	199,217	148,490	91,530	91,530
710105 Overtime	17,341	18,000	25,000	25,000
710110 Uniform Allowance	1,468	900	900	900
710200 Retirement	66,200	53,376	34,745	34,745
710300 Health Insurance	25,659	25,182	13,141	13,141
710400 Worker's Compensation	1,000	1,000	1,140	1,140
TOTAL SALARIES & EMPLOYEE BENEFITS	310,885	246,948	166,456	166,456
SERVICES & SUPPLIES				
720300 Communications	13,034	8,000	11,000	11,000
720305 Microwave Radio Services	6,000	8,000	8,000	8,000
720800 Maintenance - Equipment	1,532	1,000	6,000	6,000
721300 Office Expense	1,192	1,000	5,000	5,000
721306 EQPT<FA Limit	3,904	12,000	27,544	27,544
721400 Prof & Spec Svs	500	3,000	3,000	3,000
721600 Rents & Leases - Equipment	0	200	2,000	2,000
721900 Special Departmental Expense	8,824	22,526	75,000	75,000
722000 Transportation & Travel	5,915	12,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	40,901	67,726	149,544	149,544
TOTAL - SHERIFF-EMPG - EMERG PLANNING	351,786	314,674	316,000	316,000

SHERIFF – EMPG – EMERG PLANNING

COMMENTS

This budget provides funding for the Madera Office of Emergency Services (OES) under Org Key 04023. California OES provides pass-through funds from the Federal government to support proactive planning for all disasters. The Emergency Management Performance Grant (EMPG) allows the County to prepare the Emergency Management Plan and other plans, and to work on preemptive mitigation of hazards known to threaten infrastructure. Madera County OES is recognized by the State and Federal Government as the Madera Operational Area for purposes of administering the Robert Stafford Act. In an emergency, the Sheriff is the Director of Emergency Operations and the executive of the Madera Operational Area under County Ordinance. EMPG rules require an equal match of local (General Fund) money.

REVENUE

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
EMPG – Grant	\$ 3,247	\$157,337	\$158,000
Small Rural Counties Contribution	25,000	0	0
General Fund Contribution	<u>323,539</u>	<u>157,337</u>	<u>158,000</u>
Total Funding	\$651,786	\$314,674	\$316,000

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Emergency Services Coordinator	0	1	0	1
Program Assistant I/II	1		0*	
Sheriff’s Sergeant	<u>1</u>	<u>–</u>	<u>1</u>	<u>–</u>
Total Permanent	2	1	1	1

Note: *The Program Assistant is no longer EMPG funded and will therefore be moved back into Sheriff Admin ORG 04010.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$91,530) is recommended reduced \$56,960 based on recommended staffing.

710105 **Overtime** (\$25,000) is recommended increased \$7,000 for expected overtime of EMPG project staff during emergencies.

SHERIFF – EMPG – EMERG PLANNING

SALARIES & EMPLOYEE BENEFITS (continued)

- 710110 **Uniform Allowance** (\$900) is recommended unchanged for uniform expenses for the safety officer.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Worker's Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$11,000) is recommended increased \$3,000 based on projected expenses.
- 720305 **Microwave Radio Services** (\$8,000) is recommended unchanged to fund the unit's contribution to the Internal Service Fund based on the number of radios assigned to Emergency Service.
- 720800 **Maintenance - Equipment** (\$6,000) is recommended increased \$5,000 for repairs to existing equipment.
- 721300 **Office Expense** (\$5,000) is recommended increased \$4,000 based on projected need.
- 721306 **Eqpt < FA Limit** (\$27,544) is recommended increased \$15,544 for tools and small communications system investments.
- 721400 **Professional & Special Services** (\$3,000) is recommended unchanged for special data services expense.
- 721600 **Rents & Leases – Equipment** (\$2,000) is recommended increased \$1,800 based on projected expenses.
- 721900 **Special Departmental Expense** (\$75,000) is recommended increased \$52,474 to provide small tools and equipment.
- 722000 **Transportation & Travel** (\$12,000) is recommended unchanged to support special emergency skills training costs; the Board is advised that some required travel may be out-of-state.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-BASS LAKE
OPERATIONS (04030)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
Bass Lake Boat Fees
CAO
RECOMMENDED
2017-18

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	44,420	41,552	106,941	106,941
710103 Extra Help	47,264	27,000	47,000	47,000
710105 Overtime	4,093	3,000	6,000	6,000
710110 Uniform Allowance	507	900	1,350	1,350
710200 Retirement	17,012	15,551	37,604	37,604
710300 Health Insurance	2,728	3,193	30,760	30,760
710400 Workers' Compensation Insurance	1,287	2,545	2,381	2,381
TOTAL SALARIES & EMPLOYEE BENEFITS	117,311	93,741	232,036	232,036
SERVICES & SUPPLIES				
720305 Microwave Radio Services	1,480	3,000	3,000	3,000
720600 Insurance	548	125	232	232
720601 Insurance Premium	14,702	800	800	800
720800 Maintenance - Equipment	0	20,018	22,000	22,000
720900 Maintenance - Structures & Grounds	9,098	16,000	10,000	10,000
721300 Office Expense	2,354	3,000	3,000	3,000
721306 Equipment<FA Limit	0	0	3,000	3,000
721600 Rents & Leases - Equipment	7,718	4,500	6,500	6,500
721900 Special Departmental Expense	55	500	3,500	3,500
TOTAL SERVICES & SUPPLIES	35,956	47,943	52,032	52,032
FIXED ASSETS				
740300 Equipment	0	0	120,000	120,000
TOTAL FIXED ASSETS	0	0	120,000	120,000
TOTAL - SHERIFF-BASS LAKE OPERATIONS	153,266	141,684	404,068	404,068

SHERIFF - BASS LAKE OPERATIONS

COMMENTS

This budget, Org 04030, includes the cost of lake patrol, boat registration, safety work and facilities maintenance at Bass Lake during the summer season. This budget is intended to be reimbursed by boat permit fees. A Deputy Sheriff is assigned to Bass Lake Operations for six months and performs duties with the Patrol Division for the balance of the year.

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Boat Licenses	\$ 85,590	\$150,000	\$150,000
Bass Lake Boating Fees Fund 6433	0	\$125,000	120,000
Sheriff Rural Small Counties	0	0	60,000
General Fund Contribution	<u>67,676</u>	<u>0</u>	<u>74,068</u>
Total Funding	\$153,266	\$275,000	\$404,068

Note: Boat fee revenues offset a majority of the expenditures in this budget. If boat fee revenues collected in any given year exceed the budgeted expenditures, they are deposited in a separate fund to be appropriated by the Board of Supervisors at a later date for Bass Lake services or equipment. The Auditor-Controller transfers money from Fund 6433 (Bass Lake Boat Fees) as needed in order to have enough revenues to offset expenditures and minimize impact to the General Fund for these expenses.

STAFFING

<u>Permanent</u>	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
Deputy Sheriff Intermediate	0.5	0.5
Deputy Sheriff Intermediate		0.5 ^(A)
Corporal ^(B)		0.5 ^(A)

NOTE: *The staffing allocation is recommended to be increase by two, one Sheriff Deputy and one Corporal, working half time for Bass Lake Operations. The other half time of the recommended two positions are included in the requested funding for the Sheriff’s Main Budget. The positions will allow for two Sheriff’s Deputies and one Corporal to be on the lake, which is adequate coverage during Boating season. During the off-season, they will be transferred to patrol. Sheriff Rural Small County Funds for FY 2017-18 in the amount of \$60,000 is recommended utilized to offset half the cost.

**The Corporal position is a future classification that will be developed by Human Resources pursuant to established procedures.

SHERIFF - BASS LAKE OPERATIONS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$106,941) is recommended increased \$65,389 based on staffing at the lake.
- 710103** **Extra Help** (\$47,000) is recommended increased \$20,000 based on increased hourly staffing and current Fiscal Year expenditures. The account will fund Extra Help Deputy Sheriffs.
- 710105** **Overtime** (\$6,000) is recommended increased \$3,000 based on lake service needs.
- 710110** **Uniform Allowance** (\$1,350) is recommended increased \$450 to provide uniform expense payments to safety employees.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720305** **Microwave Radio Services** (\$3,000) is recommended unchanged as the Department's contribution to the Internal Service Fund based on the number of radios in this program utilizing the County's microwave radio network.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance Premium** (\$800) is recommended unchanged for water craft insurance for County boats operated at Bass Lake.
- 720800** **Maintenance - Equipment** (\$22,000) is recommended increased \$1,982 based on operating and maintaining three patrol boats and two jet skis. Funds are budgeted in this account for the continued replacement of buoys. This account also allows the purchase of fuel.
- 720900** **Maintenance - Structures and Grounds** (\$10,000) is recommended reduced \$6,000 for planned facilities improvements.
- 721300** **Office Expense** (\$3,000) is recommended unchanged to pay for printing of boat registration and safety booklets.

SHERIFF - BASS LAKE OPERATIONS

SERVICES & SUPPLIES (continued)

- 721306** **Eqpt < FA Limit** (\$3,000) is recommended for the purchase of equipment needed for the new boat purchased in Fiscal Year 2016-17.
- 721600** **Rents & Leases - Equipment** (\$6,500) is recommended increased \$2,000 based on current Fiscal Year expenditures for the rental of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$3,500) is recommended increased \$3,000 based on current Fiscal Year expenditures for life jackets, rope bumpers, first aid supplies, chairs, fire extinguishers, etc.

FIXED ASSETS

- 740301** **Equipment > \$5,000 limit** (\$120,000) is recommended for the purchase of a new boat to replace a boat in our fleet that is over ten years old. The cost of the boat will be purchased with revenue from the Bass Lake Boating Fees Fund 6433.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHRF-CalOES
#2015-00078 (04032)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
SHSGP #2015-00078 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721306 Equipment<FA Limit		130,551	48,000	48,000
721400 Professional & Specialized Services		20,745	0	0
721900 Special Departmental Expense		4,709	6,500	6,500
722000 Transportation & Travel		11,373	8,500	8,500
TOTAL SERVICES & SUPPLIES	0	167,378	63,000	63,000
FIXED ASSETS				
740300 Equipment		67,362	45,000	45,000
TOTAL FIXED ASSETS	0	67,362	45,000	45,000
TOTAL - SHRF-CalOES #2014-00093	0	234,740	108,000	108,000

COMMENTS

This budget implements State Homeland Security Grant #2015-00078 program under Org Key 04032. The Grant includes two-year funding for equipment, training and services to enhance public agency response to terrorism. Funding for the program originates at the Federal level and is allocated to local agencies by the State. Funding for expenditures in this budget request have been approved and authorized by the State under the State Homeland Security Grant Program (SHSGP). Each year, SHSGP funds are appropriated by the regional Anti-Terrorism Task Force (ATTF). Under federal law, the authority to appropriate these funds resides with the ATTF and is mandated to include Directors of Public Safety and Public Health executives. The Sheriff, Fire/Police Chiefs and Public Health Director serve on the Madera ATTF.

The Board is advised that this budget includes funding for out-of-state travel, needed for staff training in homeland security response. The SHSGP has no Cash Match.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
CalOES 2015-00078 Funds	\$0	\$123,740	\$108,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$0	\$123,740	\$108,000

SERVICES & SUPPLIES

- 721306** **Equipment < FA Limit** (\$48,000) is recommended reduced \$82,551 for the purchase of small equipment.
- 721400** **Professional & Specialized Services** (\$0) is not recommended for funding in 2017-18, a reduction of \$20,745.
- 721900** **Special Departmental Expense** (\$6,500) is recommended increased \$1,791 for purchase of Search and Rescue equipment. Specific items are approved by CalOES.
- 722000** **Transportation and Travel Expense** (\$8,500) is recommended reduced \$2,873 to provide for grant administration and responder training.

FIXED ASSETS

740300 **Fixed Assets-Equipment** (\$45,000) The following fixed assets are recommended reduced \$22,362, and were approved by the Anti-Terrorism Task Force, and funded by CalOES under grant #2015-00078. Appropriation in Fiscal Year 2017-18 is recommended.

Mobile Generator – EMG MSO (N) (\$16,000) The ATTF and CalOES have approved \$14,580 for a mobile generator to support remote scene emergencies (Project B).

Trailer – EMG MSO (N) (\$12,000) The ATTF and CalOES have approved \$10,016 for a Search and Rescue Support Trailer with equipment and graphics (Project B).

Chest Freezer - MCPH (N) (\$17,000) The ATTF and CalOES have approved \$15,571 for the collection and safe storage of specimens (Project C).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CANINE PROGRAM
GRANT (04033)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
Contributed Funds**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services		12,000	35,000	35,000
721900 Special Departmental Expense	864	33,000	0	0
722000 Transportation & Travel		8,000	0	0
TOTAL SERVICES & SUPPLIES	864	53,000	35,000	35,000
FIXED ASSETS				
740300 Equipment	0	45,500	0	0
TOTAL FIXED ASSETS	0	45,500	0	0
TOTAL - SHERIFF-CANINE PROGRAM	864	98,500	35,000	35,000

SHERIFF– CANINE PROGRAM

COMMENTS

This budget implements a community supported investment in a sustained Law Enforcement Canine program Org Key 04033. In 2016, using funds received from public contributions, the Sheriff requested that this budget be organized to allow a continuing effort to enhance safety services through the purchase and training of animals that support investigations and assist in Search and Rescue.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Community Investments and Donations	\$78,500	\$62,000	\$35,000
Release Carryover of PY Contribution	0	0	0
General Fund Contribution	<u>(77,636)</u>	<u>0</u>	<u>0</u>
Total Funding	\$ 864	\$62,000	\$35,000

SERVICES & SUPPLIES

- 721400** **Professional & Specialized Services** (\$35,000) is recommended increased \$23,000 for medical costs and animal training.
- 721900** **Special Departmental Expense** (\$0) is not recommended for funding in 2017-18, a reduction of \$33,000.
- 722000** **Transportation and Travel Expenses** (\$0) is not recommended for funding in 2017-18, a reduction of \$8,000.

FIXED ASSETS

- 740300** **Equipment** (\$0) is not recommended for funding in 2017-18, a reduction of \$45,500.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**SHERIFF-MORGUE
OPERATIONS (04034)**

Function:

Public Protection

Activity:

Police Protection

Fund:

General

Coroner Fees

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries		131,035	227,602	227,602
710103 Extra Help		1,000	0	0
710105 Overtime		14,000	14,000	14,000
710106 Standby Pay		0	2,000	2,000
710110 Uniform Allowance		2,700	2,700	2,700
710200 Retirement		45,932	84,761	84,761
710300 Health Insurance		26,071	52,564	52,564
710400 Workers' Compensation Insurance		1,500	1,500	1,500
TOTAL SALARIES & EMPLOYEE BENEFITS	0	222,238	385,127	385,127
SERVICES & SUPPLIES				
720300 Communications		2,400	10,000	10,000
720305 Microwave Radio Services		2,000	2,000	2,000
720500 Household Expense		4,000	4,000	4,000
720600 Insurance		82	82	82
720800 Mtce Equipment		0	3,000	3,000
720900 Mtce Bldgs & Improve		0	500	500
721300 Office Expense		2,500	2,500	2,500
721400 Professional & Specialized Services		180,000	205,000	205,000
721601 Rents & Leases - Co Vehicle		19,000	19,000	19,000
721700 Rents & Leases - Bldg/Land		40,800	48,000	48,000
721900 Special Departmental Expense		10,000	15,000	15,000
722000 Transportation & Travel		1,000	1,000	1,000
722100 Utilities		22,000	22,000	22,000
TOTAL SERVICES & SUPPLIES	0	283,782	332,082	332,082
FIXED ASSETS				
740301 Eqpt>\$5,000	0	0	25,000	25,000
TOTAL SERVICES & SUPPLIES	0	0	25,000	25,000
TOTAL - SHERIFF-MORGUE OPERATIONS	0	506,020	742,209	742,209

SHERIFF- MORGUE OPERATIONS

COMMENTS

The Sheriff-Coroner is responsible for the investigation of deaths in this county. The Board of Supervisors provides resources to allow for this function. In FY 2015-16, a decision was made to establish a morgue operation and to discontinue the long practice of contracted post-mortem services. Towards that purpose, the County is leasing space for post-mortem facilities and investigation. In FY 2016-17, such costs were organized under Budget 04034. Certain Coroner services income previously realized in the Sheriff's Operations budget 04010 will now provide revenue to the morgue operations budget.

As Coroner, the Sheriff investigates and determines the cause of death, in the absence of a physician, as the result of an accident or due to the criminal action or negligence of another person.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Coroner Services Income	\$0	\$30,000	\$ 30,000
Transportation of Decedants	0	0	0
Employee Witness/Jury Fees	0	0	0
Sheriff Rural Small Counties Fund	0	0	25,000
General Fund Expense	<u>0</u>	<u>444,000</u>	<u>687,209</u>
Total Funding	\$0	\$474,000	\$742,209

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent (excluding positions funded by Grants)</u>		
Senior Deputy Coroner	0	1
Program Assistant	0	1
Deputy Coroner	1	2
Deputy Sheriff Basic or Intermediate Post	<u>2</u>	<u>0</u>
Total Permanent	3	4

STAFFING NOTE

One Senior Deputy Coroner and one Program Assistant were approved mid-year FY 2016-17 through Board Action and two Deputy Sheriff's were replaced with two Deputy Coroners through the same board action.

SHERIFF- MORGUE OPERATIONS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$227,602) is recommended increased \$96,567 based on the cost of recommended staffing levels. This will fund a Senior Deputy Coroner, two Deputy Coroners and a Program Assistant that were approved through Board Action during FY 2016-17.
- 710103** **Extra Help** (\$0) is not recommended for funding in 2017-18, a reduction of \$1,000.
- 710105** **Overtime** (\$14,000) is recommended unchanged for extended service investigations, unusual crimes, and court appearances.
- 710106** **Standby Pay** (\$2,000) is recommended based on current staffing levels.
- 710110** **Uniform Allowance** (\$2,700) is recommended based on recommended staffing levels.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,000) is recommended increased \$7,600 based on anticipated expenditures for telephone, alarm and data costs in the new Morgue building.
- 720305** **Microwave Radio Services** (\$2,000) is recommended unchanged for the Morgue's contribution to the Microwave Radio Internal Service Fund.
- 720500** **Household Expense** (\$4,000) is recommended unchanged for Morgue building refuse disposal and household supplies.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$3,000) is recommended increased \$3,000 for maintaining morgue equipment for the new morgue building.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHRF-CalOES
#2016-00102 (04036)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
SHSGP #2016-00102 Grant

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721306 Equipment<FA Limit		0	7,829	7,829
721400 Professional & Specialized Services		0	19,100	19,100
721900 Special Departmental Expense		0	4,752	4,752
722000 Transportation & Travel		0	3,000	3,000
TOTAL SERVICES & SUPPLIES	0	0	34,681	34,681
FIXED ASSETS				
740300 Equipment		0	202,330	202,330
		0		
TOTAL FIXED ASSETS	0	0	202,330	202,330
TOTAL - SHRF-CalOES #2014-00093	0	0	237,011	237,011

COMMENTS

This budget implements State Homeland Security Grant #2016-00102 program under Org Key 04036. The Grant includes three-year funding for equipment, training, and services to enhance public agency response to terrorism. Funding for the program originates at the Federal level and is allocated to local agencies by the State. Funding for expenditures in this budget request have been approved and authorized by the State under the State Homeland Security Grant Program (SHSGP). Each year, SHSGP funds are appropriated by the regional Anti-Terrorism Task Force (ATTF). Under federal law, the authority to appropriate these funds resides with the ATTF and is mandated to include Directors of Public Safety and Public Health executives. The Sheriff, Fire/Police Chiefs, and Public Health Director serve on the Madera ATTF.

The Board is advised that this budget includes funding for out-of-state travel, needed for staff training in homeland security response. The SHSGP has no Cash Match. However, the County General Fund will have a direct cost of \$3,000 for travel-related costs for required program administration training, which cannot be expensed to this grant.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
CalOES 2015-00078 Funds	\$0	\$0	\$234,011
General Fund Contribution	<u>0</u>	<u>0</u>	<u>3,000</u>
Total Funding	\$0	\$0	\$237,011

SERVICES & SUPPLIES

- 721306** **Equipment < FA Limit** (\$7,829) is recommended for the purchase of small equipment.
- 721400** **Professional & Specialized Services** (\$19,100) is recommended for WebEOC software maintenance.
- 721900** **Special Departmental Expense** (\$4,752) is recommended for purchase of first responder safety equipment. Specific items are approved by CalOES.
- 722000** **Transportation and Travel Expense** (\$3,000) is recommended and paid for with General Fund dollars to provide for required administrative grant training.

FIXED ASSETS

740300 **Fixed Assets-Equipment** (\$202,330) The following fixed assets were approved by the Anti-Terrorism Task Force, and funded by CalOES under grant #2016-00102. Appropriation in FY 2017-18 is recommended.

Mobile Radios – MPD, CPD & MSO (N) (108,059) The ATTF and CalOES have approved \$108,059 for mobile radios to enhance interoperable communications (Project A).

SCBAa – MCF (N) (\$83,271) The ATTF and CalOES have approved \$83,271 for first responder breathing apparatus equipment (Project B).

Gas Trailer - MSO (N) (\$11,000) The ATTF and CalOES have approved \$11,000 for a portable fuel supply trailer (Project E).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-EMERG
OPERATIONS (04041)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	145,000	154,038	154,038
TOTAL SALARIES & EMPLOYEE BENEFITS	0	145,000	154,038	154,038
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	0	20,000	25,000	25,000
721900 Special Departmental Expense	17,639	85,000	75,000	75,000
TOTAL SERVICES & SUPPLIES	17,639	105,000	100,000	100,000
TOTAL - SHERIFF- EMERG OPERATIONS	17,639	250,000	254,038	254,038

SHERIFF- EMERGENCY OPERATIONS

COMMENTS

The Sheriff-Coroner is the Director of Emergency Operations for Madera County. The Director assures that all significant events are managed using standards established under the Incident Command System. In FY 2015-16, the Board established appropriations under budget organization 04041 for significant events that resulted in unexpected expenses not funded under the Department's normal operating accounts. Appropriations in the accounts of the Emergency Operations budget are available for unique and expanding events. All appropriations are funded by previously received reimbursements under the Stafford Act or the California Disaster Assistance Act. The reimbursements are already on-hand. Purchases and expenses in this budget are controlled here to allow accurate recovery under Federal/State programs.

REVENUE

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Federal/State Reimbursements	\$ 285,650	\$12,430	\$254,038
Release of Prior Year Carry Over	0	0	0
General Fund Expense	<u>(268,011)</u>	<u>0</u>	<u>0</u>
Total Funding	\$ 17,639	\$12,430	\$254,038

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$154,038) is recommended increased \$9,038 established to pay for county personnel that have responded to significant emergency events.

SERVICES & SUPPLIES

721306 **Equipment <FA Limit** (\$25,000) is recommended increased \$5,000 for small tool and devices for emergency response.

721900 **Special Departmental Expense** (\$75,000) is recommended reduced \$10,000 for purchases in furtherance of emergency response.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF- FED DOM
CANNABIS ERAD (04046)**
 Function: **Public Protection**
 Activity: **Police Protection**
 Fund: **General
FED DESCP Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	29,840	35,000	35,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	29,840	35,000	35,000
SERVICES & SUPPLIES				
721900 Special Departmental Expense	23,854	23,760	35,000	35,000
722000 Transportation & Travel	5,361	4,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	29,215	27,760	40,000	40,000
TOTAL - SHERIFF- FED DOM CANNABIS ERAD	29,215	57,600	75,000	75,000

SHERIFF – FED DOM CANNABIS ERAD

COMMENTS

This budget funds operation of the Sheriff’s Domestic Cannabis Eradication and Suppression Program (DCESP) under Org Key 04046, created by the Board in Fiscal Year 2009-10. The program receives Federal Department of Justice reimbursement funds for the active investigation and suppression of marijuana production in the County. Funds are used for overtime expense, equipment, training and helicopter flights.

The program does not require a County General Fund cash match. Federal funds are advanced to the County prior to any expenditure.

REVENUE

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
DCESP Federal Funds	\$57,600	\$50,000	\$75,000
General Fund Contribution	(28,385)	0	0
Total Funding	\$29,215	\$50,000	\$75,000

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$35,000) is recommended increased \$5,160 to pay the cost of Deputy Sheriffs working the program on an overtime basis.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$35,000) is recommended increased \$11,240 for the purchase of helicopter flight time by contracted service, and to purchase small tools, uniform items, safety and other special equipment.

722000 **Transportation and Travel Expense** (\$5,000) is recommended increased \$1,000 for training and travel for assigned deputies working on the program.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CITIZENS OPTION -
PUB SAFETY - SLESF (04050)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
SLESF Contribution

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	123,316	141,539	165,602	165,602
710105 Overtime	28,124	12,000	20,000	20,000
710106 Stand-by Pay	428	1,500	1,500	1,500
710107 Premium Pay	527	1,000	1,000	1,000
710110 Uniform Allowance	2,256	1,800	1,800	1,800
710200 Retirement	43,941	52,972	57,090	57,090
710300 Health Insurance	16,956	28,846	19,566	19,566
710400 Workers' Compensation Insurance	1,503	4,748	6,026	6,026
TOTAL SALARIES & EMPLOYEE BENEFITS	217,051	244,405	272,584	272,584
SERVICES & SUPPLIES				
720600 Insurance	93	38	62	62
TOTAL SERVICES & SUPPLIES	93	38	62	62
TOTAL - SHERIFF- CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)	217,144	244,443	272,646	272,646

SHERIFF - CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)

COMMENTS

This budget implements a State special safety program to fight local crime and increase public safety under Org Key 04050. On September 17, 1996, the Board of Supervisors initiated this program with appropriations to this budget and related programs in the District Attorney's Office, the Probation Department, and the Public Defender's Office. The local administration of these state funds is annually completed by the Auditor-Controller's Office. The State has simplified this program and revenue is directly appropriated by the State each year.

This budget fully funds two (2) Deputy Sheriff's positions, increasing the level of service for the residents of Madera County. Contribution from the General Fund will be required to fill the shortfall between program costs and State funding.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
State COPS SLESF Funds	\$150,000	\$160,000	\$160,000
General Fund Contribution	<u>67,144</u>	<u>0</u>	<u>112,646</u>
Total Funding	\$217,144	\$160,000	\$272,646

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
Deputy Sheriff Basic or Intermediate Post	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$165,602) are recommended increased \$24,063 based on the cost of recommended staffing.
- 710105** **Overtime** (\$20,000) is recommended increased \$8,000 based on current year expenditures.
- 710106** **Stand-By Pay** (\$1,500) is recommended unchanged based on anticipated expenditures.
- 710107** **Premium Pay** (\$1,000) is recommended unchanged based on current year expenditures.

SHERIFF - CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)

SALARIES & EMPLOYEE BENEFITS (continued)

- 710110 **Uniform Allowance** (\$1,800) is recommended unchanged for the uniform expense for safety employees.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720600 **Insurance** reflects the program's contribution to the County's Self-Insured Liability Program.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-MULTI JUR LCL HAZ
MIT PL (04052)**
 Function: **Public Protection**
 Activity: **Police Protection**
 Fund: General
 CalOES Local Haz Mit Grnt

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	0	150,000	150,000	150,000
TOTAL SERVICES & SUPPLIES	0	150,000	150,000	150,000
TOTAL - SHERIFF-MULTI JUR LCL HAZ MIT PL	0	150,000	150,000	150,000

SHERIFF – MULTI JUR LCL HAZ MIT PL

COMMENTS

This budget was established in Fiscal Year 2009-10 to implement the Madera County Multi-Jurisdictional Local Hazard Mitigation Plan Grant under Budget Organization 04052. The first Madera County Local Hazard Mitigation Plan (LHMP) was completed in 2011.

In 2016, the California Department of Emergency Services approved a \$100,000 grant to Madera County to fund an update of the Plan. A local contribution from the Cities of Chowchilla and Madera total \$37,500, with a County contribution of \$12,500. The work on the Update Plan is anticipated to cost \$150,000. CalOES must review and approve the finished plan. It is expected that this work will be performed by a professional planner under a services contract.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
CalOES Lcl Haz Mit PI Grant	\$0	\$0	\$100,000
Other Local Agency Contributions	0	0	37,500
General Fund Contribution	<u>0</u>	<u>0</u>	<u>12,500</u>
Total Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$150,000</u>

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$150,000) is recommended to pay for professional work on the LHMP Update. The County Purchasing Office will prepare a Request for Proposal for the professional planning services needed to complete this work.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF- TREE
MORTALITY (04053)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710103 Temporary Salaries	0	81,900	81,900	81,900
TOTAL SALARIES & EMPLOYEE BENEFITS	0	81,900	81,900	81,900
SERVICES & SUPPLIES				
721400 Professional and Specialized Services	0	2,173,800	2,173,800	2,173,800
TOTAL SERVICES & SUPPLIES	0	2,173,800	2,173,800	2,173,800
TOTAL - SHERIFF- TREE MORTALITY	0	2,255,700	2,255,700	2,255,700

SHERIFF- TREE MORTALITY

COMMENTS This budget was established in FY 2016-17 to implement a tree removal plan. Governor Brown granted Counties with California Disaster Assistance Act (CDAA) funding to address Tree Mortality. The County applied for and was granted funding for tree removal that will be performed by professionals. The funding will expire on June 30, 2018, and there is a 25% cash match for this grant award.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
ST – Disaster Relief	0	0	\$1,691,775
General Fund Expense	0	0	<u>563,925</u>
Total Funding	0	0	\$2,255,700

SALARIES & EMPLOYEE BENEFITS

710103 **Temporary Salaries** (\$81,900) is recommended established to pay for tree removal services.

SERVICES & SUPPLIES

721400 **Professional and Specialized Services** (\$2,173,800) is recommended established for tree removal services.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CHUKCHANSI
CASINO SVC (04054)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
Chukchansi Reimbursement**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	424,169	418,740	421,412	421,412
710105 Overtime	44,321	35,900	45,900	45,900
710106 Standby & Night Premium	500	1,500	1,500	1,500
710110 Uniform Allowance	4,505	4,600	4,600	4,600
710200 Retirement	134,032	156,717	160,613	160,613
710300 Health Insurance	44,484	57,028	57,314	57,314
710400 Workers' Compensation Insurance	1,678	4,787	5,006	5,006
TOTAL SALARIES & EMPLOYEE BENEFITS	653,689	679,272	696,345	696,345
SERVICES & SUPPLIES				
720300 Communications	10,718	1,714	1,714	1,714
720305 Microwave Radio Services		10,000	10,000	10,000
720600 Insurance	123	123	388	388
721601 Rents/Lse Co Vehicle	7,677	9,000	9,000	9,000
721900 Special Departmental Expense	22,679	0	0	0
TOTAL SERVICES & SUPPLIES	41,197	20,837	21,102	21,102
TOTAL - SHERIFF-CHUKCHANSI CASINO SVC	694,886	700,109	717,447	717,447

SHERIFF – CHUKCHANSI CASINO SERVICE

COMMENTS

Chukchansi Casino re-opened for operations in December 2015 after renegotiating law enforcement reimbursement expenses with the County. The Casino budget appropriates funds provided under a Memorandum of Understanding (MOU) between the Chukchansi Tribal Government and the County for law enforcement services at the Chukchansi Resort under Org Key 04054. The Tribal Government provides reimbursement to the County for the salary and benefit cost of five (5) Deputy Sheriff's positions assigned to this function plus an administrative expense of 12%.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Service to Chukchansi Casino	\$1,057,982	\$855,000	\$728,260
General Fund Contribution	(363,096)	0	0
Total Funding	\$694,886	\$855,430	\$728,260

Note: The projected program revenue includes the total Salary & Benefit expense, plus 12% above this personnel cost.

STAFFING

	<u>2016-17 Authorized</u>	<u>2017-18 Recommended</u>
<u>Permanent</u> Deputy Sheriff Basic or Intermediate Post	5	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$421,412) are recommended increased \$2,672 based on the cost of recommended staff.
- 710105** **Overtime** (\$45,900) is recommended increased \$10,000 based on prior year experience.
- 710106** **Standby & Night Premium** (\$1,500) is recommended unchanged.
- 710110** **Uniform Allowance** (\$4,600) is recommended unchanged to provide uniform expense payments to safety employees.

SHERIFF – CHUKCHANSI CASINO SERVICE

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the program's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,714) is recommended unchanged for laptop data charges for in-vehicle use and other communication expenses.
- 720305** **Microwave Radio Services** (\$10,000) is recommended unchanged for the Department's contribution to the Internal Service Fund based on the number of radios assigned to this unit that utilize the County's microwave radio network.
- 720600** **Insurance** reflects the program's contribution to the County's Self-Insured Liability Program.
- 721600** **Rents & Leases - Equipment** (\$9,000) is recommended unchanged to lease vehicles from the Central Garage.
- 721900** **Special Department Expense** (\$0) is not recommended.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-RURAL CRIME
PREV TASK FORCE (04062)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	164,341	162,318	165,281	165,281
710105 Overtime	8,148	9,000	20,000	20,000
710110 Uniform Allowance	1,603	1,800	1,800	1,800
710200 Retirement	46,661	60,749	62,994	62,994
710300 Health Insurance	19,944	25,182	26,282	26,282
710400 Workers' Compensation Insurance	69,827	96,259	91,987	91,987
TOTAL SALARIES & EMPLOYEE BENEFITS	310,524	355,308	368,344	368,344
SERVICES & SUPPLIES				
720300 Communications	3,191	2,200	3,200	3,200
720305 Microwave Radio Services	4,000	2,000	2,000	2,000
720600 Insurance	220	384	527	527
721100 Memberships	0	100	100	100
721300 Office Expense	200	400	400	400
721600 Rents & Leases - Equipment	15,230	26,000	26,000	26,000
721900 Special Departmental Expense	2,620	200	200	200
722000 Transportation & Travel	377	500	500	500
TOTAL SERVICES & SUPPLIES	25,838	31,784	32,927	32,927
TOTAL - SHERIFF-RURAL CRIME PREVENTION TASK FORCE	336,361	387,092	401,271	401,271

SHERIFF – RURAL CRIME PREVENTION TASK FORCE PROGRAM

COMMENTS

In April 1999, the Board of Supervisors accepted a Rural Crime Prevention Task Force Grant to combat agricultural crimes and appropriations were made in Budget 04062. In Fiscal Year 2011-12, the State of California shifted the source of funding from the State General Fund to Realignment Funds and the County now receives an annual program appropriation. Assigned staff target crimes against agricultural production. Long-term investigations are conducted as well as crime prevention activities.

There is no local match requirement; however, County General Funds will be required to fund some costs, as grant revenue does not fully meet salary and operating expenses.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
State RCTF Funding	\$180,000	\$165,000	\$165,000
General Fund Contribution	<u>156,361</u>	<u>227,534</u>	<u>236,271</u>
Total Funding	\$283,831	\$392,534	\$401,271

STAFFING

	2016-17 <u>Authorized</u>	2017-18 <u>Recommended</u>
<u>Permanent</u> Deputy Sheriff Basic or Intermediate Post	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$165,281) are recommended increased \$2,963 based on the cost of recommended staff.
- 710105** **Overtime** (\$20,000) is recommended increased \$11,000 based on current year expenditures.
- 710110** **Uniform Allowance** (\$1,800) is recommended unchanged to provide uniform expense payments to safety employees.

SHERIFF – RURAL CRIME PREVENTION TASK FORCE PROGRAM

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Program's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 Communications (\$3,200) is recommended increased \$1,000 based on current year expenditures.
- 720305 Microwave Radio Services (\$2,000) is recommended unchanged for the program's contribution to the Internal Service Fund based on the number of radios in the unit that utilize the County's microwave radio network.
- 720600 Insurance reflects the Program's contribution to the County's Self-Insured Liability Program.
- 721100 Memberships (\$100) is recommended unchanged for membership in the California Rural Crime Prevention Task Force.
- 721300 Office Expense (\$400) is recommended unchanged for expendable/consumable supplies.
- 721600 Rents & Leases - Equipment (\$26,000) is recommended unchanged based on current year expenditures.
- 721900 Special Departmental Expense (\$200) is recommended unchanged to provide small tools and special equipment.
- 722000 Transportation & Travel (\$500) is recommended unchanged to provide for staff training and travel expenses.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CIVIL UNIT
(04064)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	336,188	347,527	355,638	355,638
710103 Extra Help	0	2,000	2,000	2,000
710105 Overtime	30,341	12,000	12,000	12,000
710106 Standby & Night Premium	845	500	500	500
710110 Uniform Allowance	2,699	2,700	2,700	2,700
710200 Retirement	110,844	125,697	135,544	135,544
710300 Health Insurance	48,727	59,066	51,204	51,204
710400 Workers' Compensation Insurance	16,314	13,063	17,669	17,669
TOTAL SALARIES & EMPLOYEE BENEFITS	545,958	562,553	577,255	577,255
SERVICES & SUPPLIES				
720300 Communications	3,857	3,400	3,400	3,400
720305 Microwave Radio Services	3,000	3,000	3,000	3,000
720600 Insurance	182	492	243	243
721300 Office Expense	3,484	3,500	3,500	3,500
721400 Professional & Specialized Services	6,226	6,932	8,000	8,000
721600 Rents & Leases - Equipment	51,103	56,328	65,000	65,000
721900 Special Departmental Expense	6,358	700	700	700
722000 Transportation & Travel	5,471	4,958	4,958	4,958
TOTAL SERVICES & SUPPLIES	79,681	79,310	88,801	88,801
TOTAL - SHERIFF-CIVIL UNIT	625,639	641,863	666,056	666,056

SHERIFF – CIVIL UNIT

COMMENTS

In 2012-13, the function of the Civil Unit was separated from Court Security and budgeted under Org 04064. In that year, State Realignment provided dedicated funding to the Sheriff’s Office for Court Security. The Civil Unit delivers court orders, and civil documents, on a fee-for-service basis.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Civil Processing Fees (Includes 1205d)	\$ 71,839	\$ 75,000	\$ 70,000
General Fund Contribution	<u>553,800</u>	<u>555,000</u>	<u>596,056</u>
Total Funding	\$625,639	\$630,000	\$666,056

STAFFING

	2015-16 <u>Authorized</u>	2017-18 <u>Recommended</u>
<u>Permanent</u>		
Deputy Sheriff Basic or Intermediate Post	2	2
Chief Civil Deputy Sheriff	1	1
Program Assistant I/II or Sheriff’s Civil Specialist	<u>2</u>	<u>2</u>
Total Permanent Staff	5	5

Note: The Sheriff proposes to initiate a Homeless Intervention and Services program. Staff from the Civil Unit will be committed to these efforts. Deputies commonly come into contact with homeless persons during the course of their work in property posting and foreclosure.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$355,638) are recommended increased \$8,111 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$2,000) is recommended unchanged to provide coverage for vacation/sick relief and other services.
- 710105** **Overtime** (\$12,000) is recommended unchanged based on current expenditures and current workload.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710106 **Premium Pay** (\$500) is recommended unchanged based on current expenditures.
- 710110 **Uniform Allowance** (\$2,700) is recommended unchanged for the payment of uniform expense for safety employees.
- 710200 **Retirement** reflects the County’s contribution to Social Security and the Public Employees’ Retirement System for safety employees.
- 710300 **Health Insurance** is based on the employer’s share of health insurance premiums.
- 710400 **Workers’ Compensation** reflects Sheriff’s Office contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$3,400) is recommended unchanged based on projected current and future expenditures.
- 720305 **Microwave Radio Services** (\$3,000) is recommended unchanged to fund the program’s share of the Internal Service Fund for use of radios on the County’s Microwave Radio System.
- 720600 **Insurance** reflects the Sheriff’s Office contribution to the County’s Self-Insured Liability Program.
- 721300 **Office Expense** (\$3,500) is recommended unchanged for consumable office supplies.
- 721400 **Professional & Specialized Services** (\$8,000) is recommended increased \$1,068 for specialized services and the new civil software maintenance agreement with Tyler Soft Code.
- 721600 **Rents & Leases - Equipment** (\$65,000) is recommended increased \$8,672 based on projected expenses for Civil Unit vehicles leased from the County Central Garage. The account also provides funds for the lease of a copier.
- 721900 **Special Departmental Expense** (\$700) is recommended unchanged for small tools and equipment.
- 722000 **Transportation & Travel** (\$4,958) is recommended unchanged to provide technical training for Deputies and Clerks assigned to this unit.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-OFF HWY VEH
ENFRC GRANT (04066)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
CA OHMVR Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	59,000	59,000	59,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	59,000	59,000	59,000
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	1,908	0	0	0
721900 Special Departmental Expense	5,551	36,000	36,000	36,000
722000 Transportation & Travel	3,239	5,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	10,699	41,000	46,000	46,000
FIXED ASSETS				
740300 Equipment	0	50,000	80,000	80,000
TOTAL FIXED ASSETS	0	50,000	80,000	80,000
TOTAL - SHERIFF- OFF HWY VEH ENFRC PROGRAM	10,699	150,000	185,000	185,000

SHERIFF – OFF HWY VEHICLE ENFRC GRANT

COMMENTS

This budget provides appropriations for the Sheriff's Off-Highway Vehicle (OHV) Enforcement Grant under Org Key 04066. The work is supported by a grant from the California State Parks, Off-Highway Motor Vehicle Recreation (OHMVR) program. The purpose of the funding is to provide safety services to OHV enthusiasts. The funds also support enforcement of laws regulating the operation of OHVs. The OHMVR program also funds the purchase of vehicles and equipment, allowing the Department to sustain the OHV safety effort. The OHMVR program will pay for fixed overtime costs on a reimbursement basis. The OHMVR grant requires a match of 25% which is met through the purchase of fuel, safety equipment, repairs, and hours completed by Deputy Sheriffs and staff contained in other Sheriff budgets.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
OHMVR Grant	\$54,678	\$32,575	\$185,000
General Fund Contribution	(43,979)	0	0
Total Funding	\$10,699	\$32,575	\$185,000

SALARIES & EMPLOYEE BENEFITS

710105 Overtime (\$59,000) is recommended unchanged to deliver commitments for Deputy Sheriff Overtime in OHV enforcement.

SERVICES & SUPPLIES

721900 Special Departmental Expense (\$36,000) is recommended unchanged for repairs, vehicle parts, safety gear, and other special program items.

722000 Transportation & Travel (\$10,000) is recommended increased \$5,000 to provide training for new OHV riders and for travel costs to OHMVR meetings/Training.

FIXED ASSETS

740300 Equipment (\$80,000) is recommended increased \$30,000 for the purchase of a Jeep Rubicon and accessories to assist with OHV enforcement. This purchase is offset with grant funds.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF- ANTI-DRUG
ABUSE GRANT (04070)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
Byrne ADA Grant

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	323,263	341,669	116,385	116,385
710105 Overtime	15,313	31,000	31,000	31,000
710110 Uniform Allowance	1,024	900	900	900
710200 Retirement	102,137	117,264	45,723	45,723
710300 Health Insurance	50,390	52,341	16,777	16,777
710400 Workers' Compensation Insurance	6,521	13,657	15,371	15,371
TOTAL SALARIES & EMPLOYEE BENEFITS	498,647	556,831	226,156	226,156
SERVICES & SUPPLIES				
720305 Microwave Radio Services	6,418	2,000	2,000	2,000
720600 Insurance	24	44	70	70
721400 Professional and Specialized Services	12,000	16,000	16,000	16,000
721900 Special Departmental Expense	7,431	17,000	17,000	17,000
722000 Transportation & Travel	2,192	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	28,065	38,044	38,070	38,070
TOTAL - SHERIFF-ANTI-DRUG ABUSE GRANT	526,712	594,875	264,226	264,226

SHERIFF-ANTI-DRUG ABUSE GRANT

COMMENTS

The Byrne Anti-Drug Abuse (Byrne ADA) Grant budget, Org Key 04070, funds staff to serve on the Madera Narcotics Enforcement Team to conduct investigations and to record program data and expenses. A Federal Recovery Act Grant to support several positions in this budget expired in June 2012. The grant closure left unfunded positions from other County Departments in this Sheriff's Budget, increasing this department's request for a General Fund contribution.

The Department was a successful applicant for competitive Federal Byrne ADA grant funds administered by the California Board of State and Community Corrections (BSCC). The cash support award was authorized for 33 months and that period will expire on December 31, 2017. Reimbursement is provided quarterly.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
State/Federal Funding	\$160,395	\$200,547	\$182,966
General Fund Contribution	<u>366,317</u>	<u>394,463</u>	<u>81,260</u>
Total Funding	\$562,712	\$595,010	\$264,226

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent</u>		
Accounting Technician I/II or Administrative Analyst I/II	0.25	0*
Deputy District Attorney I/II/III/Senior	1.00	0*
Deputy Probation Officer I/II/III	1.00	0*
Deputy Sheriff – Basic Post or Intermediate Post	1.00	1.00
Program Assistant I/II or Legal Secretary I/II	<u>2.00</u>	<u>1.00*</u>
Total Permanent	5.25	2.00

NOTE: *The Deputy DA, DA Program Assistant, Deputy Probation Officer, and .25 Administrative Analyst I/II are no longer grant funded positions and are currently being paid by the general fund. Therefore, these 3.25 positions are being transferred to their respective Departments. Their duties will not change, they will continue to work with the MadNET unit; however, they will be paid out of their respective departmental budgets. The Departments have been notified of the change.

SHERIFF-ANTI-DRUG ABUSE GRANT

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$116,385) are recommended reduced \$225,284 based on the cost of recommended staffing levels.
- 710105 **Overtime** (\$31,000) is recommended unchanged based on current and past expenditures and available grant funds.
- 710110 **Uniform Allowance** (\$900) is recommended unchanged to provide uniform expense payment to safety employees.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720305 **Microwave Radio Services** (\$2,000) is recommended unchanged.
- 720600 **Insurance** reflects the Program's contribution to the County's Self-Insured Liability Program.
- 721400 **Professional & Specialized Services** (\$16,000) is recommended unchanged to fund evaluation analysis requirements, and performance audit services. The funds may also be used for direct services to residents in recovery. Contracts will be issued to obtain specialized services.
- 721900 **Special Departmental Expense** (\$17,000) is recommended unchanged to pay for Drug Court program support costs and for materials, small tools, and equipment needed for this activity.
- 722000 **Transportation & Travel** (\$3,000) is recommended unchanged to pay for grant-stipulated travel and expenditures to attend mandated program trainings.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-CAL-MMET
PROGRAM (04071)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	152,084	166,169	166,212	166,212
710105 Overtime	18,624	20,000	20,000	20,000
710106 Standby & Night Premium	0	300	300	300
710110 Uniform Allowance	1,976	2,400	2,400	2,400
710200 Retirement	53,078	60,910	63,349	63,349
710300 Health Insurance	7,257	9,473	17,891	17,891
710400 Workers' Compensation Insurance	572	1,852	1,927	1,927
TOTAL SALARIES & EMPLOYEE BENEFITS	233,591	261,104	272,079	272,079
SERVICES & SUPPLIES				
720300 Communications	0	1,800	1,800	1,800
720305 Microwave Radio Services	4,000	4,000	4,000	4,000
720600 Insurance	0	0	123	123
720800 Maintenance - Equipment	0	3,000	3,000	3,000
721300 Office Expense	6,099	2,000	2,000	2,000
721900 Special Departmental Expense	5,026	2,000	2,000	2,000
722000 Transportation & Travel	2,120	3,500	3,500	3,500
TOTAL SERVICES & SUPPLIES	17,246	16,300	16,423	16,423
FIXED ASSETS				
740300 Equipment	6,127	0	0	0
TOTAL FIXED ASSETS	6,127	0	0	0
TOTAL - SHERIFF-CAL-MMET PROGRAM	256,964	277,404	288,502	288,502

COMMENTS

This budget implements the California Multi-jurisdictional Methamphetamine Enforcement Team (CAL-MMET) under Org Key 04071. The State program was created to provide additional funding to counties dealing with methamphetamine production and distribution problems. The Sheriff’s Office was awarded these funds for the first time in Fiscal Year 2006-07, and has received subsequent awards each year. In 2011-12, California shifted funding from the General Fund to the State sales tax to finance this program. Under realignment, funds related to the CAL-MMET program must first be deposited in the Local Law Enforcement Fund prior to being transferred to the General Fund.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
CAL-MMET - Op Transfer-In	\$236,326	\$215,000	\$205,000
General Fund Contribution	<u>0</u>	<u>62,404</u>	<u>83,502</u>
Total Revenue	\$236,326	\$277,404	\$288,502

STAFFING

	2016-17 <u>Authorized</u>	2017-18 <u>Recommended</u>
Deputy Sheriff Basic or Intermediate Post	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$166,212) are recommended reduced \$43 based on the cost of recommended staffing.
- 710105** **Overtime** (\$20,000) is recommended unchanged based on current year expenditures to fund overtime work in this program. When assisting Cal-MMET project staff, additional Deputies are authorized to draw from this overtime source.
- 710106** **Standby & Night Premium** (\$300) is recommended unchanged based on staffing levels.
- 710110** **Uniform Allowance** (\$2,400) is recommended unchanged based on staffing levels.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

SALARIES & EMPLOYEE BENEFITS (continued)

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$1,800) is recommended unchanged based on current year expenses.

720305 **Microwave Radio Services** (\$4,000) is recommended unchanged for the program's contribution to the Internal Service Fund based on the number of radios in the CAL-MMET program which utilize the County's microwave radio network.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$3,000) is recommended unchanged based on current year expenditures for maintenance and repairs to existing equipment and fuel for two vehicles.

721300 **Office Expense** (\$2,000) is recommended unchanged for small equipment and consumable office supplies.

721900 **Special Departmental Expense** (\$2,000) is recommended unchanged based on current year experience.

722000 **Transportation & Travel** (\$3,500) is recommended unchanged to fund anticipated training costs.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-JSTC ASSTNC
GRANT (04072)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
JAG Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	33,706	33,000	33,000	33,000
TOTAL SERVICES & SUPPLIES	33,706	33,000	33,000	33,000
TOTAL - SHERIFF-JSTC ASSTNC PROGRAM	33,706	33,000	33,000	33,000

SHERIFF – JUSTICE ASSISTANCE GRANT

COMMENTS

This budget funds the implementation of the Federal Justice Assistance Local Solicitation Grant Program (JAG) under Org Key 04072. The County of Madera has been a recipient of these funds, under various program names (LLEBG, etc.), since the early 1990s. JAG funds are administered by the United States Department of Justice (US DOJ) and are used to purchase specialty law enforcement equipment. These Federal funds augment purchases of tools and equipment made with General Fund dollars under the Sheriff’s Main Budget (04010). The program has allowed for the provision of extraordinary equipment that might not be possible with limitations of County revenue. Specific small equipment items change from year-to-year.

The US DOJ JAG Local Solicitation Program does not require a General Fund cash match.

REVENUE

	Actual	Estimated	Projected
	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
US DOJ JAG Local Solicitation	\$47,773	\$31,563	\$33,000
General Fund Contribution	<u>14,067</u>	<u>0</u>	<u>0</u>
Total Funding	\$33,706	\$31,563	\$33,000

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$33,000) is recommended unchanged for the purchase of equipment and operating supplies for the Sheriff’s Office.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-COURT SECURITY
(04074)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,098,668	1,182,615	1,073,029	1,073,029
710103 Extra Help	0	3,000	3,000	3,000
710105 Overtime	5,853	15,600	15,600	15,600
710106 Standby & Night Premium	900	500	500	500
710110 Uniform Allowance	12,101	14,400	13,500	13,500
710200 Retirement	366,649	442,605	409,027	409,027
710300 Health Insurance	110,614	130,496	117,949	117,949
710400 Workers' Compensation Insurance	85,650	68,581	100,122	100,122
TOTAL SALARIES & EMPLOYEE BENEFITS	1,680,436	1,857,797	1,732,727	1,732,727
SERVICES & SUPPLIES				
720300 Communications	13,785	15,000	15,000	15,000
720305 Microwave Radio Services	18,000	18,000	18,000	18,000
720600 Insurance	258	492	1,377	1,377
721300 Office Expense	12,865	3,500	1,000	1,000
721601 Rents/Lse - Co Vehicle	0	1,866	1,866	1,866
721900 Special Departmental Expense	13,650	21,376	21,000	21,000
722000 Transportation & Travel	5,086	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	63,643	70,234	68,243	68,243
FIXED ASSETS				
740300 Equipment	30,585	0	0	0
TOTAL FIXED ASSETS	30,585	0	0	0
TOTAL - SHERIFF- COURT SECURITY	1,774,664	1,928,031	1,800,970	1,800,970

SHERIFF –COURT SECURITY

COMMENTS

The Board approves expenditures for Court Security under Org Key 4074. In 2011-12, the State of California shifted Court Security funding from the State General Fund to Realignment Funds, and specified that State Sales Taxes would finance this program. The change increased the annual stability of these funds. In Fiscal Year 2015-16, the State increased local security funding due to the opening of a new, larger facility.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Court Security Services	\$1,774,664	\$1,749,000	\$1,400,000
General Fund Contribution	<u>0</u>	<u>121,000</u>	<u>400,970</u>
Total Funding	\$1,774,664	\$1,870,000	\$1,800,970

STAFFING

	<u>2016-17 Authorized</u>	<u>2017-18 Recommended</u>
<u>Permanent</u>		
Deputy Sheriff Basic/Intermediate	12	11 ^(A)
Corporal	0	1 ^(A)
Sheriff’s Sergeant	<u>2</u>	<u>1^(B)</u>
Total Permanent	14	13

NOTE:

(A) One Deputy Sheriff is recommended for conversion to a Corporal position. The Corporal position is a future classification that will be developed by Human Resources pursuant to established procedures.

(B) One Sheriff’s Seargent is recommended converted to a Patrol Lietenant assigned to the Main Budget ORG 04010 - Sheriff Admin

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,073,029) are recommended reduced \$109,586 based on the recommended staffing level.

710103 **Extra Help** (\$3,000) is recommended unchanged to provide coverage in unique situations, or staffing shortages due to vacation/sick leave.

710105 **Overtime** (\$15,600) is recommended unchanged to reflect current year court security service needs of the courts.

SHERIFF –COURT SECURITY

SALARIES & EMPLOYEE BENEFITS (Continued)

- 710106 **Premium Pay** (\$500) is recommended unchanged based on current usage.
- 710110 **Uniform Allowance** (\$13,500) is recommended reduced \$900 for uniform expense of safety employees.
- 710200 **Retirement** is the County contribution to Social Security and the Public Employees' Retirement System for safety employees.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$15,000) is recommended unchanged to equip court security staff and costs associated with connectivity to the new courthouse.
- 720305 **Microwave Radio Services** (\$18,000) is recommended unchanged for the program's contribution to the Internal Service Fund.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300 **Office Expense** (\$1,000) is recommended reduced \$2,500 based on current expenditures for general office supplies.
- 721600 **Rents & Leases - Equipment** (\$1,866) is recommended unchanged for fleet mileage expense for a court vehicle.
- 721900 **Special Departmental Expense** (\$21,000) is recommended reduced \$376 to pay for small tools, equipment, and computer systems as needed. Safety Equipment is needed to equip additional court security staff. This account also funds new County information network equipment at State Courthouse.
- 722000 **Transportation & Travel** (\$10,000) is recommended unchanged to provide for training and for private mileage reimbursement.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **SHERIFF-OCJP NET
PROJECT (04090)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
Asset Forfeiture Trust**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720300 Communications	9,074	8,000	8,000	8,000
720800 Maintenance - Equipment	5,329	6,000	6,000	6,000
721300 Office Expense	2,341	5,000	5,000	5,000
721400 Professional & Specialized Services	1,160	22,000	22,000	22,000
721602 Rents & Leases - Other Equipment	9,183	25,000	25,000	25,000
721900 Special Departmental Expense	7,715	4,200	4,200	4,200
722000 Transportation & Travel	15,730	23,700	23,700	23,700
TOTAL SERVICES & SUPPLIES	50,532	93,900	93,900	93,900
FIXED ASSETS				
740300 Equipment	0	12,000	0	0
TOTAL FIXED ASSETS	0	12,000	0	0
TOTAL - SHERIFF-OCJP NET PROJECT	50,532	105,900	93,900	93,900

SHERIFF - OCJP NET PROJECT

COMMENTS

On November 26, 1991, the Board of Supervisors established the Sheriff-OCJP NET Project under Org Key 04090. This budget unit is funded by asset forfeiture funds and provides revenue to support ongoing operational costs of the Narcotics Enforcement Team (NET). Trust Fund #6166 and #6167 are the revenue source for this program.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Asset Forfeiture Funds (Revenue Acct 673410)	\$50,434	\$65,000	\$93,900
Contributions	0	0	0
General Fund Contribution	<u>98</u>	<u>0</u>	<u>0</u>
Total Funding	\$50,532	\$65,000	\$93,900

Note: It is recommended that asset forfeiture funds in the amount of \$93,900 be used to finance this budget. There is sufficient money in the Trust Fund accounts to support the recommended appropriation request.

SERVICES & SUPPLIES

- 720300** **Communications** (\$8,000) is recommended unchanged for NET communication expenses.
- 720800** **Maintenance - Equipment** (\$6,000) is recommended unchanged to provide for maintenance of radio, listening devices, and office equipment.
- 721300** **Office Expense** (\$5,000) is recommended unchanged for general office supplies.
- 721400** **Professional & Specialized Services** (\$22,000) is recommended unchanged to provide for title searches, appraisals, and subpoenas, and funding to reimburse the State for a portion of the Agent-in-Charge.
- 721602** **Rents & Leases - Other Equipment** (\$25,000) is recommended unchanged to pay copier/lease expenses. The account also provides funds for lease of radio repeaters and other small equipment.
- 721900** **Special Departmental Expense** (\$4,200) is recommended unchanged to provide special tools, equipment, and supplies. Funding in this account may be used for drug "buy money."
- 722000** **Transportation & Travel** (\$23,700) is recommended unchanged to provide for technical training for new investigators.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT. OF CORRECTIONS
(04610)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,181,828	6,017,259	5,991,711	5,991,711
710103 Extra Help	67,096	0	0	0
710105 Overtime	442,558	100,000	100,000	100,000
710106 Standby & Night Premium	40,642	40,000	40,000	40,000
710110 Uniform Allowance	73,577	85,500	85,500	85,500
710200 Retirement	1,747,782	2,218,630	2,207,627	2,207,627
710300 Health Insurance	790,018	928,242	881,988	881,988
710400 Workers' Compensation Insurance	273,252	327,426	375,545	375,545
TOTAL SALARIES & EMPLOYEE BENEFITS	8,616,753	9,717,057	9,682,371	9,682,371
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	23,941	60,786	61,000	61,000
720300 Communications	13,260	15,000	15,000	15,000
720305 Microwave Radio Services	19,634	21,035	21,035	21,035
720500 Household Expense	75,996	108,580	108,580	108,580
720600 Insurance	158,398	103,450	200,000	200,000
720800 Maintenance - Equipment	33,464	34,977	34,977	34,977
721000 Medical, Dental & Lab Supplies	10,991	15,000	17,000	17,000
721100 Memberships	400	500	500	500
721300 Office Expense	34,442	25,000	30,000	30,000
721400 Professional & Specialized Services	55,484	66,908	66,908	66,908
721430 Prof. & Specialized - Inmate Medical Services	3,097,518	3,126,045	3,285,866	3,285,866
721431 Prof. & Specialized - Food Services	824,031	817,326	903,552	903,552
721601 Rents & Leases - County Vehicle	68,731	63,000	63,000	63,000
721602 Rents & Leases - Other Equipment	46,931	62,000	62,000	62,000
721800 Small Tools & Instruments	0	200	200	200
721900 Special Departmental Expense	20,973	25,000	25,000	25,000
722000 Transportation & Travel/Education	44,252	30,000	30,000	30,000
722001 Transportation - Prisoners	550	10,000	10,000	10,000
722100 Utilities	374,411	220,000	369,500	369,500
TOTAL SERVICES & SUPPLIES	4,903,407	4,804,807	5,304,118	5,304,118
OTHER CHARGES				
730115 Support & Care of Persons		5,000	5,000	5,000
730302 Retire Capital Leases	22,615	38,500	666,737	666,737
730502 Int Capital Leases	3,612	16,800	2,590	2,590
731305 Contributions to Other Agencies	36,635	38,467	38,467	38,467
TOTAL OTHER CHARGES	62,861	245	98,767	712,794

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT. OF CORRECTIONS
(04610)**
 Function: **Public Protection**
 Activity: **Detention & Correction**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
FIXED ASSETS				
740300 Equipment	96,161		0	0
TOTAL FIXED ASSETS	96,161	0	0	0
TOTAL - DEPARTMENT OF CORRECTIONS	13,679,182	14,620,631	15,699,283	15,699,283

DEPARTMENT OF CORRECTIONS

COMMENTS

The Department of Corrections operates the County Jail and provides custody of persons awaiting trial under sentence from the Superior Court; awaiting transfer to another jurisdiction, State prison or institution; or sentencing to both local and State time in the County facility. In FY 2010-11, the Department's Average Daily Population (ADP) was 366. In October of 2011, Assembly Bill 109 went into effect. The ADP for FY 2011-12 went up to 395. For FY 2012-13, the ADP went up to 440 and the ADP for FY 2013-14 went up to 482. In November 2014, Proposition 47 went into effect, and since then Proposition 57 was enacted in November of 2016. For FY 2014-15, the ADP was 443. The ADP for FY 2015-16 was at 407. The mid-year ADP for 2016-17 sits at 432. Based on the fluctuation of inmate population since the implementation of AB 109 and the unknown impacts of the more recent Proposition 47 and proposition 57, an ADP of 451 for FY 2017-18 is projected. Costs and staffing levels in this budget are reflective of maintaining a high ADP.

In 2010, Madera County received a \$30 Million dollar award through Assembly Bill 900 (Phase I) to construct two housing units consisting of 144-beds, central plant, administration and training facility, and renovation of existing housing units and facility security systems. This project was completed at the end of 2013. In 2012, Madera County received a \$3 Million dollar award through Assembly Bill 900 (Phase II) to construct a Jail kitchen, commissary and maintenance building. This project was started in January 2015 and was completed June 2016. On February 16, 2017, Madera County was approved for a \$19 Million dollar award through Assembly Bill 1022 the Adult Criminal justice Facilities Construction (Phase III).

Assembly Bill 109 legislation and prison realignment continues to impact Jail operations, specifically inmate population management and classification issues. With this, the number of inmate assaults on other inmates and staff has increased as more dangerous and highly sophisticated State inmates are kept in the facility. The Average Length of Stay (ALS) continues to increase as more inmates who would have been sentenced to a State facility are sentenced to time in the County jail. Currently, Madera County has an inmate in custody who has received a ten (10) year local sentence. AB 109 is expected to continue to impact Madera County and other county jails for many years to come. The long-term impacts of Proposition 47 and Proposition 57 are still unknown; however, some relief to inmate population has been seen, and the Department hopes that, through inmate programs and collaborative efforts with other local agencies and services, the recidivism rate can be reduced.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Average Daily Inmate Population	405	415	451
Bookings	4193	4350	4313

DEPARTMENT OF CORRECTIONS

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
State - Jail Mental Health Realignment	\$ 51,000	\$ 51,000	\$ 51,000
State - POST/STC Training Reimbursement	57,720	57,355	57,630
Jail Inmate Welfare Trust	62,858	80,000	98,487
Booking Fees – Cities	92,157	99,954	92,994
SLESF	0	0	0
SCAAP	67,941	66,971	70,000
St. Waste Tire	25,000	0	25,000
Community Service Fees	9,439	7,000	20,000
Daily Jail Incarceration Fee	77,939	50,000	0
AB 109	2,110,000	2,110,000	2,120,000
DNA Sample (Prop 69)	4,119	100,000	100,000
Technology Grant	0	0	0
Other Miscellaneous	<u>3,731</u>	<u>0</u>	<u>38,487</u>
Total	\$2,491,764	\$2,412,280	\$2,673,598

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Account Clerk I/II	1		0*	
Accounting Technician I/II	1		2*	
Administrative Assistant	1		1	
Assistant Corrections Director	1		1	
Building Crafts/Maint. Worker I/II	1		1	
Correctional Corporal	10		10	
Correctional Lieutenant	2		2	
Correctional Officer I/II	76	7	76	7
Correctional Records Specialist I/II	6	1	6	1
Correctional Sergeant	7		7	
Corrections Director	1		1	
Personnel Technician I/II	2		2	

DEPARTMENT OF CORRECTIONS

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
Program Assistant I/II	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Total	<u>5</u>	<u>0</u>	<u>5</u>	<u>0</u>
	112	8	113	8

Note: *It is recommended to convert one Account Clerk position to an Account Technician position.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$5,991,711) is recommended reduced \$25,548 based on recommended staff allocations.

710103 **Extra Help** (\$0) is not recommended for funding in 2017-18.

710105 **Overtime** (\$100,000) is recommended unchanged to cover temporarily vacant positions. Overtime is strictly monitored, controlled and used to maintain minimum staffing levels mainly in the custody and transportation divisions and to backfill for those attending training to meet State training mandates noted below.

Note: Correctional Officers who are injured while on duty and go on extended leave (CIDS-up to one (1) year per incident) receive full salary and benefit payments from the Department of Corrections budget. While on leave, and only when absolutely necessary, these positions are backfilled with overtime. During Fiscal Year 2016-17, the department averaged seven (7) Correctional Officers on CIDS leave for the year. The department was also impacted during this year by four (4) retirements, three (3) resignations to work for another agency, one (1) rejected from probation, one (1) terminated from employment.

Correctional Officers are required to attend 24-hours of ongoing training during the fiscal year. New Correctional Officers are required to attend the Core STC Academy (176 hours) within their first year of employment along with PC 832 training, Laws of Arrest and Use of Deadly Force (64 hours). This training is reimbursed by the State through STC funds, which is used to offset the overtime incurred for coverage while the officers are at training.

DEPARTMENT OF CORRECTIONS

SALARIES & EMPLOYEE BENEFITS (continued)

- 710106** **Standby & Night Premium** (\$40,000) is recommended unchanged as hiring of several officers is anticipated in Fiscal Year 2017-18. This category funds the premium paid to personnel working either of the two shifts which fall under the guidelines of section 18.00.00 of the Memorandum of Understanding for Correctional Officer and Clerical bargaining units.
- 710110** **Uniform Allowance** (\$85,500) is recommended unchanged. This category funds the uniform allowance of \$75 per officer monthly as per section 15.00.00 of the Memorandum of Understanding for the Correctional Officer bargaining unit.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

Note: All services and supplies budget appropriations are based on a projected ADP of 451 inmates for Fiscal Year 2017-18. Contract rates are based on escalation clauses and agreed to capital increases.

- 720200** **Clothing & Personal Supplies** (\$61,000) recommended unchanged for clothing replacement (colored shirts and trousers, socks, work boots, coats, underwear, shoes, court-ordered clothing, etc.) Also, this account funds required health and welfare items such as: feminine hygiene, inmate haircuts, inmate welfare packets (toothbrush, tooth paste, writing paper, etc.).
- 720300** **Communications** (\$15,000) is recommended unchanged for telephone service charges, relocation, replacement, fax line and cellular telephone charges for command, Transport, and CSU staff. Additionally, the California Law Enforcement Teletype System (CLETS) and Cogent Fingerprint line rental is paid from this account.
- 720305** **Microwave Radio Services** (\$21,035) is recommended increased \$1,400 for the Department's contribution to the Internal Service Funds based on the number of radios utilizing the County's microwave radio network and per costs provided by Information Technology.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 720500** **Household Expense** (\$108,580) is recommended increased \$1,428 due to current maintenance of facility needs that include:
- A. Disinfecting cleaners and supplies for staff areas and inmate housing units.
 - B. Replacement bedding, mattresses, pillows, sheets, blankets, pillowcases, mattress covers and towels.
 - C. Household supplies, toilet paper, paper towels, laundry soap, bleach, floor wax, floor stripper, polishing/buffing disks, mops, handle and head replacement, mop buckets, wringers, stainless steel cleaner, brooms, garbage cans, plastic can liners, waste baskets, floor safety matting, toilet bowl brushes, etc.
 - D. Refuse disposal service (approximately \$25,000 annually).
- 720600** **Insurance** (\$200,000) is recommended increased \$96,550 for the Department's contribution to the County's Self-Insured Liability Program (\$105,940) and also includes an appropriation (approximately \$94,060) to pay the annual premium for the County's Catastrophic Inmate Medical Insurance plan.
- 720800** **Maintenance - Equipment** (\$34,977) is recommended unchanged for maintenance or repair of California Law Enforcement Teletype System (CLETS), Identification (ID) cameras, laminator, digital recorders, fire alarm, check writer, fire extinguishers, video equipment, vehicles, firearms, computer equipment, two-way radios, module and cell intercoms, and washers and dryers. This account also includes annual server and support costs for our new Jail management System (\$15,870) that will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013.
- 721000** **Medical, Dental & Laboratory Supplies** (\$17,000) is recommended increased \$2,000 due to an increase in ADP. These funds are used to replenish miscellaneous non-prescription medical supplies such as band-aids, elastic bandages, tongue depressors, first aid kits, paper masks, and special heavy-quilted modesty garments for inmates housed in safety cells. In addition, this account funds the purchase of latex gloves which are necessary to prevent the spread of MRSA, H1N1 and other contagious diseases. Correctional staff uses latex gloves when searching inmates going to and coming from court, housing units, and when handling dirty or contaminated inmate clothing and bedding. Latex gloves are also utilized for the collection of required DNA swab samples from all felony inmates.
- 721100** **Memberships** (\$500) is recommended unchanged for memberships in Central California Jail Manager's Association, California Jail Programs Association (CJPA), California Law Enforcement Association of Records Supervisors (CLEARs), Central California Training Officer's Association (CCTOA), California State Sheriff's Association (CSSA), Fresno Madera Chiefs Association, Fresno Peace Officer's Gun Range, Prison Gang Task Force (PGTF), Computerized C.L.E.T.S. Users Group (CCUG), California Gang Investigator's Association (CGIA), and National Tactical Officer's Association (NTOA), CCJWSA (California Criminal Justice Warrant Services Association).

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$30,000) is recommended increase of \$5,000 for all general office supplies, copy paper, and a number of various forms. This account also provides for computer equipment and minor office equipment purchases and toner.
- 721400** **Professional & Specialized Services** (\$66,908) is recommended unchanged for the following:
- \$33,408 **Private Security Guard Service**: To guard inmates housed in the hospital, which is more economical than using Correctional Officers. Costs for this service are difficult to project as it is determined by the number of inmates needing hospital care and their length of stay there.
 - \$2,000 **Drug Screening**: For in-custody inmates and inmates participating in supervised release and county parole programs. Also screening for inmates suspected of being under the influence of narcotics and/or engaged in importation of drugs into the facility.
 - \$7,500 **Psychological Examinations**: As required by state law for all Correctional Officer applicants. An estimated 20 examinations will be given in Fiscal Year 2017-18.
 - \$10,000 **Polygraph Examinations**: Administered to all Correctional Officer applicants. An estimated 50 examinations will be given in Fiscal Year 2017-18. Per agreement with paleographer, the department is responsible for no shows at \$75 each.
 - \$12,000 **Background Investigations**: Conducted on all Correctional Officer applicants. An estimated 18 examinations will be conducted in Fiscal Year 2017-18.
 - \$2,000 **Justice Benefits Inc.**: Prepares and assists DOC staff with Federal revenue enhancement activities related to State Criminal Alien Assistance Program (SCAAP) receiving 1% up to awards of \$89,921; and 18% on any amount over that.
- 721430** **Inmate Medical Services** (\$3,285,866) is recommended increased \$159,821 per a three percent contract increase for Fiscal Year 2017-18 (which includes \$5,000 for the aggregate HIV payment). The department contracts with California Forensic Medical Group, Inc. for medical, dental and mental health services at an average base monthly cost of \$273,405. If Adult and Juvenile Quarterly ADP exceeds 500 combined, a per diem of \$5.33 per inmate will be assessed. However, the projected ADP for both facilities in Fiscal Year 2017-18 is expected to remain below 500.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 721431** **Inmate Food Services** (\$903,552) is recommended increased \$86,226 due to current and projected inmate population as impacted by AB 109 and Proposition 47. Estimated number of meals in Fiscal Year 2017-18 is 522,284 at \$1.73 per meal, including 7.75% sales tax and anticipated CPI of 2.37% (CPI-Food Away from Home, all Urban U.S. City Average).
- 721601** **Rents and Leases – County Vehicles** (\$63,000) is recommended unchanged and funds the department's transportation of prisoners to and from in-county and out-of-county facilities, to medical appointments, court, etc. The department continues to utilize TOPIC (Transportation of Prisoners in Cooperation) which has helped reduce transportation costs.
- 721602** **Rents and Leases – Other Equipment** (\$62,000) is recommended unchanged to fund department's lease of copiers, desktop computers, command staff tablets and other necessary technology equipment rentals.
- 721800** **Small Tools & Instruments** (\$200) is recommended unchanged for paint brushes, paint rollers, sandpaper, replacement of small hand tools, ladders, cleaning tools for weapons, screwdrivers, pliers, miscellaneous tools used in security searches. The department has undertaken a program to repair and paint inmate housing areas due to wear and tear in the facility.
- 721900** **Special Departmental Expense** (\$25,000) is recommended unchanged for downloading in-custody audio evidence and DVD costs for downloading in-custody video evidence, including inmate assaults and other criminal activity; equipment related to the gathering of crime scene evidence; critical incident and inmate photos; flash drives for storing investigative data and training material (\$1,000). This account also provides for small equipment, badges, shoulder patches, belly chains, leg irons, handcuffs, replacement of broken restraint equipment, new and/or replacement flashlights, hand held two-way radio battery packs and microphones, identification supplies, flashlight batteries, security key blanks, chemical agents, ammunition for firearms qualification, stands, targets, range fees, gun cleaning supplies, ear plugs, tape, shooting glasses (\$24,000).
- 722000** **Transportation and Travel** (\$30,000) is recommended unchanged to cover newly promoted Corporals and Sergeant's Supervisory Core Academy costs and increased costs of required Academy ammunition. Management and supervisory staff attend out-of-county professional meetings that are offered or sponsored by the State of California's Board of State and Community Corrections, as well as the Central California Jail Manager's Association, California State Sheriff's Association, Fresno/Madera Chief's Association, California Jail Programs Association and Central California Training Officer's Association.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

722000 Transportation and Travel (continued)

All new Correctional Officers must attend a Basic Core Correctional Officer Academy within their first year of employment. The cost for this training is \$700 per student. This includes registration/tuition, per diem, physical training equipment, clothing, etc. It is anticipated eight (8) new Correctional Officers will attend this training in 2017-18. The majority of training related costs are offset by STC revenues.

Along with the Basic Core Academy, new Correctional Officers must also receive PC 832 training within their first year of employment. It is anticipated eight (8) new Correctional Officers will attend Basic Core and PC 832 in 2017-18. The cost of this training is approximately \$300 per student, and includes tuition, materials and the 500 rounds of ammunition that each student is required to have.

722001 Transportation - Prisoners (\$10,000) is recommended unchanged. The transportation unit moves sentenced inmates to the primary reception center at North Kern State Prison in the southern Central Valley, occasionally DVI located in Tracy in the northern Central Valley, Patton and C.R.C located in San Bernardino, Metro and CIW in Los Angeles County, and Atascadero State Hospital in San Luis Obispo County. DOC transportation has also been impacted by the reduction of assistance from Los Angeles County transportation. This account funds per diem costs associated with this out-of-county travel.

722100 Utilities (\$369,500) is recommended increased \$149,500 due to Madera County department of Corrections PG&E Solar True-Up based on projected gas, electricity, sewer, water and disposal services.

OTHER CHARGES

730115 Support and Care of Persons (\$5,000) is recommended unchanged. This account provides for the estimated medical care of inmates when the cost for outside services exceeds the \$25,000 per inmate, per incident limit; the cost for any necessary housing of inmates in other correctional facilities due to the overcrowding in the Madera facility; protective custody; and medical costs that are not covered by the medical provider contract. Through cooperative efforts between this Department, District Attorney's Office, Probation, and the Courts, the goal is to minimally fund this line item. If a situation arises where it is not possible to resolve and costs exceed the budgeted amount, the Department may have to request additional funding.

OTHER CHARGES (continued)

- 730302** **Retire Capital Leases** (\$666,737) is recommended to fund the necessary leasing of servers and hardware for the new Jail Management System (\$41,737) and the projected annual lease cost of upgrading the heating, ventilation and air conditioning (HVAC) system (\$625,000) at the Jail Central Plant. The cost of the server and hardware lease reflects an increase of \$3,257 from the prior year based on the amortization schedule. This cost will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013. The estimated lease cost for the Jail Central Plan HVAC is necessary to accommodate the capacity needed to serve the old section of the jail as the old jail HVAC is beyond repair. The most cost-effective solution would be to increase capacity at the central plant so that both the new and old section of the jail is served by one system.
- 730502** **Interest - Capital Leases** (\$2,590) is recommended to fund the necessary interest costs of leased servers and hardware required for our new Jail Management System which is a reduction of \$14,210. This is also per amortization schedule. These costs will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013.
- 731305** **Contributions to Other Agencies** (\$38,467) is recommended increased \$1,832 for contributions made to the Jail Chaplaincy Program. This funding is provided from the (IWF) Inmate Welfare Fund and reflects a five percent COLA for Fiscal Year 2016-17.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **JUVENILE HALL
(04720)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,062,841	2,259,900	2,146,067	2,146,067
710103 Extra Help	299,183	150,000	150,000	150,000
710105 Overtime	183,364	150,000	150,000	150,000
710106 Standby & Night Premium	10,628	8,500	8,500	8,500
710107 Bilingual Pay	0	1,440	1,440	1,440
710110 Uniform Allowance	26,624	27,360	28,080	28,080
710200 Retirement	728,687	794,583	794,583	794,583
710300 Health Insurance	292,897	315,808	320,938	320,938
710400 Workers' Compensation Insurance	70,806	115,825	133,487	133,487
TOTAL SALARIES & EMPLOYEE BENEFITS	3,675,031	3,823,416	3,733,095	3,733,095
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	13,395	15,000	15,000	15,000
720300 Communications	1,813	2,000	2,000	2,000
720500 Household Expense	36,853	40,000	40,000	40,000
720600 Insurance	816	1,068	1,665	1,665
720800 Maintenance - Equipment	11,709	6,500	10,500	10,500
720900 Maintenance - Structures & Grounds	31,215	1,000	1,000	1,000
721100 Memberships	0	35	35	35
721300 Office Expense	6,859	5,000	5,000	5,000
721400 Professional & Specialized Services	686,108	748,000	767,680	767,680
721600 Rents & Leases - Equipment	5,207	6,800	6,800	6,800
721800 Small Tools & Instruments	0	100	100	100
721900 Special Departmental Expense	13,332	3,500	10,000	10,000
722000 Transportation & Travel	4,552	1,000	4,000	4,000
722100 Utilities	27,124	25,000	12,000	12,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **JUVENILE HALL
(04720)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
TOTAL SERVICES & SUPPLIES	838,983	855,003	875,780	875,780
TOTAL - JUVENILE HALL	4,514,014	4,678,419	4,608,875	4,608,875

JUVENILE DETENTION FACILITY

COMMENTS

The Madera County Juvenile Detention Facility is a place of detention for juvenile offenders taken into custody under the provisions of Section 602 of the Welfare & Institutions Code and Juvenile Court Law. Juveniles are detained for their protection or the protection of the community, and/or pending final disposition of their cases. In October 2009, the Juvenile Correctional Camp program, formerly a stand alone budget (04770) and facility operation, was merged into the Juvenile Hall to reduce the FY 2009-10 Probation budget. The Correctional Camp program, now known as Correctional Academy program, was reduced from 64 beds to 30 beds, and the Juvenile Hall was reduced from 74 to 44 beds, resulting in a net loss of 30 detention beds to house juvenile offenders. Furthermore, in FY 2010-11, an artificial cap was placed on the juvenile detention program by closing down a ten-bed Administrative Segregation (Ad-Seg) housing unit. The Ad-Seg unit, now known as a Separation Unit or Unit 3, is operated only as needed and may be staffed in part by the scheduling of extra help officers.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Fines, Forfeitures and Penalties	\$ 74,512	\$ 83,000	\$ 73,000
Intergovernmental Revenue	107,950	100,000	127,030
Other	<u>9,180</u>	<u>\$9,000</u>	<u>\$6,000</u>
Total	\$191,642	\$192,000	\$206,030

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Deputy Chief Probation Officer	1		1	
Juvenile Detention Officer I/II	28	8	28	8
Juvenile Detention Officer III	5		5	
Program Assistant I/II	1		1	
Juvenile Detention Officer Supervisor	<u>4</u>	<u>2</u>	<u>4</u>	<u>2</u>
*Total Permanent	40	10	40	10

Note: *(1) JDO III Position is funded under the Youth Offender Block Grant (04787 YOBG) which is not reflected in the staffing levels above.

JUVENILE DETENTION FACILITY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,146,067) is recommended reduced \$113,833 based on recommended staffing levels.
- 710103** **Extra Help** (\$150,000) is recommended unchanged for extra help staff. Extra help staff are not paid unless they report for duty and do not receive vacation or sick leave accruals. These officers backfill vacant posts when full-time staff do not report for duty for reasons which include: training, vacation, sick leave, FMLA, on-the-job injuries, maternity leave, etc. Extra help staff also help staff the Administrative Segregation housing unit when there is a need. This unit is utilized to deal with inmates who need to be isolated because they pose physical harm to others, have behavioral issues, commit vandalism, or are having suicidal or self-harm ideations. Staffing the Ad-Seg Unit with full-time staff would require funding a minimum of four additional unfunded Juvenile Detention Officer positions.
- 710105** **Overtime** (\$150,000) is recommended unchanged for overtime costs that are necessary for a 24/7 detention facility. Overtime is utilized when officers are required to come in early or work past their shift during staffing shortages, which is a common occurrence in the institution. It also occurs when officers attend training outside of their normal work shift. Furthermore, by union contract, full-time officers work 12-hour shifts and are eligible to claim up to eight hours of overtime during a four week pay period. Ultimately, 12-hour shifts reduce payroll because these shifts require less staff than a traditional 8 or 10 hour work day would require, thus reducing retirement, health benefits and other payroll costs.
- 710106** **Standby & Night Premium** (\$8,500) is unchanged.
- 710107** **Bilingual Pay** (\$1,440) is recommended unchanged.
- 710110** **Uniform Allowance** (\$28,080) is recommended increased \$720.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the County's anticipated contribution for employee health care costs.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

JUVENILE DETENTION FACILITY

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$15,000) is recommended unchanged to cover the clothing and personal hygiene costs of the juvenile inmates.
- 720300** **Communications** (\$2,000) is recommended unchanged for telephone cost of this Department, including the monthly cost for the Live-Scan digital fingerprinting system.
- 720500** **Household Expense** (\$40,000) is recommended unchanged based on current need for garbage pickup and items such as latex gloves, bedding, mattresses, janitorial supplies, and laundry service.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$10,500) is recommended increased \$4,000 for maintenance of numerous security cameras, electronics, security locks, and machinery in the facility. The facility was built in 2001 and repairs have increased the past couple of years. Such repairs are unavoidable and routine maintenance in operating a Juvenile Detention Facility. Any major repairs or machinery replacement will need to be covered by the maintenance department budget.
- 720900** **Maintenance - Structures and Grounds** (\$1,000) is recommended unchanged for paint and supplies to cover up graffiti vandalism and other routine painting and minor landscaping.
- 721100** **Memberships** (\$35) is recommended unchanged for the Deputy Chief's membership to the California Association of Probation Institution Administrators (CAPIA).
- 721300** **Office Expense** (\$5,000) is recommended unchanged to purchase necessary items including computers, printers, furniture, law books, and general office supplies.
- 721400** **Professional & Specialized Services** (\$767,680) is recommended increased \$19,680 to cover annual medical and food contract increases projected at \$534,700 and \$125,600 respectively. This account also includes funding for electronic monitoring (house arrest), private security, background investigations, psychological evaluations on prospective employees and annual inspections as required by Title 15 Regulations.
- 721600** **Rents & Leases - Equipment** (\$6,800) is recommended unchanged for the rental of vehicles from Central Garage and copy machine lease.

JUVENILE DETENTION FACILITY

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$100) is unchanged based on projected expenditures for keys, locks and small tools used in the Facility.
- 721900** **Special Departmental Expense** (\$10,000) is recommended increased \$6,500 for the purchase of radios, batteries, safety equipment, riot gear, handcuffs, waist chains, pepper spray and other items.
- 722000** **Transportation & Travel** (\$4,000) is recommended increased \$3,000 for registration fees of mandated training.
- 722100** **Utilities** (\$12,000) is recommended reduced \$13,000. In 2015, solar panels were installed for electrical power significantly reducing utility costs for the facility. Gas, sewer, and water costs will remain the same for the facility.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROBATION
(04700)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,156,442	2,335,922	2,620,685	2,620,685
710103 Extra Help	10,322	0	0	0
710107 Premium Pay	2,192	2,500	2,500	2,500
710200 Retirement	683,759	849,205	966,091	966,091
710300 Health Insurance	321,827	399,413	357,159	357,159
710400 Workers' Compensation Insurance	38,126	64,874	138,112	138,112
TOTAL SALARIES & EMPLOYEE BENEFITS	3,212,668	3,651,914	4,084,547	4,084,547
SERVICES & SUPPLIES				
720300 Communications	18,624	15,000	17,000	17,000
720305 Microwave Radio Services	25,524	27,344	27,344	27,344
720600 Insurance	1,732	6,151	8,323	8,323
720800 Maintenance - Equipment	790	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	8,932	2,500	6,000	6,000
721100 Memberships	3,902	3,887	4,551	4,551
721300 Office Expense	20,443	17,000	17,000	17,000
721400 Professional & Specialized Services	93,747	92,500	98,000	98,000
721600 Rents & Leases - Equipment	47,573	48,000	48,000	48,000
721900 Special Departmental Expense	13,580	20,300	20,300	20,300
721905 SB 924 Training	44,203	47,014	47,014	47,014
722000 Transportation, Travel & Education	12,406	12,500	12,500	12,500
722001 Transport Prisoners/Wards of Court	1,447	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	292,903	294,196	308,032	308,032
OTHER EXPENSES				
730100 Support & Care of Persons	6,575	48,000	48,000	48,000
TOTAL OTHER EXPENSES	6,575	48,000	48,000	48,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROBATION
(04700)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
740300 Equipment	16,634	15,000	0	0
TOTAL FIXED ASSETS	16,634	15,000	0	0
INTRAFUND TRANSFER				
770100 Intrafund Transfer	15,499	24,500	24,500	24,500
TOTAL INTRAFUND TRANSFER	15,499	24,500	24,500	24,500
TOTAL - PROBATION	3,544,279	4,033,610	4,465,079	4,465,079

COMMENTS

The Probation Department screens juvenile referrals from law enforcement, schools, social services, and self or parent referrals. Initial determination is made whether there is evidence to substantiate that the minor is within the jurisdiction of the Juvenile Court; then it is determined whether a court hearing is necessary or whether a lesser action is warranted. When appropriate, juvenile matters are diverted from the formal actions of Court. If it is determined the matter is appropriate for formal action, social investigations, including recommendations for dispositions of juvenile offenders, are conducted for the Superior Court. Throughout the entire process, the need for detention or continued detention is determined.

The department supervises juveniles placed on probation by the Court. Most continue to remain in the physical custody of their parent(s); though occasionally, they are placed in relatives' homes, foster homes, or other residential care facilities by the Court. The department is still responsible for supervision even when an out-of-home placement is ordered. If the offender violates probation or commits a new crime, probation is charged with the responsibility of bringing it to the Court's attention.

The Probation Department's role in adult criminal matters begins much further along the timeline of the criminal justice system. The department steps in once the offender has been convicted of a crime. The criminal matter is referred to the department for a pre-sentence report and recommendation which is considered by the Court at the time of sentencing. If the offender is placed on probation by the Court, the department will supervise the offender, ensuring compliance with the conditions of supervised release.

Other departmental and program budgets which are also the responsibility of the Probation Department include Juvenile Hall/Boot Camp, Department of Juvenile Justice Proud Parenting Program, SB 678, AB 109, CCP Planning, and CCP Training. The Probation Department has also been directly involved in the development of programs to reduce the number of people placed in the Jail and Juvenile Hall facilities. These programs are as follows:

JUVENILES

- **House Arrest/Electronic Monitoring** - The Court is given the alternative of releasing these minors under house arrest prior to disposition of the case. Furthermore, minors may be released into house arrest as conditions of their sentence or in-lieu of confinement, if they qualify.

COMMENTS (continued)

JUVENILES (continued)

- **Court Day School** - Any minor expelled from a school district must receive their education from a Community School under the auspices of the Superintendent of Schools. The typical student in a Community School is dysfunctional in the classroom and not normally willing to accept authority. The school is located on County property next to the Juvenile Hall. The Probation Department assigns one Deputy Probation Officer to be on-site as an authority figure, as well as to interact with the students, parents, and staff. Minors, who would otherwise be sentenced to Juvenile Hall for truancies and non-violent offenses, are committed to the Court Day School and placed on electronic monitoring-house arrest for a period of 180 days.
- **Intensive Supervision Group Home Alternative** - This Program began in October 1986, and was established to control the increasing costs for camp placements. Group Home placements are now restricted to facilities which are of a private, non-profit nature and eligible for welfare funding. There have been as many as 60 juveniles in this Program; however, with new, local alternatives, averages range from 15-20 juveniles.

ADULTS

- **Work Furlough Parole Program** - Work Furlougees are released from custody to continue their employment; however, they are required to remain home during non-working hours. The program will continue to be managed by the Department; however, all of the direct services will be provided by Behavioral Interventions (BI) Incorporated, a contracted vendor. The Board of Supervisors approved this contract in March 2006.
- **County Parole Program** - Almost all persons who are sentenced to local jail time are eligible for parole consideration. The Department of Corrections supervises the parole; however, the Probation Department will use Probation staff to supervise any person in this Program who is under house-arrest.
- **Day-Reporting Center Program (DRC)** - This program began in 2010, and is provided by Behavioral Interventions (BI) Incorporated. It is designed to divert probationers in violation of their conditional release away from Court and into a Day Reporting Center (DRC). The program is a one-stop community center for supporting supervision and treatment of county-level offenders. At these centers, offenders report regularly for drug and alcohol screening, receive intensive case management, treatment, and training. These programs break entrenched criminal behavior with evidence-based practices. Typical participants include offenders who have a history of drug and alcohol problems, as well as low-risk technical probation violators.

PROBATION

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Fines, Forfeitures and Penalties	\$ 23,104	\$ 18,431	\$ 18,000
Intergovernmental Revenue	1,003,717	2,035,880	1,920,500*
Charges for Services	506,243	437,374	448,750
Op Transfer In – Realignment	762,976	1,149	0
Miscellaneous	<u>211</u>	<u>2</u>	<u>0</u>
Total	\$2,296,251	\$2,492,836	\$2,387,250

Note: *Revenue reduced due to one-time transfer of prior year carryover funds in the amount of \$600,000 from the 2011 Local Realignment fund taken in Fiscal Year 2016-17.

WORKLOAD

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Superior Court Investigations	1801	1900	2000
Juvenile Court Disposition	950	880	880
Juvenile Referrals	1149	800*	800*
<u>Caseload</u>			
Adult Caseload	2764	2900	3000
Juvenile Caseload	500	475	475

<u>Drug Test Analysis</u>	7/1/15-6/30/16		7/1/16-12/31/16	
	Tested	Positives	Tested	Positives
Adults	962	589 = 61.2%	399	282 = 70.7%
Juveniles	634	302 = 47.6%	313	104 = 33.2%

Note: *Reduction in Juvenile Referrals for status offenses, minor offenses, and marijuana related offenses to an infraction as of 11/6/16

PROBATION

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	2		2	
Administrative Assistant	0	1	0	1
Administrative Analyst I/II	2		2	
County Probation Officer	1		1	
Deputy Chief Probation Officer	2	1	2	1
Deputy Probation Officer I/II/III	8	20.25	11*	17.25
Deputy Probation Officer Supervisor	4		4	
Probation Program Specialist	1		1	
Probation Technician I/II	2	1	2	1
Program Assistant I/II	6	1	6	1
Revenue Services Manager	1		1	
Senior Deputy Probation Officer	5		5	
Senior Program Assistant	<u>2</u>		<u>2</u>	
Total Permanent	<u>36</u>	<u>24.25</u>	<u>39</u>	<u>21.25</u>

Note: *Three additional Deputy Probation Officer (DPO) is recommended to be funded. The Department has made good use of revenue sources, technology, and evidenced-based practices to mitigate the impact on the General Fund. However, over the last ten years, the department has experienced a 45% increase in Court Reports and a 15% increase in offender caseloads.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$2,620,685) are recommended increased \$284,763 based on recommended staffing levels.

710103 **Extra Help** (\$0) is not recommended.

710107 **Premium Pay** (\$2,500) is recommended unchanged based on cost for bilingual pay per the MOU.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** 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 for projected telephone, air cards, and Remote Security Access costs. This account also includes funds for the California Law Enforcement Telecommunications System (CLETS) and a dedicated data line for Live Scan (an electronically transmitted fingerprint system).

720305 **Microwave Radio Services** (\$27,344) is recommended unchanged for the Department's contribution to the Internal Service Fund for 2016-17 based on the number of radios in this Department utilizing the County's microwave radio network.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$1,000) is recommended unchanged for maintenance agreements for office equipment, including computer equipment, various repairs, and phone maintenance.

721000 **Medical, Dental & Laboratory Supplies** (\$6,000) is recommended increased \$3,500 for the purchase of specimen cups and envelopes for drug testing. On July 1, 2015, Probation contracted with Madera County Public Health Department (MCPHD) to provide drug testing services. Probation will be invoiced for services from MCPHD and reimbursement will be made via Intrafund Transfers.

721100 **Memberships** (\$4,551) is recommended increased \$664 for the following:

- Chief Probation Officers of California (\$3,701)
- California Association of Probation Services Administrators (\$150)
- Probation Business Managers Association (\$300)
- Probation IT Managers Association (\$300)
- California County Revenue Officer's Association (\$100)

721300 **Office Expense** (\$17,000) is recommended unchanged for general office supplies, subscriptions, law books, and costs related to the monthly billing process of the Probation Revenue Division.

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$98,000) is recommended increased \$5,500 for the following contracted services and technical services:

- JBI, Inc Title IVE claiming (\$13,125)
- Automon Case Management System (\$46,197)
- Columbia Ultimate Collection System Maintenance (\$9,680)
- Crime Time Online Legal Research (\$2,600)
- Grant Merchantile Recovery of Delinquent Debt (\$15,000)

This account also funds background checks and evaluations on potential employees (\$8,000). Additionally, Probation will also have collection costs for the commission fees for outside agency service; administration fee for the Franchise Tax Board-Court Order Debt Program; charges for access to DMV software; and a skip tracing tool-Accurint.

721600 **Rents & Leases - Equipment** (\$48,000) is recommended unchanged for lease of copy machines, lease of folding machine for revenue collection services, and the rental of vehicles from the Central Garage. Estimated 2017-18 mileage is 57,000 miles.

721900 **Special Departmental Expense** (\$20,300) is recommended unchanged. This account primarily funds the following: compensation of the Parole Board's citizen member for meetings once per week, and provides private mileage reimbursement to attend the meetings (estimated at \$2,100); ammunition (\$4,700) required for officers carrying weapons to maintain weapon proficiency; the cost of LiveScan fingerprints (\$500); refunds to probationers due to early termination of supervision (\$3,000); and Probation's Outcome Improvement Plan (\$10,000) within County-approved Madera County System Improvement Plan submitted to California State Department of Social Services, which these costs are 100% reimbursable from the State.

721905 **Standards and Training For Corrections Program** (\$47,014) is recommended unchanged for Probation Officers to complete mandated training hours, as per the plan submitted to the State. This account is fully funded through reimbursement from the State of California, and reflects the State-authorized expenditures for 2017-18.

722000 **Transportation & Travel** (\$12,500) is recommended unchanged for training and travel. Included in this account is \$6,500 for training expenses such as mileage reimbursements, lodging, registration, and meals. Also included is \$4,500 to fund a State-mandated requirement to make monthly visits to all group homes and foster home placements, which may be reimbursed from State and Federal funds.

SERVICES & SUPPLIES (continued)

722001 **Transport Prisoners/Wards of Court** (\$1,000) is recommended unchanged for the costs required to transport juveniles.

OTHER CHARGES

730100 **Support & Care of Persons** (\$48,000) is recommended unchanged for youth committed to the Division of Juvenile Facilities (DJF). Beginning July 1, 2012, Welfare and Institutions Code (WIC) 912 applied rates of \$2,000 per month for each juvenile committed to DJF. It is anticipated that there will be two juveniles incarcerated for the entire 2017-18 fiscal year.

INTRAFUND TRANSFER

770100 **Intrafund Transfer** (\$24,500) is recommended unchanged. This account funds Madera County Information Technology Department support related to Probation CMS Web/App server. This account will also fund reimbursement to Madera County Public Health for drug tests services per MOU 10422-C-2015 as referenced above.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROB-CCP
(04714) Planning**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	1,689	0	0	0
722000 Transportation & Travel	50,105	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	51,793	100,000	100,000	100,000
TOTAL - PROBATION-CCP (Planning)	51,793	100,000	100,000	100,000

PROBATION –COMMUNITY CORRECTIONS PARTNERSHIP PLANNING FUND

COMMENTS

In April 2011, Governor Brown signed Assembly Bill 109 (AB 109), the Public Safety Realignment Act, to address overcrowding in California’s prisons. With the signing of the State’s Fiscal Year 2011-12 budget, funding was allocated to each county pursuant to percentages listed in Government Code Section 30029(c). This funding is to cover costs of associated planning pursuant to each county’s approved plan to implement AB109. These appropriations provide necessary resources for implementation of Madera County’s Local AB109 Action Plan. Madera County’s appropriation was \$100,000 in Fiscal Year 2011-12, with additional appropriations of \$100,000 in each subsequent fiscal year. This was a three-year grant that began September 2011, with one-year extension for each additional appropriation. There is no County General Fund contribution to this budget.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
CCP (Planning) Revenue (Fund 6132)	\$104,064	\$100,000	\$100,000

SERVICES & SUPPLIES

722000 **Transportation & Travel** (\$100,000) is recommended unchanged for Outside County agency distribution. In February 2016 the Community Corrections Partnership (CCP) Committee elected to distribute Fiscal Year 2016-17 revenue between the seven Executive Committee agencies. Three agencies are local justice agencies that are not under Madera County Government Administration.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROB-CRIME PREVENTION
ACT OF 2000 (04785)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	336,645	325,852	262,093	262,093
710200 Retirement	105,923	106,983	93,810	93,810
710300 Health Insurance	55,780	35,084	16,462	16,462
710400 Worker's Compensation Insurance	3,578	24,307	30,162	30,162
TOTAL SALARIES & EMPLOYEE BENEFITS	501,926	492,226	402,527	402,527
SERVICES & SUPPLIES				
720300 Communications	1,594	1,500	1,900	1,900
720600 Insurance	145	145	371	371
721300 Office Expense	998	2,500	1,500	1,500
721400 Professional & Specialized Services	10,462	9,420	6,033	6,033
721600 Rents & Leases - Equipment	6,098	6,000	9,500	9,500
721900 Special Departmental Expense	1,280	500	1,000	1,000
722000 Transportation & Travel	2,319	2,500	1,000	1,000
TOTAL SERVICES & SUPPLIES	22,895	22,565	21,304	21,304
TOTAL - PROBATION - CRIME PREVENTION ACT OF 2000	524,820	514,791	423,831	423,831

PROBATION - CRIME PREVENTION ACT OF 2000

COMMENTS

In September 2000, the Governor signed AB 1913, known as the Schiff-Cardenas Crime Prevention Act of 2000. This Act allocated \$120 million to Counties that met legislative requirements through a grant application process. In April 2000, the Madera County Board of Supervisors adopted a five-step collaborative program, as proposed by the Juvenile Justice Coordinating Council, which involved a series of graduated responses to truancy.

This grant and budget are administered by the Probation Department. The grant application has been submitted to the State and the program is projected to receive \$423,831 during FY 2017-18 which includes a 0.5% (\$2,119) reimbursement for administrative overhead. Recommended appropriations are based on program needs and projected grant allocations, which may vary from year to year. Any unexpended allocations will be rolled forward to the following fiscal year. There is no County General Fund contribution to this budget.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
State	\$526,976	\$423,831	\$423,831

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy Probation Officer I/II/III	5		4	1*
Program Assistant		1		1
Probation Technician	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent	5	2	4	3

Note: *It is recommended that 1 Deputy Probation Officer be unfunded due to the reduced annual revenue and depleted prior year fund balances.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$262,093) is recommended reduced \$63,759 based on the cost of recommended staffing.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

PROBATION - CRIME PREVENTION ACT OF 2000

SALARIES & EMPLOYEE BENEFITS (continued)

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$1,900) is recommended increased \$400 for the telecommunication charges of this Division.

720600 **Insurance** reflects the Department's contribution to the County's self-insured Liability Program.

721300 **Office Expense** (\$1,500) is recommended reduced \$1,000 to provide necessary office supplies.

721400 **Professional & Specialized** (\$6,033) is recommended reduced \$3,387. This account will fund evaluation efficacy of probation practices and outcomes.

721600 **Rents & Leases - Equipment** (\$9,500) is recommended increased \$3,500 for the use of vehicles from the Central Garage.

721900 **Special Departmental Expense** (\$1,000) is recommended increased \$500 to fund miscellaneous safety equipment.

722000 **Transportation & Travel** (\$1,000) is recommended reduced \$1,500 to provide funds for various training and associated travel expenses required by the program.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROB-YOUTHFUL OFFENDER
GRANT (04787)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	216,941	294,073	277,427	277,427
710105 Overtime	6,358	9,000	9,000	9,000
710110 Uniforms	720	720	720	720
710200 Retirement	70,268	104,333	100,765	100,765
710300 Health Insurance	39,099	60,743	50,939	50,939
710400 Worker's' Compensation Insurance	955	2,260	2,744	2,744
TOTAL SALARIES & EMPLOYEE BENEFITS	334,341	471,129	441,595	441,595
SERVICES & SUPPLIES				
720300 Communications	979	1,500	2,100	2,100
720600 Insurance	215	215	215	215
721300 Office Expense	1,608	5,000	2,500	2,500
721400 Professional & Specialized Services	75,467	100,000	100,000	100,000
721600 Rents & Leases - Equipment	4,153	5,000	6,000	6,000
721900 Special Departmental Expense	4,388	15,000	10,000	10,000
722000 Transportation & Travel	10,579	15,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	97,388	141,715	130,815	130,815
INTRAFUND EXPENSE				
770000 Intrafund Transfer	9,893	32,000	32,000	32,000
TOTAL INTRAFUND TRANSFERS	9,893	32,000	32,000	32,000
TOTAL - PROBATION - YOUTHFUL OFFENDER GRANT	441,623	644,844	604,410	604,410

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

COMMENTS

This budget includes funding from the State's Youthful Offender Block Grant (YOBG), which was awarded for the first time during the 2007-08 fiscal year. The YOBG funding was put into place by the State as a result of SB 81 in September 2007, which disallowed certain commitments to the California Youth Authority (CYA). CYA now only accepts those juveniles who are convicted of crimes that are classified as violent, serious, or sex offenses. The YOBG funding is considered to be a backfill to offset the local cost of keeping juveniles who commit lower-level crimes in the County where the crime was committed. Recommended appropriations are based on program needs and projected grant allocations, which may vary from year to year. Any unexpended allocations will be rolled forward to the following year. There is no County General Fund contribution to this budget. Funding for this program is now under the 2011 Realignment.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
YOBG Grant Revenue	\$441,622	\$584,331	\$584,331
Carry-Over Funds (Org# 61334)	<u>0</u>	<u>0</u>	<u>20,079</u>
Total Revenue	\$441,662	\$584,331	\$604,410

STAFFING

	<u>2016-17 Authorized</u>	<u>2017-18 Recommended Funded</u>
<u>Permanent</u>		
Deputy Probation Officer I/II/III	2	2
Juvenile Detention Officer III	1	1
Probation Technician I/II	<u>2</u>	<u>2</u>
Total	5	5

Note: In September 2015, the Madera County Auditor's Department, after review of Internal Revenue Service Publication 15-A, determined that the contract provider for the Probation program curriculum and mentor services was in fact working in the capacity of a FTE and required the termination of the contract. The services provided are an integral part of the preventative and rehabilitative assistance that has statistically proven decreased numbers of juvenile wardship and recidivism. On February 23, 2016, your Board approved the addition of one Probation Program Specialist position in the main Probation Budget 04710 of which approximately 25% of the position will be funded through charges to this budget and offset the cost in the main Probation budget 04710.

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$277,427) are recommended reduced \$16,646 based on the cost of recommended staffing.
- 710105** **Overtime** (\$9,000) is recommended unchanged for overtime costs.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,100) is recommended increased \$600 based on the telecommunications costs of this program.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$2,500) is recommended reduced \$2,500 based on anticipated expenditures for office supplies.
- 721400** **Professional & Specialized Services** (\$100,000) is recommended unchanged to provide for contracts with Big Brothers Big Sisters (\$25,000), Community Action Partnership of Madera County (\$36,000), National Council on Crime Delinquency for juvenile assessments (\$22,000) and Behavioral Intervention, INC for electronic monitoring services (\$17,000).
- 721600** **Rents & Leases - Equipment** (\$6,000) is recommended increased \$1,000 to provide for the use of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$10,000) is recommended reduced \$5,000 for officer safety equipment and RadKids incentives.
- 722000** **Transportation & Travel** (\$10,000) is recommended reduced \$5,000 for required officer training and field trips for Boot Camp Cadets and Court Day School students that align with Evidence Based Practices.

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

INTRAFUND TRANSFER

770100 **Intrafund Transfers** (\$32,000) is recommended unchanged to fund a 0.25 FTE Mental Health Clinician from Behavioral Health Services for the Boot Camp Program.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROB-PROUD PARENTING PROG
GRANT (04788)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	31,842	35,258	39,203	39,203
710200 Retirement	3,510	11,342	12,870	12,870
710300 Health Insurance	2,046	9,550	9,856	9,856
TOTAL SALARIES & EMPLOYEE BENEFITS	37,397	56,150	61,929	61,929
SERVICES & SUPPLIES				
721300 Office Expense	2,648	5,959	500	500
721400 Professional & Specialized Services	57,878	49,296	55,000	55,000
721900 Special Departmental Expense	2,363	2,500	1,000	1,000
722000 Transportation & Travel	8,329	5,356	832	832
TOTAL SERVICES & SUPPLIES	71,218	63,111	57,332	57,332
TOTAL - PROBATION - PROUD PARENTING PROGRAM GRANT	108,616	119,261	119,261	119,261

PROBATION –PROUD PARENTING PROGRAM GRANT

COMMENTS

On December 2, 2009, the California Department of Corrections and Rehabilitation, Corrections Standards Authority awarded the Madera County Probation Department the Proud Parenting Program grant for Fiscal Year 2009-10 with the potential of being a three-year grant. At the conclusion of the three-year period, grantees were given the opportunity to apply for an additional three-year grant.

On May 10, 2012, the California Department of Corrections and Rehabilitation, Board of State and Community Corrections (BSCC), which was formerly the Corrections Standards Authority (CSA), originally awarded the Madera County Probation Department the Proud Parenting Program grant in the amount of \$100,000 for FY 2012-13, which was later increased to \$139,242.

The purpose of the Proud Parenting Program grant is to help break the cycle of intergenerational delinquency by strengthening parenting knowledge and skills. The Proud Parenting Program includes a Life Skills Educational Component that addresses issues juveniles face in their daily lives, including parenting issues for teen parents; a Mentoring Component that connects juveniles at the Court Day School Program and Boot Camp with mentors; Parenting Classes/Workshops that address parenting issues for teens and their parents; and Mentoring and Family Activities that foster positive relationships between the teens and their parents, mentors, and the community. There is no fiscal impact to the County General Fund as all equipment, contracts, services and supplies are completely funded by the Proud Parenting Program Grant.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Proud Parenting Program Grant Revenue	\$104,607	\$119,261	\$119,261

STAFFING

Note: In September 2015, the Madera County Auditor's Department, after review of Internal Revenue Service Publication 15-A, determined that the contract provider for Probation program curriculum and mentor services was in fact working in the capacity of a FTE and required the termination of the contract. The services provided are an integral part of the preventative and rehabilitative assistance that has statistically proven decreased numbers of juvenile wardship and recidivism. On February 23, 2016, your Board approved the addition of one Probation Program Specialist position in the main Probation Budget 04710 of which approximately 75% of the position will be funded through charges to this budget and offset the cost in the main Probation beget 04710.

PROBATION –PROUD PARENTING PROGRAM GRANT

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$39,203) are recommended increased \$3,945 based on the cost of recommended staffing (Position is allocated in main Probation Budget 04710).
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

SERVICES & SUPPLIES

- 721300** **Office Expense** (\$500) is recommended reduced \$5,459 for necessary office supplies.
- 721400** **Professional & Specialized Services** (\$55,000) is recommended increased \$5,704 for Fresno/Madera Youth for Christ Mentoring (\$31,176), for purchase of (20) software licenses to assist juvenile probationers with online educational enhancements, and for contracted services of an evaluator per grant requirement (\$18,100).
- 721900** **Special Departmental Expense** (\$1,000) is recommended reduced \$1,500 for mentor background checks.
- 722000** **Transportation and Travel** (\$832) is recommended reduced \$4,524 for training and participant field trip costs.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROB-CCPIA
(14370)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **Special Revenue**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	775,634	831,134	728,624	728,624
710200 Retirement	240,955	295,919	263,107	263,107
710300 Health Insurance	166,333	217,141	126,723	126,723
710400 Workers Compensation Insurance	14,046	22,748	22,748	22,748
TOTAL SALARIES & EMPLOYEE BENEFITS	1,196,967	1,366,942	1,141,202	1,141,202
SERVICES & SUPPLIES				
720300 Communications	3,697	3,600	1,500	1,500
720600 Insurance	300	300	300	300
721300 Office Expense	12,705	5,000	3,000	3,000
721400 Professional & Specialized Services	5,821	10,000	10,000	10,000
721600 Rents & Leases - Equipment	14,456	16,380	13,000	13,000
721900 Special Departmental Expense	4,882	2,500	2,000	2,000
722000 Transportation & Travel	3,187	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	45,047	40,280	32,300	32,300
TOTAL - PROBATION -CCPIA	1,242,015	1,407,222	1,173,502	1,173,502

PROBATION – COMMUNITY CORRECTIONS PERFORMANCE INCENTIVE ACT OF 2009

COMMENTS

On October 11, 2009, Senate Bill 678, The California Community Corrections Performance Incentive Act of 2009 (CCPI), was passed by the Legislature. This bill provided funds for Evidence-Based Services for adult felons with the goal of reducing the number of commitments to state prison. The savings realized by the California Department of Corrections and Rehabilitation (CDCR) due to the reduction in prison commitments is redirected to probation departments for reinvestment in programs and supervision of adult probationers. There is no County General Fund contribution to this budget.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
CCCPI (SB678) Revenue	\$1,209,275	\$1,170,529	\$1,117,240
Carry-Over Funds (Fund# 1437)	<u>0</u>	<u>0</u>	<u>56,262</u>
Total Revenue	\$1,209,275	\$1,170,529	\$1,173,502

STAFFING

	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		0	1*
Deputy Chief Probation Officer	0		0	
Deputy Probation Officer I/II/III	7		6	1*
Probation Technician I/II	5.5		5.5	
Program Assistant I/II	1		1	
Senior Deputy Probation Officer	<u>1</u>		<u>1</u>	
Total	15.5	<u>0</u>	13.5	<u>2</u>

* It is recommended that 1.0 Administrative Assistant and 1.0 Deputy Probation Officer be unfunded. This action is necessitated by reduced annual revenue and depleted prior year fund balances.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$728,624) are recommended reduced \$74,159 based on the cost of recommended staffing.

PROBATION – COMMUNITY CORRECTIONS PERFORMANCE INCENTIVE ACT OF 2009

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,500) is recommended reduced \$2,100 for the telecommunications costs of this program.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$3,000) is recommended reduced \$2,000 for general office supplies.
- 721400** **Professional & Specialized Services** (\$10,000) is recommended unchanged for anticipated contractual services related to background checks and evaluations on potential employees.
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended reduced \$3,380 for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$2,000) is recommended reduced \$500 for miscellaneous safety equipment and ammunition required for officers carrying weapons to maintain weapon proficiency.
- 722000** **Transportation & Travel** (\$2,500) is recommended unchanged for officer training and travel.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PROB-AB109
(61332)**
Function: **Public Protection
Detention & Correction**
Activity: **Special Revenue**
Fund:

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	881,638	1,157,987	1,097,617	1,097,617
710105 Overtime	19,128	75,000	75,000	75,000
710200 Retirement	267,598	428,668	410,181	410,181
710300 Health Insurance	114,598	179,139	142,752	142,752
710400 Workers' Compensation Insurance	0	32,737	32,737	32,737
TOTAL SALARIES & EMPLOYEE BENEFITS	1,282,962	1,873,531	1,758,287	1,758,287
SERVICES & SUPPLIES				
720300 Communications	5,293	10,000	10,000	10,000
720600 Insurance	2,500	2,500	2,500	2,500
721300 Office Expense	26,171	15,000	15,000	15,000
721400 Professional & Specialized Services	1,496,400	1,866,727	1,981,971	1,981,971
721600 Rents & Leases - Equipment	22,969	35,000	35,000	35,000
721900 Special Departmental Expense	14,253	25,000	25,000	25,000
722000 Transportation & Travel	4,889	0	0	0
TOTAL SERVICES & SUPPLIES	1,572,476	1,954,227	2,069,471	2,069,471
FIXED ASSETS				
740300 Equipment	7,943	0	0	0
TOTAL SERVICES & SUPPLIES	7,943	0	0	0
OPERATING TRANSFER OUT				
750000 Operating Transfer Out	2,003,734	2,090,724	2,090,724	2,090,724
TOTAL OPERATING TRANSFER OUT	2,003,734	2,090,724	2,090,724	2,090,724
TOTAL - PROBATION - AB109	4,867,115	5,918,482	5,918,482	5,918,482

PROBATION – LOCAL COMMUNITY CORRECTIONS

COMMENTS

On April 4, 2011, Governor Brown signed Assembly Bill 109 (AB 109), the Public Safety Realignment Act, to address overcrowding in California's prisons. The 2011 public safety realignment contained in AB 109/AB 117 specifies new local responsibilities for managing certain adult offenders and allows for maximum local budget and programming flexibility within a statutory framework.

The Community Corrections Partnership (CCP) Committee, originally created under Senate Bill 678, was charged with the responsibility of developing a local realignment plan. On September 27, 2011, the Madera County Board of Supervisors adopted the County of Madera Public Safety Realignment Plan per Penal Code sections 1230.1 and 3451. This plan involves a multi-agency collaboration as reflected in the budget.

During FY 2012-13, the Madera County Sheriff-Gang Task Force began to receive funding from Local Community Corrections (LCC) AB 109, as recommended by the CCP Executive Committee. In prior years, the Gang Task Force was entirely funded by the County General Fund. Due to the ongoing fiscal situation in Madera County, the Gang Task Force potentially would not have survived the budget cuts necessary to balance the 2012-13 and 2013-14 Madera County Budgets. In FY 2014-15, the Gang Task Force was incorporated into the LCC AB 109 budget to provide continuity of service to the citizens of Madera County.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
LCC (AB 109) Revenue	\$6,216,228	\$5,918,482	\$5,918,482

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent</u>		
Deputy Chief Probation Officer	1	1
Deputy District Attorney I/II/III	1	1
Deputy Probation Officer I/II/III	8 ⁽¹⁾	8 ⁽¹⁾
Deputy Probation Officer Supervisor	1	1
Deputy Sheriff I/II	1	1
Mental Health Crisis Worker	1 ⁽²⁾	1 ⁽²⁾
Probation Program Specialist	1 ⁽³⁾	1 ⁽³⁾
Program Assistant I/II	1	1
Senior Deputy Probation Officer	<u>1</u>	<u>1</u>
Total	16	16

PROBATION – LOCAL COMMUNITY CORRECTIONS

STAFFING (continued)

- (1) On September 22, 2015, the CCP authorized funding of one Deputy Probation Officer position for active pursuit of probationers on warrant status. On December 8, 2015, your Board approved the additional allocation.
- (2) Executive partners, Madera City Police and Madera County Sheriff, have requested the addition of a Mental Health Crisis Worker to be dedicated to local law enforcement.
- (3) In September 2015, the Madera County Auditor's Department, after review of Internal Revenue Service Publication 15-A, determined that the contract provider for Probation program curriculum and mentor services was in fact working in the capacity of a FTE. This determination required the termination of the contract. The services provided are an integral part of the preventative and rehabilitative assistance that has statistically proven decreased numbers of recidivism. On February 23, 2016, your Board approved the additional allocation.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,097,617) are recommended reduced \$60,370 based on the cost of recommended staffing which has been approved by the CCP Executive Committee.
- 710105** **Overtime** (\$75,000) is recommended unchanged to provide funds for overtime primarily related to the Gang Task Force.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,000) is recommended unchanged based on the telecommunications costs of this program.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

PROBATION – LOCAL COMMUNITY CORRECTIONS

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$15,000) is recommended unchanged for general office supplies.
- 721400** **Professional & Specialized Services** (\$1,981,971) is recommended increased \$115,244 for contracts with Behavioral Intervention, Inc. for the Adult Day Reporting Program, Pre-trial Services Program, and electronic monitoring for Pre and Post-sentence offenders, In-Custody Programming, Residential Treatment Programs, and services provided to AB 109 clients by Work Force Development. A component of AB 109 is the use of Evidence Based Practices (EBP); this account includes contracting with the National Council on Crime and Delinquency for assessments critical to EBP. This budget also funds one (1) City of Madera Police Officer and two (2) City of Chowchilla Police Officer.
- 721600** **Rents & Leases - Equipment** (\$35,000) is recommended unchanged for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$25,000) is recommended unchanged for miscellaneous safety equipment and ammunition required to maintain weapon proficiency for officers carrying weapons.

OPERATING TRANSFERS

- 750000** **Operating Transfer Out** (\$2,090,724) is recommended unchanged for transfers to Department of Corrections and Behavioral Health Services for costs related to offender treatment programs, incarceration, and crime suppression. This account will also reimburse General Fund Departments for central support costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **FIRE PREVENTION
(05000)**
Function: **Public Protection**
Activity: **Fire Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	221,727	264,761	227,290	227,290
710103 Extra Help	15,008	10,000	69,500	69,500
710104 Temporary Salaries - PCF	185,665	235,000	380,000	380,000
710105 Overtime	68,449	0	0	0
710200 Retirement	92,187	80,404	92,960	92,960
710300 Health Insurance	20,992	32,405	20,293	20,293
710400 Workers' Compensation Insurance	78,971	64,344	75,669	75,669
TOTAL SALARIES & EMPLOYEE BENEFITS	682,999	686,914	865,712	865,712
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	26,094	49,750	73,750	73,750
720300 Communications	18,636	15,450	15,450	15,450
720305 Microwave Radio Services	68,718	73,618	76,647	76,647
720500 Household Expense	10,218	16,000	16,640	16,640
720600 Insurance	4,826	21,173	25,078	25,078
720800 Maintenance - Equipment	380,577	375,000	402,620	402,620
720900 Maintenance - Structures & Grounds	39,775	23,000	33,000	33,000
721100 Memberships	4,152	15,000	15,000	15,000
721300 Office Expense	16,642	9,500	11,500	11,500
721400 Professional & Specialized Services	41,646	50,220	52,320	52,320
721460 Professional & Spec. CAL FIRE Contract	3,563,337	4,266,162	4,648,119	4,418,261
721500 Publications & Legal Notices	401	1,200	1,200	1,200
721600 Rents & Leases - Equipment	7,423	5,000	8,000	8,000
721700 Rents & Leases - Building	38,050	33,000	38,450	38,450
721800 Small Tools & Instruments	2,610	3,000	3,000	3,000
721900 Special Departmental Expense	38,902	51,066	71,126	71,126
722000 Transportation & Travel	988	1,500	1,500	1,500
722100 Utilities	90,732	83,000	83,000	83,000
TOTAL SERVICES & SUPPLIES	4,353,727	5,092,639	5,576,400	5,346,542

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **FIRE PREVENTION
(05000)**
Function: **Public Protection**
Activity: **Fire Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
FIXED ASSETS				
740300 Equipment/Furniture	954,247	604,482	0	0
TOTAL FIXED ASSETS	954,247	604,482	0	0
TOTAL - FIRE PREVENTION	5,990,973	6,384,035	6,442,112	6,212,254

COMMENTS**I. FIRE DEPARTMENT DUTIES****Mission Statement**

The primary mission of the Madera County Fire Department is to provide a range of programs designed to protect the lives and property of the inhabitants of the County of Madera from the adverse effects of fire, sudden medical emergencies, or exposures to dangerous conditions created by either humans or nature.

Fire Department Description

The Madera County Fire Department is a proactive (Fire Prevention, Training) and reactive (Emergency Response) organization which provides a variety of emergency and non-emergency public services. It consists of 14 fire stations, approximately 128 volunteers, 30 permanent-paid personnel, and eight seasonal personnel. Currently, the department has six full-time paid fire stations: Station #1 - Madera, Station #3 - Madera Acres, Station #12 – Oakhurst, and Station #19 - Bonadelle, which are funded entirely by Madera County; funding for all personnel costs for Station #8 - Indian Lakes is provided by the Picayune Rancheria of Chukchansi Indians through a Memorandum of Understanding (MOU); and Children’s Hospital of Central California funds two-thirds of the personnel and service costs at Station #9 - Rolling Hills through the County Service Area 22 - Zone B. The County provides an engine to the California Department of Corrections and Rehabilitation (CDCR) at the Central California Women's Facility (CCWF) through a cooperative agreement. In return, CDCR staffs the engine with operators and inmate firefighters and provides fire protection services to a portion of Madera County. Station #2 - Chowchilla, Station #10 - Yosemite Lakes Park, Station #11 - North Fork, Station #14 - Bass Lake, Station #15 - Raymond, Station #16 - Ahwahnee, Station #17 - O’Neals, and Station #18 - Cedar Valley are staffed entirely by Paid Call Firefighters (PCFs).

The Madera County Fire Department is administered and managed through a cooperative agreement with the California Department of Forestry and Fire Protection (CAL FIRE). They provide fire protection services to the western two-thirds of the County, while the eastern third of the County is protected by the U.S. Forest Service (Sierra National Forest). The contract for fire services between the County and State has existed since 1928. Currently, the County and CAL FIRE have two principal agreements which constitute the contract for services: (1) Schedule "A" Agreement (PRC-4142), and (2) Schedule "A" Amador Agreement (PRC-4144). Therefore, the County contracts with CAL FIRE to staff County fire stations year-round; and to staff a CAL FIRE engine at CAL FIRE Ahwahnee, Bass Lake, Raymond, and Rancheria Fire stations for the “Amador Plan” period, typically from November 15th to May 15th, improving the County’s response during the winter period when CAL FIRE is down-staffed. The Amador Plan allows the County to utilize the CAL FIRE Fire Captains and Fire Apparatus Engineers (operators) at no charge when they are not on vacation, at training, out sick or

COMMENTS (continued)

Fire Department Description (continued)

injured during the Amador period. Since CAL FIRE requires a minimum two-person staffing at each Amador station during the Amador period, the County funds two additional seasonal Fire Fighter I positions per station.

The Madera County Fire Department's automotive fleet consists of 62 vehicles, including fire engines of varying capacities, water tenders, squads, fire ladder trucks, a hazardous material tow vehicle and trailer, Mobile Support Unit, and support vehicles.

In May 1993, Madera County and the City of Madera entered into an automatic aid agreement which provides for automatic responses of County apparatus into the City and City apparatus into the surrounding unincorporated areas of the County.

Fire Department Functions

The Fire Department is organized into six main functional divisions:

1. Administration: department management, personnel management, procurement, budgeting, cost accounting, and facilities.
2. Operations: emergency and non-emergency public services.
3. Training: training needs assessment, theory and principles presentation, skills development, and in-service & out-service program coordination.
4. Prevention: education and information, hazard reduction, fire cause determination, and investigation.
5. Communications: dispatch of personnel and equipment, coordination of emergency resources, and incident support.
6. Fleet Management: equipment repair and maintenance.

COMMENTS (continued)

II. FIRE DEPARTMENT'S WORK PROGRAM

The primary duty of the Madera County Fire Department is to respond to calls for assistance from the public. These calls are unscheduled, mostly unpredictable, and therefore difficult to plan around. In addition to emergency responses, the Fire Department does maintain several staff programs designed to reduce the frequency of unwanted fire, to enhance fire suppression efforts and to reduce losses from fires that do occur. These programs include: Emergency Dispatching, Arson Investigation, Fire Prevention Information and Education, Childhood Education Programs, Occupancy Inspections, Weed Abatement, Fire Training, Pre-Fire Planning, and Automotive Maintenance and Repair.

II. FIRE DEPARTMENT'S WORK PROGRAM

All Fire Department staff have responsibilities that extend beyond emergency response.

Paid Call Firefighters

The Madera County Fire Department continues to be concerned about Paid Call Firefighter (PCF) participation and response. Reduced PCF participation has become especially prevalent during fire season when several dependable responders and Resident Apprentices are lost to seasonal firefighter positions elsewhere in the State.

Residence Apprentice Program

This program allows people who do not live in Madera County the opportunity to stay at our fire stations and respond to calls with our operators. They exceed the Fire Department's training standards for PCFs and participate in training, equipment preparation, and cleanup. Their presence improves firefighter safety and enables the department to be more effective at most incidents.

III. REVENUE

The Madera County Fire Department generates revenue primarily from four sources: suppression cost collection for negligently caused fires; Federal and State reimbursement for County equipment and personnel used to fight State and Federal responsibility fires; Weed Abatement program; and CSA 22 Zone "B". The following is a breakdown of the actual and anticipated revenues generated by the Fire Department:

FIRE PREVENTION

COMMENTS (continued)

III. REVENUE (continued)

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Suppression Cost Collection	\$ 458	\$ 2,000	\$ 2,000
Federal, State & Local Reimbursement	576,686	350,000	358,214
Madera County Weed Abatement	51,959	53,581	60,000
CSA 22 Zone of Benefit "B"	202,307	195,000	195,000
Operating Transfer In (Chukchansi Trust Fund)	954,247	595,774	0
Other Reimbursement/Miscellaneous	<u>3,495</u>	<u>700</u>	<u>2,500</u>
Total	\$1,789,152	\$1,168,474	\$617,714

IV. STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	1		0 ⁽²⁾		1 ⁽²⁾
Account Clerk I or II	1		0 ⁽¹⁾		1 ⁽¹⁾
Account Technician I or II	0		1 ⁽¹⁾		
Office Assistant I or II	0	1	0	1	
Fire Master Mechanic	2		2		
Fire Equipment Manager	<u>1</u>		<u>1</u>		
Total Permanent	5	1	4	1	2

Notes:

¹One Account Clerk I/II position was converted into an Account Technician I/II position mid-year FY 2016-17 to better align the duties of the position to the needs

²One Administrative Assistant position was eliminated from this budget mid-year FY 2016-17 as part of a restructuring of staff within the Fire Department. A determination was made that extra help office assistant support was more appropriately aligned to the duties needed for the position, thereby making the Administrative Assistant position unnecessary.

COMMENTS (continued)

V. EXTRA HELP

Extra Help - Weed Abatement Officer

The Extra Help Weed Abatement Officer position is responsible for conducting inspections, issuing notices, scheduling contract discing, and preparing the report to the County Tax Collector. This position also maintains records of County discing for reimbursement purposes. A considerable amount of time is expended by this position handling citizen and homeowner complaints. In order to properly address this program, one person needs to be assigned, full time, during the high activity months. Extra Help funding enables the department to assign an individual to this program with no other responsibilities, lending consistency to the program and reducing the potential for complaints requiring action by the Board of Supervisors.

ADDITIONAL COMMENTS CONCERNING CAL FIRE COOPERATIVE AGREEMENT

The CAL FIRE contract FY 2017-18 includes the following items:

- The current staff benefit rate for CAL FIRE Peace Officer/Firefighter (POF) staff is estimated at 89.06%, up from the FY 2016-17 final rate of 83.07%.
- The current staff benefit rate for CAL FIRE POF Extended Duty Week Compensation (EDWC) staff is estimated at 49.14%, up from the FY 2016-17 final rate of 44.51%.
- The current CAL FIRE administrative rate is estimated at 12.59%, down from the FY 2016-17 final rate of 12.79%.

VI. WORKLOAD

<u>STATIONS</u>	<u>CY 2013*</u>	<u>CY 2014*</u>	<u>CY 2015*</u>	<u>CY 2016</u>
<u>Battalion 13 (Madera Battalion)</u>				
Station #1 Madera (Company 1) CAL FIRE Staffed	1,148	1033	994	1061
Station #2 Chowchilla (Company 2)	449	397	338	447
Station #3 Madera Acres (Company 3) CAL FIRE Staffed	914	855	1,001	978
Station #5 Central California Women's Facility (Company 5) CCWF Staffed	462	422	437	541

FIRE PREVENTION

STATIONS (continued)

	<u>CY 2013*</u>	<u>CY 2014*</u>	<u>CY 2015*</u>	<u>CY 2016</u>
<u>Battalion 13 (Madera Battalion) (continued)</u>				
Station #9 Rolling Hills (Company 9) CAL FIRE Staffed	273	272	288	343
Station #19 Bonadelle (Company 19) CAL FIRE Staffed	762	676	779	722
<u>Battalion 4214 (Ahwahnee Battalion)</u>				
Station #12 Oakhurst (Company 12) CAL FIRE Staffed	772	968	851	585
Station #14 Bass Lake (Company 14)	199	307	269	248
Station #15 Raymond (Company 15)	120	96	127	159
Station #16 Ahwahnee (Company 16)	269	289	361	186
Station #18 Cedar Valley (Company 18)	139	179	209	257
<u>Battalion 4215 (Coarsegold Battalion)</u>				
Station #8 Indian Lakes (Company 8) (Casino) CAL FIRE Staffed	619	585	503	526
Station #10 Yosemite Lakes Park (Company 10)	370	421	399	563
Station #11 North Fork (Company 11)	283	311	352	166
Station #17 O'Neals (Company 17)	154	143	189	144
TOTAL FOR COUNTY STATIONS	7,193	7,032	7,097	6,926
<u>*AMADOR Stations (Amador coverage period only)</u>				
Ahwahnee CAL FIRE	204	127	130	170
Bass Lake CAL FIRE	152	120	78	132
Rancheria CAL FIRE	160	115	182	148
Raymond CAL FIRE	<u>83</u>	<u>55</u>	<u>45</u>	<u>59</u>
TOTAL FOR CAL FIRE STATIONS	599	417	435	509
TOTAL FOR ALL STATIONS	7,792	7,449	7,532	7,435

*Responses to all fire and non-fire calls.

FIRE PREVENTION

STAFFING - (CAL FIRE) (Schedule A Staff)

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) STAFFING PAID BY MADERA COUNTY

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>	Estimated 12-Month Employee Salary & Staff Benefit Cost (Includes Salary, EDWC & Benefits, HAZMAT Pay Differential– not Admin) 2017-18 <u>Requested</u>
(2) Captains	Station #1 Madera - Company 1	\$ 353,345
(1) Engineer	Station #1 Madera - Company 1	146,800
(1) Captain	Station #3 Madera Acres - Company 3	176,672
(2) Engineers	Station #3 Madera Acres - Company 3	293,600
(1) Captain	Station #9 Rolling Hills - Company 9	179,357
(2) Engineers	Station #9 Rolling Hills - Company 9	298,969
(1) Captain	Station #12 Oakhurst - Company 12	179,357
(2) Engineer	Station #12 Oakhurst - Company 12	298,969
(1) Captain	Station #19 Bonadelle - Company 19	179,357
(2) Engineers	Station #19 Bonadelle - Company 19	298,969
(2) Battalion Chief	Operations and Administrative BC	401,261
(1) Captain	Madera – Training	176,672
(2) Communication Operators	Mariposa - Emergency Command Center	207,765
(1) Staff Services Analyst (half-time)	Mariposa - Support Services	52,505
(1) Office Technician (half-time)	Mariposa - Support Services	<u>38,538</u>

TOTAL CAL FIRE STAFFING COST (Not including AMADOR, Station #8 Costs & Riverstone) \$3,282,136**

**Requested Salaries & Benefits represent maximum costs for the positions at the highest step possible with longevity pay.

FIRE PREVENTION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$227,290) is recommended reduced \$34,471 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$69,500) is recommended increased \$59,500 for approximately five to six months of extra-help staff to assist in the Weed Abatement Program. The weed abatement officer has been with the County for several years and this increase reflects step and salary increases through the years.
- 710104** **Temporary Salaries – PCFs** (\$380,000) is recommended increased \$145,000 for PCFs to respond to all emergency calls, and all mandated training except in-house medical aids and non-mandated training. Per Board recommendation, as of January 1, 2017, the pay rate per hour for Extra Help Paid Call Firefighters is \$15-\$18 and \$18-\$21 per hour for Extra Help Paid Call Driver Operators. This is up from \$10 per hour for Paid Call Firefighters and \$12 per hour for Paid Call Driver Operators.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** reflects the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$73,750) is recommended increased \$24,000 to accommodate for new and required replacement clothing (helmets, face shields, goggles, turnout jackets and pants, nomex jackets and pants, boots, gloves, and personal alarms) for approximately 128 volunteers and 30 permanent staff. The need of the increase of the clothing fund needs to be \$150,000. The \$24,000 is a step to get to where we need to be to outfit the career and volunteer staff. Safety Gear is a consumable item and mandatory for every career and PCF employee. This amount will fund four complete sets of safety ensembles a year. The department should be replacing 20 sets per year to keep up with the ten-year rotation of the safety gear and to fall under NFPA and manufacture standards. The cost of safety gear has significantly increased over 50% over the last few years. The department has not purchased gear or equipment on a regular basis and is currently out of safety compliance on a majority of personal protective equipment requiring the need to develop a replacement schedule. To completely outfit individuals with the required CAL-OSHA clothing, the cost is approximately \$6,000 each.

SERVICES & SUPPLIES (continued)

720200 Clothing & Personal Supplies (continued)

The department currently does not have the means to purchase safety gear to keep up with recruitment and retention of PCFs. \$1,300 of this budget is for the County Shop Personnel's uniform service; the remainder is for firefighting personal protective gear.

720300 Communications (\$15,450) is recommended unchanged for all telephone costs at 14 stations and Headquarters, cell phone service, internet, and wireless data transfer.

720305 Microwave Radio Services (\$76,647) is recommended increased \$3,029 for the Fire Department's pro-rata share of the County's Microwave Radio Service, allowing use of a local emergency frequency.

720500 Household Expense (\$16,640) is recommended increased \$640 for consumable household supplies, and for replacement of items such as dishes, cooking utensils, towels, and sheets, and other household expenses and refuse disposal. There has been no increase in this account for 09/10 FY or before.

720600 Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 Maintenance – Equipment (\$402,620) is recommended increased \$27,620 to accommodate for fuel and maintenance of various types of automotive equipment, maintenance of generators, mobile radios, and rescue and office equipment. A breakdown of this account is as follows:

General Vehicle Maintenance - \$352,610 to purchase fuel, oil, tires, batteries, parts, repairs, etc.

Equipment Maintenance - \$32,200 to maintain pumps, generators, fire fighting/office equipment, and breathing apparatus.

Mobile Radio and Pager - \$12,810 to maintain mobile radios and pagers.

Vehicle Rebuilding - \$5,000 to rebuild projects as allowed or for additional vehicle maintenance.

720900 Maintenance - Structures and Grounds (\$33,000) is recommended increased \$10,000 for maintenance and repairs at the fire Stations; this equates to \$2,357 per station. This is an item that needs to be increased because of aging fire stations that are becoming a state of disrepair.

FIRE PREVENTION

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$15,000) is recommended unchanged based on current expenditures for the California State Firemen's Association membership and required insurance through Myers Stevens Tooley for all of the 165 volunteer firefighters. This membership provides the volunteers with an enhanced disability insurance program should they be injured while performing their duties as a volunteer.
- 721300** **Office Expense** (\$11,500) is recommended increased \$2,100 for the printing of weed abatement notices, general office supplies, copying costs, and minor computer supplies and equipment. Approximately \$3,500 of this account provides funds to mail weed abatement notices. This increase would get us to the same funding that we had in 09/10 FY.
- 721400** **Professional & Specialized Services** (\$52,320) is recommended increased \$2,100 for the following services:
- Weed Abatement Program - \$30,000 to contract for the removal of weeds; the costs are reimbursed by the property owners.
 - Automatic-Aid-Firebaugh Contract - \$10,200 to pay the Firebaugh Fire Department on a per-call basis for the Eastside Acres area. Costs are based on a 3 year average of calls at \$200 per call.
 - Paid Call Firefighter Physical - \$10,000 for respiratory exams and physicals.
 - Station 11 Property Tax - \$2,120 per MCC# 10028-C-2013 established between the North Fork tribe and Madera County.
- 721460** **Professional & Specialized – CAL FIRE Cooperative Agreement** (\$4,418,621) is recommended increased \$152,099 over the prior year for projected costs related to the Cooperative Agreement. **The CAO Recommendation provides for a 3.5% increase over the 2016-17 Budget, \$229,858 lower than the amount requested by CAL FIRE based on the following: Actual costs for the CAL FIRE Agreement over the last few years have been below the amount budgeted; the methodology used by CAL FIRE to develop their budget changed from personnel costs being projected on an average cost to one based on maximum costs in order to safeguard a “not to exceed” clause in the agreement. Should actual costs exceed the amount budgeted, an adjustment to increase the budget will be brought to your Board later in the fiscal year**

FIRE PREVENTION

SERVICES & SUPPLIES (continued)

721460 Professional & Specialized – CAL FIRE Cooperative Agreement (continued)

<u>CAL FIRE Agreement* (SCHEDULE A)</u>	<u>2014-15 Authorized</u>	<u>2015-16 Authorized</u>	<u>2016-17 Requested</u>	<u>2017-18 Requested</u>
Permanent Salaries & Benefits	\$1,909,205	\$2,108,772	\$2,336,974	\$2,432,162
HAZMAT Premium Pay Differential	26,534	included above	included above	included above
Extended Duty Week Compensation for 72 hr work week	660,110	729,243	827,632	839,555
Uniform Allowance	25,144	20,867	22,490	32,319
Overtime (Unplanned)	29,421	152,905	161,671	170,436
Travel Expense/Training/Office Expense/Utilities	11,285	10,565	10,565	16,840
Administration Fee	318,605	380,514	429,658	439,556
<u>CAL FIRE Agreement* (SCHEDULE A)</u>				
Amador –FF staffing, Command Support	(4 Stations)	(4 Stations)	(4 Stations)	(4 Stations)
Unplanned OT(Including Administrative Charge)	<u>483,792</u>	<u>643,510</u>	<u>701,707</u>	<u>717,251</u>
TOTAL CAL FIRE AGREEMENT	\$3,464,096	\$4,046,376*	\$4,490,697	\$4,648,119
(Not including Station #8 or Riverstone)				
		CAO Recommended:	\$4,266,162	\$4,418,621

RECAP OF State CAL FIRE Schedule A Cooperative Agreement Request:

Permanent Salaries & Benefits (\$2,432,162) is requested increased \$95,188 for CAL FIRE staffing for Station #1 - Madera, Station #3 - Madera Acres, Station #9 - Rolling Hills, Station #19 - Bonadelle, Station #12 - Oakhurst, and clerical and dispatch staff at CAL FIRE Madera-Mariposa-Merced Headquarters in Mariposa.

Hazmat Differential Pay – included with staffing salary information listed above. It is for staff who are certified by the California Specialized Training Institute by fulfilling their required 240 hours of training. This must be completed to be a part of the Madera County Fire Hazardous Material Mitigation response team. These team members are also required 60 hours of ongoing training to remain members of the team.

Extended Duty Week Compensation for 72 hour work week (\$839,555) is requested increased \$11,923 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

SERVICES & SUPPLIES (continued)

721460 Professional & Specialized – CAL FIRE Cooperative Agreement (continued)

RECAP OF State CAL FIRE Schedule A Cooperative Agreement Request (continued):

Uniform Allowance (\$32,319) is requested increased \$9,829 for uniform allowances for CAL FIRE personnel.

Overtime – Unplanned (\$170,436) is requested increased \$8,765 to show unplanned overtime previously combined with regular salaries and benefits. This is required to cover vacancies due to unplanned employee absences, including FMLA, Worker's Comp and training.

Travel, Training and Office Expense (\$16,840) is requested increased \$6,275 for relief operators' mileage between stations, training conferences for permanent staff, and incidental office expense.

Administration Charge (\$439,556) is requested increased \$9,898 for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which includes Statewide Pro Rata and CAL FIRE Indirect Costs. The 2017-18 preliminary administration charge is 12.59% down from the 2016-17 rate of 12.79%.

Amador Stations and Support Command Cost (\$717,251) is requested increased \$15,544 due to a salary and benefits increase for employees in a State negotiated labor agreement. This account represents the cost of the Amador Plan Stations (CAL FIRE Ahwahnee, Bass Lake, Rancheria and Raymond), with two-person staffing at each of the four stations. The Amador Stations were established in 1999-2000. These funds pay for CAL FIRE seasonal Fire Fighter I's during the Amador period (non-fire season). A 12.59% administrative charge is also included in this account.

721500 Publications & Legal Notices (\$1,200) is recommended unchanged for weed abatement notices and recruitment of Paid Call Firefighters.

721600 Rents & Leases – Equipment (\$8,000) is recommended increased \$3,000 to accommodate for the rental of copiers and oxygen cylinder bottles.

721700 Rents & Leases – Buildings (\$38,450) is recommended increased \$5,450 for the rental of the Ahwahnee, Cedar Valley and Madera Acres fire station facilities.

721800 Small Tools & Instruments (\$3,000) is recommended unchanged for necessary hand tools.

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$71,126) is recommended increased \$20,060 for firefighting supplies based on prior year expenditures. The general breakdown is as follows:

Fire-Fighting Supplies - \$30,660 is recommended increased \$8,000 to purchase general supplies including ladders, nozzles, air tanks, foam, pagers, axes, valves, etc. Many of these items need to be replaced annually due to normal wear and damage. The increase would buy 20 replacement pagers. Pagers have in the past been purchased through grants. Without the grants we have no way to replace the pagers needed. We maintain 120 pagers with a shelf life of six years. At least 20 pagers must be bought per year to stay afloat.

Medical Aid Supplies - \$4,500 is recommended increased \$380 to purchase supplies to restock kits, supplies to protect against communicable disease, and supplies for the automated external defibrillators.

Automated External Defibrillators - \$6,960 is recommended increased \$3,480 to purchase AEDs. The Fire Department currently operates 25 AEDs, but has a need to operate 40 units to have enough units to place on all emergency response vehicles. In 2015-16, the Health Department provided funds to the Fire Department to purchase 10 AEDs. This will replace 10 of 25 aging units that the manufacturer will stop making supplies for at the end of 2017. The department will have a need for an additional \$24,360 in order to fully execute the replacement of the remaining AEDs to models that are supported by the end of 2017. With this in mind, the department's goal in asking for an additional \$3,480 this fiscal year Budget to create a replacement program of these consumable items.

Food - \$3,400 is recommended unchanged to purchase food to feed firefighters on extended fires when the employees and/or Paid Call Firefighters are working through meal times.

Gym Dues - \$2,200 to to fund gym access to on duty firefighters. This expense was approved has been coming out of the budget for a few years without being addressed in the budget. Firefighters are required to be physically fit for the work that they do and one and a half hours of physical training is required of them per day per their MOU.

Training Programs & Supplies - \$12,695 is recommended increased \$6,000 to purchase training devices and materials for the Paid Call Firefighters including; manuals, films, slides, brochures and other training aides, materials for the Fire Prevention Program and specialized training, equipment and courses, including school programs and other public relations events in the County. The \$6,000 increase will cover the cost to hire an outside consultant to train EMS skills to all of the Paid Call Firefighters to maintain the same level of skill throughout the County.

FIRE PREVENTION

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

Fire Hose - \$6,180 is recommended unchanged to purchase replacement hose.

Hazardous Materials Specialized Equipment - \$4,531 is recommended unchanged to purchase supplies and replacement gear for the Hazmat trailer.

722000 Transportation & Travel (\$1,500) is recommended unchanged for County staff travel and for PCF training and travel.

722100 Utilities (\$83,000) is recommended unchanged to accommodate the projected need for utilities at 14 stations and Headquarters.

EQUIPMENT

740301 Equipment > 5,000 (\$0) is not recommended for funding in 2017-18, a reduction of \$604,482. This is due to a change in the acquisition process for replacement Fire Equipment. Fire Equipment acquired in FY 2017-18 will be financed according to the recommendations adopted in the Fire Equipment Replacement and Reserve Policy. Currently, two Fire Engines and one Water Tender are on-order under this policy, with an expected delivery date during the 4th quarter of FY 2017-18. Financing for the equipment will be brought to your Board for approval during the fiscal year, with funding for annual payments recommended to come from the Fire Asset Replacement Reserve.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **FIRE-CHUKCHANSI
INDIAN CASINO (05010)**
Function: **Public Protection**
Activity: **Fire Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	7,253	7,500	10,000	10,000
720300 Communications	2,005	1,854	1,854	1,854
720500 Household Expense	1,910	3,000	3,000	3,000
720800 Maintenance - Equipment	26,586	32,960	48,600	48,600
720900 Maintenance - Structures & Grounds	1,336	2,000	2,000	2,000
721300 Office Expense	1,431	1,300	1,300	1,300
721400 Professional & Specialized Services	579,164	784,826	828,359	807,650
721800 Small Tools & Instruments	0	400	400	400
721900 Special Departmental Expense	5,313	7,210	7,210	7,210
722100 Utilities	7,836	9,579	9,579	9,579
TOTAL SERVICES & SUPPLIES	632,834	850,629	912,302	891,593
TOTAL - FIRE - CHUKCHANSI INDIAN CASINO	632,834	850,629	912,302	891,593

FIRE - CHUKCHANSI INDIAN CASINO

COMMENTS

In May 2003, the Madera County Fire Department started providing additional fire services that included both personnel and equipment for the Chukchansi Gold Resort and Casino service area. This increased level of service was made possible through an MOU (Memorandum of Understanding) between the County of Madera and Picayune Rancheria of Chukchansi Indians. A new fire station, Indian Lakes Fire Station #8, was completed near the Casino site in FY 2006-07. The cost of the staffing and related expenses for this fire service was to be reimbursed by the Chukchansi Tribe, and is subject to employee compensation and administrative rate adjustments authorized by the State. On February 14, 2007, a new MOU was entered into between the County of Madera and Picayune Rancheria of Chukchansi Indians. That MOU provided for continued fire services to the Casino and the immediate area; however, it only provided for the reimbursement of salaries and employee staff benefits, and not services and supplies.

The expenditures for this budget were not listed in a separate budget until FY 2005-06.

	Actual	Actual	Estimated	Projected
<u>REVENUE</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Chukchansi Indian Tribe and SB 621 Funds	\$159,965	\$848,248	\$620,716	\$1,006,192

Note: The revenue projected for FY 2017-18 includes the anticipated payment of unpaid CAL FIRE administrative charges, which were billed to Chukchansi, but have not been reimbursed since the December 2015 billing cycle. The projected revenues reflect the anticipated resolution of this underpayment issue during FY 2017-18

STAFFING – CAL FIRE (Schedule A Staff)

<u>CAL FIRE Classification</u>	<u>Station</u>	Estimated 12-Month Employee Salary & Benefit Cost (Includes Salary, EDWC & Staff Benefits Only)	
		2016-17	2017-18
		<u>Approved</u>	<u>Recommended</u>
(1) Captain	Indian Lakes #8 (Company 8 - Casino)	\$168,208	\$176,672
(2) Engineer	Indian Lakes #8 (Company 8 - Casino)	\$292,788	\$293,600
(2) Fire Fighter I	Indian Lakes #8 (Company 8 - Casino)	\$240,997	\$247,009
TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES		\$701,993*	\$717,281*

*Costs represent maximum costs for the positions at the highest step possible with longevity pay.

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$10,000) is recommended increased 2,500 for new and replacement clothing (helmets, face shields, goggles, turnout jackets and pants, nomex jackets and pants, boots, gloves, and personal alarms) for permanent and seasonal staff. The department has not purchased gear and equipment on a regular basis and is currently out of safety compliance on a majority of our personal protective equipment requiring the need to develop a replacement schedule. To completely outfit individuals with the required CAL-OSHA clothing, the cost is approximately \$6,000 each.
- 720300** **Communications** (\$1,854) is recommended unchanged for all telephone costs at Station #8.
- 720500** **Household Expense** (\$3,000) is recommended unchanged for the cost of consumable household supplies and is for replacement of items such as dishes, cooking utensils, towels, sheets, other household expenses, and refuse disposal.
- 720800** **Maintenance - Equipment** (\$48,600) is recommended increased \$15,640 for fuel and maintenance of various types of automotive equipment, maintenance of generators, mobile radios, and rescue and office equipment. A breakdown of this account is as follows:
- Vehicle Rebuilding - \$17,485 for rebuild projects approved by the Board, and for additional vehicle maintenance.
 - Vehicle Maintenance - \$26,995 to purchase fuel, oil, tires, batteries, parts for repairs, etc.
 - Equipment Maintenance - \$3,090 to maintain pumps, generators, fire fighting/office equipment, and breathing apparatus.
 - Mobile Radio and Pager - \$1,030 to maintain mobile radios and pagers.
- 720900** **Maintenance - Structures & Grounds** (\$2,000) is recommended unchanged for minor maintenance at fire stations.
- 721300** **Office Expense** (\$1,300) is recommended unchanged for general office and minor computer supplies and equipment.
- 721400** **Professional & Specialized Services** (\$807,650) is recommended increased \$22,824 over the prior year for projected costs related to the Cooperative Agreement. **The CAO Recommendation provides for a 3% increase over the 2016-17 Budget, \$20,709 lower than the amount requested by CAL FIRE based on the following: Actual costs for the CAL FIRE Agreement over the last few years have been below the amount budgeted; the methodology used by CAL FIRE to develop their budget changed from personnel costs being projected on an average cost to one based on maximum costs in order to safeguard a “not to exceed” clause in the agreement. Should actual costs exceed the amount budgeted, an adjustment to increase the budget will be brought to your Board later in the fiscal year.**

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

The requested budget from CAL Fire includes State negotiated salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charges of 12.59% for five CAL FIRE firefighters:

CAL FIRE (Schedule A for Chukchansi Indian Casino)

	2014-15	2015-16	2016-17	2017-18
	<u>Authorized</u>	<u>Authorized</u>	<u>Requested</u>	<u>Requested</u>
Permanent Salaries & Benefits	\$409,598	\$470,670	\$510,633	\$525,821
Extended Duty Wk. Compensation/72 hr work week	155,536	176,469	191,360	191,460
Uniform Allowance	5,510	5,873	5,997	8,268
Operating/Training Expenses	0	0	0	4,500
Overtime (Unplanned)	4,906	5,681	5,681	5,681
Administrative Charge	<u>68,893</u>	<u>82,929</u>	<u>91,279</u>	<u>92,628</u>
TOTAL CAL FIRE STAFFING COST	\$644,443	\$741,622	\$804,950	\$828,358
FOR STATION #8 INDIAN LAKES		CAO Recommended	\$784,826	\$807,650

RECAP OF State CAL FIRE Schedule A Cooperative Agreement:

Permanent Salaries & Benefits (\$525,821) is requested at an increase of \$15,188 for CAL FIRE staffing for Station #8 Indian Lakes.

EDWC Payment (\$191,460) is requested at an increase of \$100 for CAL FIRE employees who work in accordance with the FLSA regulations of 72 hours per week, and their State negotiated labor agreement.

Uniform Allowance (\$8,268) is requested at an increase of \$2,271 to provide the uniform allowance for CAL FIRE personnel.

Operating/Training Expenses (\$4,500) is a new line item and includes projected training costs for CAL FIRE personnel.

Overtime (Unplanned) (\$5,681) is requested unchanged based on a projected percentage of the CAL FIRE overtime.

Administration Charge (\$92,628) is requested at an increase of \$1,349 for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which include Statewide Pro Rata and CAL FIRE Indirect Costs. The 2016-17 preliminary administration charge is 12.59%

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

721800 **Small Tools & Instruments** (\$400) is recommended unchanged for necessary hand tools.

721900 **Special Departmental Expense** (\$7,210) is recommended unchanged for fire fighting supplies. The general breakdown is:

Fire Fighting Supplies - \$4,635 to purchase general supplies including ladders, nozzles, air tanks, foam, pagers, axes, valves, etc. Many of these items need to be replaced annually due to normal wear and damage.

Medical Aid Supplies - \$515 to purchase items to restock kits, items to protect against communicable disease, and supplies for the automated external defibrillators.

Food - \$300 to purchase food to feed firefighters on extended fires when employees and/or volunteers are working through meal times.

Training Programs & Supplies - \$730 to purchase training devices and materials for PCFs including manuals, films, slides, brochures and other training aides; materials for the Fire Prevention Program and specialized training equipment; and courses, including school programs and other public relations events in the County.

Fire Hose - \$500 to purchase new hose.

Hazardous Materials Specialized Equipment - \$530 to purchase supplies and gear.

722100 **Utilities** (\$9,579) is recommended unchanged for utilities at Station #8.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **FIRE-RIVERSTONE (05020)**
 Function: **Public Protection**
 Activity: **Fire Protection**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services		564,362	581,889	581,889
TOTAL SERVICES & SUPPLIES	0	564,362	581,889	581,889
TOTAL - FIRE - RIVERSTONE	0	564,362	581,889	581,889

FIRE – Riverstone CSA 22 Zone C

COMMENTS

Based on the 2007 Adopted Development Agreement between the County of Madera and Riverstone, the Developer shall provide fire protection equipment and staffing throughout all phases of construction.

<u>REVENUE</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Riverstone CSA 22 Zone C	\$564,362	\$581,889

STAFFING – CAL FIRE (Schedule A Staff)

		Estimated 12-Month Employee Salary & Benefit Cost (Includes Salary, EDWC & Staff Benefits Only)	
		<u>2016-17 Approved</u>	<u>2017-18 Requested</u>
<u>CAL FIRE Classification</u>	<u>Station</u>		
(2) Captain	Rolling Hills Station 9	\$336,416	\$353,345
(1) Engineer	Rolling Hills Station 9	<u>\$146,394</u>	<u>\$146,800</u>
TOTAL CAL FIRE STAFFING COST FOR STATION #9 ROLLING HILLS		\$482,810	\$500,145

*Costs represent maximum costs for the positions at the highest step possible with longevity pay.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$581,889) is recommended.

The requested budget from CAL Fire includes State negotiated salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charges of 12.59% for five CAL FIRE firefighters:

FIRE – Riverstone CSA 22 Zone C

SERVICES & SUPPLIES

CAL FIRE (Schedule A for Riverstone CSA 22 Zone C)	<u>2016-17</u>	<u>2017-18</u>
	<u>Authorized</u>	<u>Requested</u>
Permanent Salaries & Benefits	\$344,289	\$363,449
EDWC Payment (Planned Overtime)	138,521	136,696
Uniform Allowance	3,598	8,268
Overtime (Unplanned)	10,957	3,409
General Expense	1,500	2,000
Training	1,500	3,000
Administrative Charge	<u>63,997</u>	<u>65,067</u>
TOTAL CAL FIRE STAFFING COST	<u>\$564,362</u>	<u>\$581,889</u>
Riverstone CSA 22 Zone C		

RECAP OF State CAL FIRE Schedule A Cooperative Agreement:

Permanent Salaries & Benefits (\$363,449) is requested for CAL FIRE staffing for Riverstone CSA 22 Zone C.

EDWC Payment (\$136,696) is requested for CAL FIRE employees who work in accordance with the FLSA regulations of 72 hours per week, and their State negotiated labor agreement.

Uniform Allowance (\$8,268) is requested to provide the uniform allowance for CAL FIRE personnel.

Overtime (Unplanned) (\$3,409) is requested based on a projected percentage of the CAL FIRE overtime.

Administration Charge (\$65,067) is requested for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which include Statewide Pro Rata and CAL FIRE Indirect Costs. The 2017-18 administration charge is 12.59%.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **AG. COMMISSIONER/
WTS & MEASURES (05410)**
Function: **Public Protection**
Activity: **Protective Inspection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	893,212	1,014,603	1,010,739	1,010,739
710103 Extra Help	20,442	9,012	9,012	9,012
710106 Standby & Night Premium	9	210	210	210
710200 Retirement	271,845	336,635	338,908	338,908
710300 Health Insurance	118,951	136,474	137,563	137,563
710400 Workers' Compensation Insurance	5,206	11,832	13,168	13,168
TOTAL SALARIES & EMPLOYEE BENEFITS	1,309,665	1,508,766	1,509,600	1,509,600
SERVICES & SUPPLIES				
720100 Agricultural	0	7,500	8,500	8,500
720200 Clothing & Personal Supplies	86	250	250	250
720300 Communications	2,406	3,750	3,400	3,400
720500 Household Expense	0	50	50	50
720600 Insurance	1,899	1,162	1,910	1,910
720800 Maintenance - Equipment	13,308	10,000	10,000	10,000
721000 Medical, Dental & Lab Supplies	1,021	100	500	500
721100 Memberships	3,118	2,875	2,725	2,725
721300 Office Expense	12,253	10,000	13,000	13,000
721400 Professional & Specialized Services	1,908	7,500	7,500	7,500
721600 Rents & Leases - Equipment	50,728	80,100	80,000	80,000
721800 Small Tools & Instruments	149	300	302	302
721900 Special Departmental Expense	5,489	8,200	8,000	8,000
722000 Transportation & Travel	7,682	8,750	9,000	9,000
722020 Central Garage Services	0	2,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	100,049	142,537	146,137	146,137
FIXED ASSETS				
740300 Equipment/Furniture		0		
TOTAL FIXED ASSETS	0	0	0	0
TOTAL - AG. COMMISSIONER/WTS & MEASURES	1,409,713	1,651,303	1,655,737	1,655,737

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

COMMENTS

The Agricultural Commissioner serves as the local regulatory arm of the California Department of Food and Agriculture, and the Cal-EPA Department of Pesticide Regulation. The Department is responsible for statewide programs which protect the agricultural industry, the environment, and welfare of the general public. Examples of these programs include: pesticide use enforcement; nursery and apiary (bee) inspection; standardization of fruits and vegetables; oversight of the direct marketing and organic products; activities which prevent the entry and establishment of exotic pests in the state; and compilation of crop production values and economic losses due to weather-related events.

The Sealer of Weights and Measures is mandated by state law to protect the interests of consumers and businesses by ensuring honesty and integrity in the marketplace. This is accomplished through a continuous and systematic inspection of all devices that use weight or measure as the basis of a commercial transaction. Point-of-sale (scanner) systems are also checked for accuracy; packaged products are inspected to ensure correct net contents. Virtually every transaction involving the exchange of goods, property, and service is affected in a vital way by some form of weight and measures.

WORKLOAD - AGRICULTURAL COMMISSIONER

<u>Category Work</u>	Man-hours Actual 2015-16	Man-hours Estimated 2016-17	Man-hours Projected Need 2017-18
Integrated Pest Control	145	150	150
Pest Management*	2,133	2,100	2,000
Pest Exclusion	2,300	2,500	2,500
Pesticide Use Enforcement	15,161	15,000	15,500
Nursery and Seed Inspection	114	200	250
F & V, Egg Quality Control, Organic Producers	103	200	200
Apiary Inspections	164	250	275
Crop Statistics	262	300	300

*Includes GWSS Insect Trapping Program

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

WORKLOAD - WEIGHTS & MEASURES

<u>Category Work</u>	Man-hours Actual <u>2015-16</u>	Man-hours Estimated <u>2016-17</u>	Man-hours Projected Need <u>2017-18</u>
Device Inspections, Service Agents	2817	3,000	3,250
Weighmaster Program	38	25	25
Petroleum	123	150	150
Quantity Control	38	40	40

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
State - Agricultural Administration	\$ 236,100	\$ 207,000	\$ 182,629
State - Pesticide	422,047	425,000	452,000
State - Agriculture-Glassy-Winged Sharpshooter	99,318	57,963	56,913
Agricultural Services	357,881	360,000	362,250
Sales and Other	<u>1,795</u>	<u>1,600</u>	<u>1,050</u>
Total	\$1,117,141	\$1,051,563	\$1,054,842

STAFFING

	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Agricultural and Standards Inspector I/II/III/Senior, Or Agricultural Standards Technician	8	3	8	3
Agricultural Commissioner/Sealer	1		1	
Deputy Agricultural Commissioner	1		1	
Supervising Agricultural and Standards Inspector	2		2	
Administrative Analyst I/II	1		1	
Program Assistant I/II	<u>2</u>		<u>2</u>	
Total Permanent	15	3	15	3

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,010,739) is recommended reduced \$3,864 based on the cost of recommended staff.
- 710103** **Extra Help** (\$9,012) is recommended unchanged.
- 710106** **Standby & Night Premium** (\$210) is recommended unchanged. This expense is for weekend issuance of phytosanitary certificates during peak months of July and August, quarantine inspections of out-of-state beehives for Red Imported Fire Ants, and Pesticide Use Enforcement activities.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720100** **Agricultural** (\$8,500) is recommended increased \$1,000 to replenish the current inventory of gas cartridges, which are resold at cost to growers for squirrel control. These costs are fully recovered when the items are sold.
- 720200** **Clothing & Personal Supplies** (\$250) is recommended unchanged for protective clothing, gloves, aprons, masks, etc. to ensure compliance with State safety regulations.
- 720300** **Communications** (\$3,400) is recommended reduced \$350 based on current cost for telephone services and field clamshell type phone replacements. The replacement phones are for phones that are no longer working and not repairable.
- 720500** **Household Expense** (\$50) is recommended unchanged for the cost of laundering coveralls, and to purchase hand wipes and miscellaneous supplies.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$10,000) is recommended unchanged for state certifications, safety repairs and routine servicing of the heavy-capacity weight truck, and repair of weights and measures provers, computers and other office equipment.
- 721000** **Medical, Dental & Lab Supplies** (\$500) is recommended increased \$400 based on current and projected needs for the Department, including meter testing supplies.
- 721100** **Memberships** (\$2,725) is recommended reduced \$150 for the cost of required Department Head memberships in the California Agricultural Commissioners and Sealers Association, San Joaquin Valley Agricultural Commissioners and Sealers Association, National Conference on Weights and Measures, and Western Weights and Measures Association.
- 721300** **Office Expense** (\$13,000) is recommended increased \$3,000 for replacement computers and general office supplies, copier usage, computer hardware and software, and small furniture.
- 721400** **Professional & Specialized Services** (\$7,500) is recommended unchanged based on the cost of device testing by Merced County for Fiscal Year 2016-17, and for expenses related to administrative hearings and other services as required. Merced County possesses costly specialized testing equipment for required testing of certain devices that would not be practical for the department to purchase, based on the amount of use.
- 721600** **Rents & Leases - Equipment** (\$80,000) is recommended reduced \$100 for the rental of county vehicles from Central Garage, and for the copy machine lease, based on current costs.
- 721800** **Small Tools & Instruments** (\$302) is recommended increased \$2 based on the need for various hand tools and inspection equipment used by this Department.
- 721900** **Special Departmental Expense** (\$8,000) is recommended reduced \$200 due to present inventories of computer hardware, evidence-gathering materials for investigations in pesticide use enforcement and other programs, Weights & Measures annual certification seals, wire security seals and dies, meeting supply expenses, undercover Weights & Measures purchases, flagging tape, and other pest detection trapping program supplies.
- 722000** **Transportation & Travel** (\$8,750) is recommended increased \$250 due to reduced staff vacancies and for expenses for registration fees at Commissioner/Sealer conferences, training workshops for inspectors, regional Deputy meetings, and Commissioner Association committee meetings.

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SERVICES & SUPPLIES (continued)

722020 **Central Garage Services** (\$1,000) is recommended reduced \$1,000 for Central Garage Services, based on present needs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**FIRE PREVENTION
FOR LAND DEV (01375)**

Function:

Public Protection

Activity:

Protective Inspection

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	97,973	105,076	165,416	165,416
710103 Extra Help	63,823	65,000	46,000	46,000
710200 Retirement	55,868	53,822	54,125	54,125
710300 Health Insurance	13,571	13,921	20,172	20,172
710400 Workers' Compensation	554	1,862	2,050	2,050
TOTAL SALARIES & EMPLOYEE BENEFITS	231,789	239,681	287,763	287,763
SERVICES & SUPPLIES				
720300 Communications	1,188	2,200	2,300	2,300
720600 Insurance	5,474	17,473	24,849	24,849
721100 Memberships	0	300	300	300
721300 Office Expense	692	2,500	2,500	2,500
721600 Rents & Leases - Equipment	6,262	7,000	7,000	7,000
721800 Small Tools & Instruments	0	500	0	0
722000 Transportation & Travel	1,757	1,500	2,000	2,000
TOTAL SERVICES & SUPPLIES	15,374	31,473	38,949	38,949
TOTAL - FIRE PREVENTION FOR LAND DEVELOPMENT	247,163	271,154	326,712	326,712

CED - FIRE PREVENTION FOR LAND DEVELOPMENT

COMMENTS

On January 10, 2006, the Board of Supervisors established the Department of Fire Prevention for Land Development. Previously, the County of Madera had contracted for fire services relating to code enforcement and land development with the California Division of Forestry (Cal-Fire). Under the jurisdiction of the Community and Economic Development Department, services provided by this Division include plan reviews for new development and remodels, building inspections, and other necessary duties to complete the function of fire prevention for development.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Fees, Permits, Fines, etc.	\$128,508	\$155,000	\$161,899

STAFFING

	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Fire Marshal	1	0	1	0
Fire Prevention Officer	0	2	0	2
Program Assistant I/II	0	1	0	1
Certified Permit Technician*	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>
Total Permanent	1	3	2	3

Note: *On 12/1/16 your Board approved an inter-departmental reorganization which created a new position.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$165,416) are recommended increased \$60,340 to fund the Certified Permit Technician placed within the division due to an inter-departmental reorganization effective December 1, 2016.

710103 **Extra Help** (\$46,000) is recommended reduced \$19,000 for one full-time Extra Help Fire Prevention Officer. Due to the re-organization, the part-time Extra Help Office Assistant was transferred to the Madera County Fire Department. The full-time Extra Help Fire Prevention Officer is responsible to assist with federal mandated inspections and provide a minimum level of customer service to field phone calls and questions while providing plan review, permits, and inspections in a timely manner.

CED - FIRE PREVENTION FOR LAND DEVELOPMENT

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,300) is recommended increased \$100 based on the projected cost for communications of this Division.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.
- 721100** **Memberships** (\$300) is recommended unchanged for the estimated membership requirements needed for Division personnel to attend code training, which is a State-mandated training.
- 721300** **Office Expense** (\$2,500) is recommended unchanged to provide for general office supplies.
- 721600** **Rents & Leases - Equipment** (\$7,000) is recommended unchanged based on current and projected mileage and rental costs for vehicles from the Central Garage.
- 721800** **Small Tools & Instruments** (\$0) is not recommended.
- 722000** **Transportation & Travel** (\$2,000) is recommended increased \$500 to provide funds for out-of-County travel and training for the Division. The adopted California Fire and Building Code will require ongoing training and mandatory certifications. In addition, the California Health and Safety Code requires ongoing education to maintain certification.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BUILDING
INSPECTIONS (01370)**
Function: **Public Protection**
Activity: **Protective Inspection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	698,222	817,896	849,140	849,140
710103 Extra Help	26,277	33,982	46,852	46,852
710200 Retirement	208,924	265,742	255,805	255,805
710300 Health Insurance	107,931	139,081	147,781	147,781
710400 Workers' Compensation Insurance	177,741	71,162	66,346	66,346
TOTAL SALARIES & EMPLOYEE BENEFITS	1,219,096	1,327,863	1,365,924	1,365,924
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	315	3,000	3,000	3,000
720300 Communications	7,104	7,920	7,920	7,920
720600 Insurance	783	6,331	11,147	11,147
720800 Maintenance - Equipment	0	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	0	45	250	250
721100 Memberships	0	860	860	860
721300 Office Expense	4,743	11,000	11,000	11,000
721400 Professional & Specialized Services	78,313	90,000	120,000	120,000
721500 Publications & Legal Notices	259	700	700	700
721600 Rents & Leases - Equipment	63,910	43,000	85,000	85,000
721800 Small Tools & Instruments	160	1,000	5,000	5,000
721900 Special Departmental Expense	1,032	2,600	5,000	5,000
722000 Transportation & Travel	6,175	14,000	16,000	16,000
TOTAL SERVICES & SUPPLIES	162,794	181,456	266,877	266,877
TOTAL - BUILDING INSPECTION	1,381,889	1,509,319	1,632,801	1,632,801

COMMENTS

The Building Division, under the jurisdiction of the Community and Economic Development Department, was established pursuant to Sections 50022.1 through 50022.4 of the California Government Code to provide minimum standards to safeguard life or limb, health, property, and public welfare, by regulating and controlling structural design, construction, materials, occupancy, and location of all buildings and structures within the unincorporated area of the county.

As mandated by the State of California, Madera County has adopted the California Building Code, Title 24 which is part of the 12-part California Code of Regulations. Along with enforcing the California Building Code, the Building Division enforces Madera County Ordinances and the Uniform Code for the Abatement of Dangerous Buildings. The provisions of this Code shall be administered by the Building Division. Whenever the term "Building Official" is used in this code, it means the County Building Official or his/her authorized representatives. The Building Official shall have the right of entry, during usual business hours, to inspect any and all buildings and premises in the performance of his/her duties.

These codes shall apply to the erection, construction, enlargement, alteration, repair, relocation, conversion, occupancy, and maintenance of buildings, structures, swimming pools, solar systems, the installation of electrical wiring and appliances, the plumbing, heating and cooling facilities and appurtenances necessary within the unincorporated area of the county.

The following descriptions provide a general overview of the most common permits, in addition to Building Permits, the department issues:

Plumbing Permits

The provisions of the California Plumbing Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in the code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

Mechanical Permits

The provisions of the California Mechanical Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

Electrical Permits

The provisions of the California Electrical Code shall apply to all new construction, relocated buildings, solar systems, and to any alterations, repairs or reconstruction, except as provided for otherwise in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

COMMENTS (continued)

Mobilehome Permits

Mobilehomes and temporary or permanent mobile offices installed within the County of Madera require a building permit for the installation of such structure, regardless of the type of installation being performed.

For statutory provisions regarding the occupancy of mobilehomes and mobilehome accessory structures, see California Administrative Code Title 25, Chapter 5 (March 30, 1971); for the authority to adopt codes by reference, see California Government Code 50022.1 et seq.

Solar Permits

The provisions of the California Electrical Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as provided for otherwise in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

Swimming Pool Permits

The provisions of the California Plumbing Code shall apply to all new construction, relocated buildings, and to any alterations, repairs or reconstruction, except as otherwise provided for in the code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

Demolition Permits

A Demolition Permit is required for the removal of any structure, in excess of 120 square feet, located within the County of Madera. Demolition permits must be pre-approved by the San Joaquin Valley Air Pollution Control District (SJVAPCD) as part of the permit process. An application is given to the owner who will then need to complete it and take it to the SJVAPCD in Fresno for approval and signature. The SJVAPCD approved application is then returned to the Building Department to obtain the permit.

The second half of the building/construction process is the inspection of the work. Inspections are made during certain points in the project, depending on the work that's being performed. For example, retaining walls require inspections of the footing, after block is laid and steel placed but before grouting, after backfill has been placed, and when all work is finished.

CED - BUILDING INSPECTION

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Cap MC Program Permits	29	90	50
Commercial Structure	130	90	80
Demo Permits	74	80	90
Electrical Permits	202	150	200
Mechanical Permits	9	25	30
Minor Permits	85	100	100
Mobile Home Permits	22	35	30
OTC (Over the Counter) Permits	1176	1000	1100
Plan Check	710	981	1000
Plumbing Permits	17	50	50
Reroof Permits	243	325	300
Single Family Residence – Additions/Remodel	249	250	250
Single Family Residence – New Only	64	150	200
Swimming Pool Permits	42	30	30
Inspections	9627	12000	12000
Water Well Electrical	0	400	400

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Construction Permits	\$1,245,137	\$1,070,000	\$1,040,000
Other License & Permits	2,000	4,000	1,800
Code Enforce Fines/Fees	1,000	3,500	4,000
Engineering Services	5,810	5,000	5,000
Plan Check Fees	368,169	353,000	515,500
Engineering Services – Development Review	997	1,300	1,000
Strong Motion Inst Fee	17,810	6,830	7,500
Miscellaneous	<u>150</u>	<u>0</u>	<u>0</u>
Total Revenue	\$1,641,073	\$1,475,130	\$1,574,800

CED - BUILDING INSPECTION

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official/Deputy Director	1		1	
Building Inspector I/II	5		6 ⁽¹⁾	
Office Assistant I/II	1		0 ⁽¹⁾	
Administrative Assistant	1		1	
Plan Checker	4		4	
Program Assistant I/II or Permit Technician	1		1	
Senior Permit Technician	<u>1</u>		<u>1</u>	
Total Permanent Staffing	14		14	

¹One Office Assistant I/II was converted to a Building Inspector I/II position to better meet the needs of the Division.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$849,140) is recommended increased \$31,244 based on the cost of recommended salaries with the current staffing levels. This includes the mid-year conversion of a vacant Office Assistant position into a Building Inspector position. This change, aligns the Divisions’ staffing with the current and projected workload.

- 710103** **Extra Help** (\$46,852) is recommended increased \$12,870 to fund one extra help, full time Building Inspector/Code Enforcement Officer for reviewing and managing expired permits. It is estimated that the revenue generated by addressing expired permits will offset the cost of the salary. The Building Inspector/Code Enforcement Officer can also provide backup to the permanent inspectors when the inspection requests exceed what the current County Building Inspector staff can handle in their work day.

- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.

- 710400** **Workers’ Compensation** reflects the Division’s contribution to the County’s Self-Insurance Internal Service Fund.

CED - BUILDING INSPECTION

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$3,000) is recommended unchanged for rain gear, gloves, shirts and hard hats for protection. Also included is a reimbursement cost (\$600) for boots worn by Building Inspectors, providing a 50% reimbursement – up to \$100 for each Building Inspector – similar to the reimbursement in place for Building and Grounds Maintenance staff.
- 720300** **Communications** (\$7,920) is recommended unchanged for phone service at the Bass Lake Office; cellular phones (seven total) for the County Building Official, five Building Inspectors, and one for use by the Plan Checkers to provide a more immediate response to Building Inspectors in the field, improving effectiveness and efficiency of the division and customer service; and the addition of data plans for four tablet PCs which will have the building codes installed on them for the Building Inspectors to work more effectively in the field and allow electronic communication with the public from any Wi-Fi supported zone.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$1,000) is recommended unchanged for maintenance of equipment, printers and computers.
- 721000** **Medical, Dental & Laboratory Supplies** (\$250) is recommended increased (\$205) for purchase of first-aid supplies for each of the Building Inspector's vehicles.
- 721100** **Memberships** (\$860) is recommended unchanged for membership dues for the International Code Council (\$210), the California Building Officials (\$230), the California Building Officials Association of California (\$100), and the Yosemite Chapter of the International Code Council (\$320).
- 721300** **Office Expense** (\$11,000) is recommended unchanged for the purchase of new code books and training manuals for the updated Building Codes, printed forms, office supplies, computer supplies, and printer paper.
- 721400** **Professional & Specialized Services** (\$120,000) is recommended increased \$30,000 to fund the use of outside contractors for specialized plan checking for which staff does not have the necessary expertise, as well as the technical support services from Computronix for the maintenance of the POSSE database.
- 721500** **Publications and Legal Notices** (\$700) is recommended unchanged for public notices of Fee Increases and Relocation Hearings which are required per state law.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$85,000) are recommended increased \$42,000 to lease vehicles from the Central Garage, and for the copy machine lease. The copy machine monthly charge is \$138 for Bass Lake and \$395 for Madera, or (\$6,396) annually plus images (\$2,400) over contract annually. The division has six vehicles, five trucks, and one Jeep and will be adding two additional vehicles for additional Building Inspectors. The Building Division's estimated annual usage for FY 17-18 is 135,744 miles or \$73,302.
- 721800** **Small Tools & Instruments** (\$5,000) are recommended increased \$4,000 based on current staffing levels and building inspection activity, and the departments need for equipment such as ladders, toolboxes, flashlights, and tools needed to carry out inspections.
- 721900** **Special Departmental Expense** (\$5,000) is recommended increased \$2,400 to purchase batteries for GPS units, cameras, other minor special needs expenses, and the estimated cost for the Building Official's certification renewals.
- 722000** **Transportation & Travel** (\$16,000) is recommended increased \$2,000 for CASp training and certification (mandated training for the permit and inspection staff), and training on the new California Building Codes which went into effect January 1, 2017. New codes take effect every three years, and during the code cycle, amendments and code changes take place which require continual training on the codes for all of the staff. Staff will utilize as much electronic technology and local training as possible to minimize County costs. In addition, per Health & Safety Code Section 18949.29, 45 hours of continuing education are required every three years for Building Officials, Plans Examiners, and Building Inspectors.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **COUNTY CLERK-RECORDER
(03300)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	345,926	463,538	502,751	502,751
710103 Extra Help	28,373	30,000	30,000	30,000
710200 Retirement	107,950	151,052	158,203	158,203
710300 Health Insurance	59,736	107,067	105,463	105,463
710400 Workers' Compensation Insurance	2,191	5,441	5,327	5,327
715000 Other Benefits	600	0	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	544,776	757,098	802,344	802,344
SERVICES & SUPPLIES				
720300 Communications	3,947	3,300	3,300	3,300
720600 Insurance	134	243	357	357
720800 Maintenance - Equipment	5,203	5,000	5,000	5,000
721100 Memberships	1,050	1,600	1,600	1,600
721300 Office Expense	27,595	20,000	20,000	20,000
721400 Professional & Specialized Services	46,823	60,000	60,000	60,000
721600 Rents & Leases - Equipment	5,105	5,000	5,000	5,000
721700 Rents & Leases - Buildings	9,410	9,000	9,000	9,000
721900 Special Departmental Exp	0	155,000	50,000	50,000
722000 Transportation & Travel	8,045	10,000	12,500	12,500
TOTAL SERVICES & SUPPLIES	107,312	269,143	166,757	166,757
TOTAL - COUNTY CLERK-RECORDER	652,089	1,026,241	969,101	969,101

COUNTY CLERK-RECORDER

COMMENTS

COUNTY CLERK – This division files and maintains records of fictitious business name statements and powers of attorney of sureties; issues marriage licenses, officiates at civil marriage ceremonies; administers oaths to new employees, elected and appointed officers, and notaries public; files notary bonds; files conflict of interest statements; registers legal document assistants and process servers.

RECORDER – This division is responsible for recording, archiving, and retrieving the County’s land documents, comprised primarily of those which document property ownership and fiscal responsibility. Documents are recorded, scanned, indexed, and then filmed and compared, after which the original documents are returned to the customer as requested. Fees for recording documents and required documentary transfer taxes are collected. Copies of recorded documents are prepared upon request and an appropriate fee is collected. This division maintains vital records for births, deaths, and marriages for Madera County, and issues certified copies of those records.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>Recorder</u>			
Births scanned/indexed	1,133	1,000	1,200
Deaths scanned/indexed	864	900	900
Marriages registered/scanned/indexed	696	700	700
Maps recorded	44	55	60
Microfilming daily records (frames)	119,823	125,000	130,000
Scanned/indexed/verified (frames)(backfile)	119,823	125,000	130,000
Recorded and Filed Documents	30,933	33,000	33,000
Copies prepared (plain, certified, and no fee)	4,093	4,500	5,000
Certified copies of birth, death, marriage records	5,392	5,600	5,600
Certified copies for Veterans services	71	75	80
CD w/data or images (copied for sale)	187	192	192
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	30,933	125,000	130,000
<u>County Clerk</u>			
Certified copies – confidential marriages	41	45	50
Marriage licenses issued (public and confidential)	839	850	900

COUNTY CLERK-RECORDER

WORKLOAD (continued)

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>County Clerk (continued)</u>			
Fictitious Business Statements filed	736	800	825
Fictitious business statement renewal notices	0	725	750
Notary oaths administered/bond filed	99	115	125
Civil Marriages performed	355	375	400
Notices of Determination/exemption filed	60	70	80
Documents acknowledged/copies prepared	178	175	180
Registration of legal document assistants/process servers	16	20	25

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>Recorder Division</u>			
Recording fees/copies	\$ 644,039	\$ 618,500	\$ 620,000
Documentary transfer tax	957,870	875,000	875,000
Recorder's Modernization funds	115,129	110,000	110,000
Recorder's Micrographics funds	12,382	15,000	15,000
Vital Records Improvement Program funds	4,742	5,000	5,000
Social Security Truncation funds	12,000	12,000	12,000
Trust Transfers – Recording System Phase II cont.	<u>0</u>	<u>155,000</u>	<u>50,000</u>
Total:	\$1,746,162	\$1,790,500	\$1,687,000
<u>Clerk Division</u>			
Clerk fees – reflects county share of marriage license fees; fees for filing fictitious business name statements; marriage ceremonies performed; and miscellaneous	\$38,000	\$55,000	\$55,000
Mediation/Dissolution of Marriages	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
Total:	\$41,800	\$58,800	\$58,800
 Total Revenue:	 \$1,787,962	 \$1,849,300	 \$1,745,800

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II*	0.0	0.5	0.5	0.0
Clerk/Recorder Division Manager	1.0		1.0	
Chief Assistant County Clerk-Recorder	1.0		1.0	
County Clerk-Recorder	0.5		0.5	
Deputy County Clerk-Recorder I/II	5.0	0.0	5.0	
Senior Deputy Clerk-Recorder	1.0		1.0	
Micrographics Clerk	<u>0.0</u>	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>
Total Permanent	8.5	2.5	9.0	2.0

Note: *Recommended to fund 0.5 Account Technician; other 0.5 full time equivalent is recommended funded in the Elections budget.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$502,751) is recommended increased \$39,213 based on the cost of recommended staffing. Increase includes the shared funding of one Accounting Technician between Clerk-Recorder and Elections.

- 710103** **Extra Help** (\$30,000) is recommended unchanged based on the estimates to complete the social security truncation project which is offset with Truncation Trust Funds. Funding is also included for two retired annuitants to assist in training new staff, cover peaks in workload, mitigate existing staff shortages and assist in historical document preservation which will be reimbursed from the Recorder Modernization Fund.

- 710200** **Retirement** (\$158,203) reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

- 710300** **Health Insurance** (\$105,463) is based on the employer’s share of health insurance premiums.

- 710400** **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,300) is recommended unchanged based on actual expenditures and on contractual increases. The alarm monitoring expense is reimbursed from the Modernization Fund (\$520).
- 720600** **Insurance** reflects the County's anticipated contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$5,000) is recommended unchanged based on actual expenditures for all maintenance and repairs on cameras, microfilm readers and printer, network printers in the department, receipt and label printers, etc., including items covered by an annual service agreement, or repaired on an as-needed basis. All expenditures directly related to Recorder Functions will be reimbursed from the Recorder Micrographics and the Recorder Modernization Funds.
- 721100** **Memberships** (\$1,600) is recommended unchanged for memberships in the California Association of Clerks and Election Officials (\$900) and the County Recorders' Association (\$700), and is reimbursed from the Modernization Fund.
- 721300** **Office Expense** (\$20,000) is recommended unchanged for the cost of periodicals, printer supplies, and general office supplies; actual expense for the purchase of banknote paper (for issuance of certified copies of vital records) is reimbursed from the Vital Records Improvement Program (VRIP) funds. Expenses for custom, die-cut labels and custom ribbon for creating recording labels is reimbursed from the Modernization Fund. Total reimbursement from Funds is estimated at 50% of expenses in this account.
- 721400** **Professional & Specialized Services** (\$60,000) is recommended unchanged for various annual software maintenance fees associated with the document management system in the Clerk-Recorder division, any IBM software upgrades requiring installation, and expenses for processing film of recorded documents and vital records. Approximately \$37,000 to \$47,000 of expenses in this account are reimbursed from the Micrographics Fund, the Modernization Fund, and the Social Security Truncation Fund.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended unchanged to reflect ongoing expenditures for the department's copier lease and use of County Fleet vehicles.
- 721700** **Rents & Leases - Buildings** (\$9,000) is recommended unchanged for rental of space in an underground vault to archive the microfilmed official recorded documents (approximately \$8,500 annually, fully reimbursed from Micrographics Fund).
- 721900** **Special Departmental** (\$50,000) is recommended reduced \$105,000, to fund the completion of the new recording system in Fiscal Year 2017-18. All expenditures related to phase II will be reimbursed from trust fund revenue at the end of the year.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$12,500) is recommended increased \$2,500 in ordered to attend Electronic Recording training required in Fiscal Year 2017-18, for the required travel to annual conferences and New Law workshops for both Clerk and Recorder, Clerk and Recorder legislative committee meetings, and additional training for new staff. Any expense attributed solely to Recorder is reimbursable from the Recorder Modernization Fund.

The department will report all expenses to be reimbursed from Recorder Modernization, Micrographics, Truncation, E-Recording and Vital Records Improvement Project funds, as identified above, on an annual basis for appropriate transfers from each fund.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PLANNING
(05900)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	836,626	1,040,717	1,103,830	1,103,830
710103 Extra Help	186,414	119,494	146,036	146,036
710200 Retirement	294,542	368,423	396,895	396,895
710300 Health Insurance	72,318	118,967	115,289	115,289
710400 Workers' Compensation Insurance	15,789	27,054	32,068	32,068
TOTAL SALARIES & EMPLOYEE BENEFITS	1,405,688	1,674,655	1,794,118	1,794,118
SERVICES & SUPPLIES				
720200 Clothing and Personal Supplies	0	0	0	0
720300 Communications	14,286	8,700	8,700	8,700
720305 Microwave Radio Services		6,310	6,570	6,570
720600 Insurance	338	594	2,113	2,113
720800 Maintenance - Equipment	750	750	750	750
721300 Office Expense	29,575	6,000	8,000	8,000
721309 Law Books	2,201	2,550	2,550	2,550
721314 Comup Equipment	16,182	0	0	0
721400 Professional & Specialized Services	489,472	539,050	469,050	469,050
721500 Publications & Legal Notices	8,222	12,000	15,000	15,000
721600 Rents & Leases - Equipment	30,615	30,226	31,258	31,258
721900 Special Departmental Expense	4,271	4,800	10,000	10,000
721969 Special Departmental Expense - Graffiti Abatement	0	5,000	5,000	5,000
722000 Transportation & Travel	63,467	11,000	11,000	11,000
TOTAL SERVICES & SUPPLIES	659,378	626,980	569,991	569,991
TOTAL - PLANNING	2,065,067	2,301,635	2,364,109	2,364,109

COMMENTS

Under the jurisdiction of the Community and Economic Development Department, the Planning Division's responsibility is to promote the most effective, efficient, aesthetic, and safest use of land for present and future generations of Madera County residents and visitors. The Community and Economic Development Director serves as Advisor to the Board of Supervisors concerning planning matters.

The Planning Division is charged with the preparation and updating of a comprehensive long-term General Plan for the land use and physical development of the County and for the execution of this Plan. The Division's work includes zoning and subdivision enforcement in the unincorporated area of the County, plus the development of specific current and long-range area planning, house numbering, mapping, public information and assistance, administration of Community Development Block Grants, applications for agricultural preserves and code enforcement. The Planning Division is also the lead agency for the development application process. In addition, the Planning Division serves as staff to the Local Agency Formation Commission (LAFCO), public notices and documents for to the Commission.

The Planning Division is responsible for administration of the California Environmental Quality Act of 1970 in accordance with the guidelines issued by the State Secretary for Resources.

Appeals of Division decisions and public hearings on proposed subdivisions, zoning changes, etc., are heard by the Planning Commission. The Community and Economic Development Director also serves as Executive Officer of the Planning Commission, and provides technical assistance to other County Departments and agencies.

The Division administers County Affordable Housing and Economic Development Programs including Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), HOME Grants, Abandon Vehicle Grants and Waste Tire Grants.

WORKLOAD

The California Government Code Section 65103 requires that a County Planning Division perform the following functions:

- Prepare, periodically review, and revise, as necessary, the General Plan.
- Implement the General Plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- Annually review the capital improvement program of the city or county and the local public works projects of other local agencies for their consistency with the General Plan, pursuant to Article 7 (commencing with Section 65400).
- Endeavor to promote public interest in commenting on and understanding the General Plan and the regulations relating to it.
- Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the General Plan.
- Promote the coordination of local plans and programs with the plans and programs of other public agencies, where appropriate.
- Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

CED - PLANNING DIVISION

WORKLOAD (continued)

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Conditional Use Permits/Variances	19	20	20
General Plan Amendments	6	4	5
Rezoning	9	14	15
Site Plan Review	0	0	0
Specific Plans	0	0	0
Mining Permits	0	0	0
Variances (Setbacks)	13	6	10
Zoning Permits	10	14	15
Lot Line Adjustments	18	20	20
Parcel Maps	8	14	15
Subdivisions	4	10	5
House Numbers	122	264	450
Zoning Violations	479	314	500
Citations/Request for Complaints	580	312	500
Review Building Permits	501	668	750
Review Business Licenses	653	552	600
Review Grading Permits	56	86	85
Public Hearings	19	18	20
Commission Meetings	13	14	12
Environmental Committee Meeting	24	16	20
Negative Declarations	25	16	20
Distressed Homes Registration	253	129	130
Distressed Homes Citations/Violations	572	590	600

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Zoning Permits	\$ 89,592	\$102,000	\$102,000
Code Enforcement Fines and Fees	613,046	602,000	625,000
Planning Services	588,737	750,000	693,255
Business Licenses	25,000	23,000	22,000

CED - PLANNING DIVISION

REVENUE (continued)

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
LAFCO-Reimb for County Services	\$ 11,126	\$ 8,000	\$ 6,000
State – Waste Tire Enforcement Grant	134,227	48,000	48,000
State – Abandon Vehicles Grant	53,371	47,000	47,000
NSP-3 CDBG Grant	0	0	0
Housing Rehab Grant	377,087	100,000	250,000
PTA Grant	32,724	35,000	30,000
HRPPG Grant	0	189,050	189,050
OTI – Planning GP Update Trust	34,000	60,000	60,000
Other – Charges for Services	12,341	0	0
Other Miscellaneous Revenue	0	0	0
Other Sales	<u>567</u>	<u>3,953</u>	<u>0</u>
Total	\$1,971,818	\$1,968,003	\$2,072,305

STAFFING

	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Administrative Analyst I/II	1		1	
Code Enforcement Officer I/II	5		5	
Planner I/II/III	3	1	2	2*
Community and Economic Development Director	1		1	
Planning Technician, or Planning Aide	0	1	0	1
Deputy Director	0	1	1**	0
Senior Planner	2	1	2	1
Chief of Developmental Services	<u>1</u>		<u>1</u>	
Total Permanent	13	4	13	4

Note: *One planner position recommended unfunded; **One Deputy Director position recommended funded in Fiscal Year 2017-18 to meet the division's operational needs.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,103,830) are recommended increased \$71,665 based on the cost of recommended staffing.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$146,036) is recommended increased \$26,542 to provide staff resources when necessary to meet project deadlines, to provide in-house county counsel for the Community and Economic Development department and Planning Commission. In addition, Planning clerical staff assist the Fire Prevention Division and Building Division of the Community and Economic Development Department and Water and Natural Resources Department. Extra help, retired annuitants are utilized to fill the need, resulting in health insurance and retirement savings. The account also funds a \$100 per meeting stipend for each of the five Planning Commissioners. The Planning Commission meets one to two times per month depending on the number of items to be heard.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing and Personal Supplies** (\$0) is not recommended for funding in 2017-18.
- 720300** **Communications** (\$8,700) is recommended unchanged for telephone costs and for wireless connections for the three (3) iPads used by the Code Enforcement Officers in the field and for four (4) Smart Phones. A portion of the communication for the use of the iPads and Smart Phones (up to \$3,600) will be funded by the Waste Tire Enforcement Grant.
- 720305** **Microwave Radio Services** (\$6,570) is recommended increased \$260 due to rate increase for the Division's contribution to the Internal Service Fund based on the number of radios in this Division utilizing the County's microwave radio network.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$750) is recommended unchanged and funds \$750 for folding machine maintenance.
- 721300** **Office Expense** (\$8,000) is recommended increased \$2,000 due to increase in cost and amount of supplies used to support assistance to other divisions within the Community and Economic Development Department for supplies such as paper, toner, copy ink, large envelopes for distribution and plotter paper. This line item includes all materials for special reports, projects, and day-to-day administrative activity.

SERVICES & SUPPLIES (continued)

- 721309** **Law Books** (\$2,550) is recommended unchanged to fund a monthly membership for an online legal resource.
- 721314** **Computer Equipment** (\$0) is not recommended for funding in 2017-18, a reduction of \$16,182.
- 721400** **Professional & Specialized Expense** (\$469,050) is recommended reduced \$70,000 to contract with consultants for grants including the Housing Rehabilitation Grant (\$250,000), PTA Grant (\$30,000), HRPPG Grant (\$189,050); revenues offset these expenses.
- 721500** **Publications & Legal Notices** (\$15,000) are recommended increased \$3,000 due to increase in cost and volume of legal notices for land use permit applications and California Environmental Quality Act (CEQA) public hearing notices.
- 721600** **Rents & Leases - Equipment** (\$31,258) is recommended increased \$1,032 to lease vehicles from the Central Garage, and fund the Division's share of the copy machine lease. The monthly copy machine charge is \$689 plus color copies and copies in excess of the contract allowance, averaging an additional \$400 per month or a total for the year of \$13,068. The Division has five vehicles – two (2) sedans, one (1) SUV and one (2) pickup, additionally the department is currently utilizing a sedan from the Central Garage pool vehicles due to the addition of a staff member to assist with the increase in code enforcement activity. It is anticipated the Division will travel 34,000 miles, which equates to \$18,190. A portion of the mileage (up to \$14,000) will be funded by the Waste Tire Enforcement Grant.
- 721900** **Special Departmental Expense** (\$10,000) is recommended increased \$5,200 to include the annual GIS license purchased by the department (\$2,500) and to provide updates to the Zoning and General plan GIS layers (\$2,700). This account also provides for the purchase of photo supplies, overlays, negatives, and litigation reports for zoning citations (\$2,000). This account provides funds for the various studies, reports, maps, and booklets that will be assembled during this fiscal year due to high speed rail, Madera County Transportation Commission, and other studies with State Agencies. (\$2,100) is requested to purchase code enforcement equipment for the Waste Tire Enforcement Grant; these expenses are required by the grants and will be offset by the grant funds. Also included is (\$700) for the Planning Division's share of IT maintenance of the POSSE server.
- 721969** **Special Departmental Expense - Graffiti Abatement** (\$5,000) is recommended unchanged to fund a contractual service provided by City of Madera to abate graffiti in the unincorporated areas of the County in close proximity to the City of Madera.
- 722000** **Transportation & Travel** (\$11,000) is recommended unchanged for the cost of registration, meals, and lodging for staff attending training, out-of-County meetings, and conferences (\$6,000), and for reimbursements for Planning Commission travel to meetings (\$1,000). An additional \$4,000 is requested for mandatory training for the Waste Tire Enforcement Grant, which will be funded by the grant.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **WATER AND
NATURAL RESOURCES (05950)**
Function: **Public Protection**
Activity: **Development and Implementation**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	136,581	136,581	144,605	144,605
710200 Retirement	54,869	54,869	47,325	47,325
710300 Health Insurance	11,937	11,937	10,860	10,860
TOTAL SALARIES & EMPLOYEE BENEFITS	203,387	203,387	202,790	202,790
SERVICES & SUPPLIES				
720300 Communications		1,800	1,800	1,800
721100 Memberships		500	500	500
721300 Office Expense		850	850	850
721400 Professional & Specialized Services		510,000	440,730	440,730
721900 Special Departmental Expense		500	500	500
722000 Transportation & Travel		5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	0	518,650	449,380	449,380
TOTAL - WATER AND NATURAL RESOURCES	203,387	722,037	652,170	652,170

WATER AND NATURAL RESOURCES

COMMENTS

On May 3, 2016, the Board of Supervisors established the Department of Water and Natural Resources. The Department of Water and Natural Resources is primarily responsible for developing and implementing County policy and activities regarding surface water, ground water and watershed management and for acting as the County's facilitator and collaborator with various committees, organizations and stakeholders regarding water and natural resources issues. The Department of Water and Natural Resources is organized, managed, directed, and overseen by the Office of Development Services.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
ST – Water Grant	\$0	\$69,270	\$430,730
Total	\$0	\$69,270	\$430,730

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent</u> Director*	$\frac{1}{1}$	$\frac{1}{1}$
Total Permanent	$\frac{1}{1}$	$\frac{1}{1}$

***Note:** The Director of Water and Natural Resources position was approved by the Board of Supervisors on May 3, 2016.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$144,605) are recommended based on the cost of recommended staffing.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.

WATER AND NATURAL RESOURCES

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,800) is recommended unchanged based on the projected cost of communications of this Department.
- 721100** **Memberships** (\$500) is recommended unchanged to fund membership requirements needed for Department personnel.
- 721300** **Office Expense** (\$850) is recommended unchanged to provide for general office supplies.
- 721400** **Professional & Specialized Expense** (\$440,730) is recommended for special studies (\$10,000), and to fund activities of the Groundwater Sustainability program (\$430,730), which will be fully reimbursed by grant funds.
- 721900** **Special Departmental Expense** (\$500) is recommended unchanged to fund public meeting supplies.
- 722000** **Transportation & Travel** (\$5,000) is recommended unchanged to provide funds for out-of-County travel and training for the Department.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **LOCAL AGENCY FORMATION
COMMISSION (06100)**
 Function: **Public Protection**
 Activity: **Other Protection**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
OTHER CHARGES				
731305 Contributions to Other Agencies		30,685	44,430	44,430
TOTAL OTHER CHARGES	0	30,685	44,430	44,430
TOTAL - LOCAL AGENCY FORMATION COMMISSION	0	30,685	44,430	44,430

LOCAL AGENCY FORMATION COMMISSION

COMMENTS

During 2000-01, the State adopted the Cortese Knox-Hertzberg Local Government Reorganization Act of 2000, which requires LAFCO to adopt its own budget and provide for its own expenses. In addition, the new law established a funding mechanism whereby operational costs are borne jointly and equally by each appointing category (50% from the County and 50% from the two incorporated Cities within the County of Madera). The new LAFCO law also implemented several operational and procedural changes.

The Local Agency Formation Commission functions are:

- a. To plan for the orderly development of local government services, organizations, and boundaries.
- b. To prevent urban sprawl.
- c. To discourage overlapping of independent taxing jurisdictions.
- d. To reduce local government service duplications.
- e. To discourage the formation of single-purpose independent special districts.
- f. To develop and adopt sphere of influence boundaries for local governments.

The formation, dissolution or change in boundaries of any local government (except school and maintenance districts) within the County requires the approval of the Local Agency Formation Commission. The Commission is composed of five members (two County Supervisors, two City Council Member, and one citizen-at-large), and two alternate members (one County Supervisor and one City Council Members). Administration of this function was officially transferred to the County Planning Department from the County Administrative Office in February 2001, as authorized by the Board of Supervisors.

The County also receives reimbursements from LAFCO for services provided including audit/accounting, planning, legal and engineering services. The projected revenues are included in each department providing these services which total approximately \$24,500.

OTHER CHARGES

731305 **Contributions to Other Agencies** (\$44,430) is recommended as the County's contribution for Fiscal Year 2017-18. For Fiscal Year 2015-16, LAFCO Commissioners adopted an Operating Budget which recommended the use of LAFCO reserve funds in lieu of the Cities of Madera and Chowchilla and the County's annual contributions, with the anticipation that normal contributions would resume in the 2016-17 fiscal year.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ANIMAL SERVICES (06000)**
 Function: **Public Protection**
 Activity: **Other Protection**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	393,017	445,700	480,288	480,288
710103 Extra Help	124,055	86,222	96,222	96,222
710105 Overtime	42,961	37,000	37,000	37,000
710106 Standby Pay	16,632	16,000	17,000	17,000
710110 Uniform Allowance	1,395	2,160	3,240	3,240
710200 Retirement	152,823	156,098	156,098	156,098
710300 Health Insurance	84,587	132,170	109,333	109,333
710400 Workers' Compensation Insurance	191,250	178,177	193,042	193,042
TOTAL SALARIES & EMPLOYEE BENEFITS	1,006,720	1,053,527	1,092,223	1,092,223
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	157	500	500	500
720300 Communications	6,090	7,000	7,000	7,000
720305 Microwave Radio Services	14,725	15,775	16,424	16,424
720500 Household Expense	10,717	11,000	12,000	12,000
720600 Insurance	1,003	2,836	4,073	4,073
720800 Maintenance - Equipment	58	5,000	12,900	12,900
721100 Memberships	180	270	270	270
721300 Office Expense	8,340	10,000	10,000	10,000
721400 Professional & Specialized Services	33,033	33,000	34,858	34,858
721500 Publications & Legal Notices	49	500	500	500
721600 Rents & Leases - Equipment	36,852	36,400	36,400	36,400
721900 Special Departmental Expense	43,076	61,322	71,322	71,322
722000 Transportation & Travel	215	2,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	154,495	185,603	208,247	208,247
TOTAL - ANIMAL SERVICES	1,161,215	1,239,130	1,300,470	1,300,470

ANIMAL SERVICES

COMMENTS

This budget funds the cost of maintaining and operating the County Animal Shelter, enforcing State and County animal control laws, promoting the vaccination and licensing of pets, investigating animal cruelty, responding to animal nuisance issues, and animal bites. Other responsibilities include removal of deceased animals, impounding strays, responding to dangerous animals, and improving the health and safety of the residents of Madera County and its animals.

In 2016, the Animal Services Department received 4,748 homeless or stray animals. Through volunteer partnerships with the Friends of Madera Animal Shelter (F.M.A.S.) and rescue groups, the live release rate improved from 53 percent to 69.7 percent, which is an improvement of 16.7 percent from 2015.

In 2016, Animal Services experienced a 16.5 percent increase in Citizen Request Management (CRM) calls for service over the previous fiscal year. The department also had substantial costs related to evidence animals, which are held for extensive periods pending court proceedings. Evidence of 11 horses has now been held for over 5 ½ years.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
License Fees:	\$54,010	\$70,236	\$119,066
▪ \$50.00 or \$8.00 if dog is altered			
▪ \$8.00 or \$4.00 if dog is altered (Senior Discount)			
Humane Services:	<u>274,511</u>	<u>277,600</u>	<u>277,600</u>
Total:	\$328,521	\$347,836	\$396,666

Fees:

- Small Animal Impound Fee (\$7.00 one-time fee + \$8.50 per day for boarding)
- Livestock Impound Fee (\$40.00 one-time fee + \$8.50 per day for boarding & transport)
- Animal Purchases (\$100.00 for dogs; \$60 for cats)
- Leash Law Violations Unaltered (\$50.00 - 1st violation; \$100.00 - 2nd violation; \$200.00 - 3rd violation)
- Leash Law Violations Altered (\$25.00 - 1st violation; \$50.00 - 2nd violation; \$100.00 - 3rd violation)

Note:

Animal Services receives \$175,000 per year from the City of Madera for Humane Services; the Department will review this agreement in FY 2017-18 and return to your Board with recommendations to align revenues to actual cost of services, if applicable.

ANIMAL SERVICES

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Animal Services Director	1		1	
Supervising Animal Services Officer	1		1	
Animal Services Officer I/II	4	2	4	2
Animal Services Assistant	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>
Total Permanent	12	5	12	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$480,288) are recommended increased \$34,588 based on the costs of recommended staffing.
- 710103** **Extra Help** (\$96,222) is recommended increased \$10,000 based on actual expenditures to backfill staff on medical leave and to provide adequate services for the community and its animals.
- 710105** **Overtime** (\$37,000) is recommended unchanged and covers off hours emergency call outs for the safety of the community.
- 710106** **Standby Pay** (\$17,000) is recommended increased \$1,000 based on actual and projected expenditures with the reimbursement rate for standby at \$3.00/hr.
- 710110** **Uniform Allowance** (\$3,240) is recommended increased by \$270 to more accurately reflect the actual and projected expenses for a monthly allotment per officer.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Serv. Fund.

ANIMAL SERVICES

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$500) are recommended unchanged to provide for personal protective clothing and equipment, such as gloves, rubber boots, rain gear, and departmental identification badges and patches.
- 720300** **Communications** (\$7,000) are recommended unchanged for telecommunication expenses of this Department.
- 720305** **Microwave Radio Services** (\$16,424.38) are recommended increased \$649.18 to reflect the Department's share of microwave radio service fees based on the number of radios utilizing the County's microwave radio network.
- 720500** **Household Expense** (\$12,000) is recommended increased \$1,000 to purchase towels, household cleaners, mops, etc., for the cleaning the kennel area. Included in this account is the monthly service charge for refuse pickup, hazardous waste disposal, and fees related to other cleaning services which have gone up in costs.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$12,900) is recommended increased \$7,900 for maintenance of mobile radios, office equipment, and animal handling equipment. There are 11 metal overhead doors in the Adoption Center. Multiple doors are now rusty and breaking apart. The cleaners and water have deteriorated at least six of the doors that now need to be replaced. \$7,900 will cover the replacement and removal of the six most dilapidated doors.
- 721100** **Memberships** (\$270) are recommended unchanged for memberships in the California Animal Control Directors' Association (\$150) and State Humane Association of California (\$120).
- 721300** **Office Expense** (\$10,000) is recommend unchanged for office supplies and printing of citation books, license books and other forms necessary for the department operation.
- 721400** **Professional & Specialized Services** (\$34,858) are recommended unchanged due to actual and projected expenditures. Veterinarians treating injured animals as required by state law are reimbursed from this account. This account is also used for specialized lab services and specialized animal disposal and handling services.
- 721500** **Publications & Legal Notices** (\$500) are recommended unchanged to publicize rabies clinics and large animal sales, as well as media coverage for other programs.

ANIMAL SERVICES

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$36,400) is recommended unchanged while still addressing the need to transfer and recondition an Animal Control Transport Box to a new vehicle and for the use of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$71,322) is recommended increased \$10,000 to provide for the cost of license tags, animal food, euthanasia drugs, and miscellaneous supplies. Although the Animal Services Department is diligently securing donated supplies from Walmart, Petsmart Charities, and other organizations, the costs related to animal care products continue to escalate. The department still maintains the care and custody of 11 horses seized in a cruelty case. This increase addresses the escalating costs related to caring for the horses and other seized animals related to pending legal actions.
- 722000** **Transportation & Travel** (\$2,000) is recommended unchanged based on actual and projected expenses for staff to attend various seminars on new laws and procedures and to attend training programs. There is a constant need to certify additional staff for euthanasia, arrest, and citation capabilities.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PREDATORY ANIMAL
CONTROL (06200)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	73,341	76,149	77,672	77,672
TOTAL SERVICES & SUPPLIES	73,341	76,149	77,672	77,672
TOTAL - PREDATORY ANIMAL CONTROL	73,341	76,149	77,672	77,672

PREDATORY ANIMAL CONTROL

COMMENTS

This budget funds the costs to control predatory and nuisance animals by providing animal damage management on properties within the County of Madera. The Program is performed under contract by the Animal Damage Control Section of the United States Department of Agriculture (USDA), and funds the salary, supplies, and mileage of Trapper services for the County. The funding provides Trapper services for the County for control of predators that include bears, mountain lions, coyotes and feral pigs, as well as nuisance animals.

Since 2007-08, the Board of Supervisors had directed that funding be appropriated to provide full-time Trapper services. In 2013-14, USDA revised their method of determining the cost of the Trapper services from a flat amount to cost of services charges. The requested 2013-14 funding by State Wildlife Services was in the amount of \$73,909 for full-time Trapper services, an increase of \$17,263 from 2012-13. The Board of Supervisors approved the previous year's rate for 2013-14, with the request to USDA of a furlough provision to make up the difference between the requested and approved amounts. USDA was able to accommodate the furlough provision request for 2013-14. There was no County predatory or nuisance animal damage control provided for the three month furlough period. Starting in 2014-15, the Board of Supervisors again appropriated funding for full-time Trapper services. The requested amount for 2017-18 is \$77,672, an increase of \$1,523 over the 2016-17 approved amount due to a USDA 2% overhead increase.

WORKLOAD

	<u>7/1/14 – 6/30/15</u>	<u>7/1/15 – 6/30/16</u>
ACRES WORKED	4,502	151,662*
PROPERTIES WORKED	497	647
SPECIALIST HOURS	1,216	1,746
DAMAGE REPORTED	\$154,331	\$300,891
ANIMALS REMOVED	224	187
TECHNICAL ASSISTANCE PROJECTS	25	41
DISEASE SAMPLES TAKEN	40	0

Note: *Reflects a change in methodology by the USDA in reporting acres worked in Fiscal Year 2015-16

SERVICES & SUPPLIES

721400 **Professional and Specialized Services** (\$77,672) is recommended increased \$1,523 for contractual annual predatory animal trapping services provided by the Animal Damage Control Section of the United States Department of Agriculture. The increase is a result of a 2% USDA overhead increase.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **FISH AND GAME
(11200)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **Fish and Game**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	4,791	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	4,791	5,000	5,000	5,000
TOTAL - FISH AND GAME	4,791	5,000	5,000	5,000

COMMENTS

This special revenue fund is financed by Court fines from violations of State Fish and Game laws. Expenditures for the preservation and propagation of wildlife and for natural history education may be paid from this budget according to State law.

REVENUE

Revenue for this budget for 2017-18 is projected at \$3,500 based on prior year receipts. At the end of the 2015-16 fiscal year, the cash balance for the Fish and Game Fund was \$7,604. As of April 30, 2017, the Fund had a balance of \$7,549.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$5,000) is recommended unchanged for the 2017-18 fiscal year.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ROADS & BRIDGES
(11800)**
Function: **Public Ways & Facilities**
Activity: **Public Ways**
Fund: **Road**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	3,746,137	4,667,534	2,965,184	2,965,184
710103 Extra Help	160,918	145,341	60,351	60,351
710105 Overtime	12,195	20,000	15,000	15,000
710107 Premium Pay	240	240	600	600
710200 Retirement	1,160,984	1,537,658	897,721	897,721
710300 Health Insurance	665,869	986,329	544,724	544,724
710400 Workers' Compensation Insurance	185,321	355,272	432,584	432,584
710500 Other Benefits	0	500	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	5,931,663	7,712,874	4,916,164	4,916,164
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	30,328	30,000	28,000	28,000
720300 Communications	21,076	25,000	0	0
720305 Microwave Radio Services	104,058	111,479	116,066	116,066
720500 Household Expense	35,776	43,000	38,000	38,000
720600 Insurance - Liability	69,294	80,875	80,875	80,875
720601 Insurance - Other	4,237	11,733	12,000	12,000
720605 Employer's Share of Retiree's Insurance	185,122	0	0	0
720800 Maintenance - Equipment	674,760	700,000	700,000	700,000
720900 Maintenance - Structures & Grounds	11,338	15,000	7,500	7,500
721000 Medical, Dental & Lab Supplies	4,454	5,000	2,500	2,500
721100 Memberships	1,985	3,500	0	0
721206 Refund/Overcharges	0	1,000	0	0
721300 Office Expense	24,543	34,350	0	0
721400 Professional & Specialized Services	3,854,023	4,179,532	4,762,756	4,762,756
721500 Publications & Legal Notices	1,353	4,800	0	0
721600 Rents & Leases - Equipment	210,848	270,000	270,000	270,000
721700 Rents & Leases - Structures & Grounds	4,113	5,000	8,000	8,000
721800 Small Tools & Instruments	57,960	30,000	30,000	30,000
721900 Special Departmental Expense	2,127,431	2,413,033	2,413,033	2,413,033
722000 Transportation & Travel	15,007	22,300	0	0
722100 Utilities	120,755	130,000	130,000	130,000
TOTAL SERVICES & SUPPLIES	7,558,463	8,115,602	8,598,730	8,598,730

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ROADS & BRIDGES
(11800)**
Function: **Public Ways & Facilities**
Activity: **Public Ways**
Fund: **Road**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
OTHER CHARGES				
730800 Right of Ways	1,000	30,000	30,000	30,000
731400 Interfund Expenses	420,464	514,721	2,441,792	2,441,792
731401 Intrafund Exp - Cost Plan (A-87)		362,012	561,487	561,487
TOTAL OTHER CHARGES	421,464	906,733	3,033,279	3,033,279
FIXED ASSETS				
740300 Equipment	1,014,519	853,000	350,000	350,000
TOTAL FIXED ASSETS	1,014,519	853,000	350,000	350,000
INTRAFUND TRANSFER				
750121 Operating Transfers Out-Capital Projects	0	0	0	0
TOTAL INTRAFUND TRANSFER	0	0	0	0
TOTAL - ROADS AND BRIDGES	14,926,109	17,588,209	16,898,173	16,898,173

ROADS AND BRIDGES

COMMENTS

The Madera County Public Works Department uses Road Funds to typically maintain, repair, and reconstruct roads, bridges, and traffic control devices on the County’s maintained mileage system, in Maintenance Districts, and in County Service Areas within the unincorporated area except for State Highways. The Department maintains about 1,529 miles of roads and 170 bridges. This budget is primarily financed by State Fuel Taxes, Federal-State Allocations, Forest Reserve Funds, Special District Service Charges, State Transportation Improvement Program (STIP), Congestion Mitigation and Air Quality (CMAQ), Transportation Enhancement Activities (TEA), Proposition 1B, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA), American Reinvestment Recovery Act (ARRA), and Traffic Mitigation Fees. The Department receives a five-cent property tax from District No. 5. The revenues from Measures “A” and “T” sales tax funds augment Departmental efforts but are not reflected in this budget. The revenue from Measure “T” provides additional funding, some of which can be used on maintenance activities and significantly improves the Department’s preventive maintenance program. In addition, the Measure also addresses congestion issues on a regional basis.

No portion of this budget is financed by local property taxes, except for District No. 5 in the northeastern portion of the County, which had levied a property tax prior to Proposition 13; and this activity is not part of the General Fund Budget.

Note: The Transit Budget was established and not included in the Road Fund Budget in order to simplify the accounts of Transit funds, projects, and issues. Refer to Road Transit Budget (Org 63860) for specific details.

REVENUE

	2015-16	2016-17	2017-18
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610802 SB 325 Gas Sales Tax	\$1,575,898	\$1,390,416	\$1,017,226
610805 LTF Pedestrian & Bicycle Projects	0	40,368	38,669
620400 Road Privileges and Permits	166,250	140,000	150,000
630301 Judgments & Damages	10,178	0	0
640101 Interest	21,321	20,000	14,000
640304 Federal - Hwy Row Rental	1,272	1,200	2,000
650201 Highway Users Tax - 2104 and 2106***	3,352,653	2,602,136	3,352,761
650202 Highway Users Tax - 2105 (Proposition 111)***	1,487,516	1,645,882	3,238,291
654035 ISTEAs Exchange Funds – Federal*	40,000	463,374	463,374
654536 Prop1B SLPP	0	0	0
655400 Disaster Relief FHWA	0	0	0
655500 Forest Reserve Title I	218,170	225,000	200,000

ROADS AND BRIDGES

REVENUE (continued)

	2015-16	2016-17	2017-18
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
657040 Federal Funded Bridges (Eng. Services Refunds)	149,425	3,827,548	2,015,750
657103 CMAQ	(356,573)	557,000	1,846,500
657126 FED – High-speed Rail	10,747	0	0
659020 ISTEА Exchange from Madera County Transportation Committee**	682,032	500,000	500,000
661702 Road and Street Services – MCTA	198,200	0	0
661703 Road and Street Services (District #5)	120,000	150,000	130,000
661704 Road and Street Services (Service Areas, Maintenance Districts)	587,429	700,000	700,000
661706 Roads Street Intrafund/Other Services	808,653	700,000	700,000
661708 Measure T Reimbursement	1,001,096	0	1,772,152
662801 Interfund Revenue	0	0	0
662696 Formation Fees	0	0	0
672000 Other Sales (Sale of Maps)	2,049	2,000	2,000
673000 Miscellaneous Refunds & Revenues	8,956	10,000	5,000
673800 PY Cancel Warrants	100	0	0
673425 Road Service Donations	630	0	0
673903 Misc Reimb & Refund	12	0	0
680100 Sale of Fixed Assets	<u>35,164</u>	<u>0</u>	<u>5,000</u>
Sub-Total	\$10,121,187	\$12,974,924	\$16,152,723
Cash Balance	<u>0</u>	<u>0</u>	<u>745,450</u>
TOTAL	<u>\$10,121,187</u>	<u>\$0</u>	<u>\$16,898,173</u>

*ISTEA (Intermodal Surface Transportation Efficiency Act) Exchange Funds represents approximately 110% of previous FAS (Federal Aid Secondary) funds.

**ISTEA Exchange from Madera County Transportation Committee - MCTC reallocates ISTEA funds to member agencies based on population.

***Highway Users Tax was increased due to the passing of SB1. Additional revenue will not be allocated until November of 2017.

ROADS AND BRIDGES

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>	<u>2017-18 Recommended</u>
Administrative Analyst I/II	1	0 ^(A)
Administrative Assistant	1	0 ^(A)
Assistant Engineer	2	1 ^(B)
Associate Civil Engineer or Engineer I/II/III	3	0 ^(A)
Deputy Public Works Director	2	0 ^(A)
Development Services Engineer	1	0 ^(A)
Director of Public Works	1	0 ^(A)
Engineering Aide	1	0 ^(A)
Engineering Technician	3	0 ^(A)
Equipment Operator	12	12
Equipment Service Worker	1	1
Equipment Shop Supervisor	1	1
Heavy Equipment Mechanic	5	5
Parts Assistant I/II	1	1
Personnel Technician I/II	1	0 ^(A)
Program Assistant I/II	2	0 ^(A)
Program Manager	1	0 ^(A)
Real Property Agent	1	0 ^(A)
Road Construction & Maintenance Supervisor	7	7
Road Construction & Maintenance Worker I/II	24	24
Road Investigator	1	1
Senior Accounting Technician or Accounting Technician I/II	1	0 ^(A)
Senior Civil Engineer	2	1 ^(B)
Senior Heavy Equipment Mechanic	1	1
Senior Road Construction & Maintenance Worker	5	5
Senior Traffic Sign Worker	1	1
Traffic Sign Supervisor	1	1
Traffic Sign Worker I/II	<u>4</u>	<u>4</u>
Total Permanent Staff	<u>87</u>	<u>66</u>

ROADS AND BRIDGES

STAFFING (continued)

Notes:

(A) Positions transferred to the new Public Works Org 01300; positions transferred will continue to support Roads and Bridges functions and will charge actual staff time spent on roads and bridges functions to the Interfund Expense Account 731400.

(B) One Assistant Engineer and one Sr. Civil Engineer were transferred to the new Public Works Org 01300; positions transferred will continue to support Roads and Bridges functions and will charge actual staff time spent on roads and bridges functions to the Interfund Expense Account 731400 below.

RECAP OF MAJOR EXPENDITURE ACCOUNTS:

- 720300** **Communications** (\$0) is recommended at zero as communications expenditures are now incurred in the Public Works Admin Org and are charged back as Interfund Expenses in Account 731400 below.
- 720305** **Microwave Radio Services** (\$116,000) is recommended increased \$4,521 based on current year costs of the Department's contribution to the Internal Service Fund for 2017-18 which is based on the number of radios in this Department utilizing the County's Microwave Radio Network.
- 720601** **Insurance - Other** (\$12,000) is recommended increased \$267 based on current year costs for Property and Pollution Insurance.
- 720800** **Maintenance - Equipment** (\$700,000) is recommended unchanged based on current year and projected expenditures for all equipment repairs, parts, fuels, tires, and overhauls. This account also provides funds for maintenance of office equipment, mobile radios, and other types of maintenance and repair, as well as the Wide Area Network Maintenance cost.
- 721400** **Professional & Specialized Services** (\$4,762,756) is recommended increased \$583,224 for the proposed capital improvement projects as outlined in the Department's Capital Improvement Program. Costs for Information Technology services, Human Resources, General Services and the 311/Customer Service Center are now accounted for under 731400 – Interfund Expense.
- 721600** **Rents & Leases - Equipment** (\$270,000) is recommended unchanged based on projected expenditures to rent/lease equipment when County-owned equipment breaks down, or when it is more economical to rent equipment than to purchase equipment. This account also funds the rental of mowing equipment used for special grants in use this fiscal year.

ROADS AND BRIDGES

RECAP OF MAJOR EXPENDITURE ACCOUNTS: (continued)

- 721900** **Special Departmental Expense** (\$2,413,033) is recommended unchanged based on projected expenditures for the purchase of all road construction materials, asphalt, concrete, various road oils, rock, sand, and dirt.
- 731400** **Interfund Expenses** (\$2,441,792) is recommended based on current year costs of the Department's reimbursement of expenses for Public Works staff time spent on Road Fund tasks and expenses related to Public Works administrative costs (\$2,046,599), (\$12,829) for the replacement of 9 computers needing to be upgraded to Windows 10, Information Technology services (\$153,564), Human Resources services (\$25,000), 311 services (\$2,000), Building and Grounds Maintenance (\$1,800), and Employer Share of Retiree Health Insurance (\$200,000).
- 731401** **Interfund Expense – Cost Plan (A-87)** (\$561,487) is recommended reduced \$349,909 based on the draft report of this year's Cost Allocation Plan. This report is in the process of being prepared by an outside consulting firm that allocates the County's pro-rata share of indirect expenses to this budget.

FIXED ASSETS

- 740300** **Equipment** (\$350,000) is recommended reduced \$503,000 to purchase the following equipment:
- 1 **Excavator: (\$350,000)** the County received grant funds from CalFire to help offset the full cost of the excavator.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ROAD TRANSIT
Budget (63860)**
Function: **Public Ways & Facilities**
Activity: **Public Ways & Facilities**
Fund: **Transit**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720300 Communications	4,810	4,000	4,000	4,000
720501 Janitorial	3,606	8,000	8,000	8,000
720800 Maintenance - Equipment	17,814	10,000	25,000	25,000
720900 Maintenance - Building & Improve	10,927	500	5,000	5,000
721100 Memberships	510	525	550	550
721300 Office Expense	135	350	350	350
721400 Professional & Specialized Services	841,081	1,212,641	1,272,101	1,272,101
721456 P&S - Info Tech	574	200	0	0
721500 Publications & Legal Notices	1,445	1,000	2,000	2,000
721900 Special Departmental Expense	3,130	100,000	1,500	1,500
722101 Gas & Electrical Utility	6,238	10,000	10,000	10,000
722102 Sewer & Water Utility	575	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	890,843	1,348,216	1,329,501	1,329,501
FIXED ASSETS				
740200 Buildings and Improvements	12,777	672,102	2,544,342	2,544,342
740300 Equipment/Furniture	413,189	617,482	1,060,066	1,060,066
TOTAL FIXED ASSETS	425,966	1,289,584	3,604,408	3,604,408
TOTAL - ROAD (TRANSIT BUDGET)	1,316,809	2,637,800	4,933,909	4,933,909

ROAD (TRANSIT)

COMMENTS

The Transit Budget is a separately established budget from the Road Fund Budget in order to simplify the accounts for Transit funds, projects, and issues. Following are the revenues and expenditures for the Transit Budget. This is not a General Fund Budget.

REVENUE

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610810 LTF	\$ 92,506	\$ 692,821	\$ 839,157
640101 Interest on Cash	2,829	1,500	1,500
654030 State - Transit Asst. / MCC	56,616	406,594	271,196
654517 Prop 1B – PTMISEA	418,875	673,610	1,944,927
654518 Prop 1B – Cal EMA	59,194	241,566	282,450
654539 ST-CAP & Trade (LCTOP)	0	83,358	164,535
657055 FED -Transit-Admin. FTA 5311	237,744	258,544	1,047,257
657059 FED – Transit Admin. FTA 5339	0	250,896	307,887
661708 Measure T Reimburse	<u>0</u>	<u>0</u>	<u>75,000</u>
Sub-Total	\$867,764	\$2,608,889	\$4,933,909
Cash Balance	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$867,764	\$2,608,889	\$4,933,909

SERVICES & SUPPLIES

- 720300** **Communications** (\$4,000) is recommended based on current year expenditures.

- 720501** **Janitorial** (\$8,000) is recommended unchanged based on current year expenditures and the addition of services to the Transit Office.

- 720800** **Maintenance – Equipment** (\$25,000) is recommended increased \$15,000 to provide preventative maintenance to our third party contractor to operate Madera County Connection (MCC).

- 720900** **Maintenance – Buildings & Improvements** (\$5,000) is recommended increased \$4,500 to provide funding for maintenance of the Transit Facility.

ROAD (TRANSIT)

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$550) is recommended increased \$25 to provide memberships necessary for Transit.
- 721300** **Office Expense** (\$350) is recommended unchanged based on current year expenditures.
- 721400** **Professional & Specialized Services** (\$1,272,010) is recommended increased \$59,460 as per the following:

Contract Consultant - Moy Services	\$ 96,180
Merced Transit	601,360
CAPMC	125,000
City of Madera (DAR)	309,730
City of Chowchilla (CATX)	108,240
Other Contract/Consultant Services	25,000
Information and Technology	6,500

- 721500** **Publications & Legal Notices** (\$2,000) is recommended increased \$1,000 based on current year expenditures.
- 721900** **Special Departmental Expense** (\$1,500) is recommended reduced \$98,500 based on projected expenses to provide supplies, materials and maintenance for transit projects.
- 722101** **Gas & Electrical Utility** (\$10,000) is recommended unchanged based on current year expenditures.
- 722102** **Sewer & Water Utility** (\$1,000) is recommended unchanged based on current year expenditures.

FIXED ASSETS

- 740200** **Buildings & Improvements** (\$2,544,342) is recommended increased \$1,872,240, as per the following:
- | | |
|----------------------------|-----------|
| Transit Facility Bus Barn | \$546,550 |
| Park & Ride lots (2) | 1,298,377 |
| Bus Shelters and Amenities | 699,415 |

FIXED ASSETS (continued)

740301 **Equipment** (\$1,060,066) is recommended increased \$442,584 as per the following:

Buses (3)	\$501,556
Escort Van (1)	56,478
Furniture (Transit Facility)	75,000
Transit Security Enhancements	427,032

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BEHAVIORAL HEALTH SERVICES (06900)**
 Function: **Health & Sanitation**
 Activity: **Health**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	6,110,702	8,120,383	8,135,979	8,135,979
710103 Extra Help	111,576	186,436	205,180	205,180
710105 Overtime	553	57,279	57,279	57,279
710106 Stand-by Pay	581	3,480	3,480	3,480
710107 Premium Pay	5,085	5,400	5,400	5,400
710200 Retirement	1,962,825	2,671,921	2,712,102	2,712,102
710300 Health Insurance	868,136	1,318,912	1,191,551	1,191,551
710400 Workers' Compensation Insurance	84,954	176,831	205,396	205,396
TOTAL SALARIES & EMPLOYEE BENEFITS	9,144,411	12,540,642	12,516,367	12,516,367
SERVICES & SUPPLIES				
720300 Communications	70,783	115,531	138,892	138,892
720305 Microwave Radio Services	23,560	25,240	26,279	26,279
720500 Household Expense	52,826	76,991	80,134	80,134
720600 Insurance	18,657	6,629	8,578	8,578
720601 Insurance - Other	3,089	29,803	30,399	30,399
720605 Employer Share Retiree Insurance	59,057	0		
720800 Maintenance - Equipment	63,229	98,251	98,580	98,580
720900 Maintenance - Structures and Grounds	27,472	21,645	14,645	14,645
721000 Medical/Dental/Lab Supplies	1,656	39,226	39,226	39,226
721100 Memberships	8,486	18,860	18,860	18,860
721300 Office Expense	173,563	116,220	106,220	106,220
721400 Professional & Specialized Services	1,035,142	1,632,835	1,888,325	1,888,325
721416 Mental Health - Institute for Mental Disease	2,144,698	2,103,710	2,576,837	2,576,837
721417 Mental Health - Patients' Rights Advocate	15,954	17,378	17,378	17,378
721421 Mental Health-State Hospital	687,348	1,414,375	1,414,375	1,414,375
721422 Adult System of Care	1,467,344	2,331,742	2,313,876	2,313,876
721426 Software Maintenance/Modification	31,554	38,700	41,185	41,185
721445 SD/MC Hospital Expense	1,094,282	3,458,295	3,458,295	3,458,295
721446 Managed Care Network	301,109	582,000	582,000	582,000
721448 KV Support/Administration	362,272	494,964	635,300	635,300

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BEHAVIORAL HEALTH SERVICES (06900)**
 Function: **Health & Sanitation**
 Activity: **Health**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES (continued)				
721456 Professional & Specialized Services - IT	7,974	0	0	0
721468 Professional & Specialized Services - Unidentified	120,265	370,121	371,863	371,863
721500 Publications & Legal Notices	1,616	4,455	4,455	4,455
721600 Rents & Leases - Equipment	52,609	77,580	41,450	41,450
721700 Rents & Leases - Building	195,122	205,096	256,978	256,978
721900 Special Departmental Expense	12,245	30,237	31,247	31,247
721909 Property Taxes	1,155	1,200	1,200	1,200
722000 Transportation & Travel	17,020	55,748	55,748	55,748
722005 Reimbursement - Employee Cars	13,532	0	0	0
722100 Utilities	77,214	95,281	99,790	99,790
TOTAL SERVICES & SUPPLIES	8,140,834	13,462,113	14,352,115	14,352,115
OTHER CHARGES				
731001 Building Deprecation	0	61,836	61,836	61,836
TOTAL OTHER CHARGES	0	61,836	61,836	61,836
FIXED ASSETS				
740213 MH Building & Improvement			100,000	100,000
740300 Equipment	101,761	125,000	172,005	172,005
TOTAL FIXED ASSETS	101,761	125,000	272,005	272,005
INTRAFUND TRANSFER				
770100 Intrafund Expense	208,841	870,663	950,778	950,778
TOTAL INTRAFUND TRANSFER	208,841	870,663	950,778	950,778
TOTAL - BEHAVIORAL HEALTH SERVICES	17,595,847	27,060,254	28,153,101	28,153,101

BEHAVIORAL HEALTH SERVICES

COMMENTS

The mission of Madera County Behavioral Health Services is to promote the prevention of and recovery from mental illness and substance abuse for the individuals, families, and communities we serve by providing accessible, caring, and culturally competent services. The Department provides for the mental health needs of Madera County residents who meet the criteria outlined in the Welfare and Institutions Code Section 5600.3, and serves as the Managed Care Plan for all Madera County Medi-Cal eligible beneficiaries in need of specialty mental health services. The Department also provides alcohol, drug, perinatal, and prevention services.

Behavioral Health Services participates in several interagency collaborative programs.

The collaborative programs that focus on Adults are as follows:

- Madera Access Point (MAP), a collaborative program with the Department of Social Services, providing mental health and substance abuse treatment to CalWORKS beneficiaries who have a barrier to employment due to their behavioral health problems.
- Adult Drug Court Program, a collaborative program with the Courts and Probation, serving non-violent offenders and providing them with an option of treatment rather than incarceration.
- Hope House Program, a drop-in socialization center for mentally ill adults. The Department contracts with Turning Point of Central California to run the Hope House program using Mental Health Services Act (MHSA) funding.
- AB 109 Community Correction Partnership (CCP) Program, a collaborative program with Probation, Department of Corrections, and other law enforcement or social service agencies involved in providing supervision and/or services to participants.

The collaborative programs that focus on Children & Youth are as follows:

- Juvenile Justice Program, a collaborative program with Madera Unified School District and Probation, serving youth at Court Day School, Juvenile Hall and the Juvenile Boot Camp program. Services through the Boot Camp program are limited to treatment once the minors leave incarceration with a focus on aftercare services. Youth who have an assigned a therapist and become incarcerated are seen in the County's Juvenile Hall and through the Juvenile Boot Camp program if continued treatment is needed.
- Foster Care Youth Services, which include Katie A. services, are collaborative programs with Department of Social Services and Public Health, serving youth who have been placed in foster care.

BEHAVIORAL HEALTH SERVICES

COMMENTS (continued)

- Wraparound Services, as established by SB163, is a collaborative program with the Department of Social Services, Juvenile Probation, Behavioral Health Services and a community based organization (Uplift Families Services) to provide intensive wraparound services to children residing with birth parent(s), relative, adoptive parent, foster parent, or guardian to prevent out-of-home placement or placement in a higher level of care.
- Healthy Beginnings Program, a collaborative program with First Five, Department of Social Services, Public Health, and several other Madera agencies, serving youth ages 0-5 who are determined to have special needs.

Mental Health Services Act (MHSA)

In November 2004, California voters approved Proposition 63 (Mental Health Services Act) which provided funds to transform the public mental health system. The MHSA is based on the principles of recovery in an effort to keep individuals in their communities rather than in institutions or on the street. In March 2011, the passage of AB 100 (Committee on Budget – 2011) resulted in an administrative shift of responsibility from the State of California to the County. All MHSA funded programs must include the following principles:

- Community collaboration
- Cultural competence
- Client/family-driven mental health system for all targeted populations
- Wellness focus, which includes the concept of recovery and resilience
- Integrated service experiences for clients and their families throughout their interactions with the mental health system

In 2017-18, the Department will have the following MHSA programs in operation:

Community Services and Support (CSS), focusing on treatment for unserved and underserved populations.

- Full Service Partnerships - Children / Transitional Age Youth
- Full Service Partnerships - Adults / Older Adults
- System Development - Expansion Services
- System Development - Supportive Services and Structures

Prevention and Early Intervention (PEI), targeting individuals who are at risk of developing mental illness.

- Community Outreach & Wellness Center(s) (Wellness/Drop-in Centers located in Madera and Oakhurst)
- Community and Family Education

BEHAVIORAL HEALTH SERVICES

COMMENTS (continued)

Innovation (INN) a three-year INNOVATION project was approved by the Madera County Board of Supervisors on May 13, 2014. The project focuses on increasing collaboration between health care providers and Behavioral Health Services for perinatal postpartum mood and anxiety disorders (PMAD). This is the fourth year of this five year project.

Housing Program for the mentally ill homeless population:

- The MMHSA Housing, Inc., a non-profit, is currently operating two housing units on behalf of Behavioral Health Services for people who have mental illness. The MMHSA Housing, Inc. non-profit will continue to look for opportunities to expand housing options for the people mental illness.
- In October 2015, a seven (7) unit housing facility was opened in Oakhurst to provide housing for clients who are disabled and homeless or at risk of being homeless with priority given to veterans. Behavioral Health Services is the primary source of referrals to this facility.

WORK PROGRAM

<u>Program</u>	<u>2015-16 Actual Service</u>	<u>2016-17 Estimated Service</u>	<u>2017-18 Projected Service</u>
Unique Clients Served - Mental Health	3,705	3,004	3,004
Treatment Contacts - Mental Health	52,912	62,212	62,078
Unique Clients Served - Substance Use Disorder	571	507	507
Treatment Contacts - Substance Use Disorder	16,522	15,221	15,221
Crisis Calls	3,276	3,144	3,144
Inpatient Beds Days	1,958	2,153	2,153

BEHAVIORAL HEALTH SERVICES

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant/Auditor I/II	1		1	
Account Clerk I/II or Accounting Technician I/II	3		3	
Administrative Analyst I/II	4	2	4	2
Administrative Assistant	3		3	
Assistant Behavioral Health Services Director	1		1	
Behavioral Health Program Supervisor or Supervising Mental Health Clinician	9	1	9	1
Behavioral Health Services Division Manager	3		3	
Central Services Worker	2		2	
Certified Alcohol & Drug Counselor	8	2	6	4
Director of Behavioral Health Services	1		1	
Health Education Coordinator	2		2	
Inpatient Nurse Liaison	1		1	
Licensed/Prelicensed Mental Health Clinician, or Senior Mental Health Case Worker	46	0	46	0
Mental Health Caseworker I/II ^(B)	22	0	20	2
Office Assistant I/II ^(A,B)	6	0	4	2
Personnel Technician I/II or Accounting Technician I/II ^(B)	1		1	
Program Assistant I/II	13	0	12	1
Psychiatrist ^(C)			1	
Senior Program Assistant	3	0	3	0
Psychiatric Nurse or Registered Nurse I/II	3		3	
Staff Services Manager	1.5	0.5	1.5	0.5
Vocational Assistant - Driver	15		13	2
Total Permanent	148.50	5.50	140.50	14.50

NOTE: The 2017-18 Recommended Staffing Allocation reflects changes as approved by the Board of Supervisor approval on December 20, 2016 as follows:

- (A) Fund one Office Assistant I/II position through the Intrafund Expense Account. This position will work in the Public Guarding Office.
- (B) Position that are currently being over filled is one (1) Senior Mental Health Case worker, one (1) Program Assistant, and one (1) Administrative Assistant.

BEHAVIORAL HEALTH SERVICES

STAFFING (continued)

(C) The Department is in the process of adding the Psychiatrist job classification through the Civil Service Commission. Therefore, the compensation isn't known at this time.

REVENUE

<u>Source</u>	<u>2017-18 Projected</u>
State - Mental Health (MH) Revenues before 2011	\$ 5,249,744
State - MH Mental Health Services Act (MHSA)	12,611,870
State – Mental Health Revenues 2011	3,999,733
State - MH Realignment Base/ (COWCAP & Jail)	716,068
Federal - Mental Health & Alcohol and Other Drug (AOD) Revenues	1,450,125
Federal - MH & AOD Medi-Cal	3,772,957
Intrafund Revenue	792,949
Other Mental Health Revenues & Fees	263,750
County Matching Funds	<u>11,973</u>
Total Behavioral Health Services Funding Required	\$28,869,169

Note to Auditor:

- The Department is estimating receipts for Realignment Revenue for FY 2017-18 of \$3,228,490 (Account #61210).
- Additionally, \$322,849 is estimating from the Realignment Fund (Fund #61210) as the “10%” of the base realignment for FY 2017-18 to offset Social Service expenditures, as allowed by the State. The “10% transfer” should be calculated on the actual Base MH Realignment funds received in 2017-18. This revenue is budgeted in the Social Services-Public Assistance Programs budget (07530).
- MH Realignment of \$51,000 will be used for the Department’s share of cost for contracted mental health services to jail inmates.
- Any shortfall of MH Realignment funds for 2017-18 is recommended to be transferred from the MH Realignment 1991 Fund Balance (Fund #61210) and/or MH Realignment 2011 Fund Balance (#61350) into the General Fund.
- Required General Fund cash match is \$11,973 (\$8,429 for mental health, \$1,431 for alcohol and drug programs, and \$2,113 for the perinatal program). This General Fund match is mandated by the State; Realignment funds cannot be used for this required County Match.
- The Department is requesting \$5,117,336 from the MHSA trust fund. Any shortfall of MHSA funds for 2017-18 is recommended to be transferred from the MHSA Fund (Fund 6174).

BEHAVIORAL HEALTH SERVICES

REVENUE

Note to Auditor (continued):

- The Department is requesting \$3,964,632 from the Realignment 1991 and/or Realignment 2011 trust to fund balance to the estimated County Administrative COWCAP derived from the Allocation Plan, and for operations.
- The Intrafund revenue is for Behavioral Health Services to provide services for the CALWORKS Program, transportation for Foster Care Youth Program, operation of the Healthy Beginnings, Program AB109, and services for the Probation Boot Camp Program.

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$8,135,979) are recommended increased \$15,596 based on cost of recommended staffing. This account also includes funds for the Probation department for 1.0 FTE Deputy Probation Officer for Felony Drug Court; this expense was previously funded through Intrafund Transfers
- 710103** Extra Help (\$205,180) is recommended increased \$18,744 to fund the following positions to ensure the Department meets the State Mandates: 0.5 FTE Staff Services Manager, 1.0 FTE Administrative Analyst I, 1.0 FTE Office Assistant II, and stipends to pay students in the master program.
- 710105** Overtime (\$57,279) is recommended unchanged to provide approximately 111 hours per month to ensure the Department meets the MHSA Crisis Triage grant requirements.
- 710106** Standby Pay (\$3,480) is recommended unchanged for after-hour back-up services to ensure State mandated coverage for after-hours services is met.
- 710107** Premium Pay (\$5,400) is recommended unchanged for special compensation matters, based on the actual use of bilingual staff.
- 710200** Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** Health Insurance is based on the employer's share of health insurance premiums and/or deferred compensation.
- 710400** Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$138,892) is recommended increased \$23,361 based on estimated telephone service costs including projected cell phone expenses. The account previously funded the Department's share of the WAN cost (\$35,572) and use of the MHPL lines for the client data system contained in the electronic medical records as mandated by HIPAA requirements.
- 720305** **Microwave Radio Services** (\$26,279) is recommended unchanged for the Department's use of the County's Microwave Radio Service by the Chowchilla and Oakhurst locations.
- 720500** **Household Expense** (\$80,134) is recommended increased \$3,143 for carpet cleaning, refuse disposal and janitorial services at several locations.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance - Other** (\$30,389) is recommended increased \$596 to provide for this Department's portion of medical malpractice and Property premiums.
- 720800** **Maintenance - Equipment** (\$98,580) is recommended increased \$329 for the maintenance of office equipment, vehicle fuel and repairs, telephone system maintenance, and WAN equipment maintenance (\$27,697). The Department utilizes the Central Garage for maintenance of 30 vehicles. The Department fleet consists of four (4) vehicles with mileage over 120,000 that results in increased maintenance costs, and over 1,000 gallons of gasoline are utilized per month. Beginning in Fiscal Year 2012-13, the Department implemented the replacement plan of a minimum of four to six (4-6) vehicles per year.
- 720900** **Maintenance - Structures and Grounds** (\$14,645) is recommended reduced \$7,000 for the repair material to four facilities, and the MHSA Housing Program Supplemental Assignments Agreement related to the Department's clients that are housed in these two projects.
- 721000** **Medical/Dental/Lab** (\$39,226) is recommended unchanged based on current and projected usage for medication and laboratory testing for indigent and AB109 clients and any necessary lab expenses. Services for the AB109 population have increased, which is resulting in an increase in the medication for their treatment.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$18,860) is recommended unchanged based on the 2016-17 dues for the following memberships: the County Behavioral Health Directors Association of California (\$11,599), Mental Health Directors Association - Mental Health Services Act (\$600), Central Valley Housing (\$1,061), California Social Work Education Center (CalSWEC) (\$800), National Association for Behavioral Health Care (\$3,180), National Association of Behavioral Health Directors (\$200), California Institute for Mental Health (\$100), Healthcare Compliance Association (\$320), Anasazi Software National Alliance (\$400), and MHSA-PEI (\$600).
- 721300** **Office Expense** (\$106,220) is recommended reduced \$10,000 for general office supplies. This budget includes replacement of the department's computers.
- 721400** **Professional & Specialized Services** (\$1,888,325) is recommended increased \$255,490 for contract services for psychiatrists, psychiatrist telemed, Employee Assistance Program, burglar and fire alarm monitoring, after-hour answering services, medication monitoring contract, program evaluator, conservatorship investigations, security for regular operation and evening groups, and interpreter services. This budget also includes the MHSA Housing Program Supplemental Assignments Agreement related to security as needed for the two housing projects. The Department's contract maximums are for full days of psychiatrist, telemed, and medication monitoring services; however, the service hours are based on client medical needs.
- 721416** **Mental Health - Institute for Mental Disease (IMD)** (\$2,576,837) is recommended increased \$473,127 to fund a portion of the cost to treat patients in locked Mental Health Care facilities and unlocked Board and Care facilities. Client assistance for MHSA AB109, PATH and MHBG with wrap around services, including housing and utilities subsidies, incentives, and purchase of clothing and/or tools for employment needs; and costs for the MHSA PEI Mountain Wellness Center, a drop-in center that provides daily living skill classes, including cooking, budgeting, and job club. In addition, the costs include the state regulations requiring Behavioral Health to pay for a client's ancillary medical health care costs while receiving mental health care in an IMD.
- 721417** **Mental Health - Patients' Rights Advocate Services** (\$17,378) is recommended unchanged for an advocate service to represent Mental Health clients who may have concerns regarding their rights and issues while they are hospitalized or receiving outpatient services.
- 721421** **Mental Health - State Hospital** (\$1,414,375) is recommended unchanged for the purchase of five (5) beds at the acute level in State Mental Health Hospitals.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721422** **Adult System of Care** (\$2,313,876) is recommended reduced \$17,866 to fund elements of the MHSA PEI Madera drop-in center through a contract, and a contract with an employment agency for eight (8) to twelve (12) peer support workers whose work duties are focused on engaging clients and/or family members, including those who are in crisis, and informing family members of available services in the community. These peer counselors also provide follow-up on discharged clients, and they assist in parenting classes. The peer support workers satisfy the MHSA goal to integrate clients and/or family members into the mental health system. In addition, costs for the Innovation project, and the contract for after-hours crisis services including the mobile crisis are also included in this account. Additional Services include Emergency Room After Hours, overage and Crisis Mobile Service
- 721426** **Software Maintenance/Modification** (\$41,185) is recommended increased \$2,485 for annual fees for the necessary network software. The licenses included are Encryption and Symantec's licenses with reoccurring costs, and warranties for the Department server and Microwave.
- 721445** **SD/MC Hospital Expense** (\$3,458,295) is recommended unchanged for psychiatric inpatient services provided to Madera County Medi-Cal recipients and indigent clients in both contracted and non-contracted acute psychiatric hospitals, for Youth Day Services Treatment in licensed group home facilities, and the AB403 Foster Youth Continuum of Care Reform.
- 721446** **Managed Care Network** (\$582,000) is recommended unchanged for contracted clinicians in the Medi-Cal Managed Care Plan to provide Mental Health Outpatient counseling to Medi-Cal recipients. These services include outpatient treatment, Therapeutic Behavioral Services (TBS), treatment for Katie A Settlement.
- 721448** **Kings View Support / Management Information Systems** (\$635,300) is recommended increased \$140,336 for computer support from Kings View for the Behavioral Health Services Department and the CernerAnasazi client software by Cerner.
- 721468** **Professional & Specialized - Other Unidentified Services** (\$371,863) is recommended increased \$1,742to fund alcohol and drug residential treatment for those residents who need this level of care, and provide on-site professional trainers for the curriculum and/or training of evidence-based outcomes for intervention, treatment services partially funded with Statewide MHSA PEI Sustainability and Central Valley Suicide Prevention Hotline .
- 721500** **Publications & Legal Notices** (\$4,455) is recommended unchanged or the costs associated with recruiting licensed staff for the Managed Care Plan and costs associated with public service announcements required for the MHSA Plans.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases – Equipment** (\$41,450) is recommended reduced \$36,130 for the lease of copy equipment and the use of County vehicles from the Central Garage for approximately 27,400 miles; lease of equipment, including copy machines; and the use of rental cars. The Department sometimes transports clients to and from group homes, IMD's, and Board and Care facilities rather than have the client transported by ambulances. Due to the MHSA “whatever it takes” mandate, some of these services include transportation to medical appointments.
- 721700** **Rents & Leases - Building** (\$256,978) is recommended increased \$51,882 for leased office space for the Mental Health staff located at the Madera Pine Point Recovery Center, Oakhurst Counseling Center, Chowchilla Recovery Center, the PEI-Madera Drop-in/Wellness Center, and a storage facility.
- 721900** **Special Departmental Expense** (\$31,247) is recommended increased \$1,010 for educational and promotional materials, training and special activities of the Department, expenses of the Behavioral Health Advisory Board, the Quality Improvement Committee, and other enhancements related to the Mental Health Program. This account also includes funding for the reimbursement for professional license renewal per the County MOU, fees for Providers of Continuing Education, drug testing kits for Drug Court, the biological waste contract, credential verification, and fingerprinting of new hires and volunteers.
- 721909** **Special Departmental Expense - Property Taxes** (\$1,200) is recommended unchanged for Madera Irrigation District taxes.
- 722000** **Transportation & Travel** (\$55,748) is recommended unchanged for staff to attend conferences, meetings, and training seminars, and to reimburse private mileage expense. Due to National Reform, integrated services are mandated, and with the reorganization to the Department of Health Care Services, it is critical that the Department take advantage of all training and workshops during the transition.
- 722100** **Utilities** (\$99,790) are recommended increased \$4,509 for the Department's share of utilities at County buildings occupied by Mental Health staff, as well as for the Department's main building.

NOTE: The total Services & Supplies expenditure accounts detailed above do not reflect the Department's share of the cost for contracted mental health services to jail inmates (\$51,000). These amounts are already appropriated as expenditures in the budget of the Department providing the indirect service/benefit, and as revenue derived from Realignment Funds budgeted in the Revenue section of this document.

BEHAVIORAL HEALTH SERVICES

OTHER CHARGES

731001 **Building Depreciation** (\$61,836) is recommended unchanged. The deprecation cost is from the 7th Street site thus, charged to the Mental Health, CALWORKS Program, Alcohol and Drug Program, and the Perinatal Program. The MHSA programs (CSS, PEI, WET and INN) will not be charged for the initial remodel depreciation since the MHSA program cost was directly charged to the MHSA Capital Facilities and Technological Needs (CFTN) funds. However, the MHSA programs will be charged for the additional remodel expense. The CFTN funds will revert to the State if not spent by 2018.

FIXED ASSETS

740213 **Mental Health Building & Improvement** (\$100,000) is recommended for specific tenant improvement limited to a one time project associated with the additional space.

740300 **Equipment** (\$172,005) is recommended increased \$47,005 for the following fixed assets (there is no net-County cost associated with these assets):

1. Vehicles (R) (\$80,000) is recommended to replace three (3) vehicles based on the MGT study that recommended replacement of vehicles once they obtain 120,000 miles or 10 years of age. The following vehicles are recommended to be replaced:

<u>Vehicle to be Replaced</u>	<u>Odometer</u>	<u>Replacement Vehicle</u>	
(521) 2006 Chevy Malibu	142,779	AWD SUV	\$26,000
(525) 2007 Ford Taurus	138,629	cage sedan	\$28,000
(522) 2006 Chevy Malibu	116,029	Mini Van	\$26,000

2. Microwave (R) (\$32,005) is recommended by Madera County IT Department to replace the Microwave at 7th Street equipment that has reached it's at end of life. Thus, software updates and replacement parts no longer meet operation requirements.
3. Voice Mail System (N) (\$60,000) is recommended to meet the Department of Health Care Services mandated 24/7 access to care informational requirements by creating an extensive auto attended.

BEHAVIORAL HEALTH SERVICES

INTRAFUND TRANSFERS

770100 **Intrafund Expense** (\$950,778) is recommended increased \$80,115. This account reimburses the Public Health Department for the cost of annual TB test and medical disposal (\$1,341); Department of Social Services Office Assistance for the Public Guardian's Office (\$58,644), Human Resources for Employer Share Retiree Insurance (\$259,547); Building and Grounds Maintenance for maintenance of structures and grounds (\$13,330); and Information Technology for maintenance of hardware and software at sites connected to the County network and other associated costs (\$617,916).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,393,049	5,578,451	6,014,026	6,014,026
710103 Extra Help	550,573	513,468	208,338	208,338
710105 Overtime	8,195	0		
710200 Retirement	1,456,456	1,908,078	1,908,399	1,908,399
710300 Health Insurance	672,556	830,705	805,755	805,755
710400 Workers' Compensation Insurance	31,499	80,626	103,830	103,830
TOTAL SALARIES & EMPLOYEE BENEFITS	7,112,328	8,911,328	9,040,348	9,040,348
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	0			
720300 Communications	33,231	69,901	39,738	39,738
720305 Microwave Radio Services	64,792	69,411	72,267	72,267
720500 Household Expense	64,620	73,760	7,550	7,550
720501 Janitorial Expense	0	0	34,640	34,640
720502 Refuse Disposal Expense	0	0	34,500	34,500
720600 Insurance	10,584	5,585	8,302	8,302
720601 Insurance-Other	2,784	14,500	14,790	14,790
720605 Employer Share - Retiree's Health Insurance	145,464	0	0	0
720800 Maintenance - Equipment	9,819	27,150	30,000	30,000
720801 Auto, Gas, Supplies	0	0	3,000	3,000
720900 Maintenance - Structures & Grounds	4,739	65,729	85,250	85,250
720914 Pest Control Expenses	0	0	550	550
721000 Medical/Dental/Lab Supplies	63,171	70,490	124,143	124,143
721100 Memberships	15,988	16,000	11,600	11,600
721300 Office Expense	126,780	91,910	107,765	107,765
721305 Misc Office Expense	0	0	75	75
721306 Office Equipment <\$5k	0	0	35,510	35,510
721307 Furniture <\$5k	0	0	45,700	45,700
721400 Professional & Specialized Services	740,665	899,620	6,552,082	6,552,082
721407 Data Processing Services	14,843	0	0	0
721426 Software Expenses & Licenses	0	0	47,474	47,474

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
721500 Publications & Legal Notices	10,947	18,150	8,003	8,003
721600 Rents & Leases - Equipment	74,257	66,706	3,290	3,290
721601 Lease - County Vehicles/Central Garage	0	0	55,830	55,830
721602 Lease - County Contracted Copiers	0	0	41,608	41,608
721700 Rents & Leases - Buildings	83,638	81,517	98,359	98,359
721800 Small Tools & Instruments	0	0	0	0
721900 Special Departmental Expense	200,377	137,992	136,232	136,232
722000 Transportation & Travel	82,319	112,130	80,426	80,426
722009 Training & Registration	0	0	22,400	22,400
722101 Gas & Electricity	76,489	100,000	112,526	112,526
TOTAL SERVICES & SUPPLIES	1,825,507	1,920,551	7,813,610	7,813,610
FIXED ASSETS				
740302 Equipment	0	24,999	0	0
TOTAL FIXED ASSETS	0	24,999	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	197,073	636,782	827,874	827,874
TOTAL INTRAFUND TRANSFERS	197,073	636,782	827,874	827,874
TOTAL - PUBLIC HEALTH DEPARTMENT	9,134,908	11,493,660	17,681,832	17,681,832

PUBLIC HEALTH DEPARTMENT

COMMENTS

The mission of the Madera County Public Health Department is to protect the health of our community by preventing disease and promoting health equity. The Department works in partnership with other agencies and organizations to provide essential programs and services to create a safer and healthier Madera County. In addition to providing preventative medical and educational services, the Department is also responsible for enforcing State and local health laws. This budget does not reflect the cost, staffing, or workload of the Environmental Health Department.

The Public Health Department provides services and programs such as communicable disease control; public health student nursing education; maternal, child, and adolescent home visitation and case management; laboratory services; vital statistics; child health & disability prevention and case management; preventive clinical services and immunizations; medical case management; health education; tobacco education and prevention; chronic disease prevention; emergency preparedness; and food and nutrition education services. The Public Health Department is funded by State Health Realignment, federal and state allocations, federal and state grants, private grants, and local fees.

All Public Health Department program budgets are continued to be presented in a consolidated budget document for ease of presentation. The following Public Health Department budget organizations (orgs) are included in the consolidated figures presented in this document:

<u>ORG</u>	<u>TITLE</u>
06810	Health – Administration (Management, Communicable Disease, Lab, Clinic, Billing, Accreditation, Vital Stats, etc)
06811	Health – County Medical Services Program (CMSP) Grant
06820	Health – Grant Programs (SNAP Ed)
06821	Health – Teen Pregnancy Prevention/CA PREP Program
06822	Health – Bioterrorism/Public Health Emergency Preparedness Grant
06823	Health – Hospital Preparedness Program
06830	Health – Child Health & Disability Prevention (CHDP)
06831	Health – CHDP Foster Care
06851	Health – AIDS Surveillance and Alcohol/Drug Assistance Program
06852	Health – HIV Care/Ryan White
06853	Health – AIDS Housing Opportunities for Persons with AIDS (HOPWA)
06860	Health – Tobacco Education
06861	Health – Healthy Programs Project (MCAH & CHVP)
06862	Health – CDC/Pan Flu
06870	Health – Women, Infants and Children (WIC)
06880	Health – California Children’s Services (CCS)

PUBLIC HEALTH DEPARTMENT

COMMENTS (continued)

<u>ORG</u>	<u>TITLE</u>
06890	Health – Federal Outreach Grants (Outreach & Enrollment Grants & CDC Prevention First 1305 Grant)
06891	Health – Adolescent Family Life Program
06893	Health – Family & Children Commission (ASQ, First Parents, & Healthy Beginnings Collaborative Grants with 1 st Five)
06894	Health – Cal Learn

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>Clinical Services</u>			
Animal Bite Reports	30	33	36
Billable Encounter Forms Processed	367	800	880
Immunizations (Adult – Flu Shots)	2,211	1,990	1,791
Immunizations (Child)	3,111	3,422	3,454
Tuberculin Skin Tests	2,724	2,996	3,295
TB Skin Test Screenings	310	341	375
TB Treatment (LTBI Rx's)	384	422	464
Seniors Blood Panels	2	4	8
Quantiferon Blood Draws (<i>performed at PH Clinic only</i>)	231	254	279
Urine Drug Screen Samples Collected	266	293	322
Water Test Samples Collected	1,004	1,104	1,214
Chlamydia Treatment	8	30	33
Gonorrhea Treatment	16	30	33
Syphilis Treatment	20	40	44
Sexually-Transmitted Disease Treatments	13	20	22
Sexually-Transmitted Disease Screening & Results (Neg Test & Appt)	175	250	275
<u>Communicable Disease Control</u>			
Communicable Disease Investigations – TB	30	30	35
Communicable Disease Investigations – Other	3,300	3,600	4,000
Treatment of Active Disease/Dispensed Meds Encounters	900	700	850
Confidential Morbidity Reports (Out of Jurisdiction/Not a Case)	1,500	1,500	1,300
<u>Student Nursing Visits in Clinic</u>			
	64	64	64
<u>Case Management Home Visits</u>			
	6,950	3,723	4,315

PUBLIC HEALTH DEPARTMENT

<u>WORKLOAD (continued)</u>	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
<u>Examinations</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Pre-Employment Exams	251	276	303
EKG	59	65	71
Chest X-Rays	99	58	8
<u>Family Pact Procedures::</u>			
Implant	0	12	36
IUD	0	15	40
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	167	266	266
Mycology (Fungus)	120	128	100
Mycobacteriology (TB)	286	1,788	200
Immunology (Syphilis serology)	262	310	300
Urinalysis Test	2,250	1,120	2,000
Water Test	980	784	1,000
Rabies	140	336	320
Urine Drug Testing	13,797	7,568	12,480
Quantiferon Tests (incl blood draws @PH Clinic, MCH & Merced)	476	450	500
<i>FRESNO CONTRACTED SERVICES: TB Tests</i>	<i>0</i>	<i>732</i>	<i>732</i>
<i>Bacti Tests</i>	<i>0</i>	<i>60</i>	<i>60</i>
<i>Rabies Specimens Tests</i>	<i>0</i>	<i>112</i>	<i>112</i>
<u>Vital Statistics</u>			
Births	1,005	1,027	1,062
Deaths	875	901	842
Certified Copies Birth/Death Certificates	2,293	3,150	2,856
% live-born infants whose mothers rec'd prenatal care in 1 st Trimester	73.28%	74.88%	73.50%
<u>CHDP Program</u>			
Record Review, Tracking	28,000	28,000	28,000
Follow-Up	1,200	500	500
Training Sessions	18	15	16
<u>Foster Care Program</u>			
DSS services provided (Monthly Average)	360	360	360
Probation (Monthly Average)	5	5	5

PUBLIC HEALTH DEPARTMENT

<u>WORKLOAD (continued)</u>	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases (New / Total)	7 / 53	8 / 55	10 / 57
HIV/AIDS Deaths (New by Year)	1	0	0
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	30	32	34
Emergency Services (Food & Medical Transportation – Ryan White)	30	32	34
Short Term Rental Assistance (HOPWA)	16	18	20
HIV/AIDS Medical Care	30	33	36
Referral to Medi-Cal	12	14	16
Early Intervention Screening	97	150	160
Mental Health	0	10	12
Dental Care	0	5	7
Nutrition Assistance & Education	0	30	32
<u>Tobacco Education/Prevention Outreach (# events / # contacts)</u>	40 / 850	40 / 850	45 / 480
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Average)	1,045	1,065	1,100
Monthly MTU Clinic Attendance	182	183	185
MTU Caseload	135	132	135
<u>Women, Infant and Children Program (Monthly Average)</u>			
% State Allocated Caseload enrolled in WIC per year	97%	95%	94%
<u>Zika</u> Disease Monitoring	1,500	1,500	1,500

PUBLIC HEALTH DEPARTMENT

REVENUE

<u>Public Health Revenues</u>	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Royalties-FMC	250	250	250
Health - Laboratory Fees	\$ 28,226	\$ 23,400	30,840
CA Endowment Grant (Achieving Health Equity & Pvt Portion O&E)	37,579	22,959	17,831
Kaiser Grants	30,000	35,978	0
Health - Maternal Child Health – Federal	722,597	906,141	895,116
Health – Realignment	3,574,435	2,066,606	3,812,774
Childhood Lead Poisoning Prevention Funds	50,489	76,520	122,522
TB Prevention-State 72% Federal 28%	39,239	48,522	42,351
Immunization Subvention Project Funds	28,163	60,067	60,067
MediCal Administrative Activities/Targeted Case Management	0	120,416	200,000
Clinic Fees	40,771	77,792	62,523
Intrafund Revenue – Cost Plan	730,403	240,632	240,632
State Healthy Families	6,939	17,367	6,235
State - California Children's Services	377,325	969,432	1,003,301
Federal Healthy Families	43,970	64,508	91,440
CA Children's Services Assessment Fees	240	280	280
Federal - California Children's Services	279,944	477,467	477,467
Patient Pay/Private	338	120	19,334
Clinic Services 3 rd Party Payors (Mgd Care Plans, EWC, Fam Pact)	0	0	53,258
State – AIDS (Surveillance)	13,712	17,323	17,028
Federal – AIDS (HOPWA, HCP, ADAP)	149,608	250,417	198,700
State – CHDP	87,500	130,697	142,851
Federal – Other (CHDP, Foster Care, CDC 1305, O&E, etc)	421,948	1,072,009	710,180
State Foster Care	18,504	61,437	43,846
Adolescent Family Life (State & Fed)	77,090	111,371	314,405
Community Nutrition Education (SNAP Ed)	352,830	628,544	325,796
Women, Infant, & Children	1,479,977	2,080,913	2,084,579
Fed - Emergency Preparedness (Bioterrorism/Hospital Preparedness)	114,688	406,265	334,331
Pandemic Influenza Program (Pan Flu Grant from Emerg Preparedness)	92,686	65,141	65,064
Federal – Zika Grant	0	10,000	40,000
Operating Transfer-In (Tobacco T/F Revenues)	164,319 ²	368,114 ²	379,105 ²
Intrafund Revenue (DSS, Behavioral Health, Probation, Fire, etc)	514,674 ³	925,239 ³	825,419 ³
Interfund Revenue (Physicals from Roads Dept)	2,538	2,776	2,700
Miscellaneous (Flu donations, Misc Reimb, etc)	114,865	423	3,600

PUBLIC HEALTH DEPARTMENT

<u>REVENUE (continued)</u>	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Proposition 10 (MC Children & Family Commission)	187,927	294,577	250,000
CMSWP Wellness Grant and Minigrant	0	42,210	129,702 ¹
State and Federal Medi-Cal for IGT Participation	0	2,082,939 ⁴	4,837,149 ⁴
Required General Fund Match MOE (by County) (<i>I/F Revenue</i>)	<u>81,788</u>	<u>81,788</u>	<u>81,788</u>
Total Revenue	<u>\$9,783,526</u>	<u>\$13,454,652</u>	<u>\$17,922,464</u>

Revenue Notes:

1. CMSWP Org Key will be utilized for tracking the expenses related to the Wellness Grant that Public Health has secured beginning in January 2017 with the State.
2. Operating Transfer In (#680214) is utilized for the transfer of funds from the Health Trust Funds to cover expenses utilized for the Tobacco Education & Prevention program (T/F 6031, transferred into 06860) and for the AIDS/HIV Program (T/F 1310, transferred into 06810) to cover expenses as needed.
3. Intrafund Revenues (#670000) is utilized to track revenues coming from another County agency, including the Healthy Beginnings Program funded through First 5, and several programs funded through Department of Social Services (*such as Cal Learn, Emergency Response Nurse, Adult Services Nurse, DSS Foster Care Nurse, and Drug Testing*) and Behavioral Health Services (*such as HIV Prevention, Sharps Disposal*). MOU's between Public Health and other County agencies (DSS, BHS, and Fire) have been established to address the transfer of these funds for services provided by Public Health.
4. New Revenue Accounts were created to capture the deposit of Intergovernmental Transfer (IGT) deposits from the Health Department's participation with the State Department of Healthcare Services. Those funds are utilized to offset operation costs for the Health Department programs that previously relied almost entirely on Health Realignment. However, in addition to the participation costs for the current 2017-18 fiscal year we will also need to process the payments for the 2018-19 fiscal year during this same budget year. The revenues that result from this participation will not be realized until fiscal year 2018-19. We have therefore budgeted the expense in this fiscal year budget but not the revenue.
5. **Note to Auditor:**
 - The Public Health Department budget is projected to utilize \$3,812,774 of State Health Realignment funds for Fiscal Year 2017-18. The Department estimates that it will utilize all revenue received from this source (Account # 652113) this year.
 - Required General Fund cash match is \$81,788. This General Fund match is mandated by the State as the County's Maintenance of Effort; Health Realignment funds cannot be used for this required County Match.

PUBLIC HEALTH DEPARTMENT

STAFFING

<u>Permanent</u>	2016-17 Authorized			2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accountant-Auditor	0			1 ⁽¹⁾		
Accounting Technician I/II	5			2		3 ⁽¹⁾
Administrative Analyst I/II	5			6 ⁽²⁾		
Administrative Assistant	2			2		
Assistant Public Health Director	0			1 ⁽³⁾		
Central Services Worker	0.50			0.50		
Communicable Disease Investigator	0			1 ⁽⁴⁾		
Deputy Public Health Director-Operations	1			1		
Deputy Public Health Director-Clinical and Nursing Services	1			1		
Epidemiologist	1			1		
Health Education Coordinator	3			1	2 ⁽¹⁰⁾	
Health Education Specialist	5	1		5	2 ⁽¹⁰⁾	
Medical Secretary I/II	2		1	0	1 ⁽⁵⁾	1 ⁽⁵⁾
Nurse Practitioner	0.50	0.50		0.50		0.50 ⁽⁶⁾
Nutritional Assistant I/II	14	2		12	3 ⁽⁷⁾	1 ⁽⁷⁾
Nutritional Services Director	1			1		
Nutritionist or Nutritionist Intern	1	1		1	1 ⁽⁷⁾	
Office Assistant I/II/III	2		1	3 ⁽⁸⁾		
Physical Therapist	1			1		
Physical Therapist OT Unit Supervisor	1			1		
Program Assistant I/II	2			1	1 ⁽¹⁰⁾	
Public Health Program Manager	5			6 ⁽⁹⁾		
Public Health Assistant	2			0		2 ⁽¹¹⁾
Public Health Director	1			1		
Public Health Education Assistant (PHEA)	13		12	14 ⁽¹²⁾		
Public Health Community Health & Wellness Asst	6	2		8		
Public Health Case Management Assistant	3	.50		4		
Public Health Clinical Services Assistant	1			2 ⁽¹³⁾		
Public Health Laboratory Director (contract)	1			1 ⁽¹⁴⁾		
Public Health Laboratory Technician I	1		1	1		
Public Health Microbiologist, or Lab Intern	1			1		
Public Health Nurse I/II	12			10	2 ⁽¹⁵⁾	
Public Health Officer (contract)	1			1 ⁽¹⁴⁾		
Public Health Physician (contract)	1			1 ⁽¹⁴⁾		

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized			2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Registered Dietician	2			2		
Registered Nurse I/II or Licensed Vocational Nurse I/II	3			2	1 ⁽¹⁶⁾	
Senior Accounting Technician	2			1	1 ⁽¹⁷⁾	
Senior Nutritional Assistant	5		1	4		1 ⁽¹²⁾
Senior Program Assistant	1				1 ⁽¹⁸⁾	
Senior Public Health Nurse	2		1	2		
Staff Services Manager	1			1		
Supervising PHN	2			2		
Therapy Assistant	1			1		
Total Permanent	115.0	7	17	108.0	15.0	8.5

Position Allocation Changes Justification:

- (1) Adding 1.0 Accountant Auditor position and eliminating 3.0 Account Technicians I/II to improve efficiencies and accommodate reorganization for fiscal services.
- (2) New allocation of 1.0 Administrative Analyst I/II position approved by the Board in 3/7/17 as part of the IGT program.
- (3) New classification for 1.0 Assistant Public Health Director approved by Board of Supervisors in Spring 2017.
- (4) Adding new position for 1.0 Communicable Disease Investigator to replace the use of Extra Help staffing for prior year to accommodate the workload in the Communicable Diseases Program.
- (5) Unfunded 1.0 position and eliminated 1.0 Medical Secretary position no longer needed for operations.
- (6) Eliminated 0.50 FTE of a Nurse Practitioner position no longer needed for operations.
- (7) Unfunded 3.0 and eliminated 1.0 Nutritional Asst I/II positions and unfunded 1.0 Nutritionist position no longer needed for operations.
- (8) Adding 1.0 Office Assistant I/II position needed for operations.
- (9) Adding 1.0 Public Health Program Manager position to allow for oversight required for program operations.

PUBLIC HEALTH DEPARTMENT

Position Allocation Changes (continued):

- (10) Unfunded 1.0 Program Assistant I, 2.0 Health Ed Coordinators, and 2 Health Education Specialist positions not included in projected needs currently.
- (11) Eliminated 2.0 Public Health Assistant (PHA) positions no longer needed for operations.
- (12) Corrected position allocation of 1.0 existing position Public Health Education Assistant working in a Sr. Nutritional Assistant position and reduced the Sr. Nutritional Assistant class by 1.0 to compensate.
- (13) Added 1.0 Public Health Clinical Services Assistant needed for operations.
- (14) Public Health Officer, Public Health Physician, and Public Health Lab Director are listed as funded as they are contracted positions and are funded under Professional & Specialized Services.
- (15) Unfunded 2.0 Public Health Nurse I/II positions not needed currently for operations.
- (16) Unfunded 1.0 Registered Nurse I/II or Licensed Vocational Nurse I/II position not included in projected needs currently.
- (17) Unfunded 1.0 Sr. Accounting Technician not included in projected needs currently.
- (18) Unfunded 1.0 Sr. Program Assistant not included in projected needs currently.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$6,014,026) are recommended increased \$435,575 based on the costs or recommended staffing.
- 710103** **Extra Help** (\$208,338) is recommended reduced \$305,130 based on the costs for reduced use of extra-help staff in the Department's grant programs.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES

- 720300** **Communications** (\$39,738) is recommended reduced \$30,163 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720305** **Microwave Radio** (\$72,267) is recommended increased by \$2,856 for the department's share of cost for the data exchange of information to our satellite clinic in the mountain areas.
- 720500** **Household Expense** (\$7,550) is recommended reduced \$53,050 based on current expenditures for safety mats. Other costs were separated into the subaccount categories to match expenses for 720501 for Janitorial and 720502 for Refuse Disposal below.
- 720501** **Janitorial Expense** (\$34,640) is recommended based on current expenditures for janitorial.
- 720502** **Refuse Disposal Expense** (\$34,500) is recommended based on current expenditures for refuse disposal and for infectious waste disposal.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance - Other** (\$14,790) is recommended increased 2% from prior year to reflect the Public Health Department's share of the County's Medical Malpractice premium and Property/Pollution Insurance.
- 720605** **Employer Share – Retiree's Health Insurance** (\$0) is now accounted for under Intrafund Transfer (770100).
- 720800** **Maintenance - Equipment** (\$30,000) is recommended increased \$2,850 based on current expenditures for the maintenance of all office equipment, lab equipment, and computers.
- 720801** **Maintenance - Auto, Gas, & Repairs** (\$3,000) is recommended based on current expenditures on department owned vehicles.
- 720900** **Maintenance - Structures and Grounds** (\$85,250) is recommended increased \$19,521 for repairs required for the HVAC, roof, and aging building and systems that require constant repairs.
- 720914** **Maintenance – Pest Control** (\$550) is recommended based on current year expenditures for pest services.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721000** **Medical, Dental & Laboratory Supplies** (\$124,143) is recommended increased \$53,653 to fund the necessary medications and supplies for clinical services and specialty clinics, Flu Clinic vaccines, selected immunization vaccines, medications used to treat Tuberculosis and STDs, laboratory supplies, and AIDS test kits and supplies.
- 721100** **Memberships** (\$11,600) are recommended reduced \$4,400 for memberships with the Health Officers Association of California, Maternal Child Health Directors, California Council of Local Health Nursing Directors, Conference of Health Executives Association of California, California Rural Health Association, National Association of City & County Health Officials, the American Public Health Association, Tobacco LLA Project Director's Association, California Conference of Local Health Department Nutritionists, American Dietetic Association, National WIC Association, and California WIC Association.
- 721300** **Office Expense** (\$107,765) is recommended increased \$15,855 based on current expenditures for general office supplies and forms, and postage, equipment and furniture less than the fixed asset limit.
- 721305** **Misc Office Expense** (\$75) is recommended based on current expenditures for overnight mailing services.
- 721306** **Equipment Less than \$5k Fixed Asset Cost** (\$35,510) is recommended based on current expenditures for computers, printers, or other electronic equipment purchases.
- 721307** **Furniture Less than \$5k Fixed Asset Cost** (\$45,700) is recommended based on current expenditures and recommended purchases for desks, filing cabinets, bookcases, etc.
- 721400** **Professional & Specialized Services** (\$6,552,082) is recommended increased \$5,652,462 primarily due to the cost to participate in the Intergovernmental Transfer Rate of \$2,895,656 paid to State DHCS, as well as the routine cost of essential contracted services including such as for the Public Health Officer, Public Health Physician, Public Health Laboratory Director, Proficiency testing for Laboratory certification and Medical Waste Fees, a Program Manager for the Healthy Beginnings Program, Occupational Therapy Services at Gould School Medical Therapy Program, associated costs for Accreditation and State & Federal billing services, numerous emergency preparedness contracts with Madera County healthcare partners, and external lab and professional services fees for various programs, and other subcontracts required under the Department's grant programs.
- 721407** **Data Processing Services** (\$0) is now accounted for under Intrafund Transfer (770100).
- 721426** **Software** (\$47,474) is recommended based on current year expenses and projected needs for Billing & Electronic Health Record software as well as various specialized software utilized for collecting, analyzing, and reporting statistics by various grant funded programs.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$8,003) recommended reduced \$10,147 based on current expenditures for items such as continuous and new employment recruitments specifically for Public Health; ads in local area newspapers for health education programs; and public service ads for emergency preparedness/flu shot clinics.
- 721600** **Rents & Leases - Equipment** (\$3,290) is recommended reduced \$63,416 based on current expenditures for equipment rent other than County Vehicles and Copier listed below.
- 721601** **Lease – Central Garage Vehicles** (\$55,830) is recommended based on current expenditures for Central Garage Vehicles used by department programs.
- 721602** **Lease – Copier Agreements** (\$41,608) is recommended based on current expenditures for copier lease and maintenance agreements.
- 721700** **Rents & Leases - Building** (\$98,359) is recommended increased \$16,842 based on current expenditures for rental of office space, multiple storage locker spaces, modular leases, and satellite clinics in Chowchilla and Oakhurst.
- 721900** **Special Departmental Expense** (\$136,232) is recommended reduced \$1,760 based on current expenditures and includes funds for cost of items such as Dial-A-Ride coupons for clients for transportation to medical care; required laboratory license fees and the California EPA fee for generation of toxic waste; professional staff licensing renewals; and a variety of educational materials and client incentives for health department programs.
- 722000** **Transportation & Travel** (\$80,426) is recommended reduced \$31,704 for the departmental travel to support required trainings and to reimburse staff mileage for use of personal vehicles in the course of work in compliance with the programs' scope of work. The portion for Training & Registration is now separated into the appropriate line below.
- 722009** **Training** (\$22,400) is recommended based on current expenditures for registration costs to support required trainings to comply with programs' scope of work.
- 722101** **Gas & Electricity** (\$112,526) is recommended reduced \$12,526 based on current expenditures for the department's cost for utilities for the Road 28 complex and other satellite clinics.

FIXED ASSETS

740301 **Equipment** (\$0) is not recommended for funding in 2017-18.

NOTE: The total program expenditure accounts detailed above do not reflect the cost of indirect expenses associated with the Countywide Cost Allocation Plan (\$240,632). Revenue to offset these expenses is included in the Intrafund Revenue – Cost Plan category shown under the REVENUE section of this document.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer** (\$827,874) is recommended increased \$191,092 based on current expenditures and includes: I.T. expenses included for \$614,171 for network fees, required upgrades, & replacement of various equipment as well as help desk tickets projected; Retiree Health Benefits of \$166,353; Environmental Health Service for use of a REHS projected at \$19,500; and Building & Grounds Maintenance Services projected at \$27,250.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **ENVIRONMENTAL
HEALTH (07100)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	623,723	762,359	773,700	773,700
710103 Extra Help	193,101	139,986	212,749	212,749
710105 Overtime	11,514	0	0	0
710106 Standby-HazMat Emergency Response	10,695	10,000	10,000	10,000
710200 Retirement	201,591	250,700	269,427	269,427
710300 Health Insurance	111,951	160,563	154,721	154,721
710400 Workers' Compensation Insurance	4,387	10,605	16,258	16,258
TOTAL SALARIES & EMPLOYEE BENEFITS	1,156,962	1,334,213	1,436,855	1,436,855
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	484	500	500	500
720300 Communications	25,045	6,000	6,000	6,000
720305 Microwave Radio Services		22,085	22,994	22,994
720600 Insurance	455	851	851	851
720800 Maintenance - Equipment	92	2,000	2,000	2,000
721000 Medical, Dental & Lab Supplies	30	200	200	200
721100 Memberships	1,888	1,700	2,000	2,000
721300 Office Expense	12,124	18,900	18,000	18,000
721400 Professional & Specialized Services	42,337	50,000	50,000	50,000
721500 Publications & Legal Notices	77	300	300	300
721600 Rents & Leases - Equipment	28,643	24,570	25,000	25,000
721900 Special Departmental Expense	1,461	4,000	4,000	4,000
722000 Transportation & Travel	12,438	11,500	11,500	11,500
TOTAL SERVICES & SUPPLIES	125,075	142,606	143,345	143,345
INTRAFUND TRANSFER				
770100 Intrafund Expense	360	0	0	0
TOTAL INTRAFUND TRANSFER	360	0	0	0
TOTAL - ENVIRONMENTAL HEALTH	1,282,397	1,476,819	1,580,200	1,580,200

COMMENTS

Under the jurisdiction of the Community and Economic Development Department, this Division protects and promotes the health and welfare of County residents and visitors by providing environmental health services through programs involving land use and development evaluation, food service sanitation, solid and liquid waste management, medical waste and body art/tattoo, hazardous material management, substandard housing, recreation health including camps, public pools/spas, small water systems, nuisance complaints, hazardous emergency response and related special projects. Consultation and enforcement activities ensure maintenance of Federal, State and local standards to protect and promote personal health and prevent environmental degradation.

The Madera County Environmental Health Division is designated as the Solid Waste Local Enforcement Agency (LEA). The funding for this function is generated from tipping fees at the Fairmead Landfill. The Division is also the Local Primacy Agency (LPA) for the Small Water Systems in Madera County. Funding for all Environmental Health Programs are generated from new permits and annual operating permit fees.

The Environmental Health Division is also designated as the Certified Unified Program Agency (CUPA). This Program was established by SB 1082, and is a unified hazardous waste and hazardous materials management regulatory program. This Program consolidates the requirements of six existing programs, including Hazardous Materials Business Plans, Risk Management and Prevention Planning, Underground Storage Tank Program, Aboveground Petroleum Storage Act Requirements for Spill Prevention, Control and Countermeasure Plans, Hazardous Waste Generator Programs, the California Fire Code, and the California Environmental Reporting System (CERS).

- Hazardous Materials Release Response Plans and Inventories (Business Plans): The hazardous materials business program ensures that accurate information is available so that communities may be informed regarding the hazardous materials that are handled and/or stored at a business. Each business that handles 55 gallons or more of a liquid, 500 pounds or more of a solid, or 200 cubic feet or more of a compressed gas, or any quantity of an Acutely Hazardous Material (AHM) must establish a business plan for emergency response to a release or threatened release of a hazardous material. The CUPA makes this information available to emergency response personnel.
- California Accidental Release Prevention (CalARP) Program: The purpose of the CalARP program is to prevent accidental releases of substances that can cause serious harm to the public and the environment, to minimize the damage if releases do occur, and to satisfy community right-to-know laws. This is accomplished by requiring businesses that handle more than a threshold quantity of a regulated substance as listed in the regulations to develop a Risk Management Plan (RMP). An RMP is a detailed engineering analysis of the potential accidental factors present at a business and the mitigation measures that can be implemented to reduce this accident potential.

CED - ENVIRONMENTAL HEALTH DIVISION

COMMENTS (continued)

- Underground Storage Tank Program: The purpose of the Underground Storage Tank (UST) Program is to ensure that underground storage tanks containing hazardous materials are operated in such a manner that protects public health and groundwater. The CUPA issues permits for the operation of underground storage tanks and oversees the installation, operation, and removal.
- Aboveground Petroleum Storage Act Requirements: Effective January 1, 2008, Assembly Bill 1130 (AB1130) authorized the administration and implementation of the Aboveground Petroleum Storage Act (APSA) to the local Certified Unified Program Agency (CUPA). APSA requires owners or operators of aboveground petroleum storage tanks to file a tank facility statement, to develop and implement a Spill Prevention Control and Countermeasure (SPCC) plan, and to pay an annual fee. The purpose of the APSA program is to protect the environment from aboveground petroleum storage tank spills or releases. Regulated APSA facilities must prepare and implement a Spill Prevention Control and Countermeasure (SPCC) plan by November 10, 2010. SPCC plans must describe procedures and equipment used to prevent oil discharges. Most farms, nurseries, logging, and construction sites are exempt from most of the provisions in APSA.
- Hazardous Waste Generator Program and Onsite Hazardous Waste Treatment (Tiered Permitting) Program: The hazardous waste generator program seeks to ensure that all businesses that generate any quantity of hazardous waste comply with regulations regarding handling, labeling, accumulation, and disposal of waste in order to protect the public and the environment.
- California International Fire Code: The CUPA coordinates with local Fire agencies to ensure the implementation of the Hazardous Material Management Plans and the Hazardous Material Inventory Statement Programs under the responsibility of the Office of the State Fire Marshal. These programs are tied closely with the Business Plan Program.

WORKLOAD in FTE

	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
CUPA	4.00	4.00	4.00
Land Use	0.75	0.50	0.50
Food	2.50	2.50	2.50
Water Systems	4.00	4.00	4.00
Waste Management – Liquid	1.00	1.00	1.00
Waste Management – Solid	1.00	1.00	1.00
Recreational Health (Pools, Spas, Camps)	0.75	0.50	0.50

CED - ENVIRONMENTAL HEALTH DIVISION

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Environmental Health Fees	\$ 166,421	\$ 150,000	\$ 165,000
Environmental Health Permits	1,245,357	1,150,000	1,200,000
Automation Fee	15,473	14,000	12,000
Local Enforcement Agency Grant	18,200	18,200	18,200
Solid Waste Tipping Fee (LEA)	70,000	70,000	70,000
FDA/ Cal EMA Grant	3,984	3,000	3,000
FED-Safe Drinking Water Grant	2,794	55,000	60,000
Fines/Penalties	11,727	20,000	*50,000
Miscellaneous Revenue	<u>5,970</u>	<u>5,000</u>	<u>2,000</u>
Total	\$1,502,354	\$1,485,200	\$1,580,200

*A portion of this revenue is derived from funds received by the County resulting from Hazardous Waste Statewide Settlement Cases and penalties from UST violations which can be used to help pay for CUPA staff/activities; these funds are held in a Deferred Credit account and will be transferred to the Division’s appropriate revenue account.

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
CED Deputy Director, Environmental Health	1		1		
Program Assistant I/II	1				1*
Administrative Assistant			1*		
Environmental Health Specialist, or Registered Environmental Health Specialist I/II, or Permit Technician	7	0.5	6	1.5**	
Senior Registered Environmental Health Specialist	3		4**		
Supervising Environmental Health Specialist	<u>1</u>		<u>1</u>		<u>1</u>
Total Permanent	13	0.5	13	1.5	1

*It is recommended to eliminate a Program Assistant I/II position and add an Administrative Assistant position; this recommendation is entirely revenue offset and will better meet the division’s needs.

CED - ENVIRONMENTAL HEALTH DIVISION

STAFFING (continued)

**It is recommended to unfund (1) Registered Environmental Health Specialist I/II position and add (1) new Senior Registered Environmental Health Specialist position; this recommendation is entirely revenue offset.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$773,700) is recommended increased \$11,341 based on the cost of recommended staffing.

710103 **Extra Help** (\$212,749) is recommended increased \$72,763 for the use of Extra-Help professional staff is necessary to meet and maintain State mandatory program requirements of permitting, inspection and enforcement actions. It is recommended to fund four extra help Environmental Health Specialist to ensure the Division meets its mandated inspections as well as a Clerical Assistant to assist the Division's workload. The Divisions Permit and Health Fees, as well as revenue derived from penalties will fund extra help salaries (\$50,000). The FED Safe Drinking Water grant will fund one (1) extra help position of \$60,000 per fiscal year.

710106 **Standby-HazMat Emergency Response** (\$10,000) is recommended unchanged for hazardous materials emergency response duty.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720200 **Clothing & Personal Supplies** (\$500) is recommended unchanged for protective/safety equipment for use in dealing with hazardous material and/or environmental health field work. The Cal Recycle Local Enforcement Agency Grant will fund \$400 of this expense.

720300 **Communications** (\$6,000) is recommended unchanged for cellular phone services and maintenance, including internet access, wireless cards for laptop computers and annual services. The Cal Recycle Local Enforcement Agency Grant will fund \$4,000 of this account.

CED - ENVIRONMENTAL HEALTH DIVISION

SERVICES & SUPPLIES (continued)

- 720305** **Microwave Radio Services** (\$22,994) is recommended increased \$909 for the Division's contribution to the Internal Service Fund based on County IT's projected service for the County's microwave radio network. Environmental Health will be participating in this service for Fiscal Year 2017-18 and will no longer participate in Fiscal Year 2018-19.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$2,000) is recommended unchanged for the maintenance/replacement and/or purchase of equipment or materials related to performing environmental health type duties. The Cal Recycle Local Enforcement Agency Grant will fund \$1,500 of this account.
- 721000** **Laboratory and Testing Supplies** (\$200) is recommended unchanged to provide the Division with thermometers, tracer dyes, batteries, smoke tubes, and testing supplies for water and swimming pools.
- 721100** **Memberships** (\$2,000) is recommended increased \$300 for rising costs of memberships in the California Conference of Directors of Environmental Health (\$1,500), the National Environmental Health Association (\$100), the California Environmental Health Association (\$250), Water Association (\$150) and ongoing Environmental Health organizations or committees. Memberships in these organizations provide essential tools such as revised codes, regulations, professional training and technical expertise necessary in administering local environmental health programs and providing consistency statewide.
- 721300** **Office Expense** (\$18,000) is recommended reduced \$900 for office supplies/equipment, work related supplies, central duplicating costs, and printing of forms. The Cal Recycle Local Enforcement Agency Grant will fund \$5,400 of this account.
- 721400** **Professional & Specialized Services** (\$50,000) is recommended unchanged to provide specialized laboratory analysis and the annual software maintenance license agreement for Acella.
- \$ 10,000 Environmental testing of Wastewater/Water, hazardous material, food borne illness investigation, and administrative enforcement/ compliance.
- \$ 40,000 Annual Software maintenance cost for Envision Connect (Accela) and for all State required Environmental Health reporting.

CED - ENVIRONMENTAL HEALTH DIVISION

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged for public notices and notices required under the California Accidental Release Program (CalARP) for each facility in the County that stores and/or uses certain quantity of specific chemicals in the manufacturing process and for Environmental Health notices/publications.
- 721600** **Rents & Leases - Equipment** (\$25,000) is recommended increased \$430 based on current and projected expenses for the rental of vehicles from Central Garage and for color copy machine lease (Ricoh).
- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged to fund special projects, specialized training requirements and educational/training materials. A total of \$850 is recommended for professional registration renewals for staff as per County agreement. Also included in this account are funds to purchase review courses for the Registered Environmental Health Specialist exam. The Division does not currently have an in-house classroom training program that would improve the employee's ability to successfully pass the exam. This recommendation should assist in retaining non-registered health specialists. The Cal Recycle Local Enforcement Agency Grant will fund \$1,200 of the recommended amount for this account annually.
- 722000** **Transportation & Travel** (\$11,500) is recommended unchanged for travel to attend meetings, training, seminars, and conferences, in order to maintain required REHS continuing education units, and to reimburse private mileage costs. The Cal Recycle Local Enforcement Agency Grant will fund \$5,500 of this account.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **RMA -
ENGINEERING (11100)**
Function: **Liner Fund**
Activity: **Refuse**
Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2015-16	BOARD APPROVED EXPENDITURES 2016-17	DEPARTMENT REQUEST 2017-18	CAO RECOMMENDED 2017-18
BEGINNING FUND BALANCE	350,000	0	0 *	0
REVENUES				
640101 Interest on Cash	18,000	2,500	2,500	2,500
640300 Rents & Concessions	20,400	20,400	20,400	20,400
662100 Sanitation/Landfill Surcharge	4,136,512	4,450,602	5,699,051	5,699,051
662101 Landfill Surcharges	355,459	237,932	342,283	342,283
672003 Sale of Surplus	0	0	0	0
680350 Cash Flow Loan	1,500,000	0	0	0
TOTAL REVENUES	6,380,371	4,711,434	6,064,234	6,064,234
EXPENSES				
SERVICES & SUPPLIES				
710400 Workers' Compensation Insurance	0	0	0	0
720200 Clothing and Personal Supplies	1,000	1,000	1,000	1,000
720300 Communications	12,000	12,000	0	0
720600 Insurance	15,570	28,309	28,309	28,309
720601 General Insurance	24,000	24,000	24,000	24,000
720800 Maintenance of Equipment	10,000	5,000	5,000	5,000
721100 Memberships	7,250	7,250	0	0
721300 Office Expense	7,000	7,000	0	0
721314 Computer Equipment	1,500	1,500	0	0
721400 Professional & Specialized Services	3,661,549	3,592,549	3,592,549	3,592,549
721426 Software Maintenance	15,000	8,000	8,000	8,000
721433 Outside Attorneys & Other Experts	500,000	25,000	0	0
721500 Publications & Legal Notices	1,000	500	0	0
721600 Rents & Leases - Equipment	4,950	4,000	4,000	4,000
721800 Small Tools & Instruments	3,000	1,500	1,500	1,500
721900 Special Departmental Expense	363,344	403,000	403,000	403,000
722000 Transportation & Travel	10,000	10,000	0	0
722100 Utilities	26,403	36,000	36,000	36,000
TOTAL SERVICES & SUPPLIES	4,663,566	4,166,608	4,103,358	4,103,358

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **RMA -
ENGINEERING (11100)**
Function: **Liner Fund**
Activity: **Refuse**
Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u> <u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
OTHER CHARGES				
731400 Interfund Expense	342,766	391,000	408,526	408,526
TOTAL OTHER CHARGES	342,766	391,000	408,526	408,526
FIXED ASSETS				
740200 Buildings and Improvements	1,027,000	97,842	714,158	714,158
TOTAL FIXED ASSETS	1,027,000	97,842	714,158	714,158
750106 Operating Transfers Out-Spec Rev	55,984	55,984	55,984	55,984
Payment of Loans	0	0	761,484	761,484
TOTAL	55,984	55,984	817,468	817,468
780100 Appropriation for Contingency	141,055	0	20,724	20,724
TOTAL EXPENSES	6,230,371	4,711,434	6,064,234	6,064,234
NET TOTAL (REVENUES - EXPENSES)	150,000	0	0	0

* Represents the Estimated Fund Balance as of June 30,2017, the balance is subject to change due to expenses that may be accrued to May 1, 2017, which have not yet been processed.

COMMENTS

The County of Madera has a contractual agreement with Red Rock Environmental Group, effective November 1, 2012, for the purpose of operating the County's sanitary landfill at Fairmead (Landfill). The Landfill is kept open to the public six days per week, 8:00 A.M. to 5:00 P.M., except for Holidays. The County also has a contractual agreement with Red Rock Environmental Group for the combined operation of the North Fork Transfer Station, inclusive of hauling waste from the transfer station to the Landfill. During 2007-08, a Household Hazardous Waste (HHW) facility was constructed and placed into operation at the Landfill in an effort to divert HHW from being deposited into the Landfill. The HHW facility is open on Saturdays from 9:00 AM to 1:00 PM at no cost to County residents to dispose of household hazardous waste. Madera County has two franchise haulers: Red Rock Environmental Group is the franchisee for waste collected from areas below the 1,000 ft elevation and Emadco Disposal is the franchisee for waste collected from areas above the 1,000 ft elevation.

Solid Waste Flow Control Agreement

On February 5, 2013, the County and the City of Chowchilla entered into a new Solid Waste Flow Control Agreement. The initial term of the agreement is for five years, expiring on December 31, 2017, with an option for an extension of an additional five years. The agreement contains provisions which ensure all of the City of Chowchilla's solid waste is delivered to Fairmead, and allows the City diversion credits to comply with AB 939, which mandated diversion goals of 50%. The agreement allows for a reduced contractual tipping fee and allows for annual adjustments based on CPI. The projected tipping fees for 2017-18 are \$22.28/ton for Municipal Solid Waste (MSW), \$14.63/ton for Yard Waste and \$16.14/ton for Wood Waste.

In 2012, the City of Madera entered into a contract with a new solid waste vendor (Sunset Disposal), with a contract provision allowing the vendor to haul the City's waste to a landfill of its choosing. Mid Valley Disposal (MVD) has since acquired Sunset Disposal and is now the franchise hauler for the City of Madera. MVD requested that the County consider a flow control agreement and began bringing waste to Fairmead as of January 19, 2015. A formal agreement between Madera County and MVD to bring a minimum of 20,000 tons per year to the Fairmead Landfill was approved by the Board of Supervisors.

Public Tipping Fee Rates

On February 26, 2013, the Board of Supervisors approved a public tipping fee of \$45.00/ton for MSW, \$20.00/ton for Yard Waste and \$30.00/ton for Wood Waste and allows for annual adjustments based on CPI (Resolution 2013-033). On December 6, 2016 the Board of Supervisors increased the tipping fee for Franchise Haulers to \$40 per ton at Fairmead Landfill and for non-contract hauler to \$67.12 at North fork Transfer Station. The projected tipping fees for 2017-2018 are \$45.58/ton for MSW, \$20.26/ton for Yard Waste and \$30.39/ton for Wood Waste.

REVENUE

This budget is funded by landfill surcharges based on the current tipping fees and rents received. The Valley Collection Franchise agreement with Redrock Environmental Group and the Mountain Franchise Agreement with Emadco Disposal have a franchise fee of 6% of gross billings. (Revenues for this budget are reflected on the appropriation request.)

NOTE: During the 2014-15 fiscal year, the County amended MCC# 10125-C-2014 with Tetra Tech-BAS (MCC# 10125A-C-2014) for Capital Improvements at the Fairmead Landfill. Once work began on Phase 1 (budgeted) of the Landfill Gas System Upgrades as part of the Capital Improvements, it became necessary to immediately implement Phase 2 (unanticipated work/expenditure due to surface emissions issues) and Phase 3 (flare station 25% of costs incurred in 2014-15 and 75% of costs to be incurred in 2015-16). This resulted in incurring approximately half of the costs of the three-year capital improvement project in fiscal year 2014-15 and the balance to be incurred in fiscal year 2015-16. By doing so, it is necessary to obtain a cash-flow loan in order to fund the improvements as needed (the full amount of the loan is reflected on the appropriation request; however, it may not be necessary to utilize the full amount if revenues exceed what is projected). The actual amount borrowed will be repaid over five years, beginning in fiscal year 2016-17, utilizing additional revenues generated through the flow control agreement with Mid Valley Disposal, an increase in tipping fees, and from partial collection which commenced October 1, 2015.

EXPENSES

- 720200** **Clothing and Personal Supplies** (\$1,000) is recommended unchanged to provide rain gear, goggles, hard hats, and vests for protection during landfill inspections and site visits as per OSHA regulations.

- 720600** **Insurance** (\$28,309) is recommended unchanged to reflect the Department's contribution to the County's Self-Insured Liability Program.

- 720601** **General Insurance** (\$24,000) is recommended unchanged to provide for the landfill pollution insurance required for the State permit.

- 720800** **Maintenance of Equipment** (\$5,000) is recommended unchanged to provide for maintenance of the security systems, telephone lines, scales, and fire pump house.

EXPENSES (continued)

- 721400** **Professional & Specialized Services** (\$3,592,549) is recommended unchanged to provide for the following:
- \$2,692,813 Operation and services of the Fairmead Landfill by Redrock Environmental Group (\$2,592,813), and compaction incentives (\$100,000).
 - \$402,720 Operation and services of the North Fork Transfer Station by Redrock Environmental Group.
 - \$92,000 Disposal Cost of HHW Facility and Sharp Kiosks.
 - \$34,016 Paleontology monitoring services at the Landfill. The County contracts with California State University, Fresno for Paleontology cataloging services (\$10,000). The County contracts with the Paleontology Foundation for Paleontological monitoring services, requirements in accordance with the Paleontological Recovery and Monitoring Plan (PRMP), and lease of the Fossil Discover Center Facility (\$80,000, less the fifth payment of five to repay the tobacco Financing Phase II Pool Fund, as budgeted under Operating Transfers Out, for construction costs of the Paleontology Center – MCC# 9756-C-2012).
 - \$340,000 Professional Services for Operation, maintenance, monitoring and reporting of the flare, leachate and landfill gas collection system. These are for routine tasks with Tetra Tech-BAS (TTBAS).(\$20,000 is for Cen Cal for drinking water sampling and regulatory compliance.)
 - \$31,000 Professional services related to implementing partial mandatory waste collection.
- 721426** **Software Maintenance** (\$8,000) is recommended unchanged to provide for licenses and maintenance of scale house software.PC Scale and Blue Pay credit card service.
- 721600** **Rents & Leases - Equipment** (\$4,000) is recommended unchanged for equipment rental cost for anticipated erosion control work at the closed North Fork and Ripperdan dump sites (\$250), and for use of vehicles from the Central Garage (\$2,750) and for copy machine lease agreement.
- 721800** **Small Tools & Instruments** (\$1,500) is recommended unchanged for landfill gas monitoring devices.
- 721900** **Special Departmental Expense** (\$403,000) is recommended unchanged for the following regulatory and departmental expenses:

EXPENSES (continued)

721900 **Special Departmental Expense** (continued)

- \$70,000 Local Enforcement Agency (County Environmental Health Department) fees related to the State-mandated oversight of landfill operations; and reimbursements for costs incurred by County Environmental Health Department.
- \$265,000 Department of Resources Recycling and Recovery, CalRecycle (formerly the California Integrated Waste Management Board) for administrative and regulatory oversight fees. Fees are currently assessed at \$1.40 per buried ton.
- \$60,000 State Regional Water Quality Control Board (RWCQB) for administrative and regulatory oversight fees.
- \$8,000 San Joaquin Valley Air Pollution Control District Permit.

722100 **Utilities** (\$36,000) is recommended unchanged for payment of PG&E, internet, telephone, water, sewer, and garbage associated with the old Engineering Building and the scale house, the flare (component of the gas extraction system), fire alarm and scale maintenance at the scale house.

731401 **Interfund Expense Staffing** (\$370,276) is recommended for the use of Public Works staff.

731401 **Interfund Expense Expenses** (\$38,250) is recommended to reimburse the Public Works Department (01300) for administrative expenses.

740200 **Buildings and Improvements** (\$714,158) is recommended for payment of infrastructure costs:

- \$714,158 Landfill gas collection system expansion and upgrades and annual non-routine repairs, as needed to comply with regulatory requirements.

NOTE: The revenue in the Refuse disposal budget is not adequate to cover all essential improvements. The project listed below are vital, and if not completed, large fines and penalties will ensue for non-compliance and safety. Staff will bring these projects back for Board direction at another point in time to discuss funding options.

- Landfill gas collection system expansion and upgrades - \$402,158

EXPENSES (continued)

Buildings and Improvements (continued)

- Well Extentions - \$74,000
- Aerial Mapping - \$13,000
- Permitting support / Fill Sequencing Plans - \$50,000
- Non-routine emergency funding - \$175,000

750106 **Operaing Transfer Out – Special Revenue** (\$55,984)

00000 **Payment of Loans** (\$761,484) is recommended to pay back a cash flow loan from the General Fund.

780100 **Appropriation for Contingency** (\$20,724) is the recommended appropriation for contingencies.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	12,215,799	15,388,497	16,515,563	16,515,563
710103 Extra Help	368,323	625,145	879,704	879,704
710105 Overtime	223,956	200,000	200,000	200,000
710106 Standby & Night Premium	45,528	60,000	60,000	60,000
710200 Retirement	3,781,841	5,098,261	5,455,579	5,455,579
710300 Health Insurance	2,053,767	2,625,583	2,713,633	2,713,633
710400 Workers' Compensation Insurance	314,998	576,531	709,356	709,356
TOTAL SALARIES & EMPLOYEE BENEFITS	19,004,212	24,574,017	26,533,835	26,533,835
SERVICES & SUPPLIES				
720300 Communications	216,664	306,566	345,600	345,600
720500 Household Expense	111,988	124,235	124,235	124,235
720600 Insurance	14,514	45,784	88,174	88,174
720601 General Insurance	5,267	7,251	7,251	7,251
720605 Employer-Share Retiree Health Insurance	192,920	0	0	0
720800 Maintenance - Equipment	79,466	96,100	96,100	96,100
720900 Maintenance - Structures & Grounds	52,128	22,000	48,000	48,000
721100 Memberships	50,480	55,465	55,465	55,465
721300 Office Expense	736,121	1,271,351	1,065,114	1,065,114
721400 Professional & Specialized Services	1,446,291	3,275,216	3,576,733	3,576,733
721500 Publications & Legal Notices	1,421	5,500	5,500	5,500
721600 Rents & Leases - Equipment	79,955	116,000	112,000	112,000
721700 Rents & Leases - Buildings	925,069	960,000	1,129,144	1,129,144
721900 Special Departmental Expense	1,093,242	1,122,143	1,774,122	1,774,122
722000 Transportation & Travel	116,127	140,000	146,000	146,000
722100 Utilities	208,044	235,000	248,000	248,000
TOTAL SERVICES & SUPPLIES	5,329,698	7,782,611	8,821,438	8,821,438
FIXED ASSETS				
740300 Equipment	260,133	174,000	222,000	222,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
TOTAL FIXED ASSETS	260,133	174,000	222,000	222,000
OPERATING TRANSFER OUT				
750100 Operating Transfers Out	57,880			
TOTAL OPERATING TRANSFER OUT	57,880	0	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Expense	2,198,013	4,327,535	4,648,483	4,648,483
TOTAL INTRAFUND TRANSFER	2,198,013	4,327,535	4,648,483	4,648,483
TOTAL - DEPARTMENT OF SOCIAL SERVICES- ADMINISTRATION	26,849,936	36,858,163	40,225,756	40,225,756

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

COMMENTS

This budget contains the salaries and operating funds to administer all of the various Social Services Programs. These Public Assistance Programs are mandated by Federal and State statutes.

The Department has full-service facilities in Madera, Chowchilla and Oakhurst. In addition, employees are out-stationed at Madera Community Hospital.

Temporary Assistance to Needy Families (TANF)

In August 1996, the Federal Government passed the Welfare Reform Bill, which included the regulations regarding TANF. The State of California, in August 1997, adopted these TANF regulations into a State Program entitled CalWORKS. An employment program is the principle component of CalWORKS. Counties are required to prepare a detailed plan on how the Program is to put the maximum number of people into employment. The Federal Bill also sets time limits in which an individual can remain on assistance without working, and the total amount of time a person has during a lifetime to receive benefits. The Madera County Department of Social Services developed and received approval from the California Department of Social Services to implement a local CalWORKS Program.

The County's CalWORKS Program provides self-sufficiency focused services under CalWORKS regulations. A wide range of services are developed through a collaborative effort with both public and private agencies, businesses, the faith community and individuals. The Program also provides follow-up services to ensure former clients are able to retain the self-sufficiency they achieved through these services. The Program's objective is to give each participant the opportunity to achieve realistically established goals to reduce dependence on welfare, increase personal responsibility, and attain self-sufficiency.

For 2017-18, it is anticipated the State will allocate approximately \$7.3 million to the County of Madera for the CalWORKS Program. The allocation will fund the administration of the CalWORKS Programs, and current and future employment and self-sufficiency programs. The County is required to maintain a local "Maintenance of Effort" (MOE) in the amount of \$574,869 for CalWORKS administration. With the enactment of the State 2012-13 budget, the State portion of CalWORKS costs became an additional MOE paid for by shifting 1991 Mental Health Realignment funds to backfill the State portion of the CalWORKS costs. The 2017-18 MOE is the equivalent of this shifted funding. All CalWORKS/Welfare to Work costs above the Maintenance of Effort are paid entirely with Federal funds.

Economic Development Commission

CalWORKS also funds the County share of the Madera County Economic Development Commission (EDC) operational costs. The Board of Supervisors, in concert with the City Councils of Chowchilla and Madera, has supported an Economic Development Commission for the purpose of attracting industry to Madera County. The thirteen member Commission consists of one City Council Member representing each of the two incorporated cities, one County Supervisor representing the County, one member representing each of the six Chambers of Commerce, one member-at-large, two members representing the Work Force Investment Board, and a member representing a Public Utility Company.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

COMMENTS (continued)

Economic Development Commission (continued)

Funding has previously been contributed by the two Cities, the County, and other miscellaneous sources. In Fiscal Year 2017-18, the Madera County Department of Social Services will claim Madera County's cost for the Economic Development Commission services under the auspices of the CalWORKS Program in the amount of \$253,838 in order to attract new businesses and employment opportunities to Madera County. County amount includes CEDS report compilation. CalWORKS' Maintenance of Effort can be utilized to cover these costs.

The Madera County Economic Development Commission has requested the following funding commitment for the 2015-16 fiscal year from the following sources:

	2015-16 <u>Actual</u>	2016-17 <u>Authorized</u>	2017-18 <u>Recommended</u>
County of Madera	\$215,838	\$213,838	\$253,838
City of Madera	155,112	171,809	173,626
City of Chowchilla	27,047	31,965	32,254

In-Home Supportive Services - Public Authority

In October 2002, the Board of Supervisors, by ordinance, created the "In-Home Supportive Services - Public Authority" as a separate and distinct legal entity for the purpose of serving as employer of record for Independent Providers; to provide the functions required of a Public Authority; and to provide other functions related to the delivery of IHSS, and that members of the Board of Supervisors serve as the governing body of the Public Authority. For details, please see the "In-Home Supportive Services - Public Authority" budget.

The necessary staff required to carry out the activities of the Public Authority is provided to the Authority from the Department of Social Services Administration Budget through an Inter-Agency agreement. Three (3) positions are allocated to the Social Services Administration Budget for assignment to the Public Authority. The cost of staff services is appropriated in permanent salaries, retirement and health insurance accounts in the 2017-18 Social Services Administrative budget (estimated at \$148,000).

The IHSS Public Authority will be sharing in certain facilities and equipment with Social Services; these costs will be offset in the Rents & Concessions Revenue Account for 07510.

Reimbursement of Indirect Costs

Under the Federal provisions of the Office of Management and Budget, Circular A-87, the County has an indirect cost allocation plan in place that allows the County to be reimbursed for costs incurred by departments in the County for supplying goods and services to the Department of Social Services.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

COMMENTS (continued)

Realignment 2011

For the 2011-12 State budget, the Legislature enacted the Realignment of several administrative programs, shifting funding responsibility to counties and providing a revenue stream from a percentage of State sales tax and Vehicle License Fees to offset the additional costs. Projected administrative Realignment funding is estimated to be \$5,179,556 for fiscal year 2017-18 for Adult Protective Services and a variety of Child Welfare programs.

STAFFING

Currently, there are 304 filled positions, of which two positions are assigned to the IHSS Public Authority. For 2017-18, the Department will communicate staffing needs to your Board as they arise. A total of sixteen additional allocated positions were approved by your Board during the 2016-17 Fiscal Year.

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Account Clerk I/II	8 ⁽¹⁾	5	11 ⁽¹⁾	2
Accounting Technician I	3		3	
Account Clerk Supervisor I/II	3		3	
Administrative Analyst I/II	6		7	
Administrative Assistant or Secretary	2		2	
Central Services Assistant	3		3	
Data Entry Operator I	7		7	
Deputy County Counsel I/II/III	2		2	
Deputy Director – Welfare	2		2	
Director of Social Services	1		1	
Eligibility Supervisor, or Employment & Training Worker Supervisor	20 ⁽¹⁾	10	23 ⁽¹⁾	7
Employment & Training Worker I/II/III or Eligibility Worker I/II/III or Vocational Trainee, or Vocational Assistant	141 ⁽¹⁾		145 ⁽¹⁾	

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Legal Assistant III	1		1	
Office Assistant I/II/III	18		21	
Office Assistant Supervisor I/II	6		6	
Personnel Assistant	1		1	
Program Assistant I/II	1		1	
Program Manager I	5	1	6	
Program Manager Secretary	2		2	
Social Worker I/II/III/IV	57 ⁽²⁾	8	64 ⁽²⁾	1
Social Worker Supervisor I/II	12 ⁽³⁾	2	14 ⁽³⁾	
Staff Services Manager I – Fiscal	<u>1</u>		<u>2</u>	
DSSTotal	<u>302</u>	<u>26</u>	<u>327</u>	<u>10</u>
 <u>IHSS Unit Funded by IHSS Public Authority</u>				
Employment Training Worker I/II/III	1	1	1	1
Office Assistant I/II	0	1	0	1
Program Manager I	<u>1</u>		<u>1</u>	
IHSSTotal	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>
 TOTAL PERMANENT ALLOCATED POSITIONS	 304	 28	 329	 12

- (1) Recommended to additionally fund three (3) Account Clerk II positions, one (1) Program Manager position, two (2) Eligibility Supervisor positions, one (1) Employment and Training Supervisor position, seven (7) Social Worker positions, and two (2) Social Worker Supervisor positions due to additional workload from new mandates. These positions were approved in fiscal year 16-17.
- (2) Recommended to add to the allocation; as well as fund (1) Administrative Analyst II positions, two (2) Office Assistant II positions, three (3) Vocational Assistant positions, one (1) Employment and Training Worker position, one (1) Staff Services Manager position are due to new mandates in Child Welfare - Continuum Care Reform (CCR). These positions were approved in fiscal year 16-17.
- (3) Recommended to add to the allocation; as well as fund one (1) Office Assistant III position due to new mandates in Child Welfare – Foster Parent Recruitment, Retention and Support (FPRRS) program. This position was approved in fiscal year 16-17.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$16,515,563) are recommended increased \$1,127,066 based on recommended staffing levels.
- 710103** **Extra Help** (\$879,704) is recommended increased \$254,559 based on staffing needs for part-time help in the areas of Imaging, Clerical, Adoptions, Eligibility and Executime.
- 710105** **Overtime** (\$200,000) is recommended unchanged for overtime and is used for staff called-out on child and adult protective service calls.
- 710106** **Standby & Night Premium** (\$60,000) is recommended unchanged for the required standby of the Emergency Response Program.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$345,600) is recommended increased \$39,034 based on projected phone charges that include long distance, data and wireless expenses. The IHSS Public Authority will pay \$2,051 as its share of cost for Communications.
- 720500** **Household Expense** (\$124,235) is recommended unchanged and is used for contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay \$781 as its share of cost for Household Expense.
- 720600** **Insurance** (\$88,174) reflects the Department's contribution to the County's Self-Insured Liability Program. The IHSS Public Authority will pay \$16,850 as its share of cost for Insurance.
- 720601** **General Insurance** (\$7,251) is recommended as the Department's contribution to the County's Property Insurance Program.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$96,100) is recommended unchanged based on current and projected expenditures for the maintenance of office equipment, auto maintenance, and telephone maintenance. Costs for gasoline purchased from Central Garage is allocated under Transportation and Travel. The IHSS Public Authority will pay \$300 as its share of cost for equipment maintenance.
- 720900** **Maintenance - Structures and Grounds** (\$48,000) is recommended increased \$26,000 for a gas suppression system and AC unit needed for server room housed at Child Support office. This account includes expenditures for materials and labor for the maintenance and repair of the buildings done through outside vendors. The IHSS Public Authority will pay \$235 as its share of cost for Maintenance of Structures.
- 721100** **Memberships** (\$55,465) is recommended unchanged for memberships in the County Welfare Directors' Association – CWDA (\$46,820); the National Association of County Human Services Administrators - NACHSA (\$315); the Local Chapter of the Personnel Management Association-IPMA-CCC (\$80), Society for Human Resource Management – SHRM (\$175); various Chambers of Commerce (\$690); the Homeless Continuum of Care (\$250); the State Bar of California (\$860); National Adult Protective Services Association - NAPSA (\$275); and the Central Valley Consortium - CCASSC (\$6,000).
- 721300** **Office Expense** (\$1,065,114) is recommended decreased \$206,237 for office and photocopy supplies, mailing costs, and computer supplies. The IHSS Public Authority will pay \$8,050 as its share of cost for Office Expense.
- 721400** **Professional & Specialized Services** (\$3,576,733) is recommended increased \$301,517. The IHSS Public Authority will pay \$18,500 as its share of cost. This account also funds the following recommended contractual agreements:

NON CalWORKs PROGRAMS

<u>Staff Training Services</u> (100% State Funded)	\$ 241,740
<u>Employee Assistance Plan</u> - Department contribution	5,600
<u>Supplemental Nutrition Assistance Program (SNAP) - Employment & Training</u>	169,330
<u>Fresno State Foundation</u> – Resource Family Trainings (FPPRS)	22,679

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<u>Ongoing Maintenance and Operation</u> - C-IV system	\$ 175,000
<u>KIOSKS</u> – ongoing maintenance for (four) kiosks in reception areas.	25,402
<u>Alarm Services – Chowchilla</u>	5,000
<u>Sierra Tel - Card Access System</u> - Ongoing Maintenance	35,000
<u>Annual IT</u> - Anti-Virus Upgrade, Software Licenses, IT Training, Training Software	162,000
<u>Rushmore</u> – to maintain a case-review, data collection instrument and evaluation tool to support and capture trends in the Food Stamp, MediCal, CalWorks, Child Welfare, and IHSS Programs. The goal is to identify trends and reduce case errors.	22,500
<u>Internal Investigator</u> - to be contracted to investigate personnel complaints relating to employee harassment and discrimination, as the need arises.	26,000
<u>Accurint</u> – This project is used to search United States for identification/location of family members of youth in foster care to establish life-long connections to a caring adult.	6,500
<u>Healthy Beginnings Program - Office of Education portion</u> - This program provides a system Care for targeting families with children from 0 to 5 years of age in crisis and with special needs. Children in this age range who come to the attention of Child Welfare Services are referred to the program for consultation and for services, as appropriate. The Public Health and Behavioral Health portions of this contract are budgeted under the 770100 account.	270,627
<u>Fire Extinguisher Training</u>	150

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<u>Orchid</u> - Translation and Interpreting Service	\$ 33,000
<u>Golden State Family Services</u> – Emergency contract beds	19,200
<u>Safe Measures</u> – maintenance costs for Supervisor/management reporting software that is used to identify and track Child Welfare direct-service practices which are reviewed and audited by State and Federal agencies.	31,200
<u>APS Case Management System</u> – Ongoing costs for case management for APS cases.	24,000
<u>LIVE SCAN Fingerprinting</u> – Costs for fingerprinting machine to fingerprint all employees who are expected to have frequent and routine contact with children as well as employees who have access to Criminal Offenders Record Information through their assignments. Machine will also be used for Adoptions.	12,000
<u>BioMetrics4All</u> – Annual maintenance fee for fingerprinting service.	2,760
<u>Security Guards</u> – Guard at offices/visitations and after-hours alarm response.	75,000
<u>ASI Training</u> - Addiction Severity Index training.	3,600
<u>Alarm Service</u> – Sierra Tel for Lake Street office	300
<u>DOT Communications</u> – Alarm Repair for 605 S. Gateway Office.	1,000

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<u>Adoptions – Out of State Attorney Fees (ICPC)</u>	\$ 20,000
<u>Promoting Safe and Stable Families (PSSF)</u> – The PSSF program provides support for Families in the form of early intervention, relative caregiver support and substance abuse treatment and recovery. Approximately \$80,000 will be used for funding the Healthy Beginnings Program, and is reflected in the total expense amount for that Program listed under Intrafund Transfers (770100).	75,000
<u>Title IV- E</u> includes programs for Educational Support for Dependent Youth.	226,574
<u>MEDS Security</u> – A portion of the Medi-Cal Administrative allocation has been reserved for ongoing costs related to the efforts to protect confidential client information. Equipment and ongoing costs related to the department’s Card Access System are also included. These costs are 100% funded by Federal and State funds.	20,000
<u>ReadySetGo!</u> – Contract for ILP youth.	72,006
<u>Ergonomic Reviews</u> - Staff special equipment needs.	3,200
<u>“Fitness for Duty” Medical Exams</u> – Employees - outside agency.	8,500
<u>Fleet GPS Monitoring System</u> – To be able to track staff in county vehicles out in field.	12,000
<u>ETO</u> – Efforts to Outcome software renewal fee.	1,200

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON-CalWORKs PROGRAMS (continued)

<u>Accucare / Orion Health Care</u> – Provider of ASI (Addiction Severity Index) - 6 licenses	\$ 6,804
<u>Capitol Trac</u> – Legislation updates	1,908
<u>JP Marketing</u> –Online services for the Foster Parent Recruitment, Retention Support Program.	27,000
<u>Professional Exchange Service</u> – Answering service to assist with Hotline calls for both Child Welfare and Adult Services programs.	7,200
<u>Protech</u> – Annual alarm monitoring for Chowchilla office.	660
<u>Road 28 Building Project</u> – Dreyfuss & Blackford / Kitchell fees.	54,600
<u>Family Finding Training</u> – Training for Child Welfare Social Workers	11,000
<u>IBM SPSS</u> - Software subscription Support	460
<u>Visibility Software</u> – Learning Management System ongoing costs.	8,616
<u>Application Development</u> – to replace outdated Central Index system	100,000

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

CalWORKs PROGRAMS

<u>Vocational Education</u> – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKS clients to be job-ready.	150,000
<u>Economic Development</u> – Madera County Economic Development Commission (EDC) to provide job creation and business expansion, including funds CEDS report.	253,838
<u>Workforce Investment Corporation – Job Fair Event</u> to promote employment, training and educational services.	22,898
<u>Workforce Investment Corporation - Work Keys</u> is a computer based assessment for evaluation of employment related skills and characteristics.	205,200
<u>Expanded Subsidized Employment</u> is offered to qualified customers for paid work experience.	464,978
<u>Exemplar</u> – Automated performance management monitoring reports from C-IV.	240,000
<u>Madera Adult School</u> – GED assistance for WtW customers.	4,000
<u>My Perfect Resume</u> – Online Service for WtW Career Club customers.	100
<u>Workforce Innovation and Opportunity Act (WIOA)</u> - for mandated Workforce One Stop partner cost sharing requirements.	15,000
<u>Workforce Investment Corporation – On the Job Training</u> will be used to match referred customers with local employment opportunities.	194,403

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$5,500) is recommended unchanged for Adoptions noticing and recruitment of foster homes and special staff. The IHSS Public Authority will pay \$250 as its share of publication costs.
- 721600** **Rents & Leases - Equipment** (\$112,000) is recommended reduced \$4,000 for the lease of 16 copy machines (\$105,725), folding machine (\$700), postage machine (\$5,000) and miscellaneous rentals (\$575).
- 721700** **Rents & Leases - Buildings** (\$1,129,144) is recommended increased \$169,144 for lease of the following locations: 629 East Yosemite Ave (\$170,905); the Administration Office Building on 700 East Yosemite (\$164,457); 720 East Yosemite Avenue (\$394,778); the Oakhurst Office (\$84,755); the Chowchilla Office (\$73,692); shared space at Family Support (\$14,064); the Adoption facility on Lake Street (\$26,400); the Gateway office for Adult Services (\$53,793), the shared office space at 2037 W Cleveland (\$140,000) and rented storage spaces (\$6,300). The IHSS Public Authority will pay \$3,388 as its share of costs.
- 721900** **Special Departmental Expense** (\$1,774,122) is recommended increased \$651,979. The increase is due to new mandated programs in Child Welfare. The IHSS Public Authority will pay \$1,000 as its share of costs. This account funds the following:
- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <u>IRS Intercept Fee</u> - Vital Statistics, and miscellaneous expenses. | \$ 20,000 |
| <u>Adoption Celebration Day</u> - An event to thank parents who have adopted children in Madera County. | 500 |
| <u>Child Welfare Services</u> – reimbursement of related costs | 326,000 |
| <u>Independent Living Skills Program</u> – Youths in foster care are eligible for cash incentives for specific activities, such as opening a bank account (\$25); graduating from high school (\$500); and attending an Independent Living Skills Workshop (\$20). There is no County cost. | 53,600 |
| <u>Adult Protective Services</u> – provides emergency and temporary housing, temporary caretakers' costs, wheel chair ramps, apnea monitors, glasses and psychiatric services | 4,500 |
| <u>Preserving Safe and Stable Families</u> | 50,315 |

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

<u>Big Brothers, Big Sisters</u> – Priority match for Foster youth.	\$ 9,999
<u>CASA</u> – Advocate recruitment.	9,999
<u>Badges and Gate Cards</u> – for Social Service employees.	3,000
<u>Foster Parent Appreciation Event</u> – An event to thank Madera County Foster Parents.	3,000
<u>Welfare to Work Career Club</u> – Graduation Supplies for WtW customers.	100
<u>Commercially Sexually Exploited Children</u> – to develop protocols to handle CSEC cases, train caseworkers & out of home caregivers & educate children/youth on how to avoid exploitation.	347,732
<u>Child Welfare System / New System</u> – Intake module for new Child Welfare computer system.	62,500
<u>Child and Family Teams</u> – Funding to coordinate care and case planning for all children and youth in the Child Welfare system.	66,063
<u>Resource Family Approval</u> – New family-friendly & child-centered caregiver approval process.	120,489
<u>Foster Parent Recruitment, Retention and Support</u> – to improve direct services & support to licensed foster family homes, approved relative families and relative caregivers.	131,025
<u>Foster Family Home Recruitment and Parent Program</u> which allocates funds for development and implementation of recruitment and training activities for Foster Homes.	7,000
<u>Foster Parent Mentor Program</u> – provides mentors for the Foster Parent Recruitment, Retention, and Support Program.	12,000

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

Kinship Foster Care Program – funding is to assist in removing barriers to create successful placements of relative care giver and foster family homes. \$ 5,000

Housing Support Program - funding is to assist CalWORKs families with temporary housing. 431,300

Child Welfare Visitation Assistance – provides additional supervised visitation locations for our Child Welfare children. 110,000

722000 Transportation & Travel (\$146,000) is recommended increased \$6,000 for anticipated training sessions for staff, cost of gasoline, and maintenance purchased from Central Garage. This increase is due to two staff and one foster parent requesting to attend National Quality Parenting Initiative Conference in Louisiana. The IHSS Public Authority will pay \$1,000 as its share of costs.

722100 Utilities (\$248,000) is recommended increased \$13,000 to provide for the Department’s share of the County’s utility cost. The IHSS Public Authority will pay \$1,602 as its share of cost for Utilities

FIXED ASSETS

740300 Equipment (\$222,000) is recommended increased \$48,000 to purchase the following fixed assets:

Vehicles

- 5 Mid Size Sedan – (R) (\$21,000 each) to replace high mileage vehicles #s 411, 419, 421, 430 and 432.
- 1 All-Wheel Drive SUV – (N) (\$25,000) to increase fleet up in Oakhurst area.
- 2 Four-Door Sedan – (N) (\$21,000 each) to increase fleet due to additional workers.

Computer Equipment

- 1 Server Replacement (R) (\$50,000)

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

INTRAFUND TRANSFER

770100 **Intrafund Expense** (\$4,648,483) is recommended increased \$320,948 to reimburse departments for services provided, including Auditor-Controller (\$110,000), Human Resources (\$139,950), Administration/Purchasing (\$10,000), 311 Customer Service Center (\$20,000), General Services (\$25,000), Building and Improvements (\$92,000), Building Maintenance (\$40,000), Grounds Maintenance (\$18,000), Public Health – Office Assistant (\$23,000), Employee Share Retiree Health (\$392,730) and Information Technology (\$2,122,715). This account also funds the following programs that were previously in Special Department Expense (721900):

Healthy Beginnings Program – This program provides a system of care for targeting families with children from 0 to 5 years of age in crisis and with special needs. Children in this age range who come to the attention of Child Welfare Services are referred to the program for consultation and for services, as appropriate, to the agencies below. The Office of Education portion of this contract is budgeted account. A portion of under the 721400 the cost is funded through PSSF (\$80,000). Local Share of Cost is provided by First 5 Madera County (\$219,568).

Public Health	\$309,491	
Behavioral Health	<u>78,161</u>	\$ 387,652

<u>New Employee Physical Examinations</u> – provided by the Public Health Department.	12,000
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<u>Mental Health Substance Abuse</u> – Contract for mental health services for clients in the CalWORKS Program.	649,537
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<u>Behavioral Health Substance Abuse</u> – Transportation costs provided for CalWORKS Consumers needing transportation for mental health services (\$50,000), and Child Welfare Service Provider reimbursements (25,000).	75,000
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<u>Public Health Nurses</u> – Federal and State reimbursement for Public Health Nurses assigned to health needs of children and to identify resources to care for any identified health needs. Also, includes nurse for Adult Protective Services assessments.	285,899
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DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

INTRAFUND TRANSFER (continued)

<u>Public Health</u> – Cal Learn Case Management	240,000
<u>Public Health</u> – Drug Testing for Child Welfare clients	5,000

FUND SOURCES

	<u>Total Cost</u>	<u>Local Cost</u>	<u>Federal/State Cost</u>
Department of Social Services – Administration	\$40,225,756	\$ 6,842,842	\$33,382,914
Department of Social Services - Public Assistance Programs	40,924,045	11,949,295	28,974,750
Department of Social Services - General Relief	<u>896,680</u>	<u>896,680</u>	<u>0</u>
TOTAL	\$82,046,481	\$19,688,817	\$62,357,664
Less Estimated DSS 1991 State Realignment for 2017-18		(\$6,184,479)	
Other Admin Revenue ⁽¹⁾		(198,000)	
Other Assist Revenue ⁽²⁾		(290,000)	
Other General Fund Revenue ⁽³⁾		(64,000)	
Transfer Health/BHS Realignment		(891,741)	
2011 Realignment Transfer In (Admin)		(5,179,556)	
2011 Realignment Transfer In (Assist)		<u>(3,848,500)</u>	
ESTIMATED COUNTY TOTAL NET COST		\$ 3,032,541	

⁽¹⁾Other revenue includes inter/intrafund transfers from Public Authority and Public Guardian.

⁽²⁾Other revenue includes collections received from various sources for overpayments of warrants issued for Foster Care, CalFresh and CalWORKS.

⁽³⁾Other revenue includes collections received from County burial and General Assistance repayments.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT. OF SOCIAL SERVICES
GENERAL RELIEF (07520)**
 Function: **Public Assistance**
 Activity: **General Relief**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	140,628	192,920	186,280	186,280
TOTAL SERVICES & SUPPLIES	140,628	192,920	186,280	186,280
OTHER CHARGES				
730100 Support and Care of Persons	425,760	500,000	450,000	450,000
731305 Contributions to Other Agencies	260,400	260,400	260,400	260,400
TOTAL OTHER CHARGES	686,160	760,400	710,400	710,400
TOTAL - DEPT. OF SOCIAL SERVICES - GENERAL RELIEF	826,788	953,320	896,680	896,680

DEPARTMENT OF SOCIAL SERVICES - GENERAL RELIEF

COMMENTS

This budget funds the care and support of indigents who are ineligible for State and Federal categorical aid programs, and is funded entirely with local County discretionary revenue.

SERVICES & SUPPLIES

- 721400** **Professional & Specialized Services** (\$186,280) is recommended reduced \$6,640 based on actual costs. This account covers emergency standby payments to the three ambulance companies in the County, as well as expenditures for dry runs and ambulance services for which the ambulance companies cannot collect from the patient (\$135,000). Also included are the costs of indigent burials for funeral homes and graves (\$43,000), and maintenance of graves (\$8,280).
- 721900** **Special Departmental Expense - CMSP** (\$0) is not recommended for funding in 2017-18.

OTHER CHARGES

- 730100** **Support & Care of Persons** (\$450,000) is recommended reduced \$50,000 based on the current caseload. This appropriation provides for the County's Maintenance of Effort for Child Development funds, and for the rent, utilities, food and transportation of persons meeting the County's General Relief eligibility criteria.
- 731305** **Contributions to Other Agencies** (\$260,400) is recommended unchanged for the County's projected contributions to Madera Community Hospital for medical indigents.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
<u>OTHER CHARGES</u>				
730101 CalWORKS				
Federal	12,723,184	13,622,000	8,942,500	8,942,500
State	0	0	0	0
2011 Realignment	9,588,155	10,265,500	14,945,000	14,945,000
County*	572,086	612,500	612,500	612,500
Total Aid for CalWORKS	22,883,425	24,500,000	24,500,000	24,500,000
730104 Foster Care				
Federal	1,496,701	1,910,250	1,793,750	1,793,750
State	0	0	0	0
2011 Realignment	1,246,324	1,590,883	2,152,500	2,152,500
County*	2,820,921	3,598,867	3,253,750	3,253,750
Total Foster Care	5,563,946	7,100,000	7,200,000	7,200,000
730105 Welfare to Work				
Federal	257,577	339,600	339,600	339,600
State	45,812	60,400	60,400	60,400
County*	0	0	0	0
Total Welfare to Work	303,389	400,000	400,000	400,000
730107 In-Home Supportive Service				
County*	3,350,412	3,467,676	3,589,045	3,589,045
Total In-Home Supportive Service	3,350,412	3,467,676	3,589,045	3,589,045
730111 Aid For Adopted Children				
Federal	651,235	1,162,500	1,732,000	1,732,000
State	0	0	0	0
2011 Realignment	749,270	1,337,500	1,696,000	1,696,000
County*	0	0	572,000	572,000
Total Aid For Adopted Children	1,400,505	2,500,000	4,000,000	4,000,000

OTHER CHARGES (continued)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
730118 Cal-Learn				
Federal	5,609	18,760	9,380	9,380
State	371	1,240	620	620
Total Cal-Learn	5,980	20,000	10,000	10,000
730119 CalWORKS Child Care				
Federal	200,871	262,500	306,250	306,250
State	28,696	37,500	43,750	43,750
Total CalWORKS Child Care	229,567	300,000	350,000	350,000
730125 KIN GAP				
Federal	373,166	330,000	350,000	350,000
State	96,119	85,000	276,500	276,500
County*	96,118	85,000	73,500	73,500
Total KIN GAP	565,403	500,000	700,000	700,000
730126 Cash Assistance Program for Immigrants				
State	29,681	32,000	25,000	25,000
Total Cash Assistance for Immigrants	29,681	32,000	25,000	25,000
730129 Housing Assistance/ Transitional Housing Program				
State	145,997	150,000	150,000	150,000
Total Housing Asst/Transitional Housing Progr	145,997	150,000	150,000	150,000
TOTAL OTHER CHARGES	34,478,305	38,969,676	40,924,045	40,924,045
TOTAL - DEPARTMENT OF SOCIAL SERVICES- PUBLIC ASSISTANCE PROGRAMS	34,478,305	38,969,676	40,924,045	40,924,045

* County costs are partially offset with other revenue not specific to a Program.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

COMMENTS

This budget provides for direct payments to indigent persons meeting eligibility criteria established by Federal and/or State Welfare laws and regulations.

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF)

In August 1996, the Federal Government passed the Welfare Reform Bill, including regulations regarding TANF. In August 1997, the State of California adopted these TANF regulations into a State Program entitled CalWORKS. An employment program is the principle component of CalWORKS. Counties are required to prepare a detailed plan on how the program will put the maximum number of people into employment. The Federal bill also sets time limits in which an individual can remain on assistance without working and the total amount of time a person has during a lifetime to receive TANF benefits.

The Department of Social Services developed and received approval from the California Department of Social Services to implement a local CalWORKS Program.

STATE REALIGNMENT

1991 Realignment - The provisions of AB 948 and AB 1288 have been in effect since July 1, 1991. These bills contained provisions which changed the State and County sharing ratios for a number of Assistance programs. In addition, the State Legislation created the Local Revenue Fund which distributes the revenue from increased Sales Tax and Vehicle License Fees (Realignment Revenue) to counties to offset the net increase in the counties' level of participation. The revenue from Realignment for 2017-18 is estimated at \$6.2 million.

2011 Realignment - The provisions of AB 118 and AB 116 have been in effect since July 1, 2011. These bills contain provisions which shift responsibility for certain programs from the State to the counties, and redirects specified sales tax revenues to fund them. The Assistance programs affected are Foster Care (FC) and Adoption Assistance Payments (AAP). The revenue from Realignment for 2017-18 is estimated at \$2,152,500 and \$1,696,000, respectively, for these two programs. Additional Realignment revenue is estimated at \$14,945,000 to offset the added County share of CalWORKS assistance payments which was State share prior to Realignment.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

ASSISTANCE PROGRAMS

For 2017-18, the Department of Social Services' local share of costs for Welfare to Work, CalLEARN incentives, and CalWORKs-Child Care are budgeted in the Social Services Administration Budget as part of the County Maintenance of Effort (MOE) to meet State claiming requirements.

CalWORKS

The CalWORKS Program (\$24,500,000) is recommended unchanged. Overall local share is equivalent to 2.5 percent (\$612,500) of program costs. Realignment revenue is estimated at \$14,945,000.

The CalWORKS program provides cash assistance payments for families with dependent children. Assistance payments provide a temporary means of assisting the family while also providing the training and educational support needed by the aided adult to gain employment and become self-sufficient. Under CalWORKs, non-exempt adult recipients must participate in work activities from 30 to 35 hours per week. The CalWORKS Program is broken out into program categories of All Families, Two Parents, Zero Parent, TANF Timed Out and Safety Net Families.

Costs of the CalWORKS Program are divided approximately 36.5% - Federal, 61.% - State (Realignment), and 2.5% - County funds.

FOSTER CARE

Appropriations (\$7,200,000) is recommended increased by \$100,000. The County share is estimated at \$3,253,750, which is partially offset with revenues not specific to a Program. For 2017-18, 2011 Realignment is estimated at \$2,152,500, which is funded by sales tax revenue. County-only cases are estimated to cost \$25,000.

Included within this budget are funds for Foster Homes, Foster Family Agencies (FFAs), and Group Homes (which are non-residential facilities other than foster homes). Legislation also provides for the cost of reasonable travel for a child to remain in the school in which the child is enrolled at the time of placement. Also, AB 12 legislation allows the extension of foster care to eligible youth up to age 19 effective January 1, 2012, with extension to age 20 effective January 1, 2013.

The Department of Social Services currently provides an additional \$110 to \$740 per month to qualified foster parents who accept children determined to have severe behavioral and mental problems. This decision was based on potentially reducing foster care costs by being able to place difficult juveniles in foster homes rather than in high-cost group homes.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

FOSTER CARE (continued)

The initial clothing allowance for foster care depends on the age of the child:

<u>Age</u>	
0-6 years:	\$215
7-12 years:	\$342
13-20 years:	\$436

WELFARE TO WORK (WTW)

Appropriations (\$400,000) are recommended unchanged and provide for CalWORKs participants' expenses for transportation and other eligible needs under the Program.

IN-HOME SUPPORTIVE SERVICES (IHSS)

Through IHSS, elderly, disabled poor receive housekeeping services so they may remain in their homes. The estimated total program cost is \$27,274,411, of which the County share is estimated at \$3,589,045, which is an increase of \$121,369 from FY 2016-17. The 3.5% increase is due to State mandate.

During 2002-03, the Board of Supervisors created a Public Authority which is responsible for the administration of the referral and training of Independent Providers. The Authority is also responsible to conduct collective bargaining with the certified organization for wages. (See In-Home Supportive Services - Public Authority budget.) The County currently compensates the independent providers under the IHSS program with an hourly rate of \$10.50. Effective January 1, 2014, the County of Madera is no longer required to pay IHSS providers \$0.60 per hour for health benefits. Therefore, starting with fiscal year 2014-15, there was no longer a need to budget for this expense. Under the old process, the County would pay the \$0.60 per hour and then claim these costs on the Public Authority Claim after which the County would be reimbursed approximately 80% of these costs. Although this new arrangement reduces appropriations, it also reduces the expected revenue. In addition, through the meet and confer process with IHSS providers, the \$0.60 per hour has been shifted to provider wages.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

AID FOR ADOPTED CHILDREN

Appropriations (\$4,000,000) are recommended increased \$1,500,000, based on current caseload for payments to special needs foster care children who have been adopted. Federal subsidies were created by Congress (Public Law 96-272 the Adoption Assistance and Child Welfare Act of 1980) to encourage the adoption of special needs children and remove the financial disincentives for families to adopt. AB 12 legislation allows for the extension of Adoption Assistance Program to eligible youth up to age 19 effective January 1, 2012, with extension to age 20 effective January 1, 2013. 2011 Realignment is estimated to be \$1,696,000, which is funded by sales tax revenue.

CAL-LEARN

Appropriations (\$10,000) are recommended decreased \$10,000. Cal-Learn is funded by State and Federal funds and provides for intense supportive and counseling services for teenage mothers and pregnant girls. The budget provides payments for supportive services such as transportation, child care, and ancillary expenses.

CalWORKs CHILD CARE

Child care services are provided to CalWORK's recipients when they enter a job club/search, or when child care is needed for a recipient to complete the Welfare-to-Work Plan. The family will continue to receive child care services until a family's child care is stabilized, but not more than six (6) months.

Appropriations (\$350,000) are recommended increased \$50,000. For 2017-18, customers are continuing to be exempted from participating in Welfare to Work (WTW) activities, thus diminishing the need for the higher level of child care, and resulting in the change to projected child care costs.

KIN GAP

Appropriations (\$700,000) are recommended increased \$200,000. This program offers relative care givers of dependent children a new option for providing a permanent home to these children through a subsidy to children who leave the juvenile court dependency system to live with a relative legal guardian. To be eligible for the program, the child must have lived with the relative at least six consecutive months. AB 12 legislation allows the extension of Kin Gap to eligible youth up to age 19 effective January 1, 2012, with extension to age 20 effective January 1, 2013.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS

Appropriations (\$25,000) are recommended decreased \$7,000. This program is for non-citizens who entered the United States on or after August 22, 1996, and meet Federal definitions of a qualified alien. All Costs for this program are 100% State funded.

HOUSING ASSISTANCE/ TRANSITIONAL HOUSING PROGRAM

Appropriations (\$150,000) are recommended unchanged. This program is for emancipated youth exiting the Child Welfare System and is 100% State funded. Youths live with host families, and case management services are available to assist in the emancipation process. The goal is to provide participants with safe living environments while helping them learn safe life skills to achieve self-sufficiency.

TOTAL COUNTY COST OF DEPARTMENT OF SOCIAL SERVICES PUBLIC ASSISTANCE PROGRAMS

	<u>Estimated 2016-17</u>	<u>Recommended 2017-18</u>
County Share	\$7,764,043	\$8,100,795
Less:		
Other Revenue ⁽¹⁾	(\$210,000)	(\$290,000)
DSS 1991 Realignment	(\$6,161,349)	(\$6,184,479)
10% Transfer Health/BHS Realignment ⁽²⁾	<u>(\$658,795)</u>	<u>(\$891,741)</u>
NET COUNTY COST	\$733,899	\$734,575

(1) Other Revenue includes collections received from various sources for overpayments of warrants issued for Foster Care and CalWORKs.

(2) Additional Behavioral Health Services and Public Health Realignment will be recommended brought into the General Fund to further offset Social Services expenditures.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **IHSS Public Authority
(77070)**
Function: **Public Assistance**
Activity: **Public Assistance**
Fund: **IHSS Public Authority**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720300 Communications	1,836	1,689	2,051	2,051
720500 Household Expense	508	489	781	781
720601 General Insurance	13,301	16,850	16,850	16,850
720800 Maintenance - Equipment	300	300	300	300
720900 Maintenance - Structures & Grounds	178	136	235	235
721300 Office Expense	10,300	8,050	8,050	8,050
721400 Professional & Specialized Services	11,867	18,500	18,500	18,500
721500 Publications & Legal Notices	0	250	250	250
721700 Rents & Leases - Building	1,998	2,095	3,388	3,388
721900 Special Departmental Expense	1,000	1,000	1,000	1,000
722000 Transportation & Travel	1,000	1,000	1,000	1,000
722100 Utilities	878	804	1,602	1,602
TOTAL SERVICES & SUPPLIES	43,166	51,163	54,007	54,007
OTHER CHARGES				
730700 Judgements & Damages	0	10,000	10,000	10,000
TOTAL OTHER CHARGES	0	10,000	10,000	10,000
INTERFUND TRANSFER				
731401 Interfund Expense	96,654	96,000	148,000	148,000
TOTAL TRANSFERS	96,654	96,000	148,000	148,000
TOTAL - IHSS PUBLIC AUTHORITY	139,820	157,163	212,007	212,007

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

COMMENTS

In 1999, the Governor signed Assembly Bill 1682 (AB 1682) into law. A provision of the bill added Section 12302.25 to the Welfare and Institutions Code which states that each county, on or before January 1, 2003, must act as an employer of record or establish an employer of record for In-Home Supportive Services (IHSS) Program providers for the purpose of collective bargaining. The providers do not become County employees.

Pursuant to AB 1682 requirements, on October 15, 2002, the Madera County Board of Supervisors, by ordinance, created the, "In-Home Supportive Services - Public Authority" as a separate and distinct legal entity. With the Board of Supervisors as the Board of Trustees of the Authority, the role of the Authority, in addition to employer of record for collective bargaining of wages and fringe benefits of the Independent Providers, is to:

- Contract with the Department of Social Services for Public Authority administrative staff, which includes Program Manager, Receptionist and Registry/Training Specialists.
- Provide a centralized Provider Registry to be developed and operated "in-house" by the Public Authority.
- Supply, through the Registry, upon consumer request, a list of providers to IHSS consumers following completion of the consumer intake process.
- Make training services available to all Madera County IHSS consumers and providers.
- Provide, through County Departments, technical and professional assistance to support the initial development and ongoing operations of the Public Authority. Departments include Social Services, County Counsel, Human Resources, Administrative Management, and the Auditor-Controller's Office. Charges for services of the various County Departments will be included in an Interagency agreement between the County and the Public Authority.

This budget includes the funding for the IHSS Public Authority staff support and resources to accomplish the above activities. The proposed 2017-18 budget for the In-Home Supportive Service - Public Authority, which is not part of the General Fund, funds the administrative activities and support costs for the activities of the Authority.

Note: The Federal, State, and County funds that support the IHSS Administrative function are not included in the County's General Fund and are to be accounted for separately. The Federal and State funds will be received into the IHSS Public Authority Budget when claims are submitted and revenues are received for this budget. The County share of funds are included in the Special Payments Budget (02200) and transferred into the IHSS Public Authority as costs are incurred.

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

COMMENTS (continued)

The County currently compensates the independent providers with an hourly rate of \$10.50. Effective January 1, 2018 the County is required to compensate providers at \$11.00 per hour. The County is no longer required to contribute \$0.60 cents per hour for the independent providers' health benefit costs.

The In-Home Supportive Services (IHSS) Program was created in 1973, and is funded with Federal, State, and County funds. The program is designed to serve individuals who would not be able to remain safely in their own home without assistance and includes aged, blind, or otherwise disabled SSI/SSP recipients, as well as low-income individuals. The IHSS Program has two (2) main benefits: (1) it allows recipients the comfort of living in their own homes (avoiding institutionalization); and (2) provides services that are much less expensive than out-of-home care. Individuals eligible for the program receive a wide variety of basic services, including domestic assistance, such as housecleaning, meal preparation, laundry, and shopping; personal care, such as feeding and bathing; transportation; protective supervision; and certain paramedical services ordered by a physician. An individual may be eligible for up to 283 hours of service per month based on assessments of their ability to function independently. Eligibility for these services and the specific level of services is determined by the IHSS Social Worker staff funded in the Department of Social Services – Administration Budget (07510).

The State and the County share administrative responsibilities for the IHSS Program. The State's primary functions include overseeing the payroll system for IHSS providers, unemployment insurance and workers' compensation, as well as supplying financial resources for the program. The day-to-day administration of the IHSS program is the responsibility of the County, including a determination of the number of service hours per month for which the recipient qualifies and the types of service each recipient needs. The County has, and will continue to maintain, a list of providers known to provide IHSS services. If a recipient indicates they don't know anyone to provide services, a list of providers in their geographic area is provided. The recipient contacts, interviews, hires, supervises, and fires their care giver. In fact, many IHSS recipients hire family members or friends, who receive pay through the IHSS Program. In Madera County, 70 percent of the individual providers are related to the IHSS recipient. There are about 1,600 recipients in Madera County, and approximately 1,500 individual providers. The State pays the providers directly based on time records submitted to the State by the County IHSS Public Authority overseeing the provider activities, and the County submits the County's share of cost to the State.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Federal	\$ 35,619	\$ 78,581	\$106,003
State	57,177	55,040	82,462
IHSS Public Authority MOE	<u>23,542</u>	<u>23,542</u>	<u>23,542</u>
Total	\$116,338	\$157,163	\$212,007

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

SERVICES AND SUPPLIES

- 720300** **Communications** (\$2,051) is recommended increased \$362 for cell phones, internet access for case management software for the Registry, connection to State payroll system, and shared costs for phone lines.
- 720500** **Household Expense** (\$781) is recommended increased \$292 for pro-rated costs associated with janitorial and rug services based on co-locating with the Department of Social Services.
- 720700** **General Insurance** (\$16,850) is recommended unchanged for primary liability coverage for the Authority.
- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged for repairs associated with the maintenance of office equipment.
- 720900** **Maintenance - Structures & Grounds** (\$235) is recommended increased \$99 for the pro-rated costs for building and grounds maintenance.
- 721300** **Office Expense** (\$8,050) is recommended unchanged for estimated cost of office supplies, postage, subscriptions, and computer supplies.
- 721400** **Professional & Specialized Services** (\$18,500) is recommended unchanged to provide a Consumer & Provider Newsletter, consultants for needs assessments, program evaluation and training (\$1,000), Registry and Database software (\$7,500), and a Collective Bargaining Consultant and State Mediation Services (\$7,500). This account also provides for the estimated costs of professional services which will be purchased by the Authority (\$2,500), including:
- \$500 Auditor - Controller's Office professional services and annual audit
 - 500 Information Technology professional services and installation of equipment
 - 500 County Counsel professional services
 - 500 Human Resources professional services
 - 500 Administrative Management and Risk Management professional services
- 721500** **Publications and Legal Notices** (\$250) is recommended unchanged and represents the projected costs for advertising for providers in local newspapers, radio, TV, etc.
- 721700** **Rents & Leases - Building** (\$3,388) is recommended increased \$1,293 for shared costs for use of Social Services' facilities. The increase is due to staff location adjustments.

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

SERVICES AND SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$1,000) is recommended unchanged. This account is used to purchase materials to promote the Registry to providers and consumers.
- 722000** **Transportation & Travel** (\$1,000) is recommended unchanged for the projected costs for travel and training, mileage reimbursement for use of private vehicles, and use of Social Services' vehicles.
- 722100** **Utilities** (\$1,602) is recommended increased \$798 for the projected shared costs for the use of utilities in the Social Services facilities.

OTHER CHARGES

- 730700** **Judgements & Damages** (\$10,000) is recommended unchanged to fund the required deductible for the primary liability insurance coverage.
- 731401** **Interfund Expense** (\$148,000) is recommended increased \$52,000 to transfer costs associated with Social Services Department staff performing services on behalf of the Public Authority. The increase is due to the need for additional staff time.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	144,804	190,000	199,500	199,500
710103 Extra Help	6,210	1,900	0	0
710200 Retirement	43,621	60,781	65,176	65,176
710300 Health Insurance	34,048	47,559	41,892	41,892
710400 Workers' Compensation Insurance	471	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	229,154	301,619	307,947	307,947
SERVICES & SUPPLIES				
720300 Communications	383	1,350	2,400	2,400
720500 Household Expense	0	0	2,400	2,400
720600 Insurance	36	75	75	75
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	810	4,304	5,115	5,115
721300 Office Expense	4,010	4,500	4,000	4,000
721400 Professional & Specialized Services	20,995	20,000	26,500	26,500
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	3,146	3,400	5,000	5,000
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	1,178	4,000	4,000	4,000
722100 Utilities	0	0	14,500	14,500
TOTAL SERVICES & SUPPLIES	30,558	38,279	64,640	64,640
INTRAFUND TRANSFER				
770000 Intrafund Expense	27,646	55,000	50,000	50,000
TOTAL INTRAFUND TRANSFER	27,646	55,000	50,000	50,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	287,358	394,898	422,587	422,587

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

COMMENTS

The Public Guardian, acting under court orders, handles funds and property of persons adjudged to be incompetent and provides for the care, support, and maintenance of the ward. The Public Guardian also acts as Conservator, under court orders, to conserve and protect the estate and persons who are wards of the Court. The Public Guardian also administers estates of deceased persons when no relative or other person is available for this purpose. Oversight for the operations of the Public Guardian/Public Administrator's Office was placed under the Department of Social Services (DSS) as of mid-year 2009-10.

REVENUE

	Actual <u>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Public Guardian Fees	\$93,054	\$60,000	\$60,000
Intrafund Revenue*	<u>0</u>	<u>12,000</u>	<u>49,700</u>
Total	\$93,054	\$72,000	\$109,700

*This reflects reimbursement for services provided to the Behavioral Health Department and DSS County Counsel Fees.

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	1	0	1	0
Deputy Public Guardian	1	0	1	0
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	0	1*	0	1*
Office Assistant II	<u>1**</u>	<u>—</u>	<u>1**</u>	<u>—</u>
Total Permanent	4	1	4	1

* Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

** It is recommended that one Office Assistant position be added which is 100% funded through charges to the Behavioral Health Department.

Note: Administration of the Public Guardian's office is managed by the DSS Director (2%), one DSS Deputy Director (2%), one Staff Services Manager (2%), one Fiscal Analyst (5%), one Account Clerk Supervisor (5%), one Program Manager (2%), and County Counsel staff. The level of staff support from DSS has been adjusted for fiscal year 2017-18 based on the actual support claimed for the current Fiscal Year 2016-17.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$199,500) are recommended increased \$9,500 based on recommended staffing levels.
- 710103** **Extra Help** (\$0) is not recommended for funding in 2017-18, a reduction of \$1,900.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,400) are recommended increased \$1,050 due to additional services (AT&T) is recommended.
- 720500** **Household Expense** (\$2,400) is recommended increased \$2,400 due to janitorial services at new location.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$5,115) are recommended increased \$811 for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$4,000) is recommended reduced \$500 and includes newspaper subscription (\$49), annual code book updates (\$660), new printer (\$500), envelopes (\$210) and checks (\$2,100), along with miscellaneous office expenses.
- 721400** **Professional & Specialized Services** (\$26,500) are recommended increased \$6,500 and includes monthly maintenance fees for PG Pro Software (\$24,000), Komodo Encryption of ACH email (\$36), LexisNexis - used for looking up relatives of conservatees (\$1,705), Alarm Service (\$360) and other services as needed.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$200) are recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended increased \$1,600 for the copier lease, to utilize vehicles from Central Garage and the cost of a shred bin. Costs for shred bin and copier are no longer split with the Veteran's Service Office.
- 721900** **Special Departmental Expense** (\$150) is recommended unchanged. This account funds miscellaneous expenses.
- 722000** **Transportation & Travel** (\$4,000) is recommended unchanged for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff.
- 722100 **Utilities** (\$14,500) are recommended increased \$14,500, due to Public Guardian now being located at old Courthouse building instead of at Government Center.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$50,000) is recommended reduced \$5,000 to fund specified DSS Salaries and Benefits and County Counsel services.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **VETERANS SERVICE OFFICE
(08010)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	48,982	67,868	135,738	135,738
710103 Extra Help	22,906	0	0	0
710200 Retirement	22,870	22,976	44,423	44,423
710300 Health Insurance	0	0	16,121	16,121
710400 Workers' Compensation Insurance	376	376	2,821	2,821
TOTAL SALARIES & EMPLOYEE BENEFITS	95,133	91,220	199,103	199,103
SERVICES & SUPPLIES				
720300 Communications	785	1,200	1,200	1,200
720600 Insurance	28	28	221	221
720800 Maintenance - Equipment	0	75	75	75
721100 Memberships	1,000	2,000	2,000	2,000
721300 Office Expense	2,562	1,800	1,800	1,800
721400 Professional & Specialized Services	62,419	61,956	0	0
721600 Rents & Leases - Equipment	1,181	1,500	1,500	1,500
722000 Transportation & Travel	2,690	4,500	4,500	4,500
TOTAL SERVICES & SUPPLIES	70,665	73,059	11,296	11,296
TOTAL - VETERANS SERVICE OFFICER	165,798	164,279	210,399	210,399

VETERANS SERVICE OFFICE

COMMENTS

The Veterans Service Office performs a variety of services for veterans, and their dependents, widows and orphans. This includes assistance in applying for Federal and State programs. The Veterans Service Officer function was separated from the Public Guardian/Public Administrator/Public Conservator's Office in 2009-10, and is now a separate budget unit. Madera County contracted with Fresno County for Veterans Services Officer coverage two days per week until March 2017, when a permanent Veterans Services Officer position was filled as a county employee.

WORKLOAD

<u>July 1, 2015 – June 30, 2016</u>		<u>July 1, 2016 – March 31, 2017</u>	
Total Claims Filed:	1,245	Total Claims Filed:	752
Monthly Payments*:	\$507,065	Monthly Payments*:	\$184,410
Retro Payments*:	\$2,429,153	Retro Payments*:	\$752,854

***Note:** Monthly and Retro Payments are generated for Veterans through claims being filed on their behalf. These payments are revenues brought into the local economy, and assist Veterans to discontinue receiving public assistance.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Veterans Affairs Subvention – Annual	\$68,379	\$53,198	\$53,198
Total	\$68,379	\$53,198	\$53,198

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Office Assistant I	0.75		0.75	
Veterans Services Representative	1.00		1.00	
Veterans Service Officer		1.00*	1.00*	
Total Permanent	1.75	1.00	1.75	

*The Veterans Service Officer position was formerly a contracted position with Fresno County and was budgeted under Professional & Specialized Services. A Veterans Services Officer position was filled in the current year effective March 2017 and the contract with Fresno County was terminated at the same time.

VETERANS SERVICE OFFICE

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$135,738) are recommended increased \$67,870 due to the funding of a permanent Veterans Services Officer position and the cost of recommended staff.
- 710103** **Extra Help** (\$0) is not recommended due to the addition of a part-time Office Assistant I to a permanent position.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,200) is recommended unchanged based on actual and projected expenditures.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$75) is recommended unchanged for maintenance of typewriters, calculators, and computers.
- 721100** **Memberships** (\$2,000) is recommended unchanged and reflects membership costs for the California Association of County Veterans Service Officers.
- 721300** **Office Expense** (\$1,800) is recommended unchanged based on actual and projected expenditures.
- 721400** **Professional & Specialized Services** (\$0) is recommended to be eliminated based on the termination of the Fresno County Veteran Services Officer (VSO) agreement. As of March 2017, a permanent full time Veteran Services Officer was hired as a county employee.
- 721600** **Rents & Leases - Equipment** (\$1,500) is recommended unchanged and reflects the projected cost of the Department's copier lease.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$4,500) is recommended unchanged based on actual expenditures for lodging and meals related to out-of-County conferences/trainings, for which attendance is necessary to receive Veterans subvention funds. Transportation and travel costs are fully offset by revenues specifically allocated by the State for these activities.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **COMMUNITY ACTION
PARTNERSHIP (08200)**
Function: **Public Assistance**
Activity: **Other Assistance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	109,859	124,448	124,448	124,448
710200 Retirement	48,755	49,994	50,684	50,684
710300 Health Insurance	641	642	10,860	10,860
710400 Workers' Compensation Insurance	499	1,262	1,392	1,392
TOTAL SALARIES & EMPLOYEE BENEFITS	159,754	176,346	187,384	187,384
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	39,764	40,000	40,000	40,000
TOTAL SERVICES & SUPPLIES	39,764	40,000	40,000	40,000
TOTAL - COMMUNITY ACTION PARTNERSHIP	199,518	216,346	227,384	227,384

COMMUNITY ACTION PARTNERSHIP

COMMENTS

This budget funds the salary and fringe benefit costs of the Community Action Partnership of Madera County, Inc., Executive Director, which are fully reimbursed by the federal and state grant awards. This employee is responsible to the Governing and Administering Board of the Community Action Partnership of Madera County (CAPMC) for the organization and direction of programs under Community Action Partnership Administration.

In addition, as approved on December 10, 2013, the County entered into an agreement with Fresno-Madera Area Agency on Aging to administer the Senior Congregate Meals Program at four locations – Coarsegold, Madera Ranchos, North Fork and Oakhurst – effective February 1, 2014 through June 30, 2014, which was renewed for the 2014-15, 2015-16 and 2016-17 fiscal years and is expected to be renewed for the 2017-18 fiscal year. The County delegated the administration of this program to CAPMC. The County contributes additional funds for the total operation of the congregate meal program at the four county locations through the Special Payments budget (02200).

<u>REVENUE</u>	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Federal – Community Services	\$169,039	\$216,346	\$227,384

STAFFING

<u>Permanent</u>	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
Community Action Director	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$124,448) are recommended unchanged based on the cost of recommended staffing.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.
- 710400** **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$40,000) are recommended unchanged based on the level of funding for the current fiscal year for the operation of the Senior Congregate Meals Program at four county locations and the addition of the Chowchilla site. This expense is completely offset by grant revenue received from Fresno-Madera Area Agency on Aging (FMAAA). If the County receives notification of a change in funding from FMAAA subsequent to adoption of this budget, staff will bring the necessary budget adjustment to the Board for approval.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **LIBRARY
(09110)**
Function: **Education**
Activity: **Library Services**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	459,796	556,653	591,315	591,315
710103 Extra Help	158,464	140,000	179,808	179,808
710200 Retirement	165,628	211,247	230,560	230,560
710300 Health Insurance	81,817	105,482	122,058	122,058
710400 Workers' Compensation Insurance	11,037	23,124	17,596	17,596
TOTAL SALARIES & EMPLOYEE BENEFITS	876,742	1,036,506	1,141,337	1,141,337
SERVICES & SUPPLIES				
720300 Communications	12,852	15,650	15,650	15,650
720500 Household Expense	4,774	4,664	5,970	5,970
720600 Insurance	624	1,679	2,452	2,452
720800 Maintenance - Equipment	3,100	3,000	3,000	3,000
721100 Memberships	72,173	107,506	107,506	107,506
721300 Office Expense	13,611	15,000	18,000	18,000
721600 Rents & Leases - Equipment	9,251	10,671	10,671	10,671
721700 Rents & Leases - Buildings	32,238	32,238	33,843	33,843
721900 Special Departmental Expense	18,744	60,000	76,000	76,000
722000 Transportation & Travel	1,961	3,000	3,000	3,000
722100 Utilities	105,521	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	274,848	353,408	376,092	376,092
FIXED ASSETS				
740200 Buildings & Improvements	0	0	60,646	60,646
TOTAL FIXED ASSETS	0	-	60,646	60,646
TOTAL - LIBRARY	1,151,589	1,389,914	1,578,075	1,578,075

LIBRARY

COMMENTS

The Madera County Library provides the public with valuable informational, cultural, and recreational resources. Books, magazines, music, reference materials, electronic media, and a range of support services are made available to patrons county-wide. Services and resources are provided through five public facilities – the Main Library in Madera, and Branch Libraries in Oakhurst, Chowchilla, North Fork, and Madera Ranchos.

REVENUE

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Public Library Funds (PLF) - Trust Fund	\$ 0	\$ 0	\$ 0
Fines & Fees (Library Services)	41,244	32,000	32,000
Copies	12,322	11,000	11,000
Lost Books	2,249	1,500	1,500
Room Rental	12,644	800	800
Grants	0	0	0
Miscellaneous Revenue	<u>35,578</u>	<u>100</u>	<u>16,000</u>
Total	\$104,037	\$45,400	\$61,300

STAFFING

<u>Permanent</u>	<u>2016-17 Authorized</u>		<u>2017-18 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1	0	1	0
County Librarian	1	0	1	0
Librarian I/II/III	1	0	1	0
Library Technician	1	0	1	0
Library Assistant*	6.75	0.25	7.00*	0
Senior Library Branch Assistant	1	1	1	1
Library Branch Assistant	<u>1</u>	<u>3</u>	<u>1</u>	<u>3</u>
Total	12.75	4.25	13.00	4.00

*Library recommends funding .25 Library Assistant to alleviate staffing shortages.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$591,315) is recommended increased \$34,662 to fund a 0.25 FTE Library Assistant position that is currently unfunded.
- 710103** **Extra Help** (\$179,808) is recommended increased \$39,808 based on the cost of required staffing. Additional funds are requested is recommended to be used to staff Chowchilla, Ranchos, and North Fork Libraries with two staff members during all open hours.
- 710200** **Retirement** (\$230,560) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$122,058) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$15,650) is recommended unchanged for telecommunication costs as well as monthly cell phone costs for the County Librarian.
- 720500** **Household Expense** (\$5,970) is recommended increased \$1,306 due to an increase in charges for garbage pickup at Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.
- 720600** **Insurance** (\$2,452) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$3,000) is recommended unchanged for the maintenance security devices and inspection of the elevators.
- 721100** **Memberships** (\$107,506) is recommended unchanged and includes the County's membership in the San Joaquin Valley Library System (\$72,717); TELCO Direct Charge (\$27,989); Unique Collections fee to manage past due accounts (\$1,800); and Tech Reserve (\$5,000).
- 721300** **Office Expense** (\$18,000) is recommended increased \$3,000 due to increased materials needed for processing of new books. Fund is used for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$10,671) is recommended unchanged for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries, and for the rental of a car from Central Garage to attend system meetings and service the branch libraries.
- 721700** **Rents & Leases - Buildings** (\$33,843) is recommended increased \$1,605 to cover library share of repaving at Madera Ranchos Branch Library and rental of the Madera Ranchos Branch Library.
- 721900** **Special Departmental Expense** (\$76,000) is recommended increased \$16,000 for the purchase of ebooks, print books, local print and electronic newspaper subscriptions, hosting services, and specialized library expenses not covered by other funds. The additional funds will assist in increasing the County's Collection per Capita, Annual Circulations per Total Collection, etc. The County is currently well below the State average in these areas.
- 722000** **Transportation & Travel** (\$3,000) is recommended unchanged based on actual and projected travel to branches, SJVLS meetings, California State Library Conference, and Association for Rural and Small Library Conference.
- 722100** **Utilities** (\$100,000) is recommended unchanged and includes utilities costs for five county library facilities.

FIXED ASSETS

- 740200** **Buildings and Improvements** (\$60,646) is recommended for the replacement of the carpet at the Main Library. The current carpet was the original installed when the building was constructed over 30 years ago. It has been repaired repeatedly for several years but is now beyond repair in various areas.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **AG. EXTENSION
SERVICE (09200)**
Function: **Education**
Activity: **Ag. Education**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SERVICES & SUPPLIES				
720300 Communications	1,061	1,100	1,100	1,100
721400 Professional & Specialized Services	70,000	75,000	75,500	75,500
TOTAL SERVICES & SUPPLIES	71,061	76,100	76,600	76,600
TOTAL - AGRICULTURAL EXTENSION SERVICE	71,061	76,100	76,600	76,600

AGRICULTURAL EXTENSION SERVICE

COMMENTS

Cooperative Extension was established in Madera County in 1914 to provide education and research programs in agriculture; nutrition, family and consumer sciences; 4-H youth development; and community development through its Master Gardener program. Pursuant to a previous agreement with University of California (UC), Madera County financed clerical staff, materials, supplies, facilities and operation expenses for the Cooperative Extension. UC was responsible for funding salaries and benefits for the academic staff. On November 5, 2013, your Board approved a Multi-County Partnership Agreement with the University of California Cooperative Extension in the amount of \$70,000 for fiscal year 2013-14 to provide education, research and public services programs to the residents of Madera County. Under this agreement, it is recommended that Madera County pay a flat fee of \$75,500 for fiscal year 2017-18.

SERVICES & SUPPLIES

Services and Supplies are recommended based on the Multi-County Partnership Agreement.

- 720300** **Communications** (\$1,100) is recommended unchanged for telephone and fax costs as required under the Multi-County Partnership agreement.
- 721400** **Professional & Specialized** (\$75,500) is recommended and reflects a \$500 increase in the contribution to the University of California Cooperative Extension through a Multi-County Partnership Agreement.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Unit Title: **APPROPRIATIONS FOR CONTINGENCIES
(09900)**
 Function: **General**
 Activity: **Legislative & Administrative**
 Fund: **General**

EXPENDITURE CLASSIFICATION

APPROPRIATIONS

<u>EXPENDITURE CLASSIFICATION</u>	<u>BUDGET 2013-14</u>	<u>BUDGET 2014-15</u>	<u>BUDGET 2015-16</u>	<u>BUDGET 2016-17</u>	<u>RECOMMENDED 2017-18</u>
780100 Appropriations for Contingencies - General	2,624,416	2,424,416	2,424,416	2,424,416	2,424,416
Reserve for Information Technology System/Asset Replacement	850,908	0	0	0	0
Reserve for Fire Asset Replacement	0	0	0	0	500,000
Reserve for Future Budgetary Needs	0	0	4,063,654	4,063,654	4,907,013

APPROPRIATIONS FOR CONTINGENCIES

COMMENTS

780100 Appropriations for Contingencies - General

The Appropriations for Contingency budget contains funds which are appropriated to meet unforeseen or emergency expenditure requirements, mid-year program initiations, State/Federal matching fund requirements, changes or expansions, employee annual vacation/sick leave payouts, and serves as a centralized pool of money that reduces the necessity for budgeting maximum amounts in departmental line-item accounts for the 2017-18 Fiscal Year.

The 2017-18 Appropriations for Contingencies is recommended at \$2,424,416, which is unchanged from the previous year. A portion of this funding is anticipated to be required for the following purposes: to cover costs related to multi-defendant special circumstance cases pending trial, for which appropriations within the Public Defender Budget may not be sufficient; impacts resulting from the implementation of the State Budget and associated trailer bills; annual leave payouts; matching requirements to receive grant funding and changes to the projected fund balance.

Reserve for Future Budgetary Issues and Fire Asset Replacement

The preliminary General Fund Balance for the period ending June 30, 2017, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$15,500,000. It is recommended that \$4,907,013 of the estimated fund balance be maintained in a reserve for future budgetary issues, an increase of \$843,359 from the current year budgetary reserve. It is also recommended that \$500,000 of the estimated fund balance be allocated to the Fire Asset Replacement Reserve to be utilized to fund the projected annual cost of lease payments for fire equipment acquired under the Fire Equipment Replacement and Reserve Policy.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDATION 2017-18</u>
Beginning Fund Balance	1,262,519	1,377,068	950,000	950,000 *
<u>INCOME</u>				
662740 Charges for Mileage	1,498,616	1,550,993	1,930,391	1,930,391
OTHER INCOME				
640101 Interest	6,989	5,000	5,500	5,500
680103 Sale of Fixed Assets & Other Sales	37,124	20,000	25,000	25,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
673908 Other Income	28,194	1,000	1,000	1,000
662741 Vehicle Maintenance Charges	192,028	220,336	220,336	220,336
TOTAL INCOME	1,762,951	1,798,329	2,183,227	2,183,227
<u>EXPENSES</u>				
721930 Cost of Inventoried Material & Supplies Used	684,348	832,000	844,275	844,275
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	224,387	255,794	262,732	262,732
710108 Vacation & Sick Leave	5,855	0	0	0
710103 Extra Help	22,107	0	42,138	42,138
710200 Retirement	66,875	82,297	89,208	89,208
710300 Health Insurance	47,281	56,750	48,923	48,923
710400 Workers' Compensation	1,576	3,519	3,852	3,852
720200 Clothing & Personal Supplies	1,526	2,100	2,400	2,400
720300 Communications	1,461	1,400	1,400	1,400
720500 Household Expense	1,591	1,600	2,000	2,000
720600 Insurance	20,141	119	190	190
720605 Employer Share of Retiree Insurance		20,140	20,140	20,140
720800 Maintenance - Equipment	1,822	3,400	3,400	3,400

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDATION 2017-18</u>
OTHER OPERATING EXPENSES (continued)				
720900 Maintenance - Structures & Grounds	92	5,000	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	3,835	2,000	3,022	3,022
721400 Professional & Specialized Services	75,969	82,500	82,500	82,500
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	2,002	2,500	3,000	3,000
721900 Special Departmental Expense	4,997	5,000	5,000	5,000
722000 Transportation & Travel	865	1,500	2,000	2,000
722100 Utilities	11,685	16,000	18,000	18,000
731000 Depreciation	0	392,510	659,909	659,909
731400 Intrafund Transfer - Cost Plan	87,062	31,500	83,438	83,438
TOTAL EXPENSES	1,265,476	1,798,329	2,183,227	2,183,227
Income Over / (Under) Expenses	497,475	0	0	0
FIXED ASSETS				
740300 Equipment	753,425	712,000	1,197,710	1,197,710
TOTAL FIXED ASSETS	753,425	712,000	1,197,710	1,197,710

*Represents the Estimated Projected Fund Balance on June 30, 2017; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2017, which have not yet been processed.

CENTRAL GARAGE

COMMENTS

The Central Garage operates as a preventative maintenance and automotive repair facility to establish better utilization of County vehicles. The Central Garage controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles. The Administrative Office provides administrative and fiscal review for this operation.

WORKLOAD

	<u>Actual</u> <u>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
Sedans	117	119	119
Sheriff Vehicles	68	70	71
Pickups, SUV's, Vans	128	128	130
Trucks	<u>0</u>	<u>0</u>	<u>0</u>
Total Vehicles	313	317	320

STAFFING

	<u>2016-17</u> <u>Authorized</u>	<u>2017-18</u> <u>Recommended</u>
<u>Permanent</u>		
Automotive Shop Supervisor	1	1
Automotive Technician	2	2
Parts Assistant I/II	1	1
Senior Automotive Technician	<u>1</u>	<u>1</u>
Total Permanent	5	5

INCOME

662740 **Charges for Mileage** (\$1,930,391) is recommended increased \$379,398, representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. It is recommended that the following Central Garage mileage rates be approved for 2017-18:

Sedan	52¢ per mile	Sheriff Vehicles	66¢/89¢*
Pickups and Vans	59¢ per mile	Sheriff PPU 4x4	89¢/\$1.09*

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2017, is 53.5¢ per mile, and will be readjusted by the IRS on January 1, 2018.

*Sheriff's Unit mileage charges will vary from \$.66 to \$1.09 per mile based on actual costs of units and equipment with an SRS (Safety Replacement Supplement) added for early replacement due to safety issues.

CENTRAL GARAGE

EXPENSES

721930 Cost of Inventoried Materials & Supplies Used (\$844,275) is recommended increased \$12,275 due to changing fuel costs, materials, and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, accident repair, etc).

OTHER OPERATING EXPENSES

710102 Permanent Salaries (\$262,732) are recommended increased \$6,938 based on the recommended staffing level.

710103 Extra Help (\$42,138) is recommended increased based on anticipated work load and succession needs.

710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance is based on the employer's share of health insurance premiums.

710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

720200 Clothing & Personal Supplies (\$2,400) is recommended increased \$300 for protective clothing, masks, glasses, and uniform cost.

720300 Communications (\$1,400) is recommended unchanged based on present cost experience.

720500 Household Expense (\$2,000) is recommended increased \$400 for rags, towels, degreasers, soaps, etc.

720600 Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.

720605 Employer Share of Retiree Insurance (\$20,140) is recommended unchanged for the Department's share of retirees' health insurance premiums.

720800 Maintenance - Equipment (\$3,400) is recommended unchanged for maintaining equipment in the shop.

720900 Maintenance - Structures & Grounds (\$5,000) is recommended unchanged for the maintenance of the Central Garage building and grounds.

CENTRAL GARAGE

OTHER OPERATING EXPENSES (continued)

- 721000** **Medical, Dental & Laboratory Supplies** (\$100) is recommended unchanged for first aid supplies.
- 721300** **Office Expense** (\$3,022) is recommended increased \$1,022 estimated cost of forms, parts manuals, copy costs, and general office supplies.
- 721400** **Professional & Specialized Services** (\$82,500) is recommended unchanged for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Fuel Storage Tank License Inspector to test and inspect the County Fuel tanks (\$1,800) as well as accounting and billing services provided by the Auditor-Controller's Office that is in excess of what is collected through A-87.
- 721600** **Rents & Leases - Equipment** (\$600) is recommended unchanged for rental of equipment the shop does not have in inventory.
- 721800** **Small Tools & Instruments** (\$3,000) is recommended increased \$500 for hand tools and test equipment used by the staff.
- 721900** **Special Departmental Expense** (\$5,000) is recommended unchanged to fund an Internet subscription for service manuals and to update equipment, scanners, and computers.
- 722000** **Transportation & Travel** (\$2,000) is recommended increased \$500 for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for increased technician training.
- 722100** **Utilities** (\$18,000) is recommended increased \$2,000 based on present cost experience.
- 731000** **Depreciation** (\$659,909) is recommended increased \$267,399 to provide funds for equipment and vehicle replacement.
- 731400** **Intrafund Transfer** (\$83,438) is recommended increased \$51,938 to reimburse the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs associated with this department through the A-87 Plan.

FIXED ASSETS

- 740300** **Equipment** (\$1,197,710) is recommended increased \$485,710 for the following vehicles which have been requested to be replaced by the respective Departments:

CENTRAL GARAGE

FIXED ASSETS (continued)

<u>Department</u>	<u>Vehicles to be Replaced</u>	<u>Approx. Mileage at Time of Trade-in</u>	<u>Additional Vehicle Request</u>	<u>Vehicle Replaced With</u>	<u>Estimated Cost</u>	<u>Remarks: Recommended/ Not Recommended</u>
Central Garage	2001 Chevy Malibu	121,000	-	Sedan	\$20,000	Recommended
Central Garage	2001 Dodge P/U	141,000	-	Pickup	\$24,000	Recommended
Building Dept	2005 Chevy P/U	150,000	-	Pickup	\$24,000	Recommended
Corrections	1993 Chevy Van	100,000	-	1 ton Van	\$32,268	Recommended
Maintenance	2004 Chevy ¾ P/U	180,000	-	4x4 ¾ Ton Pickup	\$36,271	Recommended
Maintenance	1995 GMC 3500 Van	136,000	-	4x4 ¾ Ton Pickup	\$36,271	Recommended
Env Health	1997 Ford P/U	131,120	-	AWD SUV	\$25,000	Recommended
Probation	1998 Ford Victoria	145,000	-	AWD SUV	\$27,900	Recommended
Sheriff	2014 Ford PPU	145,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2013 Police Sedan	153,240	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2014 Ford PPU	158,320	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2007 Ford 4x4 P/U	154,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2011 Police Sedan	154,121	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2013 Police Sedan	158,725	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2014 Ford PPU	147,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2013 Ford PPU	149,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2007 Police P/U	160,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2009 Police P/U	165,315	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2011 Police Sedan	161,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2013 Ford PPU	140,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2013 Police Sedan	140,000	-	Marked Pursuit PPU	\$64,000#	Recommended
Sheriff	2012 Chevy 4x4 P/U	140,000	-	Admin PPU	\$50,000#	Recommended
Sheriff	2007 Ford 4x4 P/U	140,000	-	Detective 4x4 P/U	\$45,000#	Recommended
Sheriff	2006 Toyota 4x4 P/U	140,000	-	Detective 4x4 P/U	\$45,000#	Recommended
Total Vehicles Recommended:			24	Total CG Funds Recommended: \$1,197,710		

Fully equipped turnkey Police units as per Sheriff's Office specifications and requirements (varies per vehicle).

COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18

Department: **MICROWAVE RADIO SERVICES
(11300)**
Function: **General**
Activity: **Other General**
Fund: **Microwave Radio Fund**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
FUND BALANCE		195,083	297,191	297,191
 <u>INCOME</u>				
640101 Interest on Cash	2,324	0	0	0
662742 Microwave Radio Service Charges	636,486	615,276	640,551	640,551
TOTAL INCOME	638,811	615,276	640,551	640,551
 <u>EXPENSES</u>				
OPERATING EXPENSES				
720800 Maintenance - Equipment	76,415	101,792	104,006	104,006
721200 Misc Expense - Sales Tax	16,914	17,186	17,760	17,760
721400 Professional Specialized	6,695	7,000	87,000	87,000
721700 Rents & Leases - Building/Land	169,916	186,000	192,785	192,785
721909 Misc Expense - Property Tax	3,299	4,000	4,000	4,000
730302 Retire Capital Lease (Equipment)	210,660	210,660	215,000	215,000
731000 Depreciation	0	68,638	0	0
771400 Interfund Expenses	14,000	20,000	20,000	20,000
TOTAL OPERATING EXPENSES	497,899	615,276	640,551	640,551
FIXED ASSETS				
740300 Equipment	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0
TOTAL EXPENSES	497,899	615,276	640,551	640,551
Income Over / (Under) Expenses	140,912	0	0	0
Carryover Restricted for Capital Replacement	241,379	195,083	297,191	297,191

MICROWAVE RADIO SERVICES

COMMENTS

In early FY 2009-10, the County assumed full responsibility for operating and maintaining the Microwave Radio System. Approximately \$1 Million in new microwave radio equipment was acquired through a lease/purchase program and installed on existing tower locations that are leased from private owners. Madera County has contracted with Fresno County to maintain the radio system equipment since Fresno County owns and operates a large Microwave Radio System that utilizes some of the towers and equipment in Madera County. Madera County's Information Technology Department provides management of this function and budget.

Radios are used by several County Departments as a primary method of mobile communications throughout the County. The Departments currently using hand-held and/or vehicle-mounted radios include Sheriff, Fire, Probation, Corrections, Roads, and Animal Services. These radios are utilizing the recently installed Microwave Radio System throughout Madera County. In addition, data has now been integrated into the Microwave system for the communities of Chowchilla and Oakhurst.

Fiscal Year 2017-18 is a pivotal year for the Microwave Radio System in Madera County. In December 2017, the Maintenance Agreement on critical equipment ends and it will be necessary to replace the equipment at an estimated cost of \$600,000. In addition, in December of 2018 the Site Lease for existing tower space will end. Prior to replacing the equipment and to renegotiating the Site Lease Agreement, it is prudent for Madera County to evaluate the future of the Microwave Radio System. Due to changes in technology and the needs of the County, it is critical that an evaluation occur to determine the different options and to create a roadmap of the future of Microwave Radio Services. Included in the FY 2017-18 Proposed Budget is \$80,000 to secure consultant services to provide an analysis and create recommendations to allow the County to make an informed choice of the alternatives available. As our Public Safety Departments and our constituents are highly dependent of the stability and functionality of Microwave Radio Services, it is critical that a well informed decision is made. Once the evaluation is completed, should the alternative be to replace the unsupported equipment, funding for the replacement will be predominantly derived from capital reserves.

The Microwave Radio Services User Group and representatives from Information Technology met and determined that an evaluation by an outside consultant would be necessary to determine the appropriate plan for the future. Once the analysis is complete, the Microwave Radio Services User Group will evaluate the recommendations determined by the consultant and create a roadmap for the future of the Microwave Radio Services.

NOTE: This is not a General Fund Budget.

INCOME

662742 **Microwave Radio Service Charges** (\$640,551) is recommended increased \$25,275. This income will be used to pay for the actual cost of operating, maintaining the microwave radio system, and the cost of a consultant to provide recommendations

MICROWAVE RADIO SERVICES

INCOME (continued)

for the future. Included in this budget amount are estimated reserves from FY 2016-17 of \$297,191 which will be used to replace microwave assets when required.

EXPENSES

- 720800** **Maintenance - Equipment** (\$104,006) is recommended increased \$2,214 for contracted maintenance services from Fresno County. In addition, due to end of life equipment, additional maintenance agreements were acquired to maintain equipment until improvements are able to be funded.
- 721200** **Miscellaneous Expenses – Sales Tax** (\$17,760) is recommended increased \$574 to pay for sales tax associated with the capital lease.
- 721400** **Professional & Specialized** (\$87,000) is recommended increased \$80,000 for vendor support and for consultant services to evaluate the Microwave Radio Services.
- 721700** **Rents & Leases - Building/Land** (\$192,785) is recommended increased \$6,785 and includes the costs for leasing existing tower space from private land owners.
- 721909** **Miscellaneous Expenses – Property Tax** (\$4,000) is recommended unchanged to pay for property tax associated with the capital lease.
- 730302** **Retire Capital Lease** (\$215,000) is recommended increased \$4,340 for the annual principal and interest payment for the new microwave radio equipment that is being acquired through a seven-year lease/purchase agreement.
- 731000** **Depreciation** (\$0) is recommended reduced \$68,638 as equipment is purchased through a Capital Lease.
- 710100** **Interfund Expenses** (\$20,000) is recommended unchanged to appropriately assign labor expended from the Office of Information Technology to coordinate all microwave activities and upgrades.

Carryover Restricted for Capital Replacement (\$297,191) is recommended to be funded through unexpended/reserve funds from FY 2017-18, and will be used to begin replacing donated equipment when required.