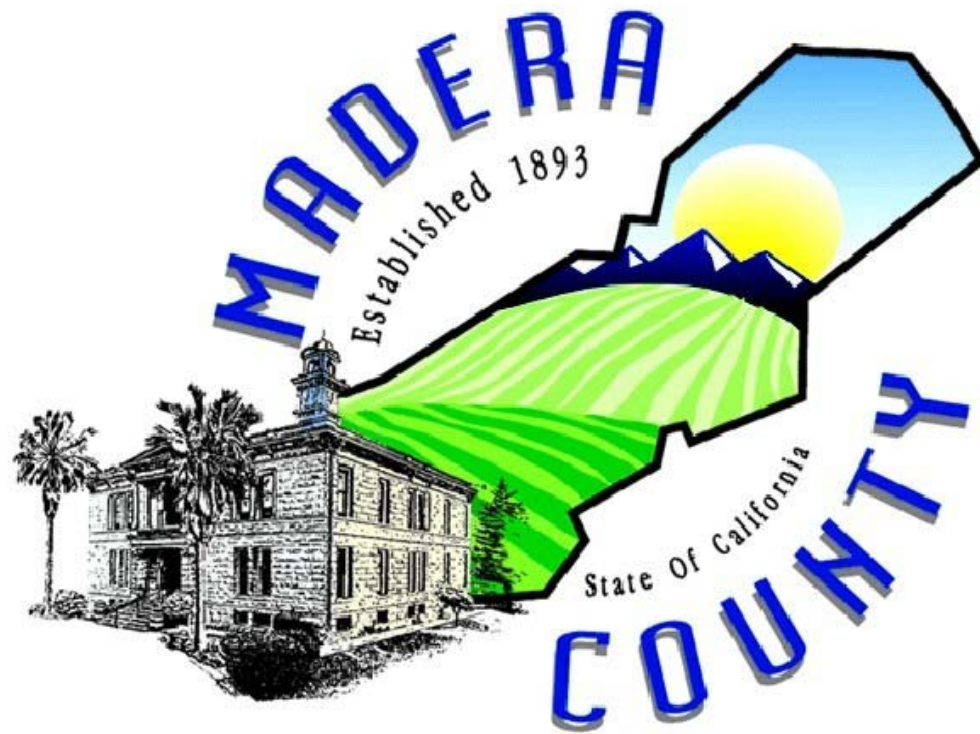


RECOMMENDED PROPOSED BUDGET

for the

FISCAL YEAR ENDING JUNE 30, 2016



Recommended by County Administrative Management

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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 11, 2015

**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 2015- 2016 RECOMMENDED PROPOSED BUDGET. The following is a summary of budget appropriation totals:

APPROPRIATION SUMMARY (Exclusive of Special Districts)

<u>Fund</u>	<u>Actual 2013-14</u>	<u>Board of Supervisors Approved Expenditures 2014-15</u>	<u>Department Request 2015-16</u>	<u>CAO Recommendation 2015-16</u>	<u>Change from 2014-15 to 2015-16</u>
General	\$157,615,421	\$181,040,055	\$198,252,164	\$197,685,292	\$16,645,237
Fish and Game	4,244	5,000	5,000	5,000	0
Refuse Disposal & Flood Control	5,031,455	9,427,365	8,894,551	8,894,551	(532,814)
AB 109 & Community Corr. Performance Inc.	4,286,504	5,557,905	6,586,273	6,586,273	1,028,368
Road	<u>17,728,202</u>	<u>19,292,477</u>	<u>22,159,667</u>	<u>22,159,667</u>	<u>2,867,190</u>
GRAND TOTAL BUDGET REQUIREMENTS	<u>\$184,665,826</u>	<u>\$215,322,802</u>	<u>\$235,897,655</u>	<u>\$235,330,783</u>	<u>\$20,007,981</u>

HONORABLE BOARD OF SUPERVISORS

June 11, 2015

The recommended General Fund 2015-16 appropriation of \$197,685,292 is balanced with projected revenue and fund balance shown in the following estimates:

REVENUE SUMMARY - GENERAL FUND

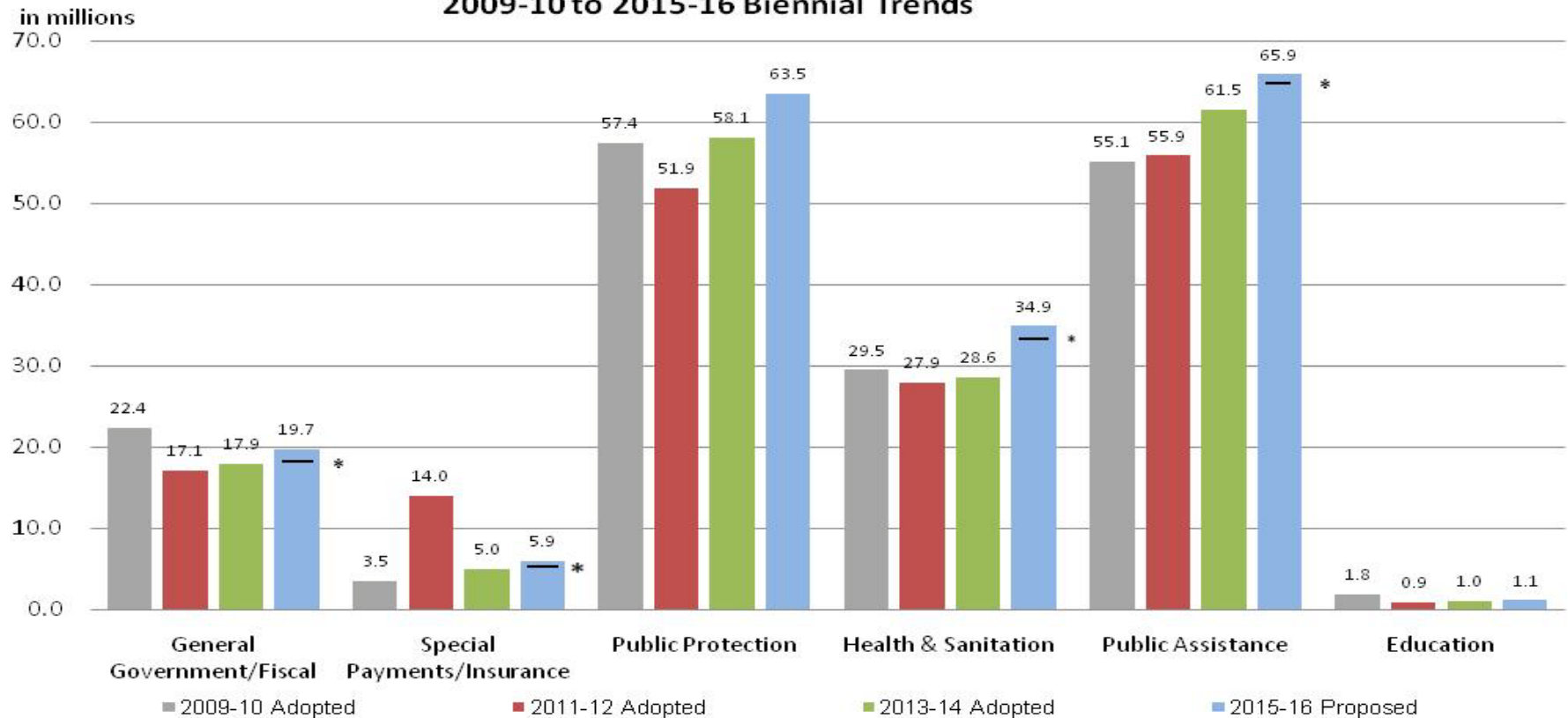
<u>Classification</u>	Board of Supervisors Approved Revenues <u>2014-15</u>	CAO Recommended Estimated Revenues <u>2015-16</u>
Taxes	\$ 41,362,731	\$45,738,512
Licenses, Permits, & Franchises	3,908,495	4,233,740
Fines, Forfeits, & Penalties	3,622,100	3,515,381
Revenue from Use of Money and Property	127,850	115,950
Aid from Other Government Agencies	93,199,800	102,043,978
Charges for Current Services	10,731,582	9,537,133
Other Revenue	<u>23,506,008</u>	<u>24,800,598</u>
REVENUE TOTAL	\$176,458,566	\$189,985,292
FUND BALANCE	2,050,000	7,700,000*
PREVIOUS YEARS RESIDUAL FUND BALANCE	<u>2,531,489</u>	<u>0</u>
GRAND TOTAL	<u>\$181,040,055</u>	<u>\$197,685,292</u>

* The preliminary General Fund Balance for the period ending June 30, 2015, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$7.7 million. The Auditor's timely completion of the County's 2013-14 Financial Statements has allowed for a more accurate beginning balance at June 30, 2014 than was possible in the last several years. Since there is no longer a delineation between previous years' residual fund balance and fund balance, it is recommended that \$4,063,654 of the estimated fund balance be put in a reserve for future budgetary issues.

COMMENTS ON THE 2015-16 RECOMMENDED PROPOSED BUDGET

The Recommended Proposed Budget for Fiscal Year 2015-16 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. 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.

**General Fund Appropriation Comparison
2009-10 to 2015-16 Biennial Trends**



*Beginning with the 2014-15 Adopted Budget, there was a change in budgeting for intra-departmental billings. These charges were previously budgeted as a negative expense and are now accounted for as a revenue. The line added to the chart reflects the appropriation levels with no accounting change for comparison purposes.

COMMENTS ON THE 2015-16 RECOMMENDED PROPOSED BUDGET (continued)

Due to the fiscal prudence of your Board and exceptional efforts of the County Management Team, the revenue shortfall has been reduced by 87% from its peak of \$12.3 million in 2010-11. Though cost management efforts continue successfully as guided by your Board's 'Cost Reduction & Containment Plan' adopted in 2012, revenue generation in 2015-16 is expected to fall short of covering expenditures during the same period by \$1.6 million, which is less than 1% of the total budget.

This is a significant accomplishment and it is worth noting that if the Chukchansi Casino had not closed unexpectedly in 2014, costing the County a \$1.3 million annual revenue source, the revenue shortfall would have been virtually eliminated this fiscal year. It should also be highlighted that for the first time since prior to the economic downturn, the recommended budget includes a 'Reserve for Future Budgetary Needs' (\$4.1 million).

In order to address this anticipated shortfall in revenue and balance the 2015-16 budget, it is recommended that \$1.6 million be used from the County's accumulated General Fund Balance as of June 30, 2015. This amount is over and above the typical amount used to finance the operations of the budget. The monies used from the fund balance come from an accumulation of unanticipated cost savings/revenues in the previous year's budget. Budgeted revenues also include other one-time sources including the State's payment of prior year State Mandated Claims (\$150,000) and the recovery of prior VLF In-Lieu property taxes (\$750,000) resulting from an audit conducted by the State.

The continuation of a selective hiring freeze is recommended again in 2015-16 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.

As directed by your Board, efforts are well underway to strengthen the County's longer term financial condition by focusing on economic development opportunities. Though the community benefit and financial benefits from these efforts will be longer term, in 2015-16, the County should begin to realize some economic benefit from new developments countywide, including the start of the Riverstone development project in the Rio Mesa Area. Economic development efforts will continue this year with a continued focus on new residential/commercial/industrial development opportunities and ramped up efforts in the area of sports tourism.

The 2015-16 State Budget had not been signed into law as of the writing of the County's Budget. Any changes within the State Budget and associated trailer bills that impact counties will be brought before your Board once details are finalized.

The following are general comments concerning the Recommended Proposed 2015-16 General Fund Budget:

COMMENTS ON THE 2015-16 RECOMMENDED PROPOSED BUDGET (continued)

The 2015-16 General Fund Budget has an overall increase of \$16.6 million over the 2014-15 Fiscal Year. Following is a brief recap of General Fund functions and other points of interest:

- ✓ The General Government category reflects an increase of \$0.9 million over Fiscal Year 2014-15. The increase is primarily related to cost of living adjustments given to County employees, costs for additional staff within the Auditor's Office and Information Technology Department and costs associated with the State County Assessor's Partnership program.
- ✓ The Public Protection category has increased \$4.4 million over Fiscal Year 2014-15. The increase is primarily due to the following: cost of living adjustments given to County employees; full year costs for the lease of the new Sheriff Administration Building; additional costs related to fully staffing the Sheriff's Court operations for the new courthouse; increases in the contract with CAL FIRE; increased costs associated with the Public Defender's contract; and increases in the Neighborhood Stabilization CDBG Program within the Community Economic Development Planning Budget.
- ✓ The Health and Sanitation category has increased \$4.1 million over Fiscal Year 2014-15. The increase is primarily related to cost of living adjustments given to County employees, and costs necessary to care for patients within the Behavioral Health System.
- ✓ The Public Assistance category has increased \$3.2 million over Fiscal Year 2014-15. The increase in this category is primarily related to cost of living adjustments given to County employees, and the administration of the Housing Support Program, Affordable Care Act and Protective Services, which is generally financed by State and Federal funds.
- ✓ The Education category (Library and Agricultural Extension) has increased \$5,234 over Fiscal Year 2014-15. This increase is necessary for the operation of the Library at its current level of operation.
- ✓ The preliminary General Fund Balance for the period ending June 30, 2015, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$7.7 million. The Auditor's timely completion of the County's 2013-14 Financial Statements has allowed for a more accurate beginning balance at June 30, 2014 than was the case in the last several years. The Auditor's Office is scheduled to complete the final June 2015 Fund Balance calculation in the fall of this year after the final close-out of the 2014-15 fiscal year.

COMMENTS ON THE 2015-16 RECOMMENDED PROPOSED BUDGET (continued)

- ✓ The Public Employees' Retirement System (PERS) recently notified the County that the miscellaneous employees rate will increase from 21.837% to 23.080% for Fiscal Year 2015-16. The current PERS rate for Law Enforcement employees is 24.614% and will increase to 25.932%. It is anticipated that the rates will increase again in the 2016-17 Fiscal Year.
- ✓ 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.
- ✓ The tenth annual Government Center debt service payment is \$1,673,834, and this payment is included in this budget.
- ✓ The 2015-16 County Budget currently has 146 discretionary positions that are recommended to remain vacant and unfunded for Fiscal Year 2015-16. It is proposed that from July 1, 2015 to June 30, 2016, a strict "Selective Hiring Freeze" be continued and managed by the County Administrative Office.
- ✓ Appropriations for Contingency is budgeted at \$2,424,416, which is unchanged from the previous year. Funds are included in the contingency account to cover costs associated with two multi-defendant special circumstance cases being handled by appointed Public Defense Attorneys, payout costs related to retirements; and other unanticipated events. This reserve amount may change at Final Budget depending on any reductions in State funding or changes in Fund Balance.
- ✓ In January of 2015, as part of recently approved MOU's, your Board was able to provide a one-time 5% cost of living adjustment (COLA) to all employees. The recommended budget includes full funding for this COLA. Another component of the recently approved MOU's was an agreement to hire an independent firm to complete a Compensation Study for all classifications countywide. There is speculation that the pay for a number of job classifications has dropped below the same classifications in comparable counties. If this is true, the risk in not addressing such pay disparities could lead to an increasing number of employees leaving to work for other agencies. The County invests a significant amount of time and resources into training and developing its employees, and that investment will be lost if steps aren't taken to retain employees. Comparable and appropriate pay are essential to employee retention. In the coming months, the County Administrative Office will bring the results of the Study to your Board for further consideration.
- ✓ All previous fiscal commitments by your Board have been included in this Budget.

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	\$451,598	Type:	Discretionary One-Time Funds
		Use:	This funding was designated by the Board of Supervisors in the 2013-14 Adopted Budget for future One-Time Information Technology System/Asset Replacement Projects in the amount of \$850,908. On May 13, 2014, the Board approved the use of \$383,910 to finance the investment in the current Financial/HR System; and on May 12, 2015, approved the use of \$15,400 to replace the audio system in the Board Room, leaving a balance of \$451,598.
		Comments:	There are no recommended uses of these funds included in the 2015-16 proposed budget.
<hr/>			
Reserve for Future Budgetary Needs	\$4,063,654	Type:	Discretionary one-time funds.
		Use:	These funds are set-aside for future budgetary needs.
		Comments:	There are no recommended uses of these funds included in the 2015-16 proposed 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 TUESDAY, JUNE 23, 2015, 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

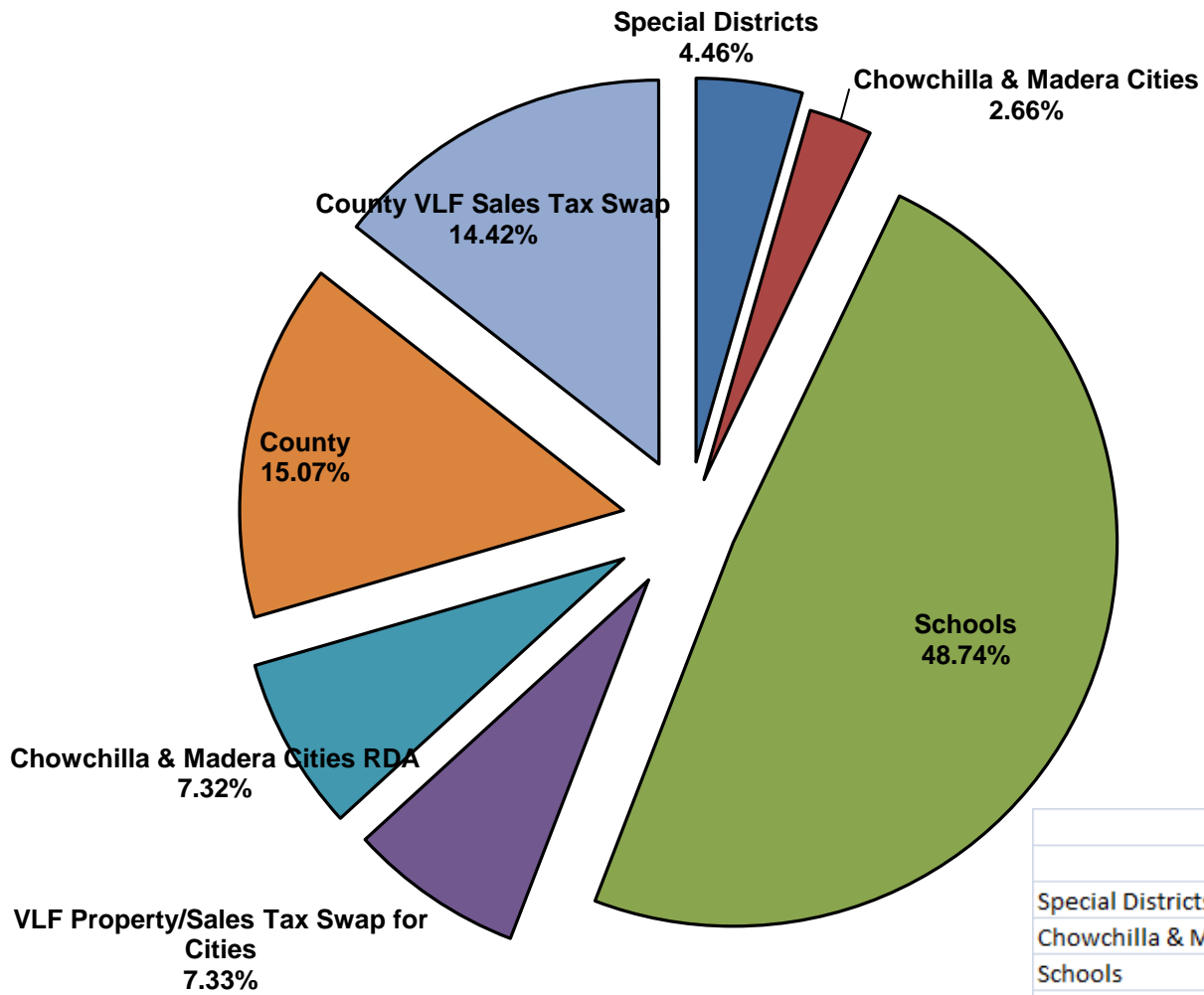
Kevin Fries, Deputy CAO

Nicole Desmond, Senior Administrative Analyst

Yvette Gomez, Executive Assistant to the CAO

PROPERTY TAX DISTRIBUTION

2014-15*

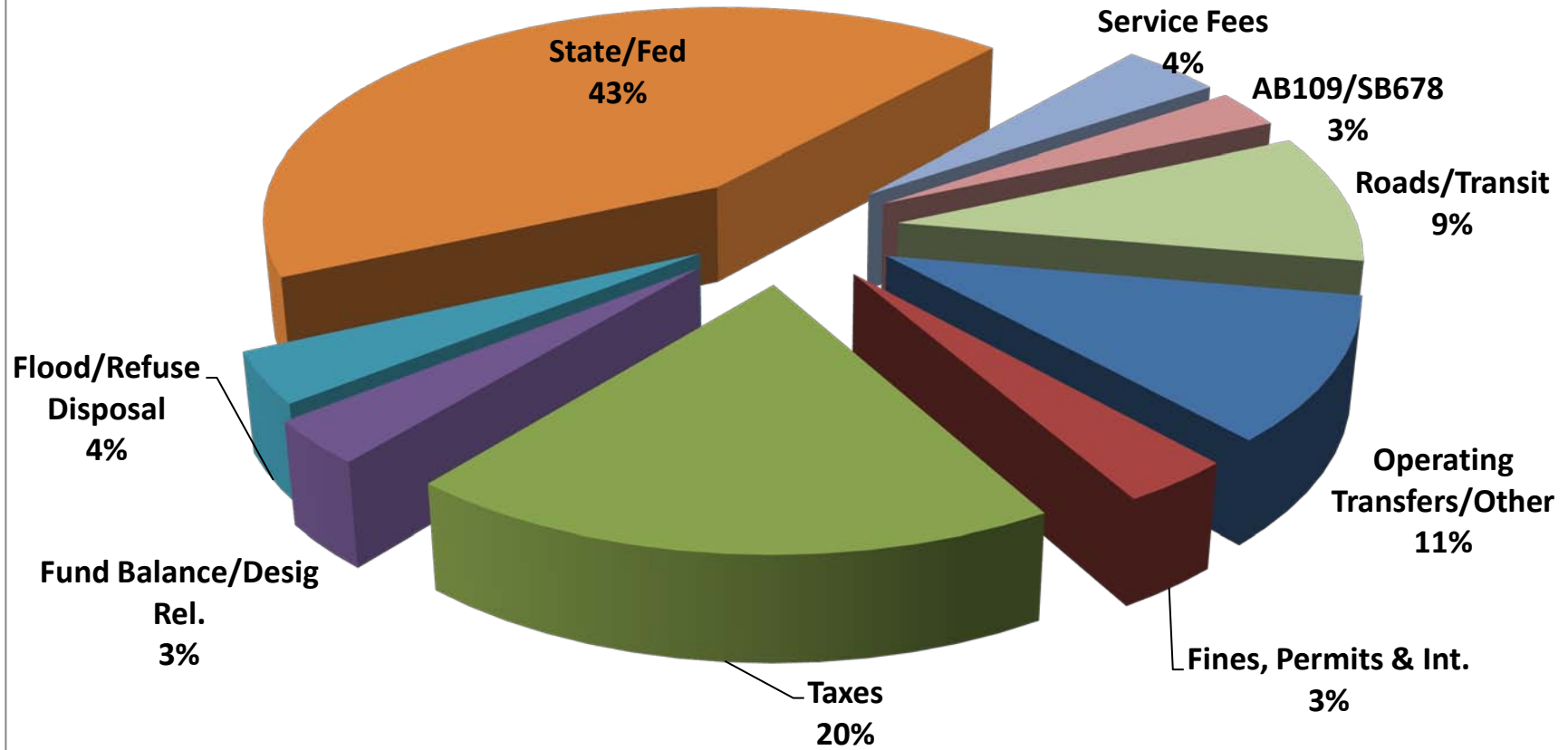


	2012-13	2013-14	2014-15
	Rates	Rates	Rates
Special Districts	4.39%	4.46%	4.46%
Chowchilla & Madera Cities	2.77%	2.68%	2.66%
Schools	49.73%	49.83%	48.74%
VLF Property/Sales Tax Swap for Cities	6.90%	6.83%	7.33%
Chowchilla & Madera Cities RDA	7.12%	7.34%	7.32%
County	15.03%	14.84%	15.07%
County VLF Sales Tax Swap	14.06%	14.02%	14.42%

*The 2015-16 Allocation was not available at the time of printing.

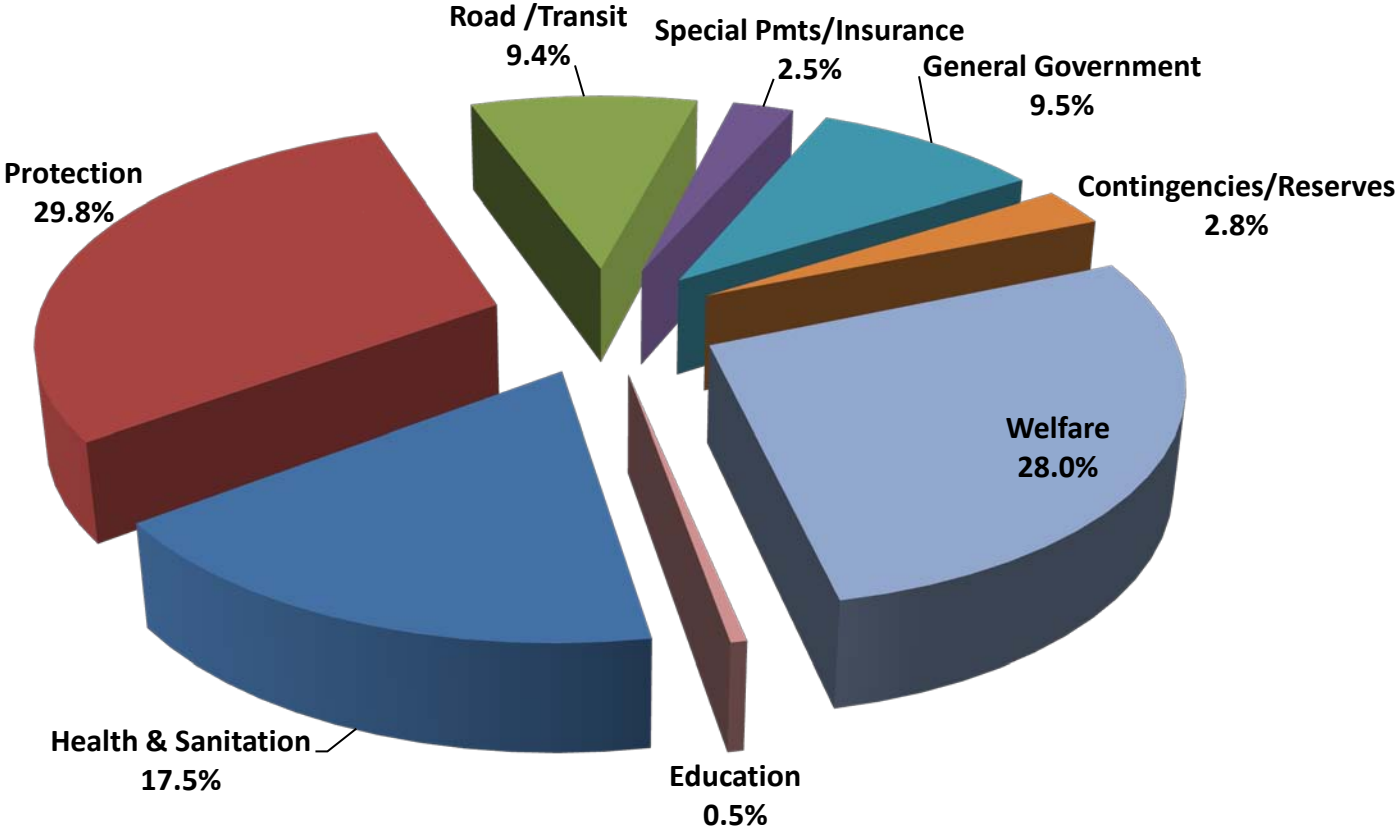
RECOMMENDED 2015-16 REVENUE

\$235,330,783



RECOMMENDED 2015-16 EXPENDITURES

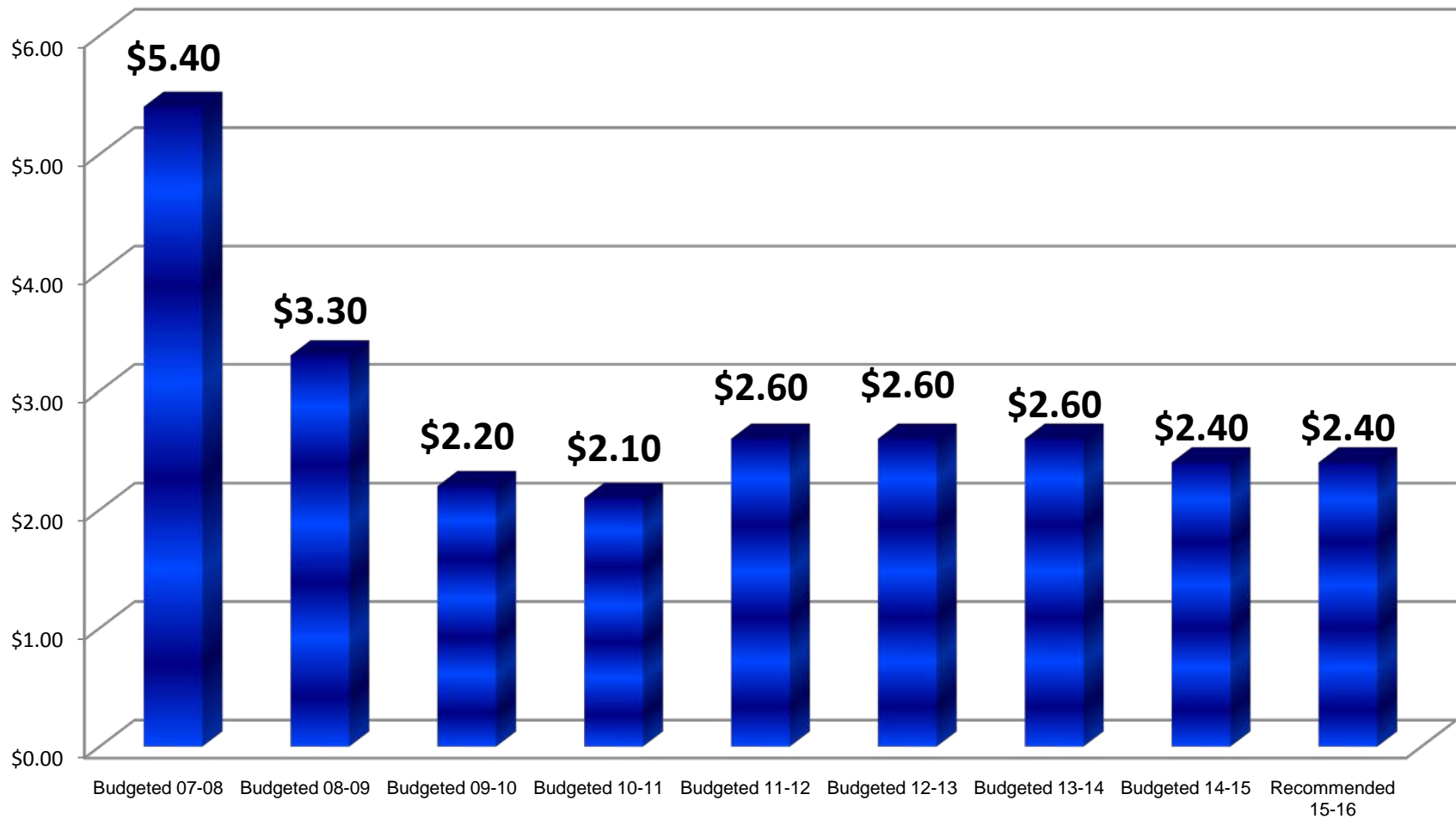
\$235,330,783



GENERAL FUND CONTINGENCY BUDGET

NINE YEAR ANALYSIS 2007-08 TO 2015-16

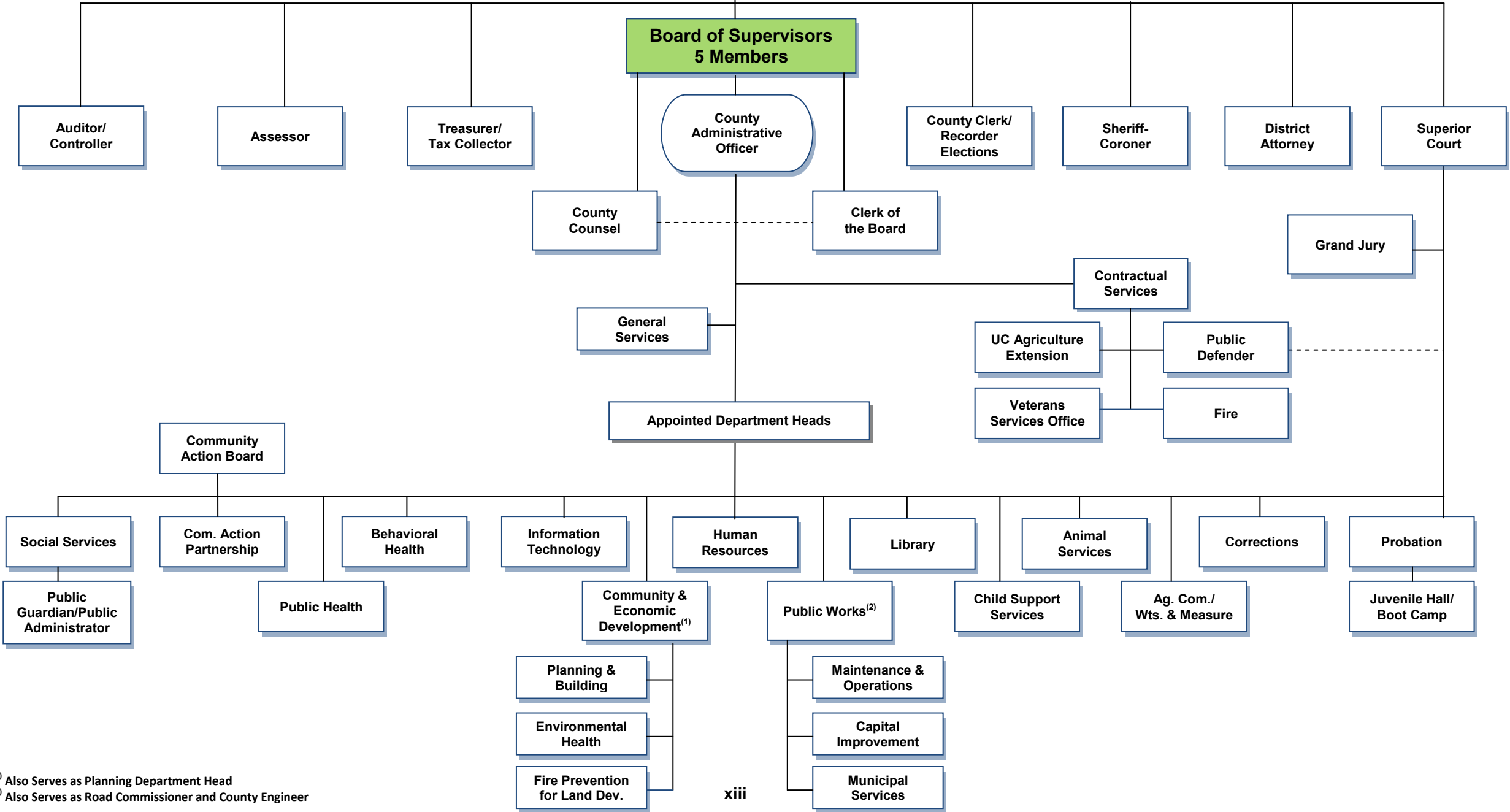
(in millions)





MADERA COUNTY GOVERNMENT ORGANIZATION CHART

ELECTORATE



⁽¹⁾ Also Serves as Planning Department Head
⁽²⁾ Also Serves as Road Commissioner and County Engineer

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2015-16**

Budget Units (Grouped By Units)	Actual Expenditures 2013-14	Board of Supervisors Approved Expenditures 2014-15	Department Request 2015-16	CAO Recommendation 2015-16	Increase (Decrease) 2014-15/2015-16
<u>GENERAL</u>					
LEGISLATIVE & ADMINISTRATIVE:					
00100 Board of Supervisors	1,324,144	1,358,005	1,452,850	1,452,850	94,845
00210 Administrative Management / Purchasing	652,923	737,875	744,375	744,375	6,500
TOTAL LEGISLATIVE & ADMINISTRATIVE	1,977,067	2,095,880	2,197,225	2,197,225	101,345
FINANCE:					
00310 Auditor-Controller	1,496,803	1,443,202	1,811,530	1,811,530	368,328
00400 Assessor	2,037,200	2,075,724	2,447,692	2,447,692	371,968
00500 Treasurer-Tax Collector	751,382	885,534	979,397	979,397	93,863
TOTAL FINANCE	4,285,385	4,404,460	5,238,619	5,238,619	834,159
COUNSEL:					
00700 County Counsel	1,094,606	675,645	732,550	732,550	56,905
PERSONNEL:					
00800 Human Resources	804,029	996,202	1,064,432	1,064,432	68,230
ELECTIONS:					
03330 Elections	624,736	697,203	708,013	708,013	10,810
PROPERTY MANAGEMENT:					
01310 Resource Management Agency-Administration	19,662	-	-	-	-
01311 General Services	286,618	251,696	247,303	247,303	(4,393)
01315 PW - Engineering	1,115,815	1,730,296	1,106,350	1,106,350	(623,946)
01320 Bldg. Operations	488,350	323,128	323,128	323,128	-
01330 Bldg. Maintenance	1,098,169	1,027,263	1,042,350	1,042,350	15,087
01340 PW - Special Districts Services	2,201,965	2,480,576	2,532,902	2,532,902	52,326
15010 PW - Madera County Flood Control Fund	659,285	2,446,440	2,514,180	2,514,180	67,740
01360 Grounds Maintenance	274,793	310,110	314,909	314,909	4,799
01700 Utilities	581,492	654,572	599,806	599,806	(54,766)
TOTAL PROPERTY MANAGEMENT	6,726,149	9,224,081	8,680,928	8,680,928	(543,153)

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2015-16**

Budget Units (Grouped By Units)	Actual Expenditures 2013-14	Board of Supervisors Approved Expenditures 2014-15	Department Request 2015-16	CAO Recommendation 2015-16	Increase (Decrease) 2014-15/2015-16
OTHER GENERAL:					
00230 Insurance	2,229,167	3,205,473	3,357,929	3,357,929	152,456
02100 Central Services	488,379	604,114	574,734	574,734	(29,380)
02150 311 Customer Service Center	182,196	203,977	166,247	166,247	(37,730)
00240 Information Technology	1,858,426	2,763,481	2,928,103	2,928,103	164,622
02200 Special Payments	2,251,115	2,409,079	2,590,111	2,590,111	181,032
TOTAL OTHER GENERAL	7,009,283	9,186,124	9,617,124	9,617,124	431,000
TOTAL GENERAL FUNCTION	22,521,255	27,279,595	28,238,891	28,238,891	959,296
<u>PUBLIC PROTECTION</u>					
JUDICIAL:					
03700 Child Support Services	2,735,514	2,996,045	3,052,267	3,052,267	56,222
03510 District Attorney	2,184,251	2,719,071	2,732,010	2,732,010	12,939
03530 District Attorney - COPS	103,736	105,880	93,734	93,734	(12,146)
03540 District Attorney - Rape Prosecution Grant	113,056	114,876	123,835	123,835	8,959
03544 District Attorney - DUI Program	113,554	149,598	145,901	145,901	(3,697)
03545 District Attorney - Crime Prosecution Unit	92,068	107,570	116,966	116,966	9,396
03548 District Attorney - DA-FED Vert Pros	107,244	142,496	152,397	152,397	9,901
03550 District Attorney - Welfare Fraud	851,859	1,026,464	1,065,806	1,065,806	39,342
02300 Trial Court Operations (Gen Fund Contri.)	1,414,847	1,471,987	1,421,987	1,421,987	(50,000)
03400 Grand Jury	60,675	71,700	71,700	71,700	-
03600 Public Defender	3,054,098	2,548,416	2,616,019	2,616,019	67,603
TOTAL JUDICIAL	10,830,902	11,454,103	11,592,622	11,592,622	138,519
POLICE PROTECTION:					
04000 Sheriff-Coroner	9,240,307	9,894,070	11,233,237	11,233,237	1,339,167
04022 Sheriff - CalEMA Homeland Security 2011-077	141,662	-	-	-	-
04023 Sheriff - EMPG Emergency Planning	359,607	393,827	308,000	308,000	(85,827)
04024 Sheriff - CalEMA SHSGP 2013-00110	36,686	-	-	-	-
04025 Sheriff - CalEMA SHSGP 2012-SS-00123	74,085	-	-	-	-

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2015-16**

Budget Units (Grouped By Units)	Actual Expenditures 2013-14	Board of Supervisors Approved Expenditures 2014-15	Department Request 2015-16	CAO Recommendation 2015-16	Increase (Decrease) 2014-15/2015-16
04026 Sheriff - CalEMA Homeland Security 2010-0085	19,399	-	-	-	-
04030 Sheriff - Bass Lake Operations	170,430	225,920	162,824	162,824	(63,096)
04031 Sheriff - CalOES #2014-00093	-	-	234,591	234,591	234,591
04046 Sheriff - Fed-Cannibas Eradication	67,705	105,000	95,000	95,000	(10,000)
04050 Sheriff - COPS (SLESF)	211,690	205,881	193,903	193,903	(11,978)
04054 Sheriff - Chukchansi Indian Casino	548,523	579,052	614,526	614,526	35,474
04062 Sheriff - Rural Crime Prevention Task Force	266,337	283,561	316,602	316,602	33,041
04064 Sheriff - Civil Division	389,768	499,635	568,000	568,000	68,365
04066 Sheriff - Off Highway	39,197	95,000	75,000	75,000	(20,000)
04070 Sheriff - Anti-Drug Program	411,962	422,505	527,574	527,574	105,069
04071 Sheriff - CAL-MMET	199,555	215,049	223,626	223,626	8,577
04072 Sheriff - JAG Grant	39,888	30,000	33,000	33,000	3,000
04074 Sheriff - Court Security	1,220,382	1,463,077	1,780,878	1,780,878	317,801
04090 Sheriff - OCJP NET Project	39,874	58,300	58,300	58,300	-
TOTAL POLICE PROTECTION	13,477,057	14,470,877	16,425,061	16,425,061	1,954,184
DETENTION & CORRECTION					
04610 Department of Corrections	12,127,430	12,481,972	12,870,216	12,670,216	188,244
04720 Juvenile Hall	4,267,590	4,394,685	4,557,318	4,557,318	162,633
04700 Probation	3,078,122	3,354,287	3,593,576	3,593,576	239,289
04713 Probation - CCP Training	35,305	-	-	-	-
04714 Probation - CCP Planning	70,352	192,752	172,257	172,257	(20,495)
04785 Probation - Crime Prevention Act of 2000	363,363	430,838	577,624	577,624	146,786
04787 Probation - Youth Offender Block Grant	388,591	481,156	532,497	532,497	51,341
04788 Probation - Proud Parenting Grant	102,917	139,242	119,261	119,261	(19,981)
14370 Probation - Community Corrections SB 678	1,050,798	1,216,597	1,240,711	1,240,711	24,114
61332 Probation - Public Safety Realignment (AB 109)	3,235,706	4,341,308	5,345,562	5,345,562	1,004,254
TOTAL DETENTION & CORRECTION	24,720,174	27,032,837	29,009,022	28,809,022	1,776,185
FIRE PREVENTION:					
05000 Fire Prevention	4,523,836	4,780,950	5,437,033	5,200,283	419,333

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2015-16**

Budget Units (Grouped By Units)		Actual Expenditures 2013-14	Board of Supervisors Approved Expenditures 2014-15	Department Request 2015-16	CAO Recommendation 2015-16	Increase (Decrease) 2014-15/2015-16
05010	Fire-Chukchansi Indian Casino	526,004	706,243	805,265	778,635	72,392
	TOTAL FIRE PREVENTION	5,049,840	5,487,193	6,242,298	5,978,918	491,725
	PROTECTIVE INSPECTION:					
05410	Ag. Commissioner/Sealer of Wts. & Measures	1,393,438	1,489,224	1,449,990	1,449,990	(39,234)
01375	CED - Fire Prevention - Land Development	168,697	227,149	243,146	243,146	15,997
01370	CED - Building Inspection	1,055,416	1,222,964	1,407,600	1,407,600	184,636
	TOTAL PROTECTIVE INSPECTION	2,617,551	2,939,337	3,100,736	3,100,736	161,399
	OTHER PROTECTION:					
03300	County Clerk-Recorder	635,381	669,254	685,485	685,485	16,231
05900	CED - Planning	1,426,248	1,611,143	2,386,170	2,386,170	775,027
06100	Local Agency Formation Commission Contri	44,682	39,840	-	-	(39,840)
06000	Animal Services	900,691	983,532	1,132,923	1,073,376	89,844
06200	Predatory Animal Control	56,144	57,213	75,395	75,395	18,182
11200	Fish and Game	4,244	5,000	5,000	5,000	-
	TOTAL OTHER PROTECTION	3,067,390	3,365,982	4,284,973	4,225,426	859,444
	TOTAL PUBLIC PROTECTION FUNCTION	59,762,914	64,750,329	70,654,712	70,131,785	5,381,456
	<u>PUBLIC WAYS AND FACILITIES</u>					
	PUBLIC WAYS:					
11800	PW - Roads & Bridges	17,251,627	16,716,504	20,210,841	20,210,841	3,494,337
63860	PW - Road (Transit)	476,575	2,575,973	1,948,826	1,948,826	(627,147)
	TOTAL PUBLIC WAYS FUNCTION	17,728,202	19,292,477	22,159,667	22,159,667	2,867,190
	<u>HEALTH & SANITATION</u>					
	HEALTH:					
06910	Behavioral Health Services	13,746,776	19,189,830	22,667,953	22,667,953	3,478,123

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2015-16**

Budget Units (Grouped By Units)		Actual Expenditures 2013-14	Board of Supervisors Approved Expenditures 2014-15	Department Request 2015-16	CAO Recommendation 2015-16	Increase (Decrease) 2014-15/2015-16
06810	Health	8,966,582	10,308,315	10,762,573	10,762,573	454,258
07000	CED - Environmental Health	1,140,167	1,288,455	1,460,905	1,460,905	172,450
TOTAL HEALTH		23,853,525	30,786,600	34,891,431	34,891,431	4,104,831
SANITATION:						
11100	PW - Refuse Disposal Liner Fund	4,372,170	6,980,925	6,380,371	6,380,371	(600,554)
TOTAL SANITATION		4,372,170	6,980,925	6,380,371	6,380,371	(600,554)
TOTAL HEALTH & SANITATION FUNCTION		28,225,695	37,767,525	41,271,802	41,271,802	3,504,277
<u>PUBLIC ASSISTANCE</u>						
ADMINISTRATION:						
07510	Department of Social Services	21,180,623	26,724,942	28,934,901	28,934,901	2,209,959
GENERAL RELIEF:						
07520	General Relief	1,052,984	1,157,394	1,157,394	1,157,394	-
07530 ASSISTANCE PROGRAMS:						
	Aid for CalWORKS	20,818,660	21,000,000	21,000,000	21,000,000	-
	Foster Care	5,881,932	6,500,000	7,100,000	7,100,000	600,000
	Aid for Adopted Children	1,960,354	2,000,000	2,200,000	2,200,000	200,000
	Cal-Learn	11,026	20,000	20,000	20,000	-
	GAIN Support Services (Welfare to Work)	367,074	700,000	700,000	700,000	-
	In-Home Supportive Service	3,544,948	3,121,349	3,343,667	3,343,667	222,318
	CalWORKS Child Care	161,294	400,000	400,000	400,000	-
	Kin Gap	14,518	220,000	220,000	220,000	-
	Cash Assistance Program for Immigrants	29,237	32,000	32,000	32,000	-
	Housing Assistance/Transitional Program	102,123	150,000	150,000	150,000	-
TOTAL ASSISTANCE PROGRAMS		32,891,166	34,143,349	35,165,667	35,165,667	1,022,318
VETERANS SERVICE/PUBLIC GUARDIAN:						
08020	Public Guardian	224,507	354,114	322,642	322,642	(31,472)
08010	Veterans Service	116,155	136,210	152,400	152,400	16,190

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2015-16**

Budget Units (Grouped By Units)	Actual Expenditures 2013-14	Board of Supervisors Approved Expenditures 2014-15	Department Request 2015-16	CAO Recommendation 2015-16	Increase (Decrease) 2014-15/2015-16
OTHER ASSISTANCE:					
08200 Community Action Partnership	145,898	169,156	179,035	179,035	9,879
TOTAL PUBLIC ASSISTANCE FUNCTION	55,386,826	62,685,165	65,912,039	65,912,039	3,226,874
<u>EDUCATION</u>					
09110 Library	973,696	1,052,195	1,101,374	1,057,429	5,234
09200 Agricultural Extension Service	67,238	71,100	71,100	71,100	-
TOTAL EDUCATION FUNCTION	1,040,934	1,123,295	1,172,474	1,128,529	5,234
TOTAL FINANCING REQUIREMENT	<u>184,665,826</u>	<u>212,898,386</u>	<u>229,409,585</u>	<u>228,842,713</u>	<u>15,944,327</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	4,063,654	4,063,654
GRAND TOTAL BUDGET REQUIREMENTS	184,665,826	215,322,802	235,897,655	235,330,783	20,007,981

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
<u>TAXES</u>					
610100 Property Taxes - Current Secured	15,718,503	16,426,620	16,928,228	10,163,350	18,667,063
610102 Property Taxes - Current Secured RDA SA Other Dist	14,667	136,034	-	4,926	-
610200 Property Taxes - Current Unsecured	454,966	560,245	421,000	260,818	462,373
610300 Property Taxes - Prior Secured	(7,525)	90,435	40,000	-	50,000
610400 Property Taxes - Prior Unsecured	48,274	34,572	30,000	-	30,000
610500 Property Taxes - Current Secured - VLF Swap	14,127,292	14,787,022	15,156,698	8,101,306	17,843,755
610502 Property Taxes - In-Lieu VLF-Supplemental	107,467	94,628	85,000	48,153	85,000
610503 Property Taxes - VLF - Unitary	36,653	15,880	-	-	-
610600 Property Taxes - Supplemental Current	53,567	112,005	55,000	75,609	55,000
610700 Property Taxes - Supplemental Prior	5,121	18,564	5,500	-	15,000
610801 Sales & Use Tax	5,080,671	4,836,090	4,350,000	2,559,370	4,525,000
610808 Sales & Use Tax Compensation Fund (Sales Tax Swap)	1,670,543	1,652,540	1,650,305	790,161	1,350,321
610901 Hotel and Motel	2,044,176	2,390,189	2,005,000	1,407,757	2,005,000
610902 Documentary Stamp	481,138	558,436	525,000	421,892	550,000
610903 Race Horse Tax	503	342	1,000	385	-
610904 Timber Yield Tax	-	-	-	16,533	-
610906 Aircraft	89,685	98,759	110,000	82,236	100,000
Total Taxes	39,925,701	41,812,361	41,362,731	23,932,496	45,738,512
<u>LICENSES, PERMITS AND FRANCHISES</u>					
620100 Animal Licenses	48,905	45,294	63,000	42,962	63,000
620200 Business Licenses	90,960	105,230	122,000	90,706	127,000
620300 Construction Permits	454,103	834,025	750,000	583,239	820,000
620500 Zoning Permits	57,437	48,076	95,000	30,763	75,000
620600 Franchises, Garbage, Utilities & Cable TV	1,439,703	1,549,143	1,450,000	184,511	1,650,000
620700 Other Licenses and Permits	138,145	168,650	175,400	161,626	199,100
620701 Boat Licenses	129,703	117,267	225,920	59,061	141,000
620704 Environmental Health Permits	837,029	908,253	879,575	1,046,846	976,870
620705 Burial Permits-Indigent	1,954	1,780	1,600	1,344	1,600
620706 Auto Theft Deterrent Fees (DUI)	147,270	121,279	110,000	58,377	130,000
620710 Grading Permits	26,409	37,741	36,000	32,914	36,000
620711 EH Permit Automation Fee	-	-	-	11,985	14,170
Total Licenses, Permits and Franchises	3,371,618	3,936,738	3,908,495	2,304,334	4,233,740
<u>FINES, FORFEITURES AND PENALTIES</u>					
630101 County Share of State Fines	33,948	38,071	32,000	26,767	32,000
630204 Criminal	714,077	720,610	730,000	447,273	630,000
630221 PC 1463.14 Drug Analysis Fine	189	304	120	131	120

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
630222 State-County Share of Penalty PC 1464	221,873	218,116	210,000	168,053	215,000
630223 PC 1203.4 Change Plea	2,626	8,239	2,000	5,185	5,000
630227 RMA Code Enforcement Fines/Fees	24,254	28,300	35,000	89,659	235,000
630228 Juvenile Supervision/Service Fees	25,879	41,115	45,000	29,651	45,000
630229 Juvenile Boot Camp W&I 903/094	15,479	24,884	23,000	26,629	23,000
630230 Juvenile Probation Supervision W&I 602	1,692	728	1,500	2,581	3,000
630231 Juvenile Record Seal W&I 781	-	-	-	480	-
630301 Judgements and Damages	400	-	-	-	-
630300 Forfeitures & Penalties	-	25	250	-	-
630306 Restitution Fine Rebate 10%	21,909	24,321	20,000	22,123	25,000
630307 Other Fines	17,036	15,202	53,000	10,833	60,561
630308 Restitution to County Departments	-	244	-	-	-
630312 Consumer Protection Awards	-	3,668	-	-	10,000
630320 Bad Check Penalties	2,217	1,793	2,000	1,090	1,700
630400 Penalties/Cost Delinquent Taxes	4,791	10,915	230	-	3,000
630401 Cost of Tax Collection	97,780	94,120	45,000	22,330	85,000
630402 County Redemption Fees	15,745	13,175	17,000	7,015	17,000
630403 Penalties & Interest on Taxes	146,754	143,616	6,000	502	25,000
630404 Tax Loss Reserve Excess	-	-	2,400,000	-	2,100,000
Total Fines, Forfeitures and Penalties	1,346,649	1,387,445	3,622,100	860,302	3,515,381
<u>REVENUE FROM USE OF MONEY & PROPERTY</u>					
640101 Interest	75,199	64,486	80,000	80,490	70,000
640103 Interest on Property Tax Collection	(1,950)	1,341	-	-	-
640300 Rents and Concessions	17,173	22,002	33,500	10,169	34,000
640302 Bldg/Improvement Rentals	26,980	14,450	150	1,250	1,950
640303 Others Rents/Concessions	12,515	11,768	14,200	1,206	10,000
Total Revenue from Use of Money & Property	129,917	114,048	127,850	93,115	115,950
<u>INTERGOVERNMENTAL REVENUES</u>					
State					
650302 Motor Vehicle In-Lieu Tax 1984	120,766	-	-	53,268	-
650307 VLF Health Realignment CMSP	2,882,147	1,152,859	-	-	-
650804 CalWORKS Admin TANF	1,453,169	1,388,993	1,376,816	954,425	1,540,847
650810 Social Services Admin	2,272,461	2,761,327	1,374,792	4,608,610	960,926
650811 Welfare to Work Admin-Assistance	(67,617)	19,150	158,101	21,294	171,689
650901 CalWORKS (AFDC)	11,104,626	7,362,667	8,799,000	13,759,894	8,799,000
650902 Adopted Children	(49,303)	-	-	4,058	-
650905 Foster Care	(1,869)	-	-	152	-

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
650909 Welfare to Work (GAIN)	10,662	11,580	105,700	(4,491)	105,700
650910 Public Assistance - Realignment	5,416,986	5,868,023	5,895,375	4,797,864	6,495,375
650911 Emotionally Disturbed Children	4,393	-	-	-	-
650914 St. Cal Learn	1,100	2,901	1,240	3,699	1,240
650915 CalWorks Child Care	2,058	(1,029)	50,000	-	50,000
650916 Kin Gap	150,979	178,408	37,400	169,593	37,400
650917 Cash Assist for Immigrants	17,260	47,177	32,000	13,460	32,000
650921 Housing Assistance/Transitional Housing Program	-	-	150,000	-	150,000
651101 Health - Admin. - California Children Services	15,462	11,363	19,162	4,040	11,719
651102 Health - Therapy - California Children Services	158,734	122,237	164,308	24,761	324,807
651103 Health - Realignment - California Children Services	378,399	204,434	190,686	153,789	105,477
651105 Health - Medi-Cal-California Children Services	109,487	177,665	292,855	126,804	255,959
651106 Health - Healthy Families	13,551	38,504	17,837	10,944	12,429
651107 Health - CCS MTU Reimbursement	-	-	201,308	-	309,995
651301 Behavioral Health - Small Counties Emergency Grant	105,800	89,742	45,855	67,100	45,855
651306 Behavioral Health - Realignment	2,809,441	3,562,460	3,506,470	6,171,517	4,934,826
651307 Behavioral Health - Jail-Realignment	51,000	51,000	51,000	38,250	51,000
651320 Behavioral Health - Other Revenue	-	-	11,973	-	11,973
651323 Behavioral Health - Drug Court	(19)	22,014	-	-	-
651326 Behavioral Health - Service Act (Prop 63)	4,867,570	3,716,971	6,069,388	3,136,986	8,247,182
651400 Health - TB Control	27,236	28,766	50,526	17,512	50,526
652108 Health - AIDS Program	51,602	-	-	-	-
652110 Health - Tobacco Education	95,999	111,189	-	69,129	-
652111 Health - Child Health and Disability Program-Admin.	284,028	175,645	142,974	36,266	145,817
652112 Health - Foster Care	89,043	75,402	132,459	23,433	45,761
652113 Health - Realignment	2,263,426	2,204,574	2,554,850	2,866,600	2,706,710
652115 Health - Immunization Subvention Project	49,156	47,006	47,683	10,992	47,683
652120 Health - Adolescent Family Life Program	163,992	98,573	-	-	-
652123 Health - Chlamydia Grant	6,789	6,309	6,798	3,474	-
652126 Health - Aides Surveillance	15,555	17,323	17,289	2,548	17,240
652201 Agricultural Administration	163,631	217,436	179,650	25,777	199,277
652202 Agriculture-Detection Trapping	89,616	80,415	100,600	17,614	-
652203 Agriculture-Pesticide	411,215	442,561	441,715	15,919	450,000
652204 Agricultural G-W Sharpshooter	85,920	82,931	101,500	83,530	105,000
652503 State-Prison Crime Reimbursement - DA	125,589	185,694	150,000	76,742	160,000
652505 Public Asst. - Crim Justice Sys - Realignment	529,925	567,147	525,000	469,040	625,000
652507 Probation TANF (Juvenile Probation Camp Funds)	854	-	575,000	-	742,578
652508 St Proud Parenting Program	146,023	110,151	139,242	38,591	119,261
652800 Veterans Affairs	28,351	51,537	42,500	47,770	52,710
652900 Homeowners' Property Tax Relief	221,185	225,313	220,045	106,540	223,022
654000 St. Other	xxii	77,391	-	-	22,338

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
654005 Child Care Food Program-Juvenile Hall	486	-	-	-	-
654007 Correctional Training-SB 924	158,115	108,350	128,514	46,954	103,014
654008 Custody-Care Subsistence	57,222	-	-	-	-
654010 Child Support IV D Incentive	958,414	930,074	1,007,067	665,517	1,003,759
654012 Fire Equipment Reimbursement	128,449	100,555	125,000	140,221	150,000
654013 Volunteer Fire Assistance Program	39,051	93,806	75,000	68,462	75,000
654017 Integrated Waste Management	36,127	18,334	18,324	18,312	18,311
654020 Library-Public Library Funds	-	-	50,000	-	34,460
654022 State Mandated Costs	10,458	23,334	10,000	102,543	170,000
654025 Sales Tax (Public Safety)	7,011,824	7,272,540	7,186,000	4,538,844	7,450,000
654026 State-POST Reimbursement	7,827	8,772	5,000	12,583	14,000
654027 State Reimburse Election Costs	4,174	1,548	7,000	879	1,621
654028 State-Financial Assistance	162,000	162,000	162,000	162,000	162,000
654045 SLESF - Department of Corrections	-	-	20,000	-	20,000
654046 SLESF - Sheriff (COPS)	-	-	150,000	-	150,000
654057 Sheriff - Rural Crime Prevention Task Force	-	1,470	-	-	-
654064 State Off Hwy Vehicle	-	55,082	95,000	51,850	75,000
654079 State - Waste Tire Enforcement	215,072	114,895	195,000	75,158	221,000
654092 State - Hazardous Materials Prep Grant	3,314	-	-	-	4,800
654509 State - Indian Gaming Special District for Fire & Sheriff	41,327	-	-	12,490	-
654511 State-Abandoned Vehicle Fee	134,434	5,897	85,000	52,568	47,000
654512 State - Cal-MMet Grant	9,186	1,462	215,049	-	-
654522 State- BSARF Fees 10%	-	2	-	-	-
654530 Plan & Tech Assist. Grant	17,380	-	-	-	-
654531 08CDBG HSNG Rehab Pub Fac	46,521	(9,487)	-	-	-
654532 River West Madera Grant	53,536	72,383	55,000	-	55,000
654533 State-CERS Grant	3,913	32,485	-	-	-
654535 State Grant Revenue	-	-	-	150,000	150,000
Federal					
655000 Fed. Admin Public Assistance	-	-	-	-	-
655006 Social Services - Administration	9,372,387	7,831,398	11,534,337	5,721,566	12,512,897
655007 CalWorks Administration	1,163,332	1,115,382	5,413,341	512,829	5,820,382
655008 Cal Learn Administration-Assistance	-	114,934	-	74,152	-
655009 Welfare to Work Administration-Assistance	2,282,882	1,816,791	2,055,025	1,380,449	2,231,640
655101 CalWorks (AFDC)	7,639,102	9,806,171	11,676,000	3,116,010	11,676,000
655102 Foster Care	1,122,968	2,690,146	1,694,250	406,406	1,856,250
655103 Foster Care Emergency Assistance	60,841	502,439	-	151,979	-
655104 Adopted Children	1,278,849	1,392,437	930,000	953,946	1,023,000
655105 Food Stamp WKFARE	49,413	-	-	-	-
655106 Welfare to Work Gain	2,526	(245)	594,300	24,922	594,300

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
655110 Cal Learn	1,500	9,214	18,760	7,410	18,760
655111 CalWorks Child Care	111,379	95,932	350,000	69,977	350,000
655112 Kin Group	22,841	83,249	145,200	336,208	145,200
655202 CCS Medi-Cal Administration	415,001	306,357	442,634	205,623	383,267
655203 Health -Health Families	48,004	50,824	66,252	36,168	46,166
655205 Health CACTI	228,392	280,094	158,613	128,051	-
655206 Health CNEP	143,707	230,759	500,684	97,433	500,684
655207 Health AFLP	-	25,413	126,884	-	114,255
655510 Vol Fire Asst Program	-	-	-	19,514	-
655600 Grazing Fees	270	258	-	272	-
655800 In-Lieu Tax	906,086	1,004,129	725,000	-	725,000
656001 Behavioral Health - Medi-Cal	2,384,855	2,227,464	2,946,653	-	3,611,559
656003 Behavioral Health - Alcohol/Drug Medi-Cal	22,162	(541)	41,081	-	41,081
656005 Behavioral Health - Alcohol/Drug/Perinatal	604,849	800,923	1,034,325	574,377	1,160,769
656006 Behavioral Health - McKinney-Path	45,112	38,880	36,893	28,794	38,658
656008 Behavioral Health - SAMHSA	230,308	217,719	230,308	158,365	288,394
657000 Other	29,573	180,137	456,060	106,331	761,787
657001 Community Services	134,366	148,387	169,156	98,055	179,035
657002 Custody/Care Subsistence	192	-	-	-	-
657003 IV D Child Support-Administration	1,860,450	1,805,438	2,003,716	1,291,885	2,064,359
657005 FEMA Records Assist Sal	-	-	-	53,888	-
657006 Forest Services Reimb Dep Sheriff	50,210	81,654	99,000	39,233	106,000
657007 Fed - Health Aids Grant	19,448	-	-	-	-
657008 Health - Administration - MCH	683,810	794,217	945,569	151,578	888,150
657010 Health - Administration - Senior Citizens	24,211	2,580	-	-	-
657011 Health - WIC	1,710,214	1,688,742	1,811,416	940,815	1,856,166
657013 Child Care Food Program-Juvenile Hall	98,136	83,516	82,000	65,719	82,000
657016 Title IV E Probation Recovery	189,206	215,423	225,000	116,705	75,000
657020 EPA Grant	788,895	-	-	-	-
657023 Health Emergency Asst TB	-	-	-	6,651	-
657024 FEMA & OES Grant	128,980	94,089	167,000	159,628	154,000
657025 Health - AIDS Grant (Ryan White)	78,743	74,135	77,605	30,940	77,958
657037 MC Childhood Lead Poison	69,111	48,855	85,137	4,902	75,985
657043 Fed - Health Aids Grant	-	46,972	47,122	23,931	52,000
657044 Health - Targeted Case Management	30,610	-	-	-	100,000
657060 Rural Community Fire Protection	-	158,412	-	-	-
657081 Justice Assistance Grant	42,181	19,615	30,000	-	33,000
657082 US Marshals Services	1,760	-	-	-	-
657084 Department of Corrections SCAAP	-	188,631	110,000	-	75,000
657086 Federal - Anti-Drug Grant	126,732	73,300	116,000	63,561	290,000
657090 Health - Bio Preparedness	(53,076)	(16,187)	-	-	-

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
657092 FEMA Assistance to Firefighters	-	16,128	-	-	-
657105 Brownsfield Revolving Grant	-	-	-	2,250	-
657107 HAVA Grant	2,440	5,000	-	1,344	-
657109 Museum & Library Srvs Grant	-	-	-	59,895	-
657111 Homeland Security Grant	661,586	324,623	-	-	231,591
657122 Cannibus Eradication	76,020	84,554	-	(9,000)	95,000
657123 Fed - Vertical Prosecution Grant	30,069	-	-	28,814	2,000
657125 Health AIDS	-	4,000	2,000	-	-
657126 Fed - High Speed Rail	23,583	-	-	-	-
657127 NSP3 Grant	244,236	261,574	345,000	430,155	1,043,460
657129 Fed - Safe Drinking Water Grant	-	50,161	160,000	-	199,138
659001 Other Gov't Agencies	1,291	10,979	-	-	-
659005 Other Governmental-Boot Camp Program	80,000	58,625	80,000	34,125	80,000
659008 Children & Families Com (Prop 10) (Health)	616,810	413,097	534,948	116,759	610,570
659010 Other Governmental-RDA Pass Thru	1,294,979	1,327,792	1,264,980	785,915	1,408,183
659018 IHSS Public Authority	43,977	15,299	62,000	-	82,000
659024 Chukchansi Gaming Problems	-	33,471	-	-	-
659030 City/Chowchilla Prison Annex	431,330	60,691	-	47,947	-
659046 DA Chukchansi Grant	-	2,500	37,500	37,500	10,047
Total Intergovernmental Revenue	83,390,845	79,598,598	93,199,800	62,819,852	102,043,978
<u>CHARGES FOR CURRENT SERVICES</u>					
660100 Assessment and Tax Collection Fees	58,281	78,086	45,000	44,676	75,000
660101 Property Tax Administration Fee	436,557	415,340	483,000	-	468,000
660102 Supplemental Tax Fee	82,489	71,587	80,000	41,356	80,000
660103 Property Characterization Fee	14,694	10,386	17,000	9,447	12,000
660223 Service Charge - Excess Water	-	159	-	-	-
660230 Parcel Merger Fee	460	920	-	468	-
660231 Business Improvement District	-	-	5,000	-	5,000
660234 Local Ag. Preserve Assessment (AB 1265)	737,886	706,194	680,000	463,284	645,000
660300 Auditing and Accounting Fees	88,157	133,707	184,000	33,877	230,000
660500 Elections Services	77,232	29,575	14,500	277,524	8,150
660600 Legal Services	30,846	25,504	57,500	-	114,405
660610 Public Defender - Juvenile Cases	55,074	67,771	50,000	34,254	60,000
660801 Engineering Services	10,775	7,965	32,000	4,327	32,493
660802 Engineering Plan Check Fees	228,782	450,604	340,000	243,960	360,000
660803 Engineering Services-Special Districts	1,541,604	1,565,117	1,716,840	762,495	1,708,989
660805 Planning Services	299,574	278,048	360,000	353,730	400,000
660806 Engineering Services - Development Review Fees	31,024	31,030	12,000	30,817	12,000
660807 Strong Motion Inst Fees 95%	5,720	11,061	13,000	7,850	10,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
661000 Agricultural Services	326,710	394,966	353,547	323,283	385,985
661100 Civil Process Services	2,068	2,111	1,500	2,087	2,500
661101 Sheriff - Civil Process Service Fees	52,600	50,775	86,000	26,057	96,000
661201 General Court Fees	174,163	240,918	235,000	114,822	180,000
661203 Family Court Services Reimbursement	1,146	388	500	478	500
661301 Public Guardian Fees	55,837	77,716	80,000	80,000	92,000
661400 Humane Services	208,434	214,648	245,000	152,623	277,600
661500 Law Enforcement Services	79,727	47,674	88,000	59,516	130,000
661502 Booking Fees-County Arrests	647	587	-	412	500
661601 Recording Fees-Clerk, Health, Recorder	686,903	574,135	588,500	412,525	518,000
661801 Health Lab Fees	16,431	14,505	14,140	22,096	22,000
661802 Environmental Health Fee	97,487	84,543	85,510	149,876	110,000
661810 Clinic Fees	20,216	14,453	32,990	15,565	49,339
661811 Behavioral Health - Private Pay, Ins.	18,250	18,430	35,050	11,151	35,050
661812 Insurance Pay	6,027	4,166	5,000	4,477	5,000
661813 Behavioral Health - Medicare	65,949	74,613	20,000	57,378	20,000
661816 Inmate Medical Co Pay	5,151	4,821	-	-	-
662000 California Children Services	540	632	-	200	-
662101 Landfill Surcharges	-	-	-	16,527	-
662301 Pay Patient Clinic	-	18,325	-	10,306	-
662303 Juvenile Hall Maintenance	10	-	-	-	-
662304 Work Furlough Program	5,644	4,583	5,000	2,541	3,750
662305 Foster Care Reimbursement	114,160	85,512	95,000	92,942	95,000
662500 Library Services	37,815	36,440	41,200	31,200	38,938
662510 Lost Book Collections	6,722	1,090	672	1,785	1,870
662696 Formation Fees	300	300	600	150	600
662700 Other Charges for Services	3,860	722	200	877	200
662701 Board of Supervisors Services	23	-	-	-	-
662704 Copies	17,708	15,742	16,358	10,955	16,822
662705 Coroner's Fees	7,724	6,157	7,000	3,909	3,000
662709 Mental Health Monitoring Fees	23,706	21,308	25,000	10,104	25,000
662712 Fire Cost Recovery	490	1,086	3,000	240	3,400
662714 Mediation-Dissolution/Marriage	3,800	3,820	3,800	3,045	3,800
662715 Nuisance Abatement	42,702	93,340	40,000	30,541	90,000
662716 Collection Fees-Probation	11,115	13,814	15,000	7,488	10,000
662717 Alternate Sentencing Fees	32,673	22,641	25,750	13,848	25,600
662718 Drug Screening-Probation	3,804	3,572	3,000	3,137	4,500
662719 Electronic Monitoring-Probation	1,364	2,976	1,500	2,985	4,000
662720 Probation Services	158,770	154,631	165,000	110,062	150,000
662721 Administrative Collection Fees [PC 1205(d)]	102,489	98,638	101,500	67,290	96,500
662722 Public Defender Fees	118,478	125,916	120,000	86,401	130,000

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2012-13	Actual Revenues 2013-14	Approved Revenues 2014-15	9-Month Actual 2014-15	CAO Recommended 2015-16
662723 Services to Other Agencies	591,836	779,405	719,731	432,853	778,428
662725 Welfare Repay-Administrative Fees	3,966	1,668	2,000	8,396	2,000
662726 Reimbursement of Burials	12,350	56,219	7,500	2,451	7,500
662728 Vision/Dental Administrative Fee	624	558	-	376	-
662735 Probation Services Reports	55,308	56,926	55,000	42,706	58,000
662749 SD - Application Fees	-	1,403	-	2,798	-
662765 Sheriff-Reimburse Indian Casino	524,620	590,126	627,235	226,945	-
662766 Fire-Reimburse Indian Casino	492,234	477,181	701,971	141,012	-
662780 Special District Ad.	536,655	474,256	763,736	273,293	823,913
662800 INTRAFUND Revenue	155,244	692	369,812	231,789	343,764
662801 INTRAFUND Revenue-Cost Plan	1,986,466	919,007	752,632	33,476	602,237
662802 INTRAFUND - Computer Services	10,978	-	41,808	14,042	27,800
662804 LAFCO - Reimbursement for County Services	15,590	13,367	35,000	12,588	20,000
662910 Daily Jail Confinement	19,488	26,405	25,000	24,078	25,000
Total Charges for Current Services	10,616,157	9,810,961	10,731,582	5,693,747	9,537,133
<u>MISCELLANEOUS REVENUE</u>					
670000 Intrafund Revenue	-	-	3,510,779	1,222,532	3,389,260
671001 Welfare Repayments	55,065	173,501	37,000	137,320	76,000
671002 Interim Assistance Reimbursement-GA	31,266	43,419	65,000	16,829	55,000
671003 Welfare - Cancelled Warrants	2,763	1,381	-	-	-
671004 Welfare CalWorks Reimbursement	-	-	55,000	-	40,000
671005 Welfare General Assistance Repay	751	554	500	325	500
672000 Other Sales	6,632	2,523	7,550	4,499	5,366
672002 Sale of Seized Property	25	766	-	2,162	500
673000 Misc - Other	110,292	1,084,622	23,388	435,167	106,850
673100 Unclaimed Money	1,375	1,486	-	-	-
673101 Prisoner's and Miscellaneous Unclaimed	1,765	-	-	-	-
673200 Employee Witness/Jury Fees	2,438	2,240	5,500	990	2,500
673300 Contributions and Donations	8,002	44,892	2,000	-	-
673302 Health - Flu Donations	92	-	-	20	-
673323 Ca Endowment Grant	-	-	61,083	32,111	65,496
673325 Misc. Flood Plain Study	-	22,500	-	-	-
673327 Kaiser Health Grant	47,752	56,740	-	-	-
673328 Private Non Profit Grant	22,178	-	-	-	-
673329 Kaiser ESPH Grant	-	-	-	75,000	76,230
673406 Jail Inmate Welfare Trust 6051	85,963	106,593	93,936	-	90,700
673410 Seized Funds & Property Trust (6166 & 6167)	46,539	-	163,300	-	58,300
673412 Emergency Medical Services Funds Trust	-	-	-	28	-
673437 D.A. Seized Funds - Trust 5776	44,884	42,848	5,000	-	36,000

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

Budget Classification	Actual Revenues 2012-13	Actual Revenues 2013-14	Board of Supervisors		CAO Recommended 2015-16
			Approved Revenues 2014-15	9-Month Actual 2014-15	
673442 Child Support Interest Revenue from Trust Accounts	-	-	6,000	-	3,507
673700 Cash Overage	-	56	-	391	-
673800 Prior Year Cancelled Warrants	5,457	4,997	350	-	200
673900 Other Miscellaneous	132,114	16,056	5,000	1,740	2,000
673903 Miscellaneous Reimbursement	213,562	72,151	15,897	87,238	392,284
673904 Misc Reimbursement - Salaries /Benefits	556,135	759,885	1,381,739	129,762	762,293
673910 Misc Reimbursement - Insurance	5,499	11,169	-	15,400	5,500
673918 Misc Reimbursement - Medical	1,129	2,027	-	2,289	2,000
673920 Misc Reimbursement - Other	41	3,221	-	2,193	100
Total Miscellaneous Revenue	1,381,719	2,453,626	5,439,022	2,165,996	5,170,586
<u>OTHER FINANCING SOURCES</u>					
680101 Sale of Land	-	-	-	552,244	-
680103 Sale of Fixed Assets	21,376	37,382	7,000	27,312	10,000
680102 Sale of Bldg/Impr.	-	1,013,660	-	-	-
680113 Sale of Fixed Assets - Welfare	-	18,315	-	990	2,500
Operating Transfers In:					
680200 Operating Transfers In	14,624,898	16,881,980	16,965,949	6,699,864	18,507,005
680201 Operating Transfers In - SA 22	184,338	195,000	-	-	-
680215 Local Enforcement Agency Funds-Trust 0114	50,000	70,000	70,000	-	70,000
680231 Criminal Justice Facilities Trust	135,300	150,000	150,000	-	150,000
680234 Fire Assessment - CSA 22 - Zone B	-	-	195,000	-	195,000
680248 Modernization (Operating Transfer In-Trust 1346)	76,053	109,442	93,537	-	110,507
680249 Micrographics (Operating Transfer In-Trust 1345)	15,918	10,251	19,500	-	15,000
680251 Vital Health Statistics (OTI) (Recorder) (Trust 1367)	4,446	5,000	6,000	-	5,000
680258 OTI Justice Asst. Grant	-	6,144	-	-	-
680264 Sheriff Small Counties AB 443	450,000	406,805	375,000	-	400,000
680268 Planning GP Upgrade	-	-	40,000	-	40,000
680271 OTI LC 4850	125,000	125,000	125,000	-	125,000
680523 Loan Repayment By RDA to General Fund	30,000	-	20,000	-	-
Total Other Financing Sources	15,717,329	19,028,979	18,066,986	7,280,410	19,630,012
TOTAL REVENUE	<u>155,879,935</u>	<u>158,142,756</u>	<u>176,458,566</u>	<u>105,150,252</u>	<u>189,985,292</u>
FUND BALANCE	-	-	2,050,000	-	7,700,000
PREVIOUS YEARS RESIDUAL AVAILABLE FUND BALANCE	-	-	2,531,489	-	
GRAND TOTAL	155,879,935	158,142,756	181,040,055	105,150,252	197,685,292

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	782,749	796,558	861,044	861,044
710103 Extra Help	27,815	16,590	12,990	12,990
710200 Retirement	245,540	267,336	293,798	293,798
710300 Health Insurance	97,640	96,566	93,011	93,011
710400 Workers' Compensation Insurance	4,933	4,075	5,471	5,471
TOTAL SALARIES & EMPLOYEE BENEFITS	1,158,677	1,181,125	1,266,314	1,266,314
SERVICES & SUPPLIES				
720300 Communications	8,471	10,900	10,900	10,900
720600 Insurance	6,041	9,240	10,794	10,794
720800 Maintenance - Equipment	14,980	17,000	17,000	17,000
721100 Memberships	34,578	35,125	35,427	35,427
721300 Office Expense	8,487	6,000	6,000	6,000
721400 Professional & Specialized Services	27,392	28,200	36,000	36,000
721500 Publications & Legal Notices	7,093	6,000	6,000	6,000
721600 Rents & Leases - Equipment	17,181	15,255	15,255	15,255
721900 Special Departmental Expense	2,882	4,000	4,000	4,000
722000 Transportation & Travel	38,362	45,160	45,160	45,160
TOTAL SERVICES & SUPPLIES	165,467	176,880	186,536	186,536
TOTAL - BOARD OF SUPERVISORS	1,324,144	1,358,005	1,452,850	1,452,850

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. Each Board Member has an individual Legislative Assistant 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</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Board Agendas Prepared	43	40	43
AAB/Other Miscellaneous Committees (items performed separately)	25	20	15
Planning Matters	50	50	50
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	7	5	7
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	150	125	155
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1280	1100	1300
Ordinances	40	40	42
Resolutions	150	125	145
Contracts, Insurance Certificates, Bonds Processed	1050	1100	1050
Appointments to Committees	50	50	50
Scanned Pages	37,200	35,000	37,000
Index/Imaged Items	1,220	1,200	1,220
Claims Filed	4	5	5

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Litigation Filed	48	50	50
Information Request Research (Hours)	75	75	80
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	60	60
Board and Other Miscellaneous Meetings Clerked	68	60	68
Form 700 Filings	421	425	425

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Board of Equalization Findings	\$ 0	\$ 500	\$ 600
Formation Fees	300	300	300
Form 700 Fines	0	100	100
Film Permits	100	100	100
Photocopy Charges	185	150	125
Misc Revenue	400	350	400
Travel Reimbursement	<u>1,543</u>	<u>1,000</u>	<u>2,325</u>
Total Revenue	\$2,528	\$2,500	\$3,950

STAFFING

	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Clerk to the Board of Supervisors	0	1	0	1
Chief Clerk to the Board of Supervisors	1		1	
Deputy Clerk to the Board of Supervisors I/II	2	2	2	2
Legislative Assistant	5		5	
Members, Board of Supervisors	<u>5</u>		<u>5</u>	
Total Permanent	13	3	13	3

BOARD OF SUPERVISORS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$861,044) are recommended increased \$64,486 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$12,990) is recommended reduced \$3,600 for the monthly meeting allowance for Assessment Appeal Board Members.
- 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 and five iPads for this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$17,000) is recommended unchanged 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 Chamber, all government center conference rooms, and the training room is provided based on time and materials.
- 721100** **Memberships** (\$35,427) is recommended slightly increased \$302 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).
- 721300** **Office Expense** (\$6,000) is recommended unchanged for office supplies, printing, newspaper subscriptions, recording and computer supplies.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$36,000) is recommended increased \$7,800 related to the replacement of the agenda manger system and videostreaming services. It is anticipated that the annual maintenance for the new system will be approximately \$30. The County Code Supplements are also paid from this account (\$6,000).
- 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** (\$45,160) is recommended unchanged for mileage and the cost of conferences, seminars, and training for Board Members, Clerk of the Board, staff, and Assessment Appeals Board (AAB) Members. It is expected that due to budget constraints, travel will again be limited in 2015-16. Appointments of Board Members to additional Boards may increase the need for travel.

It is anticipated that one or more of the Board of Supervisors 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 will attend the CCBSA Annual Conference held in conjunction 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 Legislative Assistants 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 Board Clerk, Board Clerk Staff and five Legislative Assistants for attendance at meetings, conferences and staff training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	455,675	497,031	509,742	509,742
710103 Extra Help	415	5,000	0	0
710200 Retirement	138,228	158,624	171,231	171,231
710300 Health Insurance	33,353	46,603	30,614	30,614
710400 Workers' Compensation Insurance	2,102	1,932	4,098	4,098
TOTAL SALARIES & EMPLOYEE BENEFITS	629,773	709,190	715,685	715,685
SERVICES & SUPPLIES				
720300 Communications	2,355	3,080	3,080	3,080
720600 Insurance	115	80	85	85
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	800	800	800
721300 Office Expense	5,744	7,950	7,950	7,950
721400 Professional & Specialized Expense	1,012	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	6,868	10,225	10,225	10,225
721900 Special Departmental Expense	2,828	0	0	0
722000 Transportation & Travel	3,442	5,250	5,250	5,250
TOTAL SERVICES & SUPPLIES	23,150	28,685	28,690	28,690
TOTAL - ADMINISTRATIVE MANAGEMENT	652,923	737,875	744,375	744,375

ADMINISTRATIVE MANAGEMENT / 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>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Charges for Services	\$18,267	\$76,770	\$81,270
Other Miscellaneous	<u>693</u>	<u>0</u>	<u>0</u>
Total Revenue	\$18,960	\$76,770	\$81,270

\$81,270 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>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior	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	
Office Assistant I/II	0	1	0	1
Program Assistant I/II	1		0	1
Purchasing Assistant I/II or Buyer I/II	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total	6	2	5	3

ADMINISTRATIVE MANAGEMENT / PURCHASING

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$509,742) are recommended increased \$12,711 based on the cost of recommended staffing.
- 710103 **Extra Help** (\$0) is not recommended, a reduction of \$5,000.
- 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** (\$3,080) 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.
- 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.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014/15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	794,995	842,800	1,022,669	1,022,669
710103 Extra Help	134,681	50,000	100,000	100,000
710105 Overtime	16,095	2,300	2,300	2,300
710200 Retirement	254,829	258,865	314,266	314,266
710300 Health Insurance	109,165	130,000	150,156	150,156
710400 Workers' Compensation Insurance	6,643	5,994	9,109	9,109
710500 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	1,317,608	1,291,159	1,599,700	1,599,700
SERVICES & SUPPLIES				
720300 Communications	2,481	2,500	3,800	3,800
720600 Insurance	168	243	330	330
720800 Maintenance - Equipment	1,998	1,800	1,800	1,800
721100 Memberships	551	1,500	1,100	1,100
721300 Office Expense	21,969	25,000	27,000	27,000
721400 Professional & Specialized Services	142,848	110,000	160,000	160,000
721600 Rents & Leases - Equipment	793	1,000	7,800	7,800
722000 Transportation & Travel Eqpt	6,109 2,277	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	179,195	152,043	211,830	211,830
TOTAL - AUDITOR-CONTROLLER	1,496,803	1,443,202	1,811,530	1,811,530

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

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Accounts Payable Transactions	48,444	50,000	50,000
Auditor Warrants	35,198	30,000	30,000
Payroll Warrants	4,084	10,000	10,000
Payroll EFTs	12,219	30,000	30,000
Journal Entries	2,939	6,000	6,000
Cash Receipts	7,947	8,200	8,200
Bond Rates Calculated	24	24	24
Utility Accounts	6,250	0	0

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Acct Fees for MDs,SAs,Courts, Other Funds	\$133,707	\$ 98,561	\$374,593
Property Tax Administration Fee*	19,035	17,000	23,000
Refunds & Reimbursements	0	0	0
Direct Assessments	0	10,000	10,000
DIF 4% Admin for Report Preparation	0	20,000	10,000
RDA Dissolution Costs	0	20,000	5,000
Agreed-Upon Procedures RDA (Gallina)	0	19,000	0
ISF Accounting Charges	0	20,000	25,000
Accounting/Payroll Assistance – LAFCO	0	2,000	2,000
Payroll Assistance for First 5	0	2,400	5,000
Other	165	0	0
Total	<u>\$152,907</u>	<u>\$208,961</u>	<u>\$454,593</u>

AUDITOR-CONTROLLER

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant-Auditor I/II	4		4	
Accounting Technician I/II/Senior	3	1	3	1
Administrative Analyst I/II/Senior	1		1	
Assistant Auditor-Controller	1		1	
Auditor-Controller	1		1	
Chief Internal Auditor	0		0	1*
General Accounting Supervisor	0	1	0	1
Office Assistant I/II or Account Clerk I/II	2	2	3**	1
Payroll Technician	2		2	
Senior Accountant Auditor	0	1	1**	
Supervising Accountant-Auditor or Property Tax Manager	<u>2</u>		<u>2</u>	
Total Permanent	16	5	18	4

* The Chief Internal Auditor position was added to the allocation by approval of the Board on August 26, 2014.

** A Senior Accountant Auditor and an Account Clerk I/II are recommended to be funded.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,022,669) are recommended increased \$179,869 based on cost of recommended staff.

710103 **Extra Help** (\$100,000) is recommended increased \$50,000 based on extra help staffing.

710105 **Overtime** (\$2,300) is recommended unchanged 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.

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

AUDITOR-CONTROLLER

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,800) is recommended increased \$1,300 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** (\$1,100) is recommended reduced \$400 for the following memberships: County Auditors' Association (\$300), CPA license for the Auditor-Controller staff (\$100), Sungard (\$200) and CPA Education Requirements (\$500).
- 721300** **Office Expense** (\$27,000) is recommended increased \$2,000 for printed forms, Central Duplicating costs, general office supplies, computer supplies, and subscriptions.
- 721400** **Professional & Specialized Services** (\$160,000) is recommended increased \$50,000 for the following expenditures:
- | | |
|-----------|--|
| \$ 40,000 | Multi-year consultant contract for property tax admin fee, Cost Allocation Plan and SB90 claims. |
| 60,000 | Sungard/Bi-Tech - Software Maintenance of the IFAS Accounting System. |
| 10,000 | Computer systems consultant to assist in resolving remaining issues with IFAS software conversion and CDD reports. |
| 40,000 | Outside consultants to assist with Annual Audited Financial Statements. |
| 10,000 | Annual updates for BNA depreciation and Pfx Engagement software. |
- 721600** **Rents & Leases - Equipment** (\$7,800) is recommended increased \$6,800 based on actual costs for the copy machine lease.
- 722000** **Transportation & Travel** (\$10,000) is recommended unchanged for travel and training from MegaByte on the Property Tax System, training by Sungard on the accounting system, and training for professional staff related to audit guidelines and accounting standards.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,299,156	1,302,304	1,397,401	1,397,401
710103 Extra Help	86,075	20,930	0	0
710105 Overtime	0	0	65,000	65,000
710200 Retirement	370,697	394,606	427,024	427,024
710300 Health Insurance	184,949	196,333	185,502	185,502
710400 Workers' Compensation Insurance	34,722	28,798	38,474	38,474
715000 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	1,976,799	1,942,971	2,113,401	2,113,401
SERVICES & SUPPLIES				
720300 Communications	2,661	5,000	4,000	4,000
720600 Insurance	316	458	464	464
720800 Maintenance - Equipment	754	5,000	5,300	5,300
721100 Memberships	1,730	520	520	520
721300 Office Expense	10,482	13,000	22,000	22,000
721400 Professional & Specialized Services	14,728	71,617	261,507	261,507
721600 Rents & Leases - Equipment	12,422	17,158	16,900	16,900
722000 Transportation & Travel	17,308	20,000	23,600	23,600
TOTAL SERVICES & SUPPLIES	60,401	132,753	334,291	334,291
TOTAL - ASSESSOR	2,037,200	2,075,724	2,447,692	2,447,692

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

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Secured Roll Assessments	57,170	57,500	58,000
Unsecured Roll Assessments	5,124	5,228	5,300
Supplemental Roll Assessments	4,821	5,228	5,303
Deeds Processed	5,890	6,063	5,900
Parcel Splits	29	44	48
Exemptions (Veteran, Religious, Welfare)	675	800	750
Homeowner Exemptions Processed	850	600	1000
Map Pages Changed	199	325	250
Map Sales	886	660	900
Mandatory Audits Accomplished	15	37	30
Non-Mandatory Audits Accomplished	1	3	2
Ag Preserve & Farmland Security Zone Parcels	4,329	4,345	4,261
Airplanes Assessed	165	177	171
Boats Assessed	1,353	2,050	1,481
Business Statements	4,315	4,000	4,000
Farm Statements	2,105	2,100	2,100
Address Changes	4,151	2,500	4,500
Building Permits (New Construction)	958	525	1,300
Board Order Changes Processed	4,264	4,800	5,290
Letters of Changed Value Mailed	4,264	4,800	5,290
Supplemental Notices Mailed	4,248	4,248	4,672
Appraiser Parcel Visits	193	250	300
Assessment Appeals	221	175	190
Assessed Value Notices	57,170	57,500	58,000
Agricultural Insert to Property Statement	2,020	2,250	2,250
Agricultural Preserve Questionnaire	2,318	2,350	2,300
Mobile Homes (Secured/Unsecured)	3,423	4,000	3,800
State Board of Equalization Tax Rate Area Changes	15	14	12
Acreage Changes	78	20	500
Proposition 8 Declines in Value	12,000	12,100	9,500

ASSESSOR

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Copy Sales	\$ 2,155	\$ 1,500	\$ 1,500
Property Characteristic Sales	10,386	12,000	12,000
Property Tax Administration	351,822	375,000	400,000
Miscellaneous	<u>59</u>	<u>0</u>	<u>0</u>
Total	\$364,422	\$388,500	\$413,500
Grant		<u>150,000*</u>	<u>150,000*</u>
Total with Grant		\$538,500	\$563,500

*Total Grant Program is \$300,000, of which \$150,000 is a required County Cash Match (funded by the General Fund).

STAFFING

	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Appraiser I/II/III	8	4	8	4
Assessment Clerk I/II or Assessment Technician	8	4	8	4
Assessment Office Manager	0	1	0	1
Assessor	1		1	
Auditor-Appraiser I/II/III	2		2	
Cadastral Drafting Technician I/II	1	1	1	1
Chief Appraiser	1		1	
Office Assistant I/II	2		2	
Supervising Appraiser	2	1	2	1
Supervising Auditor-Appraiser	1		1	
Supervising Cadastral Drafting Technician	<u>1</u>		<u>1</u>	
Total Permanent	27	11	27	11

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,397,401) are recommended increased \$95,097 based on the cost of recommended staff.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103 **Extra Help** (\$0) is not recommended, a reduction of \$20,930.
- 710105 **Overtime** (\$65,000) is recommended to satisfy the requirements of the State Grant Program, and is entirely offset by grant funds.
- 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** (\$4,000) is recommended reduced \$4,000 based on current and projected expenditures.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$5,300) is recommended increased \$300 based on present cost of maintenance agreements and equipment, including the Lektriever file towers (\$2,100), Lektriever software support (\$1,000), and other maintenance needs.
- 721100 **Memberships** (\$520) is recommended unchanged to allow the Department to participate in the California Assessors' Association.
- 721300 **Office Expense** (\$22,000) is recommended increased \$9,000 to fund \$12,000 in office expenses, and to also fund \$10,000 for replacement of computer equipment, which is offset by grant funds.
- 721400 **Professional & Specialized Services** (\$261,507) is recommended increased \$189,890, of which \$225,000 is offset by Grant funds. This account provides the following expenditures:

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (continued)

- \$50,000 Cota Cole to defend Department in Appeals cases. (Grant funds)
- 60 NADA Reference Guide for Mobile home valuations
- 10,350 Property Statement for printing, collating, processing and mailing by our mail service.
- 6,000 California Counties Cooperative Exchange Program for five audit exchanges at \$1,200 per audit.
- 1,210 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.
- 1,800 Standard Data Record (SDR) Viewer Madera County's share of cost in SDR (Standard Data Record) for large businesses (\$1,500), as well as the County's share of online filing of standard forms (\$300).
- 60 Real-time Access to DMV to determine boat ownership and valuations.
- 1,000 Real Estate Research Corp. and Loop Net for special valuation research.
- 1,900 Marshall-Swift Commercial Valuation Library for the cost guide required for Assessors to be used by appraisal staff. This cost was previously budgeted under the equipment account.
- 394 POSSE/Oracle permit processing – department's share of licensing fee.
- 6,483 Megabyte Tax Bill Payment Module Assessor's Office share for online access to records.
- 6,500 PTAX OS Upgrade Megabyte server update.
- 15,000 System Update Drafting (Grant funds)
- 9,000 Additional Application Development (Grant funds)
- 70,000 Contract Employee Services for Ag Unit to bring work current (Grant funds)
- 81,000 Contract Employee Services for Audit/Appraisal Unit to bring work current (Grant funds)

721600 **Rents & Leases - Equipment** (\$16,900) is recommended reduced \$258 for the leasing of vehicles from Central Garage, and for the lease of the department's network copier and production printers (\$11,500).

722000 **Transportation & Travel** (\$23,600) is recommended increased \$3,600 based on current and anticipated costs for State-required travel, training, and trips for the Assessor and staff, and mileage reimbursement for this Department's appraisal staff when pool vehicles are not available.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **TREASURER-
TAX COLLECTOR (00500)**
Function: **General**
Activity: **Finance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	386,308	477,079	451,452	451,452
710103 Extra Help	68,260	35,612	60,180	60,180
710200 Retirement	131,226	149,458	150,924	150,924
710300 Health Insurance	67,755	77,498	95,164	95,164
710400 Workers' Compensation Insurance	2,022	1,615	2,420	2,420
715000 Other Benefits	1,780	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	657,351	742,461	761,340	761,340
SERVICES & SUPPLIES				
720300 Communications	1,480	1,400	1,400	1,400
720600 Insurance	68	102	105	105
720800 Maintenance - Equipment	10,783	12,000	12,000	12,000
721100 Memberships	350	350	400	400
721300 Office Expense	25,695	17,000	17,000	17,000
721400 Professional & Specialized Services	48,559	101,421	176,352	176,352
721500 Publications & Legal Notices	3,526	5,500	5,500	5,500
721600 Rents & Leases-Equipment	441	300	300	300
721900 Special Department Expenses	290	0	0	0
722000 Transportation & Travel	2,839	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	94,031	143,073	218,057	218,057
TOTAL - TREASURER-TAX COLLECTOR	751,382	885,534	979,397	979,397

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; assists in maintenance of the Integrated Property Tax Computer System, Megabyte; conducts regular property tax sales of tax defaulted property; 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>TAX COLLECTOR</u>			
Transient Occupancy Tax Billing Statements	348	382	390
Business Improvement District Billing Statements	348	382	390
Business License Renewals	2,351	2,732	2,500
Secured Tax Statements	55,297	57,500	58,000
Current Secured Reminders	7,729	8,300	8,500
Delinquent Secured Notices	2,719	3,100	3,300
Unsecured Tax Statements	3,168	3,698	4,000
Supplemental Tax Statements	4,821	5,228	5,303
Notice of Impending Powers to Sell	273	169	200
Parcels Published for Sale	31	58	50
Parcels Sold	15	30	30
Annual Unsecured Lien Notices	703	969	850
Unsecured Liens Active	559	805	1,000
Mobile Home Tax Clearances	144	132	130
Returned Items and Refunds	1,200	1,300	1,300
Active 4-Pay Part Pay Payment Plans – All Other	230	270	290
Active 5-pay Payment Plans – Secured Taxes	520	640	750

TREASURER-TAX COLLECTOR

WORKLOAD (continued)

<u>TREASURER</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Credit Card Transactions	2,464	2,784	3,000
Cash Receipts (Permits)	8,847	8,200	8,200
Auditor Warrants Processed (physical checks)	31,548	30,000	30,000
County Payroll Warrants (does not include direct deposit)	4,580	4,763	4,600
County Welfare Warrants	14,211	14,780	15,000

WORK PROGRAM

Journal Entries (Book Transfers)			
School Entries	336	356	350
Auditor Entries	107	94	100
Welfare Entries	93	100	100
Investment Transactions (Sympro/Emphasys)	314	439	400
Bank Transfers (Wire)	309	336	325
Returns (NSF)	160	243	200
Treasury & Bank Ready Deposits	2,695	6,600	6,012
Tax Collector Deposits	594	1,817	2,000

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Taxes:			
610901 – Hotel & Motel Tax	\$ 2,304	\$ 5,000	\$ 5,000
Licenses, Permits & Franchises:			
620200 - Business Licenses	4,984	15,000	25,000
Fines, Forfeitures and Penalties:			
Charges for Current Services:			
660100 - Asmt & Tax Collection Fees	78,056	45,000	75,000

TREASURER-TAX COLLECTOR

REVENUE (continued)

660101 - Property Tax Admin Fee	42,858	40,000	45,000
660231 – Business Improvement District	2,304	5,000	5,000
660704 - Copies	2,305	3,000	2,500
Miscellaneous Revenues:			
673000 - NSF Fees	2,675	10,798	5,000
Other Operating Transfers In			
680200 – Tax Sale Recovery	12,804	25,000	36,389
Services to other Agencies:			
662723 - Treasury Admin	<u>437,332</u>	<u>573,386</u>	<u>617,158</u>
Total	<u>\$585,622</u>	<u>722,184</u>	<u>816,047</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 \$36,389 reflects reimbursement of costs related to the tax sale of delinquent properties from the Delinquent Tax Recovery Fund (6802).

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 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	4		4	
Accountant Auditor I/II	1		1	
Accounting Technician I/II	2		2	
Administrative Analyst I/II	0	1	0	1
Senior Account Clerk	1		1	
Treasurer-Tax Collector	<u>1</u>		<u>1</u>	
Total Permanent	10	1	10	1

TREASURER-TAX COLLECTOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$451,452) is recommended reduced \$25,627 based on the projected cost of staffing.
- 710103** **Extra Help** (\$60,180) is recommended increased \$24,568 based on the need for clerical support during peak tax collection periods assisting with tax collections, processing tax payments, recording 4-pay/5-pay collections, maintaining payment plan agreements and credit card processing. This included the cost associated with the annual tax defaulted property tax sale and at least \$30,000 will be recovered from the tax sale excess proceeds trust fund.
- 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** (\$1,400) is recommended unchanged based on current expenditures.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$12,000) is recommended unchanged to provide for maintenance of a typewriter, printers, fax machines, and telephones. Service contracts included are: Treasury vault Diebold, folding machine, NCR and Canon Scanner/Processors; service contracts that are treasury related and will be recovered from Treasury Admin. fees.
- 721100** **Memberships** (\$400) is recommended increased \$50 for membership in the California Association of County Treasurers and Tax Collectors (CACTTC).
- 721300** **Office Expense** (\$17,000) is recommended unchanged for general office supplies, forms, 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 computers and monitors.
- 721400** **Professional & Specialized Services** (\$176,352) is recommended increased \$74,931 based on cost estimates. All Treasury related costs listed below and software maintenance are recovered through the Treasury Admin. Fees estimated at \$81,805. All tax sale related costs are recoverable from redemptions and excess proceeds estimated at \$20,000

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued)

<u>Tax Collector</u>	<u>Recommended</u>
Megabyte Public Web Service	\$ 3,103
Megabyte Agency Web Service ¹	9,309
Pre-Sort Center	6,000
DMV On-Line	60
Tax Sale Services of Calif (Tax Sale)	11,000
Bid4Assets (Tax Sale)	<u>9,000</u>
sub total	\$38,472
<u>Treasury (All Recoverable)</u>	
Banking Services ²	\$ 90,000
Audit of Investment Portfolio	3,000
Financial Advisor Services	2,000
Wells Fargo Tobacco Fund Trustee	1,500
Wells Fargo Custodial Bank	10,000
Brinks Courier Service ³	<u>9,600</u>
sub total	\$116,100
<u>Software Maintenance (Treasury)</u>	
Financial Mgmt (Sympro/Emphasys)	\$ 7,446
RT/Lawrence	<u>14,334</u>
sub total	21,780
GRAND TOTAL	\$176,352

1. NOTE: Megabyte Agency Web Service will be offset from service costs billed.
2. NOTE: Banking service expenses for the Treasury Department are scheduled to double this fiscal year based on banking regulation changes known as BASELIII.
3. Note: 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.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases – Equipment** (\$300) is recommended unchanged for the use of County vehicles when attending out-of-town training and conferences.
- 722000** **Transportation & Travel** (\$5,000) is recommended unchanged to reimburse private mileage and expenses for out-of-County travel to attend meetings, seminars, and training such as Megabyte, Sympro and CACTTC.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	365,385	216,321	0	0
710103 Extra Help	141,070	60,273	0	0
710200 Retirement	75,090	66,485	0	0
710300 Health Insurance	23,308	36,459	0	0
710400 Workers' Compensation Insurance	2,605	2,334	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	607,458	381,872	0	0
SERVICES & SUPPLIES				
720300 Communications	3,173	3,200	0	0
720600 Insurance	87	121	0	0
720800 Maintenance - Equipment	3,124	500	0	0
721100 Memberships	6,646	6,650	0	0
721300 Office Expense	21,154	25,000	0	0
721400 Professional & Specialized Services	450,963	252,502	732,550	732,550
721600 Rents & Leases - Equipment	270	800	0	0
722000 Transportation & Travel	1,731	5,000	0	0
TOTAL SERVICES & SUPPLIES	487,148	293,773	732,550	732,550
TOTAL - COUNTY COUNSEL	1,094,606	675,645	732,550	732,550

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</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Legal Services	\$28,228	\$137,000	\$114,405

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
County Counsel	1		0	1*	
Deputy County Counsel I/II/III	2	2	0		4*
Program Assistant	1		0		1*
Office Assistant I/II	<u>0</u>	<u>1</u>	<u>0</u>	<u>-</u>	<u>1</u> *
Total Permanent	4	3	0	1	6

*The County Counsel Position will be filled with a contract position to be paid from the Professional and Specialized line item and reflects the full transition to the new business model approved by your Board. The previously funded positions are subject to layoff; however, a Program Assistant position is included in the Social Services budget as approved by your Board on June 2, 2015 allowing the incumbent to be transitioned into the new position. Efforts to place the two funded Deputy County Counsel positions are on-going with anticipated placement within a separate department which would result in no actual layoffs.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$732,550) is recommended increased \$480,048 based on the following functions:

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

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	564,309	626,007	671,089	671,089
710103 Extra Help	16,845	15,000	15,000	15,000
710200 Retirement	163,300	184,591	206,443	206,443
710300 Health Insurance	74,879	75,813	70,277	70,277
710400 Workers' Compensation Insurance	1,988	1,802	2,934	2,934
TOTAL SALARIES & EMPLOYEE BENEFITS	821,321	903,213	965,743	965,743
SERVICES & SUPPLIES				
720300 Communications	1,178	1,200	1,200	1,200
720600 Insurance	98	139	139	139
720800 Maintenance - Equipment	226	500	500	500
721100 Memberships	650	650	650	650
721300 Office Expense	13,616	12,000	12,000	12,000
721400 Professional & Specialized Services	61,178	60,000	65,700	65,700
721500 Publications & Legal Notices	9,461	12,000	12,000	12,000
721600 Rents & Leases - Equipment	0	0	0	0
721900 Special Departmental Expense	1,061	1,500	1,500	1,500
722000 Transportation & Travel	5,240	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	92,708	92,989	98,689	98,689
INTRAFUND REVENUE				
770100 Intrafund Transfer	-110,000	0	0 *	0 *
TOTAL - HUMAN RESOURCES	804,029	996,202	1,064,432	1,064,432

* The Intrafund Transfer account is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.

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, Deferred Compensation Program, and the 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Recruitment/Testing</u>			
Announcements	79	60	65
Applications Evaluated	1,600	1,500	2,000
Written Exams	10	16	12
Oral Exams	24	42	30
Bilingual Exams	1	3	0
Eligible Lists	78	74	3
Promotional Eligible Lists (incl. PBCS)	40	63	60
Executive Recruitment	1	0	2
Eligible Lists and Add'l Names Certified to Departments	174	149	125
<u>Personnel Transactions</u>			
New Hires – Permanent	75	190	210
New Hires - Extra Help	85	107	118
Promotions	95	150	140
Separations	100	195	215
Separations – Extra Help	50	46	50
Overtime Calculations	6,962	6,000	5,000
<u>Civil Service Commission</u>			
Regular and Special Meetings	12	12	13

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
<u>Labor Relations</u>			
Meet and Confer	85	60	12
<u>Employee/Organizational Issues</u>			
Department Consultation	125	130	100
Disability Interactive Processes	N/A	16	18
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	8,000	9,000	9,000
Deferred Compensation Forms	1,836	2,160	2,160
Voluntary Benefit and Life Insurance Forms/Changes	936	500	650
Employee Inquiries about Benefits	3,500	3,500	3,500
Protected Leave Monitoring (i.e. FMLA)	1,638	2,500	2,500
<u>Reception (not including 311 assistance)</u>			
Phone Calls	9,100	9,100	9,100

	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
<u>REVENUE</u>			
Personnel Services	\$20,416	\$175,000	\$189,500

STAFFING

	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Director of HR/Operations	1		1	
Employee Benefits Technician I/II	1		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	0	1
Personnel Technician I/II	2		2	
Personnel Technician I/II, or Personnel Analyst I/II (½ time)	0	1	0	1

HUMAN RESOURCES & OPERATIONS

STAFFING (continued)

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	3		3	
Senior Personnel Analyst, or Personnel Analyst I/II	1	3	1	3
Total Permanent	10		10	

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$671,089) are recommended increased \$45,082 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$15,000) is recommended unchanged for Civil Service Commission meeting compensation (\$7,500), and to fund administrative resources required for the department’s employee benefits function related to the upcoming 2016 employer reporting requirements associated with the Affordable Care Act (\$7,500).
- 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.

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.

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$650) is recommended unchanged based on actual expenditures for membership in the County Personnel Administrators Association of California.
- 721300** **Office Expense** (\$12,000) is recommended unchanged 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.
- 721400** **Professional & Specialized Services** (\$65,700) is recommended increased \$5,700 based on the continuation of services provided under the County's contract with NeoGov to provide efficient applicant tracking services. 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 (\$7,500); Unemployment Administration Program (\$950); the estimated cost of a negotiator to represent the County in labor relations negotiations (\$27,050); and the annual license/service payment for NeoGov (\$20,200).
- 721500** **Publications & Legal Notices** (\$12,000) is recommended unchanged based on expenditures for advertisement of employment opportunities within the County of Madera.
- 721900** **Special Departmental Expense** (\$1,500) is recommended unchanged for the estimated cost to rent applicant testing facilities and the cost of employee award plaques and certificates.
- 722000** **Transportation & Travel** (\$5,000) is recommended unchanged based on current and anticipated expenditures for travel and training for the Department (\$1,700). This account also provides mileage reimbursement for the Civil Service Commissioners (estimated at \$2,300), and lunch for outside participants on oral appraisal boards to establish eligible lists (\$1,000).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

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

Function:

General

Activity:

Elections

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	216,767	217,197	222,998	222,998
710103 Extra Help	6,501	20,000	25,000	25,000
710105 Overtime	89	1,000	0	0
710200 Retirement	65,085	68,013	72,496	72,496
710300 Health Insurance	34,711	38,156	38,793	38,793
710400 Workers' Compensation Insurance	1,245	873	1,212	1,212
710500 Other Benefits	600			
TOTAL SALARIES & EMPLOYEE BENEFITS	324,998	345,239	360,499	360,499
SERVICES & SUPPLIES				
720300 Communications	1,325	2,500	2,500	2,500
720600 Insurance	43	64	64	64
720800 Maintenance - Equipment	2,137	4,000	4,000	4,000
721100 Memberships	525	200	400	400
721300 Office Expense	19,266	20,000	15,000	15,000
721400 Professional & Specialized Services	57,281	59,000	69,000	69,000
721500 Publications & Legal Notices	1,130	3,000	3,000	3,000
721700 Rents & Leases - Buildings	0	700	700	700
721900 Special Departmental Expense	213,508	257,000	247,350	247,350
722000 Transportation & Travel	4,523	5,500	5,500	5,500
TOTAL SERVICES & SUPPLIES	299,738	351,964	347,514	347,514
TOTAL - ELECTIONS	624,736	697,203	708,013	708,013

ELECTIONS

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; and filing campaign disclosure statements. 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.

WORKLOAD – Elections Conducted

		<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
11/5/13	West Hills CCD General Election Minor, 1 Precinct 200 registered voters	1		
6/3/14	Gubernatorial Primary Election Major; 106 Precincts 55,000 registered voters	1		
11/4/14	Gubernatorial General Election Major; 106 Precincts 58,000 registered voters		1	
6/2/15	Special Election Minor; 2 Precincts 1,000 registered voters		1	
11/3/15	West Hills CCD General Election Minor, 1 Precinct 200 registered voters			1
6/7/16	Presidential Primary Election Major; 100 Precincts 60,000 registered voters			1

This workload schedule as projected for 2015-16 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>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
State reimbursements (mailings, postage, etc.)	\$ 1,235	\$ 1,667	\$ 1,621
Help American Voters Act reimbursements (Sec 261 & 271)	5,000	0	0
Election-related revenues – candidate filing fees	29,575	75	2,250
Election-related revenues – candidate statements	0	17,540	1,400
Election-related revenue – agency payments	0	199,277	2,500
Election-related revenue – transfer from elections trust fund	0	0	80,000
Penalties/fines – late filing	35	100	100
Election sales/services provided	<u>400</u>	<u>3,480</u>	<u>2,000</u>
TOTALS:	\$36,245	\$222,139	\$89,871

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Clerk-Recorder	0.5		0.5	
Elections Division Manager	1.0		1.0	
Accounting Technician I/II	0.0	0.5*	0.0	0.5*
Deputy Clerk to the County Clerk-Recorder I/II	3.0	1.0*	0.0	0.0*
Deputy County Clerk-Recorder I/II**	0.0	0.0**	2.0	1.0**
Senior Deputy County Clerk-Recorder***	<u>0.0</u>	<u>0.0***</u>	<u>1.0***</u>	<u>0.0</u>
Total Permanent	4.5	1.5	4.5	1.5

*Unfunded vacancies include one Deputy Clerk II and an Accounting Technician II (previously charged 0.5 to Elections, 0.5 to Recorder).

**The title of “Deputy Clerk to the County Clerk-Recorder I/II” is currently proposed for change. The appropriate Civil Service Commission actions to effectuate the title change will occur in coordination with Human Resources after adoption of the budget. The proposed title is “Deputy County Clerk-Recorder I/II”. This is a change in title only and the effects to the department and the county are seamless.

*** Adding the position of “Senior Deputy Clerk-Recorder” will allow for succession planning by developing the supervisory and management skills staff require to step into management positions. The creation of a “Senior” position will also allow for greater efficiency in the department and will provide the desperately needed coverage during management leave or while management attends to administrative or legislative duties outside the office. The County Clerk-Recorder will be working with Human Resources to gain approval from the Civil Service Commission and the Board of Supervisors to add this to the department’s allocated positions.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$222,998) are recommended increased \$5,801 based on the cost of recommended staffing.

710103 **Extra Help** (\$25,000) is recommended increased \$5,000 for extra-help to augment regular staff for the 2016 election. 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. In addition, commencing in January, 2016, staff will also be training and working with the new Statewide Voter Registration Database – VoteCal. 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, a reduction of \$1,000.

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** (\$2,500) is recommended unchanged based on present cost experience.

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

720800 **Maintenance - Equipment** (\$4,000) is recommended unchanged based on anticipated costs for maintenance contracts for servers and printers, for pre-election service on four ballot card readers, and to service equipment and computers not covered by maintenance agreements.

ELECTIONS

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$400) is recommended increased \$200 to accommodate changes in the structure of membership dues in the California Association of Clerks and Election Officials (CACEO) for the County Clerk and four Elections division staff at \$50 each.
- 721300** **Office Expense** (\$15,000) is recommended reduced \$5,000 based on anticipated costs for general office supplies. The account includes the cost of the annual Zip Plus 4 subscription for the elections database and the cost of preparation of poll worker instructions. Note: postage expense for mailing sample ballots is budgeted under Special Departmental Expense (721900).
- 721400** **Professional & Specialized Services** (\$69,000) is recommended increased \$10,000 for Contingency Fund for Attorney Fees (\$10,000) in the event that outside counsel is required when a Conflict of Interest exists. Other costs in this account include vendor software maintenance agreements that have a fixed cost, including: DFM software maintenance contract (\$35,000), and HART InterCivic (electronic voting equipment vendor) annual software license/support maintenance agreement (\$24,000). Note: the DFM contract is calculated upon the department's report of registrations as of October 2014, which 52,494. The HART contract rate reflects a 4% increase after April 2014.
- 721500** **Publications & Legal Notices** (\$3,000) is recommended unchanged for mandated publication of Legal Notices for the June 2015 and June 2016 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
- 721700** **Rents & Leases - Building** (\$700) is recommended unchanged for the rental of polling places for the June 2015 Special election and the June 2016 Presidential Primary election.
- 721900** **Special Departmental Expense** (\$247,350) is recommended reduced \$9,650, and funds the following: printing of sample ballots and official and vote-by-mail ballots; postage costs for mailing sample ballots; all precinct supplies; all costs for vote-by-mail ballots; election preparation costs; and payroll for poll workers, election support, and field inspectors (including mileage expense).
- 722000** **Transportation & Travel** (\$5,500) is recommended unchanged to provide necessary travel to stay abreast of new laws and provide for staff training which affect the conduct of elections and in garnering ideas on saving on election costs.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	139,762	105,794	109,778	109,778
710103 Temporary Salaries	30,767	0	0	0
710200 Retirement	31,110	31,195	33,735	33,735
710300 Health Insurance	12,545	16,474	7,054	7,054
710400 Workers' Compensation	551	633	636	636
TOTAL SALARIES & EMPLOYEE BENEFITS	214,735	154,096	151,203	151,203
SERVICES & SUPPLIES				
720300 Communications	366	500	500	500
721300 Office Expense	1,369	600	1,100	1,100
721400 Professional & Specialized Services	67,284	90,000	90,000	90,000
721600 Rents & Leases - Equipment	2,765	6,000	4,000	4,000
722000 Transportation & Travel	99	500	500	500
TOTAL SERVICES & SUPPLIES	71,883	97,600	96,100	96,100
TOTAL - GENERAL SERVICES	286,618	251,696	247,303	247,303

GENERAL SERVICES

COMMENTS

On May 24, 2011, the Board of Supervisors approved, in concept, a new budget organization, Administration-General Services (01311), consolidating the following functions: Special Projects, General Grants (i.e., non-department-specific grants), Building Operations, Building Maintenance, and Grounds Maintenance. These functions were previously spread over several RMA departments, primarily RMA-Administration, and Engineering and General Services. The Building Operations, Building Maintenance, and Grounds Maintenance budgets are included in their respective budget organizations, 01320, 01330, and 01360.

The reorganization centralized non-administrative functions in a more efficient organizational structure, and consolidated other general services functions under one management team. Services to be provided will include utilities management, oversight of the janitorial/security services in County facilities, real property/lease management, and the monitoring of public facilities fees.

<u>REVENUE</u>	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Staff Reimbursement	\$1,189	\$41,000	\$41,493

STAFFING

<u>Permanent</u>	2014-15 Authorized			2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	0		1	0	
Facilities/Grounds Coordinator, or Senior Administrative Analyst	1			1	
General Services Manager	0	1		0	1
Program Assistant I/II/Senior	1			1	
Total Permanent	2	1	1	2	1

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$109,778) are recommended increased \$3,984 based on the cost of the recommended staffing.

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

GENERAL SERVICES

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** (\$500) is recommended unchanged based on actual and projected expenditures for office and cellular telephone service.
- 721300** **Office Expense** (\$1,100) is recommended increased \$500 to fund two Adobe Professional licenses for staff.
- 721400** **Professional & Specialized Services** (\$90,000) is recommended unchanged to fund a contracted Grants Manager, and to cover costs associated with capital project management which cannot be charged directly to the projects.
- 721600** **Rents & Leases - Equipment** (\$4,000) is recommended reduced \$2,000 based on current and projected expenditures for the rental of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged to provide minimal funding for travel, conference attendance, and training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ENGINEERING (01315)**
 Function: **General**
 Activity: **Property Management**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	477,343	750,824	624,576	624,576
710103 Extra Help	252,625	325,383	0	0
710105 Overtime	565	0	0	0
710200 Retirement	195,053	326,407	191,932	191,932
710300 Health Insurance	83,931	140,732	97,664	97,664
710400 Workers' Compensation Insurance	18,404	16,248	15,410	15,410
TOTAL SALARIES & EMPLOYEE BENEFITS	1,027,921	1,559,594	929,582	929,582
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	0	50	50	50
720300 Communications	3,806	4,000	4,000	4,000
720600 Insurance	100	570	3,186	3,186
720800 Maintenance - Equipment	0	132	132	132
721100 Memberships	1,700	2,400	2,650	2,650
721300 Office Expense	8,288	5,000	5,000	5,000
721314 Computer Equipment	0	3,000	2,000	2,000
721400 Professional & Specialized Services	54,249	130,000	130,000	130,000
721426 Software	174	4,000	4,000	4,000
721500 Publications & Legal Notices	85	300	300	300
721600 Rents & Leases - Equipment	13,998	12,000	16,200	16,200
721800 Small Tools & Instruments	0	250	250	250
721900 Special Departmental Expense	1,056	6,000	6,000	6,000
722000 Transportation & Travel	2,730	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	86,186	170,702	176,768	176,768
FIXED ASSETS				
740300 Equipment	1708	0	0	0
TOTAL FIXED ASSETS	1,708	0	0	0
TOTAL - ENGINEERING	1,115,815	1,730,296	1,106,350	1,106,350

ENGINEERING

COMMENTS

On January 15, 2013, the Board of Supervisors approved and placed the Engineering Division under the umbrella of the Public Works Department under the direction of the Public Works Director (formerly, the Road Commissioner). The Engineering Division has continued responsibility over the following divisions with individual budgets:

Engineering	01315
• Flood Control Services Fund	15010
• Refuse Disposal (Liner Fund)	11100
• Special District Services	01340

<u>REVENUE</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Permits	\$ 37,896	\$ 36,000	\$ 36,000
Intergovernmental Revenue	0	0	0
Charges for Current Services	22,138	27,000	18,500
Miscellaneous (includes Salary/Benefit Reimbursement)	<u>746,216</u>	<u>1,373,739</u>	<u>758,293</u>
Total Revenue	\$806,250	\$1,436,739	\$812,793

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Assistant County Engineer	0	1	0		1*
Assistant Engineer	3		1	2	
Deputy Public Works Director	1		1		
Engineer I/II/III	2		2		
Engineering Technician	0		1**		
Office Services Supervisor I/II	1		1		
Program Assistant I/II	2		2		
Senior Civil Engineer	<u>2</u>		<u>2</u>		
Total Permanent	11	1	10	2	1

STAFFING (continued)

*The Assistant County Engineer position is recommended to be eliminated. The Public Works Department no longer has a County Engineer and will not be filling the Assistant County Engineer position; the division is under the management of the Deputy Public Works Director.

**It is recommended to add one (1) Engineering Technician position for Solid Waste and Landfill Operations to fulfill technical office, equipment and field engineering assignments, as well as interpret technical manuals and field reports.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$624,576) are recommended reduced \$126,248 based on the cost of recommended staffing.

710103 **Extra Help** (\$0) is not recommended, a reduction of \$325,383, as all vacant permanent positions will be filled, eliminating the need for Extra Help 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

720200 **Clothing & Personal Supplies** (\$50) is recommended unchanged to provide safety clothing for the survey crew.

720300 **Communications** (\$4,000) is recommended unchanged for cell phone expenses of this Department.

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

720800 **Maintenance - Equipment** (\$132) is recommended unchanged based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$2,650) is recommended increased \$250 for membership in the County Engineers Association (\$1,450) and Regional Water Management Group (RWMG) (\$1,200).
- 721300** **Office Expense** (\$5,000) is recommended unchanged for office supplies based on the current and projected staffing levels.
- 721314** **Computer Equipment** (\$2,000) is recommended reduced \$1000 to fund the purchase of new computers and monitors based on the current and projected staffing levels.
- 721400** **Professional & Specialized Services** (\$130,000) is recommended unchanged to fund the continued need for an outside surveyor, and for engineering and construction services, as well as reimbursing Road Fund employees for time spent working on Engineering projects.
- 721426** **Software** (\$4,000) is recommended unchanged to fund two licenses for AutoCAD Civil 3D (\$2,800), and one license for Water CAD (\$1,200).
- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged to advertise bidding of County projects.
- 721600** **Rents & Leases - Equipment** (\$16,200) is recommended increased \$4,200 for the copy machine lease (\$8,100) and for the rental of vehicles from Central Garage (\$8,100).
- 721800** **Small Tools & Instruments** (\$250) is recommended unchanged to purchase and/or replace items as needed.
- 721900** **Special Departmental Expense** (\$6,000) is recommended unchanged for required State Fish & Game fees for any lake and stream bed alterations (\$5,000). Also included in this account are funds for the renewal for Civil Engineers' licenses (\$1,000).
- 722000** **Transportation & Travel** (\$3,000) is recommended unchanged based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720500 Household Expense	0	2,000	2,000	2,000
721400 Professional & Specialized Services	486,910	321,128	321,128	321,128
721900 Special Departmental Expense	1,440	0	0	0
TOTAL SERVICES & SUPPLIES	488,350	323,128	323,128	323,128
TOTAL - BUILDING OPERATIONS	488,350	323,128	323,128	323,128
GRAND TOTAL - BUILDING OPERATIONS	488,350	323,128	323,128	323,128

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 Oakhurst Sheriff/Fire facility are also included in this budget.

<u>REVENUE</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Charges for Services	\$123,380	\$8,175	\$10,099

Note: \$10,099 of this budget will be charged to the Household Expense accounts of Road Division for its share of janitorial costs.

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.
- 721400** **Professional & Specialized Services** (\$321,128) is recommended unchanged for the County's contracted janitorial services. The total cost of the contract is \$490,519, of which \$191,902 is billed directly to the following subvented Departments: Behavioral Health Services, Child Support, Public Health, Social Services, Welfare Fraud, and Public Works. Also included in this budget is regular maintenance of the County Government Center Parking Garage, and exterior window washing of the County Government Center, which was previously budgeted in Building Maintenance (01330) and Grounds Maintenance (01360). Based on the provisions of the Memorandum of Joint Occupancy with the Administrative Office of the Courts, for 2015-16, this budget will reflect the County's share of cost billed by the Court (32%) for janitorial services in the former County Government Center.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	537,607	439,285	447,736	447,736
710103 Temporary Salaries	7,229	0	0	0
710105 Overtime	5,166	0	0	0
710200 Retirement	136,096	129,532	137,589	137,589
710300 Health Insurance	85,390	89,705	81,899	81,899
710400 Workers' Compensation Insurance	56,537	47,019	62,587	62,587
TOTAL SALARIES & EMPLOYEE BENEFITS	828,025	705,541	729,811	729,811
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	3,287	5,200	5,200	5,200
720300 Communications	4,835	5,700	5,700	5,700
720500 Household Expense	163	1,300	1,300	1,300
720600 Insurance	1,354	2,072	1,889	1,889
720800 Maintenance - Equipment	11,148	13,500	13,500	13,500
720900 Maintenance - Structures & Grounds	107,103	125,000	125,000	125,000
720905 Maintenance - Structures & Grounds-Jail	89,857	32,000	32,000	32,000
721300 Office Expense	5,078	1,200	1,200	1,200
721400 Professional & Specialized Services	60,482	93,000	85,000	85,000
721600 Rents & Leases - Equipment	23,845	28,000	28,000	28,000
721800 Small Tools & Instruments	743	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	0	3,500	2,500	2,500
721900 Special Departmental Expense	5,432	6,850	6,850	6,850
722000 Transportation & Travel	74	400	400	400
TOTAL SERVICES & SUPPLIES	313,401	321,722	312,539	312,539
TOTAL - BUILDING MAINTENANCE	1,141,426	1,027,263	1,042,350	1,042,350

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
FIXED ASSETS				
740300 Equipment	23,845	0		
TOTAL INTRAFUND TRANSFERS	23,845	0	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Transfer *	-67,102	0		
TOTAL INTRAFUND TRANSFERS	-67,102	0	0	0
GRAND TOTAL - BUILDING MAINTENANCE	1,098,169	1,027,263	1,042,350	1,042,350

*Reflected as Intrafund Revenue in the Departmental Budget Narrative effective 2014-15 Fiscal Year

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>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Intrafund/Interfund Revenue	\$6,165	\$60,000	\$75,000

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>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<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	1	1	1	1
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total Permanent	9	2	9	2

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$447,736) are recommended increased \$8,451 based on the cost of recommended staffing.

710103 Temporary Salaries (\$0) are not recommended again for the 2015-16 fiscal year.

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.

BUILDING MAINTENANCE

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$5,200) is recommended unchanged for uniform rental, boot reimbursement, rain gear, gloves, safety equipment, and first aid supplies. New laws in the NEC and NFPA now require Arc Flash Clothing that will have to be purchased.
- 720300** **Communications** (\$5,700) is recommended unchanged based on the Department's projected share of telecommunications cost, including monthly cell phone costs (10 cell phones) for staff to utilize the County's CRM system implemented in the 2012-2013 fiscal year.
- 720500** **Household Expense** (\$1,300) 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** (\$13,500) is recommended unchanged for maintenance of all shop equipment, such as forklift, crane, generator, and saws. Gasoline for the two off-road vehicles assigned to this Department is also funded from this account.
- 720900** **Maintenance - Structures & Grounds** (\$125,000) is recommended unchanged for the necessary supplies to perform maintenance work on County facilities. Included in this budget is \$9,000 for pest control services for County facilities.
- 720905** **Maintenance - Structures & Grounds - Jail** (\$32,000) is recommended unchanged for the necessary supplies to perform maintenance repairs at the Jail.
- 721300** **Office Expense** (\$1,200) is recommended unchanged to purchase office and computer supplies.
- 721400** **Professional & Specialized Services** (\$85,000) is recommended reduced \$8,000 for preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities. Also included in this budget is \$47,388 for Fire System testing of County facilities; \$10,000 for Fire System repairs of County facilities; \$14,740 for elevator maintenance at the Government Center; and \$2,000 for the service agreement for the security card access system for the Government Center.
- 721600** **Rents & Leases - Equipment** (\$28,000) is recommended unchanged based on actual and projected expenditures for the rental of vehicles from the Central Garage and outside equipment rentals.

BUILDING MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$4,000) is 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** (\$2,500) is recommended reduced \$1,000 for small tool replacement for the Correctional facility.
- 721900** **Special Departmental Expense** (\$6,850) is recommended unchanged based 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; a generator was added at the new Sheriff/Fire facility in Oakhurst in 2010-11. In addition, the Department's share of the annual CAMS system costs (\$1,250) is included in this account.
- 722000** **Transportation & Travel** (\$400) is recommended unchanged for travel and training expenses.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2013-14	BOARD APPROVED EXPENDITURES 2014-15	DEPARTMENT REQUEST 2015-16	CAO RECOMMENDED 2015-16
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,068,177	1,196,874	1,187,502	1,187,502
710103 Extra Help	43,972	22,614	26,732	26,732
710105 Overtime	37,578	60,000	65,000	65,000
710106 Stand-By Pay	33,090	40,000	36,000	36,000
710200 Retirement	306,833	354,655	366,964	366,964
710300 Health Insurance	186,679	234,276	222,635	222,635
710400 Workers' Compensation Insurance	149,526	119,927	165,512	165,512
TOTAL SALARIES & EMPLOYEE BENEFITS	1,825,855	2,028,346	2,070,345	2,070,345
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,887	7,550	7,500	7,500
720300 Communications	10,740	10,000	12,000	12,000
720500 Household Expense	7,048	1,000	1,000	1,000
720600 Insurance	34,013	57,680	80,207	80,207
720800 Maintenance - Equipment	2,781	30,000	20,000	20,000
720900 Maintenance - Structures & Grounds	0	500	500	500
720910 Maintenance - Water/Sewer	0	0	5,000	5,000
721000 Medical, Dental & Lab Supplies	0	1,500	750	750
721100 Memberships	3,956	5,000	4,500	4,500
721300 Office Expense	5,062	8,000	6,000	6,000
721314 Computer Equipment	4,812	8,000	2,000	2,000
721400 Professional & Specialized Services	120,294	120,000	125,000	125,000
721500 Publications & Legal Notices	159	1,000	1,000	1,000
721600 Rents & Leases - Equipment	149,402	160,000	156,600	156,600
721800 Small Tools & Instruments	1,961	7,500	4,000	4,000
721900 Special Departmental Expense	875	4,500	12,500	12,500
722000 Transportation & Travel	212	5,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	346,202	427,230	442,557	442,557

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
FIXED ASSETS				
740200 Buildings and Improvements	17,392	0	0	0
740300 Equipment	12,516	25,000	20,000	20,000
TOTAL FIXED ASSETS	29,908	25,000	20,000	20,000
TOTAL - SPECIAL DISTRICTS SERVICES	2,201,965	2,480,576	2,532,902	2,532,902

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 A87 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 continues to evaluate District rates and propose increases where needed to provide adequate revenues to cover all costs in this budget. The addition of a Consumer Price Index adjustment has helped to ensure rates keep pace with inflation. Changes in billing/collection and late penalty enforcement, effective July 1, 2014, are helping to stabilize the revenues in all Districts' budgets.

<u>REVENUE</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
District Revenue (660803)	\$1,565,117	\$1,716,840	\$1,708,989
Administrative Service Fee (662780)	474,256	763,736	823,913
Indirect Related Revenue (662801)	184,949	230,000	230,000
Operating Transfers In	175,000	0	0
Miscellaneous	<u>17,349</u>	<u>2,076</u>	<u>0</u>
Total Revenue	\$2,416,671	\$2,712,652	\$2,762,902
<u>EXPENSES</u>			
Expenditures	\$2,201,965	\$2,482,652	\$2,532,902
Indirect Costs (Budgeted)	<u>230,000</u>	<u>230,000</u>	<u>230,000</u>
Total Cost	\$2,431,965	\$2,712,652	\$2,762,902
Deficit	(\$15,294)**		

**The deficit is being tracked and repaid when funds become available.

SPECIAL DISTRICTS DIVISION

REVENUE (continued)

- 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 has begun and 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>	<u>2014-15 Authorized</u>	<u>2015-16 Recommended Funded</u>	<u>Eliminated</u>
Account Clerk I/II	1	0	1*
Accounting Technician I/II	0	1*	
Administrative Analyst I/II	1	1	
Licensed Utility Worker I/II, or Utility Worker	15	15	
Special Districts Electrician	1	1	
Special Districts Manager	1	1	
Special Districts Utility Manager	1	1	
Supervising Licensed Utility Worker	<u>3</u>	<u>3</u>	
Total Permanent	23	23	1

*It is recommended to replace the Account Clerk I/II with an Accounting Technician I/II due to the increased responsibility and independent judgment needed to perform tasks related to the utility billing and collection, as well as implementing newly adopted utility client policies.

SPECIAL DISTRICTS DIVISION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,187,502) are recommended reduced \$9,372 based on the cost of recommended staff.
- 710103** **Extra Help** (\$26,732) is recommended increased \$4,118 to continue to fund an Extra Help Account Clerk I/II in order to adequately perform new customer and Accounts Payable duties.
- 710105** **Overtime** (\$65,000) is recommended increased \$5,000 based on current expenditures and added demands of SRF, Proposition 84, USDA and EPA projects and 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 \$30 per hour x 2,167 hours per year.
- 710106** **Stand-by Pay** (\$36,000) is recommended reduced \$4,000 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 reduced \$50 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.
- 720300** **Communications** (\$12,000) is recommended increased \$2,000 based on projected expenditures for telephone, cell phone, internet, and answering service costs. Cell phones are used as the primary method of communication for field staff. The cell phones are used to monitor web-based SCADA and as a device to read water meters. The answering service is needed to receive alarm calls and reports of problems, and to dispatch District employees who are on stand-by. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 720500** **Household Expense** (\$1,000) is recommended unchanged based on current expenditures for 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 reduced \$10,000 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 rental charges and 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** (\$5,000) is recommended for universal costs related to the operation and maintenance of the Valley sewer 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** (\$750) is recommended reduced \$750 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** (\$4,500) is recommended reduced \$500 for memberships in the Regional Water Management Group, American Water Works Association, the California Rural Water Association, the California Special Districts Association, and the California Water Environment Association. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721300** **Office Expense** (\$6,000) is recommended reduced \$2,000 for office supplies. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721314** **Computer Equipment** (\$2,000) is recommended reduced \$6,000 for replacement of two (2) desktop computers for District office staff. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$125,000) is recommended increased \$5,000 for the following services: Engineering/Roads (\$60,000), public outreach (\$5,000) and emergency and other services (\$60,000). Since the merging of the Engineering and Road departments, costs related to time spent on Engineering/Special District projects by employees paid out of the Road Fund must be reimbursed to the Road Fund. Services could be provided by the County or private providers. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721500** **Publications & Legal Notices** (\$1,000) is recommended unchanged for publishing official notices and required newspaper announcements. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721600** **Rents & Leases - Equipment** (\$156,600) is recommended reduced \$3,400 for the rental of 21 vehicles from Central Garage. This account is reimbursed by all Districts based on miles driven while servicing each District.
- 721800** **Small Tools & Instruments** (\$4,000) is recommended reduced \$3,500 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 increased \$8,000 based on current and projected expenses for employees' State Sewer and Water Certifications, 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** (\$4,000) is recommended reduced \$1,000 based on current and projected staff expenses for registration fees, travel, meals, and lodging for training ranging from personnel management and Special District's management to water and sewer operations and regulations. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

FIXED ASSETS

- 740300** **Equipment** (\$20,000) is recommended reduced \$5,000 for the purchase of two trailer-mounted trash pumps (\$10,000) to be utilized in the mountain area (1) and in the valley (1). This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
Beginning Balance	177,474	438,100	495,230 *	495,230 *
REVENUES				
610100 Cur Sec Prop Tax	146,983	160,000	168,000	168,000
610200 Cur Unsecured Prop Tax	2,273	1,460	1,000	1,000
610300 Prior Secured Prop Tax	895	100	100	100
610400 Prior Unsecured Prop Tax	342	500	500	500
610600 Cur Supplemental Prop Tax	1,108	530	500	500
610700 Prior Supplemental Prop Tax	184	50	50	50
640101 Interest	1,759	1,500	1,000	1,000
652900 ST - H/O Prop Tax	2,244	2,200	2,200	2,200
654535 ST - Grant	216,543	1,810,000	1,810,000	1,810,000
659010 RDA Pass Thru	31,061	32,000	33,600	33,600
670300 Miscellaneous Revenue	79,352	0	2,000	2,000
SUBTOTAL REVENUES	482,744	2,008,340	2,018,950	2,018,950
TOTAL REVENUES	660,218	2,446,440	2,514,180	2,514,180
SALARIES & EMPLOYEE BENEFITS				
710103 Temporary Salaries	600	6,000	0	0
710200 Retirement	46	500	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	646	6,500	0	0
SERVICES & SUPPLIES				
720100 Agriculture	0	1,500	1,500	1,500
721400 Professional & Specialized Services	616,530	2,086,000	2,220,000	2,220,000
721427 Property Tax Admin	3,681	6,000	6,000	6,000
721433 Outside Attorney's & Other Experts	7,564	20,000	20,000	20,000
721602 Rents/Lease - Other Equipment	0	0	2,000	2,000
721900 Special Departmental Expense	7,804	4,000	4,000	4,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

SERVICES & SUPPLIES (continued)

721901 Special Departmental Expense - Sandbags	0	5,000	5,000	5,000
722000 Transportation and Travel	532	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	636,111	2,125,000	2,261,000	2,261,000

OTHER EXPENSES

731401 Interfund Expense	0	0	40,000	40,000
740300 Equipment	22,528	80,000	0	0
TOTAL OTHER EXPENSES	22,528	80,000	40,000	40,000

TOTAL OPERATING EXPENSES	659,285	2,211,500	2,301,000	2,301,000
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CONTINGENCIES

780100 Appropriation for Contingency	0	234,940	213,180	213,180
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TOTAL EXPENSES	659,285	2,446,440	2,514,180	2,514,180
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INCOME OVER/(UNDER) EXPENSES	933	0	0	0
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This is not a General Fund Budget

*Represents the Estimated Projected Fund Balance in June 30, 2015; the balance is subject to change due to expenses that may be accrued to June 30, 2015, which have not yet been processed.

FLOOD CONTROL SERVICES

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. This budget is 100% revenue offset.

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.

SALARIES & EMPLOYEE BENEFITS

710103 **Temporary Salaries** (\$0) are not recommended, a reduction of \$6,000, due to the dissolution of the Water Advisory Commission (WAC). This account previously funded the \$100 meeting stipend for the Water Advisory Commissioners.

710200 **Retirement** is not recommended as it is no longer needed to fund the County's contribution to Social Security related to the meeting stipend for Water Advisory Commissioners due to the dissolution of the WAC during the 2014-15 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** (\$2,220,000) is recommended increased \$134,000 for work to be performed on Ash Slough as part of IRWMP Grant (\$630,000); Berenda Slough as part of IRWMP Grant (\$500,000); maintenance of Ash Slough, Berenda Slough, and Fresno River (\$200,000); perform levee repairs on Ash Slough, Berenda Slough and Fresno River as part of DWR FSRP Grant (\$800,000); provide consulting services (\$60,000); and MS-4 permitting (\$30,000).

721427 **Property Tax Admin** (\$6,000) is recommended unchanged for payment to Auditor's and Assessor's offices for administration and collection of tax revenues.

721433 **Outside Attorney's & Other Experts** (\$20,000) is recommended unchanged to provide funding for legal representation when needed.

721602 **Rent/Lease – Other Equipment** (\$2,000) is recommended for monthly copy machine lease.

FLOOD CONTROL SERVICES

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged to fund the estimated cost for Fish and Game Mitigation Fees.
- 721901** **Special Departmental Expense – Sandbags** (\$5,000) is recommended unchanged to purchase all items necessary for making sandbags when needed for distribution to the public during the rainy season.
- 722000** **Transportation & Travel** (\$2,500) is recommended unchanged to provide out-of-county travel, private mileage reimbursement, and training.

OTHER EXPENSES

- 731401** **Interfund Expense** (\$40,000) is recommended to reimburse Engineering employee time spent managing contracts and providing input to contractors. This expense was previously budgeted under Professional and Specialized Services.
- 780100** **Appropriation for Contingency** (\$213,180) is recommended to be appropriated for contingency. This amount will be adjusted based on the actual ending fund balance as of June 30, 2015.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	152,522	154,529	165,837	165,837
710200 Retirement	42,585	45,566	50,962	50,962
710300 Health Insurance	29,164	32,090	29,282	29,282
710400 Workers' Compensation Insurance	26,860	22,366	22,406	22,406
TOTAL SALARIES & EMPLOYEE BENEFITS	251,131	254,551	268,487	268,487
SERVICES & SUPPLIES				
720100 Agricultural	153	2,500	2,500	2,500
720200 Clothing & Personal Supplies	1,344	2,000	2,000	2,000
720300 Communications	1,437	2,000	2,000	2,000
720500 Household Expense	913	1,000	1,000	1,000
720600 Insurance	2,597	3,959	4,622	4,622
720800 Maintenance - Equipment	9,226	10,500	10,500	10,500
720900 Maintenance - Structures & Grounds	4,036	5,000	5,000	5,000
721100 Memberships	0	100	100	100
721300 Office Expense	503	500	1,700	1,700
721400 Professional & Specialized Services	16,648	10,000	0	0
721600 Rents & Leases - Equipment	10,140	13,000	13,000	13,000
721800 Small Tools & Instruments	2,037	2,500	2,500	2,500
721900 Special Departmental Expense	267	1,500	500	500
722000 Transportation & Travel	0	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	49,301	55,559	46,422	46,422
TOTAL - GROUNDS MAINTENANCE	300,432	310,110	314,909	314,909
INTRAFUND TRANSFER				
770100 Intrafund Transfer *	-25,639	0	0	0
TOTAL INTRAFUND TRANSFERS	-25,639	0	0	0
GRAND TOTAL - GROUNDS MAINTENANCE	274,793	310,110	314,909	314,909

* Reflected as Intrafund Revenue in the Departmental Budget Narrative effective 2014-2015 Fiscal Year

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 RMA-Flood Control budget (15010). Time spent by Grounds Maintenance staff directly related to flood control activities is charged to the Professional and Specialized Services account in the RMA-Flood Control budget.

<u>REVENUE</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Intrafund/Interfund Revenue	\$25,639	\$25,000	\$25,000

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>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Grounds/Flood Control Maintenance Supervisor	1		1	
Grounds/Flood Control Maintenance Worker I/II	2	5	2	5
Senior Grounds/Flood Control Maintenance Worker	<u>1</u>	<u>5</u>	<u>1</u>	<u>5</u>
Total Permanent	4	5	4	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$165,837) are recommended increased \$11,308 based on the recommended staffing level.
- 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.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES

- 720100** **Agriculture** (\$2,500) 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** (\$2,000) is recommended unchanged based on current and projected expenses for uniforms, rain gear, gloves, and safety equipment.
- 720300** **Communications** (\$2,000) is recommended unchanged based on the Department's projected share of telecommunications cost, including monthly cell phone costs for staff to utilize the County's CRM system implemented in the 2012-2013 fiscal year.
- 720500** **Household Expense** (\$1,000) is recommended reduced 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** (\$10,500) is recommended unchanged for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900** **Maintenance - Structures and Grounds** (\$5,000) is recommended unchanged based on current and expected expenses for the physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc.
- 721100** **Memberships** (\$100) is recommended unchanged for membership in the Pesticide Applicators Professional Association.
- 721300** **Office Expense** (\$1,700) is recommended increased \$1,200 to cover costs for a new computer for the Grounds Maintenance shop and other shop office supplies.
- 721400** **Professional & Specialized Services** (\$0) is not recommended as costs for the annual power cleaning of the Government Center Garage Facility was moved to Building Operations (01320).
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended unchanged for rental of vehicles from the Central Garage and any necessary rental equipment.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$2,500) is recommended unchanged for expenses for the small tools needed to do routine landscape maintenance county-wide.
- 721900** **Special Departmental Expense** (\$500) is recommended reduced \$1,000 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** (\$1,000) is recommended unchanged for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications including chemical application and testing backflow devices.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
722100 Utilities	581,492	654,572	599,806	599,806
TOTAL SERVICES & SUPPLIES	581,492	654,572	599,806	599,806
TOTAL - UTILITIES	581,492	654,572	599,806	599,806

UTILITIES

COMMENTS

This budget provides for gas, electric, sewer, water and refuse disposal services to all County facilities, except Fire Stations, all Libraries, Road Department facilities, Refuse Disposal sites, Central Garage, Department of Corrections, Juvenile Hall, Department of Social Services, and Parks. This function is administered by the County Administrative Management Office.

SERVICES & SUPPLIES

722100 **Utilities** (\$599,806) is recommended reduced \$54,766. Utility costs associated with the Sheriff's Department were transferred to the Sheriff's budget. The Road Department budget is allocated approximately 7.25% of the utility costs related to the Government Center. In November 2014, staff from the former RMA building were relocated to the Government Center, resulting in savings. Savings are also expected to be generated from the Solar Energy Project; although it is too soon after project completion to determine exactly what those savings will amount to in 2015-16.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **LEGAL/INSURANCE
(00230)**
Function: **General**
Activity: **Other General**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	115,629	124,452	136,878	136,878
710200 Retirement	32,158	36,609	42,063	42,063
710300 Health Insurance	11,711	12,881	10,942	10,942
710400 Workers' Compensation Insurance	431	366	584	584
TOTAL SALARIES & EMPLOYEE BENEFITS	159,929	174,308	190,467	190,467
SERVICES & SUPPLIES				
720600 Insurance	9	15	12	12
720601 Insurance Premiums	200,718	215,000	205,000	205,000
720602 Unemployment Insurance	287,922	325,000	300,000	300,000
720605 Employer Share Retiree Health Insurance	2,316,319	2,450,000	2,610,000	2,610,000
720606 Insurance Administrative Fees	47,438	40,000	51,000	51,000
720800 Maintenance - Equipment	0	250	250	250
721300 Office Expense	1,301	500	500	500
721600 Rents & Leases - Equipment	140	200	200	200
722000 Transportation & Travel	0	200	500	500
TOTAL SERVICES & SUPPLIES	2,853,847	3,031,165	3,167,462	3,167,462
TOTAL - INSURANCE	3,013,776	3,205,473	3,357,929	3,357,929
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-784,609	0	0	0
TOTAL INTRAFUND TRANSFER	-784,609	0	0	0
GRAND TOTAL - INSURANCE	2,229,167	3,205,473	3,357,929	3,357,929

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>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Retiree Health/Other Insurance Reimbursement	\$276,573	\$964,000	\$1,284,632

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>	<u>2015-16 Recommended</u>
Deputy County Administrative Officer – Legal/Risk Services	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$136,878) are recommended increased \$12,426 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** (\$205,000) are recommended reduced \$10,000 for the premium costs of the following policies: Property Insurance, which includes Terrorism and Sabotage, Boiler and Machinery Insurance (\$189,000); Pollution (\$6,000); Crime Bond (\$8,000); and Cyber Liability (\$2,000)
- 720602** **Unemployment Insurance** (\$300,000) is recommended reduced \$25,000 based on current year (2014-15) experience. This budget reimburses the State for unemployment benefits paid to eligible recipients previously employed by the County.
- 720605** **Employer-Share Retiree Health Insurance** (\$2,610,000) is recommended increased \$160,000 for the County's share of retirees' health insurance premiums as required by the Public Employees' Retirement System (PERS) Health Benefits Program. As of February 1, 2015, there were 511 retirees participating in the PERS Health Benefits Program.
- 720606** **Insurance Administrative Fees** (\$51,000) is recommended increased \$11,000 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.

INTRAFUND TRANSFER/REVENUES

The Intrafund Transfer account (770100) is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.

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 2015-16 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 2015-16 claim values, an additional \$2,800,000 is recommended to be added to the fund. To fund the estimated 2015-16 claims values, it is recommended that \$2,620,672 be contributed from the General Fund, \$177,768 from the Road Fund, and \$1,560 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 2015-16 claim values, an additional \$1,100,000 is recommended to be added to the fund. To fund the estimated 2015-16 claims values, it is recommended that \$971,506 be contributed from the General Fund, \$61,689 from the Road Fund, \$66,740 from Special Districts, and \$65 from Central Garage.

NOTE: The Estimated Fund Expenses for the Workers' Compensation and Liability programs for 2015-16 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'</u> <u>Compensation</u>	<u>Liability</u>
<u>RECOMMENDED ACTUARIAL FUNDING</u>		
Estimated Fund Balance as of 6/30/15	\$5,879,000	\$512,000
Actuarial's Recommended Fund Balance as of 6/30/15	8,916,000	904,000
Estimated Fund Excess (or Deficit)	(3,037,000)	(392,000)
 Recommended Fund Contribution for 2015-16	 2,800,000	 1,100,000
Less: Road Department Contribution	(177,768)	(61,689)
Less: Central Garage Contribution	(1,560)	(65)
Less: Districts Contribution	(0)	(66,740)
 RECOMMENDED GENERAL FUND CONTRIBUTION	 \$2,620,672	 \$ 971,506
Combined Total Recommended General Fund Contribution	 <u>\$3,592,178</u>	
 <u>ESTIMATED FUND EXPENSES FOR 2015-16</u>		
Judgment & Damages	2,300,000	400,000
Professional and Legal Services	0	600,000
Excess Insurance Authority Premiums	1,100,000	900,000
Annual Actuary Studies	2,250	2,250
Adjustment Services	275,000	52,500
State Self-Insurance Assessment Premium	85,000	0
Hearing Tests	1,800	0
Hepatitis B Immunization	1,500	0
 Total Recommended Fund Expenses for 2015-16	 <u>\$ 3,765,550</u>	 <u>\$1,954,750</u>

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries		28,638	29,950	29,950
710103 Extra Help	26,561	0	0	0
710200 Retirement	7,409	8,444	9,204	9,204
710300 Health Insurance	6,486	6,878	6,526	6,526
710400 Workers' Compensation	0	103	134	134
TOTAL SALARIES & EMPLOYEE BENEFITS	40,456	44,063	45,814	45,814
SERVICES & SUPPLIES				
720300 Communications	2,887	3,000	3,500	3,500
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	2,631	3,000	4,000	4,000
721301 Office Expense-Duplicating	380	1,800	1,800	1,800
721302 Office Expense-Postage	265,078	300,000	300,000	300,000
721303 Office Expense-Purchasing Agent Store	368	500	500	500
721400 Professional & Specialized Services	2,860	3,120	3,120	3,120
721426 Professional & Specialized Services - Software Main.	195,774	200,000	205,000	205,000
721600 Rents & Leases - Equipment	2,555	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,514	4,464	5,000	5,000
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	477,047	521,884	528,920	528,920
FIXED ASSETS				
740300 Equipment	0	38,167	0	0
TOTAL FIXED ASSETS	0	38,167	0	0
TOTAL - CENTRAL SERVICES	517,503	604,114	574,734	574,734
INTRAFUND TRANSFER				
77000 Intrafund Transfer	-29,124	0	0	0
TOTAL INTRAFUND TRANSFER	-29,124	0	0	0
GRAND TOTAL - CENTRAL SERVICES	488,379	604,114	574,734	574,734

*The Intrafund Transfer account (770100) is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.

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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Operating Transfers In (Megabyte System)	\$ 0	\$ 0	\$ 0
Charges for Services	<u>24,349</u>	<u>60,000</u>	<u>62,000</u>
Total Revenue	\$24,349	\$60,000	\$62,000

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1	0	1
Central Services Worker	1	0	1	0

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$29,950) is recommended increased \$1,312 based on the cost of recommended staffing.
- 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.

CENTRAL SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,500) is recommended increased \$500 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 \$1,000 based on actual expenditures for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$1,800) is recommended unchanged for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are produced annually and are charged back to the using Departments.
- 721302** **Office Expense - Postage** (\$300,000) is recommended unchanged 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** (\$3,120) is recommended unchanged for mail courier services.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$205,000) is recommended increased \$5,000 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** (\$5,000) is recommended unchanged for the maintenance of Central Services copiers, and for the use of vehicles from the Central Garage.
- 721700** **Rents & Leases – Buildings** (\$5,000) is recommended increased \$536 for Central Services' portion of the leased storage facility shared with County Clerk-Recorder.
- 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	99,778	98,551	95,856	95,856
710103 Extra Help	9,517	22,000	0	0
710200 Retirement	32,163	30,566	29,457	29,457
710300 Health Insurance	11,600	23,610	13,354	13,354
710400 Workers' Compensation Insurance	146	518	548	548
TOTAL SALARIES & EMPLOYEE BENEFITS	153,204	175,245	139,215	139,215
SERVICES & SUPPLIES				
720300 Communications	8,549	11,200	9,500	9,500
720600 Insurance	59	0	0	0
721300 Office Expense	1,615	1,000	1,000	1,000
721400 Professional & Specialized Services	15,819	13,052	13,052	13,052
721500 Publication & Legal Notices	27	0	0	0
721600 Rents/Leases - Equipment	2,165	1,980	1,980	1,980
722000 Transportation & Travel	758	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	28,992	28,732	27,032	27,032
TOTAL - 311 CUSTOMER SERVICE CENTER	182,196	203,977	166,247	166,247

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.

<u>REVENUE</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Collection Fees	\$ 1,931	\$ 2,000	\$2,500
Charges for Services	<u>8,808</u>	<u>22,667</u>	<u>7,200</u>
Total Revenue	\$10,739	\$24,667	\$9,700

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<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** (\$95,856) are recommended reduced \$2,695 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended, a reduction of \$22,000.
- 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** (\$9,500) is recommended reduced \$1,700 based on actual expenditures for the monthly telephone access for the 311 service center.
- 721300** **Office Expense** (\$1,000) is recommended unchanged based on actual and projected costs for basic office expenses.
- 721400** **Professional & Specialized Services** (\$13,052) 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 (\$1,500); shared cost with Probation for a skip tracing tool called Accurint (\$800); and the collections' computer system maintenance contract for five licenses (\$6,752). Also included in this account is \$4,000 for the software support agreements for the 311 call center.
- 721600** **Rents/Leases – Equipment** (\$1,980) is recommended unchanged for the lease of the department's network copier/printer.
- 722000** **Transportation & Travel** (\$1,500) is recommended unchanged for staff training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **INFORMATION TECHNOLOGY
(00240)**
Function: **General**
Activity: **Other General**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,252,068	1,349,606	1,506,379	1,506,379
710103 Extra Help	61,064	40,000	0	0
710105 Overtime	3,605	2,500	2,500	2,500
710106 Stand-By	19,347	20,000	20,000	20,000
710200 Retirement	362,918	408,133	473,375	473,375
710300 Health Insurance	154,725	174,140	163,882	163,882
710400 Workers' Compensation Insurance	32,656	28,132	55,791	55,791
TOTAL SALARIES & EMPLOYEE BENEFITS	1,886,383	2,022,511	2,221,927	2,221,927
SERVICES & SUPPLIES				
720300 Communications	105,672	112,800	97,000	97,000
720600 Insurance	33,630	51,390	60,676	60,676
720800 Maintenance - Equipment	132,686	224,500	170,000	170,000
721200 Sales Tax	5,213	2,380	2,380	2,380
721300 Office Expense	4,979	20,500	10,500	10,500
721400 Professional & Specialized Services	240,288	189,600	173,500	173,500
721600 Rents & Leases - Equipment	357	20,000	500	500
721909 Property Tax	0	700	2,000	2,000
722000 Transportation & Travel	27,705	46,000	30,000	30,000
722002 Shipping	1,293	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	551,823	670,370	549,056	549,056
OTHER CHARGES				
730302 Rent	50,570	61,500	137,120	137,120
730502 Interest	0	9,100	20,000	20,000
TOTAL OTHER CHARGES	50,570	70,600	157,120	157,120
FIXED ASSETS				
740300 Equipment	145,630	0	0	0
TOTAL FIXED ASSETS	145,630	0	0	0
TOTAL - INFORMATION TECHNOLOGY	2,634,406	2,763,481	2,928,103	2,928,103
770100 Intrafund Transfer	-775,980	0	0	0
GRAND TOTAL - INFORMATION TECHNOLOGY	1,858,426	2,763,481	2,928,103	2,928,103

INFORMATION TECHNOLOGY

COMMENTS

The Information Technology (IT) Department provides services for the planning, design, acquisition, implementation, and maintenance of information technology projects, and the maintenance and protection of all County information stored in electronic format. This involves end-user support on both hardware and software, as well as project management on strategic IT initiatives. The mission of the IT Department is to be a customer service based team that advances the County's delivery of cost-effective and innovative public services, through coordinated application of technology planning, services, education, and security.

WORKLOAD

The Department's anticipated projects for 2015-16 include:

- Continued Migration of Server assets to Virtual Server (Reducing 103 servers to 43)
- Continued broadening of Cognos Financial Reporting Software
- Prepare for iFAS upgrades (to OneSolution) or replacement
- Migrate County email to hosted cloud
- Implement Virtual Desktop technology

DEPARTMENT WORK PROGRAM

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,515	1,515	1,500
Support for Help Desk (# of Calls)	13,435	9,724	14,000
Supported and maintained Servers	103	97	43
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	154	106	200
Ordered, configured & installed peripheral devices	48	54	50
Implemented Major Projects	33	27	30
Administer Video Conferencing System (sites)	5	5	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	35

INFORMATION TECHNOLOGY

REVENUE

Charging a weighted labor cost to user Departments partially offsets the cost of the Department staff with outside revenue sources.

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Intrafund/Interfund Revenue	\$ 581	\$1,022,821	\$1,218,778
Operating Transfer In	<u>64,251</u>	<u>0</u>	<u>0</u>
Total	\$64,832	\$1,022,821	\$1,218,778

STAFFING

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

	2014-15 Authorized		2015-16 Recommended	
<u>Permanent</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or Network Engineer I/II	5	2	7*	
Director of Information Technology	1		1	
Information Systems Supervisor, or Assistant Director of Information Technology	2		2	
Information Technology Systems Analyst I/II	8	2	8	2
Office Assistant I/II	0	1	0	1
Senior Information Technology Analyst	1		1	
Senior Network Engineer	<u>1</u>		<u>1</u>	
Sub-Total	20	5	22	3

*The additional (2) positions will be funded 100% by the Department of Social Services and Behavioral Health Services for on-sight support of these departments.

INFORMATION TECHNOLOGY

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$1,506,379) are recommended increased \$156,773 based on the recommended staffing level. This increase includes additional position funding for Behavioral Health, and Department of Social Services. Salaries will be offset by approximately \$633,461 from sub-vented departments.
- 710103** Extra Help (\$0) is not recommended, a reduction of \$40,000.
- 710105** Overtime (\$2,500) is recommended unchanged for when it is necessary to work after hours to repair computer and system malfunctions.
- 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.

SERVICES & SUPPLIES

- 720300** Communications (\$97,000) is recommended reduced \$15,800, reflecting decreases in incremental costs of data and voice circuits. This account provides funding for the Department's on-going telephone and fax needs (\$3,000); monthly charges for 15 cell phone and three wireless devices (\$7,000); and operating cost of the Wide-Area Network (\$87,000), which will be partially offset by charges to sub-vented Departments (\$47,415).
- 720600** Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** Maintenance - Equipment (\$170,000) is recommended reduced \$54,500, resulting from Wide-Area Network optimization and a consolidation of equipment costs. This account provides funds for the repair of computers and diagnostic equipment (\$10,000); maintenance of Wide-Area Network equipment (\$68,000); and Peripheral systems maintenance (\$92,000). Charges to sub-vented departments will partially offset these costs (\$93,468).

INFORMATION TECHNOLOGY

SERVICES & SUPPLIES (continued)

- 721200** **Sales Tax** (\$2,380) is recommended unchanged to pay sales tax on capital lease equipment.
- 721300** **Office Expense** (\$10,500) is recommended reduced \$10,000 for the following: backup tapes (\$6,500), domain registration (\$500), Microsoft Technet subscriptions (\$1,500) and standard office supplies (\$2,000).
- 721400** **Professional & Specialized Services** (\$173,500) is recommended reduced \$16,100. Charges to sub-vented departments will partially offset these costs (\$74,525).
- \$ 40,000 External Consulting Services and Support
 - \$ 46,000 Microsoft Annual Support Pack
 - \$ 6,000 Help Desk software annual fee
 - \$ 23,000 Anti-Virus software updates annual fee
 - \$ 35,000 Annual Backup Software maintenance fee (Commvault)
 - \$ 5,000 What's Up Gold Network Monitoring SW Maintenance
 - \$ 3,500 SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
 - \$ 2,500 PDQ Remote Deploy
 - \$ 6,500 Digital Attic Web Hosting
 - \$ 2,500 Network Monitoring and Security
 - \$ 3,500 RSA Remote Access
- 721600** **Rents & Leases - Equipment** (\$500) is recommended reduced \$19,500 to provide miscellaneous equipment lease and vehicle rental from Central Garage. The reduction is a result of moving funds from this account to the Rents (730302) account.
- 721909** **Property Tax** (\$2,000) is recommended increased \$1,300 to pay property tax on capital lease equipment.
- 722000** **Transportation & Travel** (\$30,000) is recommended reduced \$16,000 to provide staff training and reimburse for personnel use of personal vehicles.
- 722002** **Shipping** (\$2,500) is recommended unchanged and is used to pay shipping costs on capital lease equipment.

INFORMATION TECHNOLOGY

OTHER CHARGES

730302 **Rent** (\$137,120) is recommended increased \$75,620 to pay rent on capital lease equipment. The increase is requested to provision for the virtual server implementation which is projected to reduce costs over the next five years by a net of \$300,000.

730502 **Interest** (\$20,000) is recommended increased \$10,900 and is used to pay interest on capital lease equipment.

FIXED ASSETS (\$0) No fixed assets are recommended for 2015-16.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

**SPECIAL PAYMENTS
(02200)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
721200 Miscellaneous Expense	54,471	314,864	214,864	214,864
721400 Professional & Specialized Services	398,020	283,295	386,550	386,550
722000 Special Payments	10,518			
TOTAL SERVICES & SUPPLIES	463,009	598,159	601,414	601,414
OTHER CHARGES				
730300 Retire Other Long-Term Debt	1,000,000	0	0	0
730500 Retire Long Term Debt-Govt. Center Project	677,031	1,676,232	1,673,834	1,673,834
730500 Retire Long Term Debt-Energy Savings Project	0	0	180,175	180,175
730700 Judgments & Damages	51,886	51,886	51,886	51,886
731305 Contributions to Other Agencies	59,189	82,802	82,802	82,802
TOTAL OTHER CHARGES	1,788,106	1,810,920	1,988,697	1,988,697
TOTAL - SPECIAL PAYMENTS	2,251,115	2,409,079	2,590,111	2,590,111

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** (\$214,864) is recommended reduced \$100,000 to provide 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. This account provided for unanticipated salary/benefit rate changes for the prior fiscal year but is not included in this budget.

721400 **Professional & Specialized Services** (\$386,550) is recommended increased \$103,255 to provide funds for the following items:

- \$146,035 - Private Security for Government Center, including Planning and Civil Service Commission Meetings
- \$ 30,000 - Legislative Services Provided to the County
- \$ 15,000 - Training Services for County Employees
- \$107,260 - Outside Audit Services
- \$ 88,255 - 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** (\$1,673,834) is recommended reduced \$2,398 to provide funds for the tenth of a 20-year payment plan for the Government Center (principal \$1,080,000 and interest \$593,834).

Retire Long-Term Debt – Energy Savings Project (\$180,175) is recommended to provide funds for the first required interest payment of a nine-year payment plan for the Energy Savings Project.

730700 **Judgments & Damages** (\$51,886) is recommended unchanged to provide funds for the fourth 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.

OTHER CHARGES (continued)

731305 **Contributions to Other Agencies** (\$82,802) is recommended unchanged 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.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,518,826	1,559,647	1,607,324	1,607,324
710103 Extra Help	74,359	76,300	80,891	80,891
710105 Overtime	0	5,000	5,000	5,000
710107 Premium Pay	5,100	5,100	5,100	5,100
710200 Retirement	436,005	475,689	510,584	510,584
710300 Health Insurance	252,791	275,865	262,254	262,254
710400 Workers' Compensation Insurance	17,520	9,824	12,985	12,985
TOTAL SALARIES & EMPLOYEE BENEFITS	2,304,601	2,407,425	2,484,138	2,484,138
SERVICES & SUPPLIES				
720300 Communications	31,228	25,000	25,000	25,000
720500 Household Expense	14,039	18,975	18,975	18,975
720600 Insurance	4,374	6,683	7,787	7,787
720601 General Insurance	735	556	556	556
720605 Employer Share Retiree Insurance	61,662	70,200	70,200	70,200
720800 Maintenance - Equipment	5,102	9,400	9,400	9,400
720900 Maintenance - Structures & Grounds	12,587	11,000	11,000	11,000
721100 Memberships	9,445	9,425	9,425	9,425
721300 Office Expense	52,090	40,000	40,000	40,000
721400 Professional & Specialized Services	99,506	205,000	178,406	178,406
721600 Rents & Leases - Equipment	7,119	15,000	10,000	10,000
721900 Special Departmental Expense	17,253	17,253	17,253	17,253
722000 Transportation & Travel	7,552	10,000	15,000	15,000
722100 Utilities	26,094	30,000	35,000	35,000
TOTAL SERVICES & SUPPLIES	348,786	468,492	448,002	448,002
OTHER CHARGES				
730302 Retire - Capital Lease	54,540	54,541	66,697	66,697
730502 Interest - Capital Lease	27,587	27,587	15,431	15,431
TOTAL OTHER CHARGES	82,127	82,128	82,127	82,127
770000 Intrafund Expenses	0	38,000	38,000	38,000
TOTAL INTRAFUND EXPENSES	0	38,000	38,000	38,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2013-14	BOARD APPROVED EXPENDITURES 2014-15	DEPARTMENT REQUEST 2015-16	CAO RECOMMENDED 2015-16
TOTAL - CHILD SUPPORT SERVICES	2,735,514	2,996,045	3,052,267	3,052,267

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 2015-16, 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 2013	2034	2900	1248	6182
October 2014	2071	2786	1137	5994
December 2014	2105	2830	1129	6064

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 Child Support Excess Incentive 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 Excess Incentive Fund (E) can be used to make up any remaining difference. The following is a recap:

CHILD SUPPORT SERVICES

REVENUE (continued)

	Actual 2013-14	Estimated 2014-15	Projected 2015-16
(A) State - Child Support Administration	\$ 922,542	\$1,007,067	\$1,003,759
(B) Federal - Child Support Administration	1,872,920	1,954,895	1,948,472
(C) Interest Revenue from Fund Accounts	3407	6,000	3,507
(D) Additional Federal Revenue	0	22,282	115,887
(E) Excess Incentive Fund (5591)	0	11,478	59,699
Intrafund Revenue (DSS Space Lease)	<u>0</u>	<u>0</u>	<u>14,064</u>
	\$2,798,869	\$3,001,722	\$3,145,388

Note: The Department offsets its share of the Countywide Cost Allocation Plan. The actual amount for fiscal year 2015-16 is to be determined and is estimated at the prior year level of \$93,121.

STAFFING

Permanent	2014-15 Authorized			2015-16 Recommended	
	Funded	Unfunded	Eliminated	Funded	Unfunded
Accounting Technician I/II	0	2		0	2
Administrative Assistant	1	0		1	0
Child Support Assistant I/II	9	2		7	4
Child Support Assistant III	2	1		3	0
Child Support Special Programs Coordinator	0	0	3*	0	0
Child Support Program Manager	2*	0		2*	0
Child Support Specialist I/II	15	0		13	2
Child Support Specialist III	3	2		4	1
Child Support Supervisor	0	1		1	0
Deputy Director of Child Support Services	0	1		0	1
Deputy District Attorney I/II/III/Senior	2	0		1.5	0.5
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>3</u>	<u>0</u>	<u>1</u>
Total Permanent	35	18.5	3	33.5	20

CHILD SUPPORT SERVICES

STAFFING (continued)

*Reflects the changes to the Department's staffing allocation as approved by your Board on February 11, 2014.

**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 2015-16, this position will not be filled or funded.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,607,324) are recommended increased \$47,677 based on cost of recommended staff.
- 710103** **Extra Help** (\$80,891) is recommended increased \$4,591 for extra-help staff which is fully funded for extra projects. In 2015-16, Extra Help will work on the Compromise of Arrears project, Data Reliability, Compliance Review and special reports to improve performance in specific areas.
- 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** (\$25,000) is recommended unchanged based on estimated usage and for the Child Support share of cost of County WAN connections.
- 720500** **Household Expense** (\$18,975) 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** is the Department’s contribution to the County’s Property Insurance Program.
- 720605 **Employer Share of Retiree Insurance** (\$70,200) is recommended unchanged for the annual cost of the County’s share of health insurance costs for retirees from the Department.
- 720800 **Maintenance - Equipment** (\$9,400) is recommended unchanged for maintenance of office and computer equipment, and vehicles.
- 720900 **Maintenance - Structures and Grounds** (\$11,000) is recommended unchanged for the various maintenance requirements of the Child Support building.
- 721100 **Memberships** (\$9,425) is recommended unchanged to pay for California Attorney Dues (\$970) and Child Support Director’s Association (CSDA) dues (\$8,455).
- 721300 **Office Expense** (\$40,000) is recommended unchanged based on current and projected expenses for printed forms, general office and copy supplies, State-directed customer service activities, and mailing costs.
- 721400 **Professional & Specialized Services** (\$178,406) is recommended reduced \$26,594 based on a reduction of necessary program system support and a reduction of Service of Process costs. Projected expenses are as follows:

Genetic Testing/Paternity Declarations	\$ 15,000
Service of Process	60,000
County IT Staff Support	88,406
ADT Security/Credit Reporting/Employee Insight/Other	15,000
- 721600 **Rents & Leases - Equipment** (\$10,000) is recommended reduced (\$5,000) to fund the copier lease contract, including lease of three copiers.
- 721900 **Special Departmental Expense** (\$17,253) is recommended unchanged to fund the property taxes for the facility.
- 722000 **Transportation & Travel** (\$15,000) is recommended increased (\$5,000) for attendance at meetings, training sessions, and conferences. The department has hired two new attorneys and has promoted two employees to mid-level management positions. As part of succession planning, the department would like staff to be exposed to statewide and national Child Support Enforcement information. In addition, the department would like to focus on further developing staff in FY 2015-16.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

722100 Utilities (\$35,000) is recommended increased (\$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 (\$66,697) is recommended increased \$12,156.

730502 Interest- Capital Lease (\$15,431) is recommended reduced \$12,156.

INTRAFUND EXPENSES

770000 Intrafund Expenses (\$38,000) is recommended unchanged to pay for services provided by other County Departments, including the Auditor, Human Resources, General Services and Administration/Purchasing.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	993,345	1,330,190	1,382,538	1,382,538
710103 Extra Help	199,380	194,221	174,218	174,218
710105 Overtime	11,201	5,000	5,000	5,000
710200 Retirement	311,147	428,905	446,642	446,642
710300 Health Insurance	141,832	202,974	169,439	169,439
710400 Workers' Compensation Insurance	161,762	138,077	81,925	81,925
710500 Other Benefits	1,140	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	1,819,807	2,299,367	2,259,762	2,259,762
SERVICES & SUPPLIES				
720300 Communications	3,936	8,500	5,000	5,000
720600 Insurance	152,640	233,510	252,344	252,344
720702 Witness Fees	1,634	1,500	1,500	1,500
720800 Maintenance-Equipment	1,855	1,000	1,000	1,000
721100 Memberships	8,681	10,520	9,210	9,210
721300 Office Expense	50,536	39,024	55,000	55,000
721400 Professional & Specialized Services	73,934	40,000	40,000	40,000
721600 Rents & Leases - Equipment	47,351	42,900	60,444	60,444
721900 Special Departmental Expense	8,211	16,000	16,000	16,000
721910 Juvenile Justice Commission	2,206	2,000	2,000	2,000
721912 Special Departmental Expense - POST Training	0	3,000	3,000	3,000
722000 Transportation & Travel	13,460	21,750	26,750	26,750
TOTAL SERVICES & SUPPLIES	364,444	419,704	472,248	472,248
TOTAL - DISTRICT ATTORNEY	2,184,251	2,719,071	2,732,010	2,732,010

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 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
FILES OPENED	6,509	6,250	6,500
CONSOLIDATED COURTS			
Juvenile Petitions	587	525	550
Jury Trials	64	50	50
Felonies Filed	1,644	1,600	1,700
Misdemeanors Filed	3,116	3,500	3,000

REVENUE

	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Bad Check/ Petty Theft Restitution	\$ 1,817	\$ 1,700	\$ 1,700
Asset Forfeiture	42,848	20,000	36,000
Consumer Protection or Other	3,668	5,000	10,000
AB 109	<u>0</u>	<u>15,000</u>	<u>45,000</u>
Total	\$48,333	\$41,700	\$92,700

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 Extra Help Deputy District Attorney I that will backfill the vacated spot that resulted from transferring a DDA I to the Office of Traffic Safety DUI grant.

DISTRICT ATTORNEY

STAFFING

	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</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	9.50	.06	9.00	1.06
District Attorney	0.95 ⁽³⁾		0.95 ⁽³⁾	
District Attorney Investigator I/II/Senior	2.00 ⁽⁴⁾		2.00 ⁽⁴⁾	
Investigative Assistant	0.00	1.00		1.00
Office Assistant I/II	1.00			1.00
Office Services Supervisor I/II, or Senior Legal Secretary	1.00		0.00	1.00
Program Assistant II, Senior Program Assistant, or Legal Secretary I/II (Not to exceed two Legal Secretaries)	6.00	.20	6.00	.20
Supervising Deputy District Attorney	<u>1.00</u>		<u>0.50⁽⁵⁾</u>	
Total Permanent	22.85	<u>1.26</u>	19.85	<u>4.26</u>

- (1) 0.25 of the Senior Administrative Analyst position is funded in the District Attorney-Welfare Fraud budget and adds Senior level to classification series.
- (2) 0.60 of the Assistant District Attorney position is funded in the District Attorney – COPS budget (03530).
- (3) 0.05 of the District Attorney position is funded in the District Attorney-Welfare Fraud budget.
- (4) Only one District Attorney Investigator can be Senior.
- (5) 0.50 of the Supervising Deputy District Attorney position will be funded in the District Attorney-Welfare Fraud budget (03550) for FY15/16.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,382,538) are recommended increased \$52,348 based on the cost of recommended staff.
- 710103** **Extra Help** (\$174,218) is recommended reduced \$20,003 based on current actual costs for Extra Help staff.
- 710105** **Overtime** (\$5,000) 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.

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** (\$5,000) is recommended reduced \$3,500 based on current actual costs for cell phones for the investigators and office phones for staff.

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.

721100 **Memberships** (\$9,210) are recommended reduced \$1,310 based on actual expenses for membership in the California District Attorneys' Association for the District Attorney (\$2,755), all Deputy District Attorneys (\$1,770), Fresno-Madera Chiefs' Association (\$125), and payment of the California State Bar dues for each Attorney in the Department (\$4,560), as required in the MOU.

721300 **Office Expense** (\$55,000) is recommended increased \$15,976 for general office supplies, copying costs, maintaining legal periodicals and books, and the purchase of printed forms. The increase is a result of the need to purchase a new server for the department's case management system (\$8,000), new network switches that connect the Department to the County network (\$4,580), and new computers for staff (\$3,000). Asset Forfeiture and Consumer Protection revenue will entirely offset this increase.

721400 **Professional & Specialized Services** (\$40,000) 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 (\$25,000).

721600 **Rents & Leases – Equipment** (\$60,444) is recommended increased \$17,544 for the leasing of seven vehicles from Central Garage (\$55,644), and for rental of a copy machine (\$4,800). The seven vehicles are used by the investigators in performance of their duties.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$16,000) is recommended unchanged for witness expenses, CD and DVD media, photographic services, prison and court records, investigator equipment, and \$5,000 for special funds.
- 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** (\$26,750) is recommended increased \$5,000 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	75,365	75,365	65,374	65,374
710200 Retirement	20,752	22,200	20,089	20,089
710300 Health Insurance	7,007	7,710	7,500	7,500
710400 Workers' Compensation Insurance	254	275	441	441
TOTAL SALARIES & EMPLOYEE BENEFITS	103,378	105,550	93,404	93,404
SERVICES & SUPPLIES				
720600 Insurance	4	6	6	6
721100 Memberships	354	324	324	324
TOTAL SERVICES & SUPPLIES	358	330	330	330
TOTAL - DISTRICT ATTORNEY- CITIZENS' OPTION FOR PUBLIC SAFETY	103,736	105,880	93,734	93,734

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>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
State Realignment	\$51,493	\$50,000	\$60,000
General Fund Contribution	<u>52,243</u>	<u>55,880</u>	<u>33,734</u>
Totals	\$103,736	\$105,880	\$93,734

STAFFING

	2014-15 <u>Authorized</u>	2015-16 <u>Recommended</u>
<u>Permanent</u> Assistant District Attorney	0.60	0.60

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$65,374) are recommended reduced \$9,991 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	79,266	80,157	88,373	88,373
710200 Retirement	22,105	23,636	27,157	27,157
710300 Health Insurance	9,268	8,723	5,854	5,854
710400 Workers' Compensation Insurance	342	309	400	400
TOTAL SALARIES & EMPLOYEE BENEFITS	110,981	112,825	121,784	121,784
SERVICES & SUPPLIES				
720600 Insurance	7	11	11	11
721100 Memberships	590	540	540	540
722000 Transportation & Travel	1,478	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	2,075	2,051	2,051	2,051
TOTAL - DISTRICT ATTORNEY-STATUTORY RAPE VERTICAL PROSECUTION	113,056	114,876	123,835	123,835

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 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Files Opened	60	55	60
Child Forensic Interview Team interviews	71	75	80

REVENUE

	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
State Grant	\$ 0	\$ 0	\$ 0
General Fund Contribution	<u>113,056</u>	<u>114,876</u>	<u>123,835</u>
Total	\$113,056	\$114,876	\$123,835

STAFFING

	<u>2014-15 Authorized</u>	<u>2015-16 Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$88,373) are recommended increased \$8,216 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) are 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	51,396	69,102	70,937	70,937
710103 Extra Help	0	0	0	0
710200 Retirement	14,279	20,376	21,799	21,799
710300 Health Insurance	8,365	12,849	5,854	5,854
710400 Workers' Compensation Insurance	252	220	260	260
TOTAL SALARIES & EMPLOYEE BENEFITS	74,292	102,547	98,850	98,850
SERVICES & SUPPLIES				
720600 Insurance	7	11	11	11
721100 Memberships	590	540	540	540
721400 Professional & Specialized Services	38,665	45,000	45,000	45,000
722000 Transportation & Travel	0	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	39,262	47,051	47,051	47,051
TOTAL - DISTRICT ATTORNEY - DUI PROGRAM	113,554	149,598	145,901	145,901

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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Program Cases	1,028	1,000	1,000

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
DUI/DMV Fees	\$121,278	\$130,000	\$130,000
General Fund Contribution	<u>(7,725)</u>	<u>19,598</u>	<u>15,901</u>
Total	\$113,553	\$149,598	\$145,901

STAFFING

	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$70,937) are recommended increased \$1,835 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	63,609	70,809	78,693	78,693
710200 Retirement	17,551	20,880	24,182	24,182
710300 Health Insurance	8,897	12,850	10,942	10,942
710400 Workers' Compensation Insurance	634	410	528	528
TOTAL SALARIES & EMPLOYEE BENEFITS	90,691	104,949	114,345	114,345
SERVICES & SUPPLIES				
720600 Insurance	7	11	11	11
721100 Memberships	590	540	540	540
721300 Office Expense	0	400	400	400
722000 Transportation & Travel	780	1,670	1,670	1,670
TOTAL SERVICES & SUPPLIES	1,377	2,621	2,621	2,621
TOTAL - DISTRICT ATTORNEY-CRIME PROSECUTION UNIT	92,068	107,570	116,966	116,966

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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Cases Referred	147	260	200
Program Cases Worked	396	425	450

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
State Reimbursement	\$146,388	\$120,000	\$120,000
General Fund Contribution	(54,320)	(12,430)	(3,034)
Total	\$ 92,068	\$ 107,570	\$116,966

STAFFING

	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$78,693) are recommended increased \$7,884 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 – PRISON CRIMES PROSECUTION UNIT

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) are recommended unchanged based on actual costs to provide for California District Attorney Association dues (\$140) and State Bar dues (\$400).

721300 **Office Expense** (\$400) is recommended unchanged based on anticipated costs for the prosecutor's office supplies and is fully reimbursable by the State.

722000 **Transportation & Travel** (\$1,670) 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 2015-16**

Department:

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

Function:

Public Protection

Activity:

Judicial-Other

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	63,609	70,809	78,693	78,693
710103 Extra Help	15,081	27,533	27,533	27,533
710200 Retirement	18,981	20,883	24,182	24,182
710300 Health Insurance	6,486	7,136	5,854	5,854
710400 Workers' Compensation Insurance	418	415	415	415
TOTAL SALARIES & EMPLOYEE BENEFITS	104,575	126,776	136,677	136,677
SERVICES & SUPPLIES				
720300 Communications	21	720	720	720
721100 Memberships	520	550	550	550
721300 Office Expense	136	250	250	250
721400 Professional & Specialized Services	64	10,200	10,200	10,200
722000 Transportation & Travel	1,928	4,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	2,669	15,720	15,720	15,720
TOTAL - DISTRICT ATTORNEY - FED VERT PROS	107,244	142,496	152,397	152,397

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 Criminal Investigator are fully funded. The full-time Prosecutor is charged with vertically prosecuting alcohol and drug impaired DUI cases, including repeat offenders. The part-time Criminal Investigator will conduct investigations, serve subpoenas, coordinate witnesses, and assist 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.

WORKLOAD

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Program Cases	52	58	60

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
State Grant	\$ 26,529	\$ 86,442	\$133,000
General Fund Contribution	<u>80,715</u>	<u>57,464</u>	<u>19,397</u>
Total	\$107,244	\$143,906	\$152,397

STAFFING

	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

DISTRICT ATTORNEY – FED VERTICAL PROSECUTION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$78,693) are recommended increased \$7,884 based on the cost of recommended staff.
- 710103** **Extra Help** (\$27,533) is recommended unchanged for the half-time Criminal Investigator position.
- 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

- 720300** **Communications** (\$720) are recommended unchanged based on actual costs for the investigator's cell phone (\$660). The remaining funds will be used for mail or messenger costs and miscellaneous communication services.
- 721100** **Memberships** (\$550) are recommended unchanged for California District Attorney's Association Dues (\$140) and State Bar Dues (\$410).
- 721300** **Office Expense** (\$250) is recommended unchanged to fund the program staff's office supplies.
- 721400** **Professional and Specialized Services** (\$10,200) are recommended unchanged for blood draw services (\$2,700), lab analysis (\$3,000), and expert witness testimony (\$4,500).
- 722000** **Transportation & Travel** (\$4,000) is recommended unchanged for training, transportation and travel for program staff.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	446,119	527,087	575,270	575,270
710103 Temporary Salaries	39,173	27,213	27,213	27,213
710105 Overtime	136	1,000	1,000	1,000
710200 Retirement	172,391	213,111	198,078	198,078
710300 Health Insurance	76,459	99,937	100,456	100,456
710400 Workers' Compensation Insurance	32,590	30,609	43,263	43,263
710500 Other Benefits	60	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	766,928	898,957	945,280	945,280
SERVICES & SUPPLIES				
720300 Communications	1,474	10,570	2,000	2,000
720500 Household Expenses	1,624	1,800	3,350	3,350
720600 Insurance	285	447	486	486
720800 Maintenance - Equipment	0	700	700	700
720900 Maintenance - Structures & Grounds	0	150	150	150
721100 Memberships	740	960	960	960
721300 Office Expense	1,772	3,000	3,000	3,000
721400 Professional & Specialized Services	1,213	1,500	1,500	1,500
721600 Rents & Leases - Equipment	39,168	45,000	45,000	45,000
721700 Rents & Leases - Buildings	25,200	25,200	25,200	25,200
721900 Special Departmental Expense	2,601	20,180	20,180	20,180
722000 Transportation & Travel	3,926	10,500	10,500	10,500
722100 Utilities	6,928	7,500	7,500	7,500
TOTAL SERVICES & SUPPLIES	84,931	127,507	120,526	120,526
TOTAL - DISTRICT ATTORNEY-WELFARE FRAUD	851,859	1,026,464	1,065,806	1,065,806

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 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Requests for Investigation	934	885	915
Referred for Prosecution	15	15	40

REVENUE

	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Federal*	\$426,386	\$ 700,000	\$ 689,226
State*	128,971	270,000	270,000
County Cost	<u>296,502</u>	<u>34,474</u>	<u>106,580</u>
Total	\$851,859	\$1,004,474	\$1,065,806

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

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 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*		0.05	
Chief Criminal Investigator	0.75		0.75	
Eligibility Worker I/II/III	1.00		1.00	
Program Assistant I/II	0.00	1.00	0.00	1.00
Welfare Investigator II	<u>6.00</u>	<u>1.00</u>	<u>6.00</u>	<u>1.00</u>
Total Permanent	8.55	2.00	8.55	2.00

*Note: 0.05 of the District Attorney position was reallocated from the main District Attorney budget (03510).

DISTRICT ATTORNEY-WELFARE FRAUD

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$575,270) are recommended increased \$48,183 based on the cost of recommended staff.
- 710103** **Extra Help** (\$27,213) is recommended unchanged based on projected need for extra help staff.
- 710105** **Overtime** (\$1,000) 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** (\$2,000) is recommended reduced \$8,570 based on current actual costs for cell phones for the investigators and office phones for staff.
- 720500** **Household Expense** (\$3,350) is recommended increased \$1,550 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** (\$960) is recommended unchanged for Fraud Investigators dues (\$440), California Bar dues (\$380), and California District Attorneys' Association (\$140).
- 721300** **Office Expense** (\$3,000) is recommended unchanged for office supplies, shredding, postage, fax machine, and law books.
- 721400** **Professional & Specialized Services** (\$1,500) is recommended unchanged for alarm services (\$1,300), Madera Police Department Monitoring (\$50), and expert witness fees (\$150).

DISTRICT ATTORNEY-WELFARE FRAUD

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$45,000) is recommended unchanged for copy machine lease (\$3,000), and rental of County vehicles from the Central Garage (\$42,000).
- 721700** **Rents & Leases - Building** (\$25,200) is recommended unchanged for lease of office space.
- 721900** **Special Departmental Expense** (\$20,180) is recommended unchanged for POST training, CWFIA training, and various equipment (badges, belt clips, handcuffs, ammunition, and radios).
- 722000** **Transportation & Travel** (\$10,500) 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** (\$7,500) is recommended unchanged for utility costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

**TRIAL COURT
OPERATIONS (02300)**

Function:

Public Protection

Activity:

Judicial

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720900 Maintenance-Buildings & Improvements	31,769	34,000	34,000	34,000
722100 Utilities	71,678	68,500	68,500	68,500
TOTAL SERVICES & SUPPLIES	103,447	102,500	102,500	102,500
OTHER CHARGES				
731308 County Contribution to State Trial Court Trust	1,047,811	1,105,900	1,055,900	1,055,900
731315 Trial Court Funding - County Facilities Payment	263,589	263,587	263,587	263,587
TOTAL OTHER CHARGES	1,311,400	1,369,487	1,319,487	1,319,487
TOTAL - TRIAL COURT OPERATIONS	1,414,847	1,471,987	1,421,987	1,421,987

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 2015-16.

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. The State will be submitting to the County an "Estimate Statement" itemizing the shared costs. This Estimate Statement will come to the County after the preparation of the proposed budget, and any necessary adjustments will be submitted at Final Budget. 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 2015-16:

SERVICES & SUPPLIES

720900 **Maintenance - Building & Improvements** (\$34,000) is recommended unchanged from 2014-15. This account represents the County's estimated pro-rata share of the annual janitorial and maintenance expenses for the former County Government Center and the Bass Lake Government Center. AOC will be submitting an estimated budget after the development of the 2015-16 Proposed County Budget. This amount will be adjusted, if necessary, to reflect changes resulting from the new Courthouse Facility.

TRIAL COURT OPERATIONS

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$68,500) is recommended unchanged from 2014-15 and represents the County’s estimated pro-rata share of the annual utility expenses for the former County Government Center and the Bass Lake Government Center. This amount will be adjusted, if necessary, to reflect changes resulting from the new Courthouse Facility.

OTHER CHARGES

731308 **County Contribution to State Trial Court Trust** (\$1,055,900) is recommended reduced \$50,000 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 \$17,112, from \$1,042,797 to \$1,025,685. 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.

	<u>Actual</u> <u>2013-14</u>	<u>Approved</u> <u>2014-15</u>	<u>Recommended</u> <u>2015-16</u>
Fines and Forfeitures	\$1,025,685	\$1,025,685	\$1,025,685
Share of Excess Fines	22,127	80,215	30,215
 COUNTY CONTRIBUTION TO TRIAL COURT TRUST FUND	 \$1,047,812	 \$1,105,900	 \$1,055,900

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	\$263,587

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

**GRAND JURY
(03400)**

Function:

Public Protection

Activity:

Judicial

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720300 Communications	973	1,250	1,250	1,250
721300 Office Expense	468	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	17,160	20,600	20,600	20,600
722000 Transportation & Travel	29,436	33,750	33,750	33,750
TOTAL SERVICES & SUPPLIES	60,675	71,700	71,700	71,700
TOTAL - GRAND JURY	60,675	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 2015-16, the Grand Jury has requested a budget in the amount of \$71,700, unchanged from the 2014-15 fiscal year. Meetings and Mileage reimbursement are the largest estimated expenditures. The following is the proposed budget submitted by the Grand Jury for 2015-16:

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

Due to the continuing fiscal constraints facing the County, it is recommended to fund the Grand Jury at the same level (\$71,700) as the 2014-15 fiscal year. If, during the 2015-16 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2013-14	BOARD APPROVED EXPENDITURES 2014-15	DEPARTMENT REQUEST 2015-16	CAO RECOMMENDED 2015-16
SERVICES & SUPPLIES				
721400 Prof. & Specialized Services-Contracts	2,246,747	2,298,416	2,366,019	2,366,019
721433 Prof. & Specialized Services-Outside Attorneys	729,389	150,000	150,000	150,000
721434 Prof. & Specialized Services-Capital Cases	77,962	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	3,054,098	2,548,416	2,616,019	2,616,019
TOTAL - PUBLIC DEFENDER	3,054,098	2,548,416	2,616,019	2,616,019

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 ended June 30, 2013, and on June 18, 2013, the Board of Supervisors entered into a new four-year agreement with a local law firm, effective July 1, 2013.

REVENUES

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Dependency Case Reimbursements	\$68,141	\$ 60,000	\$ 60,000
AB 109 – Public Defender Revocation	<u>0</u>	<u>40,000</u>	<u>40,000</u>
Total	\$68,141	\$100,000	\$100,000

SERVICES & SUPPLIES

721400 **Professional & Specialized Services - Contracts** (\$2,366,019) is recommended increased \$67,603 based on contract provisions. This amount represents the following expenditures:

- Contract for all Public Defender Services - \$2,321,019
- Expert Witness Fees and Ancillary Costs - \$ 45,000

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.

SERVICES & SUPPLIES (continued)

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 2013-14 and 2014-15 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 2015-16 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.

Note: There are currently two multi-defendant special circumstance cases pending trial – one case has four defendants, of which three have a public defense attorney; and the other case has three defendants, of which two have a public defense attorney. Both cases are set as Category 3 cases where the flat fee is \$70,000 per defendant in each case plus investigation and ancillary costs. In addition, there is one single-defendant, Category 3 special circumstance case assigned to Ciummo & Associates, for which costs associated to this case are paid in addition to the contractual payments at a rate which is 20 percent less than fees listed above. Payments are made to the attorneys based on established milestones; a portion of the milestone payments were made in the 2014-15 fiscal year, and the remaining payments are anticipated to be made in the 2015-16 fiscal year. If actual expenses for these cases exceed appropriations in the 2015-16 fiscal year, County Administration will request a transfer from contingencies.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,086,498	4,406,020	5,052,000	5,052,000
710103 Extra Help	40,781	101,000	100,000	100,000
710105 Overtime	342,992	165,000	185,000	185,000
710106 Standby & Night Premium	18,456	14,000	14,000	14,000
710110 Uniform Allowance	39,466	43,000	44,000	44,000
710200 Retirement	1,490,114	1,627,493	1,658,176	1,658,176
710300 Health Insurance	532,282	620,000	600,000	600,000
710400 Workers' Compensation Insurance	510,587	406,595	490,977	490,977
TOTAL SALARIES & EMPLOYEE BENEFITS	7,061,176	7,383,108	8,144,153	8,144,153
SERVICES & SUPPLIES				
720300 Communications	99,597	113,000	143,000	143,000
720305 Microwave Radio Services	129,474	115,000	129,645	129,645
720500 Household Expense	4,345	4,500	4,000	4,000
720600 Insurance	278,699	391,112	441,967	441,967
720800 Maintenance - Equipment	90,650	68,000	68,000	68,000
720900 Maintenance - Buildings & Improvements	398	12,000	8,000	8,000
721100 Memberships	5,379	6,350	6,350	6,350
721300 Office Expense	46,527	25,000	22,000	22,000
721400 Professional & Specialized Services	580,723	500,000	460,000	460,000
721600 Rents & Leases - Equipment	783,873	722,000	800,000	800,000
721700 Rents & Leases	1,318	360,000	720,000	720,000
721900 Special Departmental Expense	96,977	104,000	111,122	111,122
721912 POST Training	2,689	0	0	0
722000 Transportation & Travel	52,806	65,000	60,000	60,000
722100 Utilities	0	0	40,000	40,000
TOTAL SERVICES & SUPPLIES	2,173,455	2,485,962	3,014,084	3,014,084
FIXED ASSETS				
740300 Equipment	5,676	25,000	75,000	75,000
TOTAL FIXED ASSETS	5,676	25,000	75,000	75,000
TOTAL - SHERIFF-CORONER	9,240,307	9,894,070	11,233,237	11,233,237

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 contained in this document.

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Revenue from Fees, Intergovernmental Services & Reimbursement	\$210,522	\$240,000	\$ 316,000
Criminal Justice Facility Funds	0	180,000	360,000
Other Financing Sources (Rural Small Counties Fund)	<u>406,805</u>	<u>375,000</u>	<u>400,000</u>
Total Funding	\$617,327	\$795,000	\$1,076,000

STAFFING

<u>Permanent (excluding positions funded by Grants)</u>	<u>2014-15 Authorized</u>			<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II or Administrative Analyst I/II	0.75			0.75	
Administrative Analyst I/II	1			1	
Administrative Assistant	2			1	1 ^e
Communications Dispatcher I/II/III	9			9	
Community Service Officer	2	2		2	2
Deputy Coroner	1			1	
Deputy Sheriff Basic or Intermediate Post	32	11		34 ^{di}	8 ^{cdi}
Identification Specialist or Identification Technician	2			2	
Program Assistant I/II	6	0.75		5	0

SHERIFF-CORONER

STAFFING (continued)

<u>Permanent (continued)</u>	2014-15 Authorized			2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Property & Evidence Technician	2			2	
Senior Program Assistant	1			2	
Sheriff-Coroner	1			1	
Sheriff's Business Manager	1			1	
Sheriff's Public Information Officer	1			0	1 ^a
Sheriff's Lieutenant	3			3 ^g	
Sheriff's Office Supervisor	0		1	0	
Sheriff's Sergeant	9	1		10.55 ^{bc}	1
Supervising or Sr. Communications Dispatcher	0	1		1 ^a	
Sheriff's Commander	0			2 ^h	
Undersheriff	<u>1</u>			<u>1^f</u>	
Total Permanent	<u>74.75</u>	<u>15.75</u>	<u>1</u>	<u>79.3</u>	<u>13.75</u>
Adjusted Totals at January 1, 2016				77.3	

STAFFING NOTE

The Department is requesting the following;

- a. Unfund one Sheriff PIO and use savings for new classification to be developed for a Sr. Communications Dispatcher to be effective January 1, 2016.
- b. Transfer 0.55 of a Sheriff's Sergeant position to the main budget from the Bass Lake Org (0.22) and the Emergency Services Org (0.33).
- c. Transfer one Sheriff's Sergeant from the Court Security Org to the Sheriff's main budget and transfer one Deputy Sheriff from the Sheriff's main budget to the Court Security Org.
- d. Fund one vacant Deputy Sheriff position as a School Resource Officer for nine months, contingent on 50% share MOU with a Local District and a 50% share by the Rural County Sheriff's Funding in Year One. The General Fund will pay 50% local cost for the School Resource Officer in FY 2016-17 and following fiscal years.

REORGANIZATION

The Department proposes to re-organize and consolidate management functions as follows:

- e. Eliminate funding for one Administrative Assistant allocation (Records Unit) effective July 1, 2015.
- f. Fund one Undersheriff for six months and eliminate allocation effective January 1, 2016.
- g. Fund one Sheriff Lieutenant for six months and eliminate the allocation effective January 1, 2016.

STAFFING (continued)

REORGANIZATION (continued)

- h. Utilizing savings from items e, f, and g create a new classification of Sheriff's Commander and fund two positions effective January 1, 2016. Each Commander will provide senior management leadership of subordinate units and directly report to the Sheriff.
- i. Fund an unfunded Deputy Sheriff position for six months effective January 1, 2016.

The Board is presented this concept reorganization during the budget process. However, actual structural changes in the Civil Service System may require additional Board actions after the adoption of the budget.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$5,052,000) is recommended increased \$645,980 based on the increased cost of employee compensation and recommended staffing levels under the re-organization.

- 710103** **Extra Help** (\$100,000) is recommended reduced \$1,000 to fund staff time in carrying out the following contracts and services:
 - 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** (\$185,000) is recommended increased \$20,000 based on 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** (\$44,000) is recommended increased \$1,000 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.

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** (\$143,000) is recommended increased \$30,000 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. There is a cost of \$30,000 to pay for MPLS data in the new building.

720305 **Microwave Radio Services** (\$129,645) is recommended increased \$14,645 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 reduced \$500 for main building refuse disposal and household supplies.

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

720800 **Maintenance - Equipment** (\$68,000) is recommended unchanged based on current expenditures for Software Maintenance for the Computer Aided Dispatch program, and maintenance of all other equipment.

720900 **Maintenance – Buildings & Improvements** (\$8,000) is recommended reduced \$4,000 for special costs associated with occupancy of the new Sheriff Administration building.

721100 **Memberships** (\$6,350) is recommended unchanged for the following memberships:

Coroners' Association	\$ 300	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
Cal Emerg Services Assn (CESA).	75	Warrant Officers Assn.	300
Cal State Peace Officers Assn.	200	Public Safety Communications Assn.	50
Cal National Emergency Number Assn.	100	FBI LEEDA	50

721300 **Office Expense** (\$22,000) is recommended reduced \$3,000 based on current expenditures and projected need for general office supplies and equipment.

SERVICES & SUPPLIES (continued)

721900	<u>Special Departmental Expense (continued)</u>		
	Sheriff's Business Office Expenses	1,500	1,000
	Informant, Vice Operations, Cellular Data Analysis Cost	<u>1,000</u>	<u>2,000</u>
	Total	\$104,000	\$111,122

722000 **Transportation & Travel** (\$60,000) is recommended reduced \$5,000 based on training needs of new hires, promoted staff and current year expenditures. Training funds for FY 2014-15 were 90% expended by January 2015. The Department request for FY 2015-16 still remains under the FY 2009-10 training appropriation request of \$104,600.

722100 **Utilities** (\$40,000) is recommended to pay for power costs in Madera and Oakhurst.

FIXED ASSETS

740301 **Fixed Assets** (\$75,000) is recommended increased \$50,000 for Sheriff's Office System improvements which will be offset by \$50,000 in contributions from the Sheriff's Rural Small Counties fund, as follows:

CAD/CLETS Server Replacement (R) (\$25,000) this is a scheduled replacement.

Automation and Information Systems Upgrade Project (\$20,000) is recommended for the purchase of new and replacement equipment and IT systems which enhance operations of the Department.

Internal Systems/Equipment (\$15,000) is recommended for purchase of systems/appliances for better facilities.

Storage, Shelving, Furnishing, Fleet Improvements (\$15,000) is recommended to allow purchases of equipment or fleet systems.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	207,276	219,286	171,879	171,879
710105 Overtime	1,289	3,500	4,000	4,000
710110 Uniform Allowance	1,214	1,200	1,200	1,200
710200 Retirement	72,697	79,833	56,675	56,675
710300 Health Insurance	26,670	29,508	36,000	36,000
710400 Worker's Compensation	1,000	1,000	1,000	1,000
TOTAL SALARIES & EMPLOYEE BENEFITS	310,146	334,327	270,754	270,754
SERVICES & SUPPLIES				
720300 Communications	4,983	8,000	8,000	8,000
720305 Microwave Radio Services	5,000	6,000	6,000	6,000
720800 Maintenance - Equipment	867	1,000	1,000	1,000
721300 Office Expense	9,452	1,000	1,000	1,000
721306 EQPT<FA Limit	0	0	2,000	2,000
721400 Prof & Spec Svs	3,600	4,000	3,000	3,000
721600 Rents & Leases - Equipment	0	500	200	200
721601 Rents & Leases - Vehicle Mileage	15,792	15,000	0	0
721900 Special Departmental Expense	8,047	10,000	8,000	8,000
722000 Transportation & Travel	1,720	14,000	8,046	8,046
TOTAL SERVICES & SUPPLIES	49,461	59,500	37,246	37,246
TOTAL - SHERIFF-EMPG - EMERG PLANNING	359,607	393,827	308,000	308,000

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 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 2013-14	Estimated 2014-15	Projected 2015-16
EMPG – Grant	\$94,089	\$157,298	\$154,000
Small Rural Counties Contribution	0	50,000	25,000
General Fund Contribution	<u>265,518</u>	<u>214,702</u>	<u>129,000</u>
Total Funding	\$359,607	\$422,000	\$308,000

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>	<u>2015-16 Recommended</u>
Deputy Sheriff II	1	1
Program Assistant I/II	1	1
Sheriff's Sergeant	0.33	0*
Lieutenant	<u>1</u>	<u>1**</u>
Total Permanent	3.33	3

*The department proposes to transfer the Sheriff's Sergeant position allocation of 0.33 FTE to the Sheriff's main budget in order to more appropriately reflect the duties of general law enforcement functions.

REORGANIZATION

**The Department seeks to re-organize and consolidate management and leadership functions within the Department. The Sheriff proposes to fund six months of the Lieutenant position and eliminate the allocation effective January 1, 2016. The savings in Net Cost will be used to fund organizational changes described under budget organization 04010.

SHERIFF – EMPG – EMERG PLANNING

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$171,879) is recommended reduced \$47,407 based on the cost of recommended staffing.
- 710105 **Overtime** (\$4,000) is recommended increased \$500 for expected overtime of EMPG project staff during emergencies.
- 710110 **Uniform Allowance** (\$1,200) is recommended unchanged for uniform expenses for safety officers.
- 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** (\$8,000) is recommended unchanged based on projected expenses.
- 720305 **Microwave Radio Services** (\$6,000) is recommended unchanged to fund the unit's contribution to the Internal Service Fund based on the number of assigned radios assigned to Emergency Service that utilize the County's microwave radio network.
- 720800 **Maintenance - Equipment** (\$1,000) is recommended unchanged for repairs to existing equipment.
- 721300 **Office Expense** (\$1,000) is recommended unchanged based on projected need.
- 721306 **Eqpt < FA Limit** (\$2,000) is recommended increased \$2,000 for tools and small communications system investments.
- 721400 **Professional & Special Services** (\$3,000) is recommended reduced \$1,000 for special data services expense.
- 721600 **Rents & Leases – Equipment** (\$200) is recommended reduced \$300 based on projected expenses.
- 721601 **Rents & Leases – Vehicle Mileage** (\$0) is not recommended for this program.
- 721900 **Special Departmental Expense** (\$8,000) is recommended reduced \$2,000 to provide small tools and equipment.
- 722000 **Transportation & Travel** (\$8,046) is reduced \$5,954 to support training costs; required travel may be out-of-state.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **SHERIFF-BASS LAKE
OPERATIONS (04030)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
Bass Lake Boat Fees
CAO
RECOMMENDED
2015-16

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	57,962	61,308	44,077	44,077
710103 Extra Help	46,464	50,000	50,000	50,000
710105 Overtime	7,690	800	800	800
710110 Uniform Allowance	636	600	600	600
710200 Retirement	28,001	25,298	14,802	14,802
710300 Health Insurance	4,499	5,000	3,136	3,136
710400 Workers' Compensation Insurance	2,186	1,009	1,287	1,287
TOTAL SALARIES & EMPLOYEE BENEFITS	147,438	144,015	114,702	114,702
SERVICES & SUPPLIES				
720305 Microwave Radio Services	1,000	3,000	1,000	1,000
720600 Insurance	49	146	82	82
720601 Insurance Premium	466	800	800	800
720800 Maintenance - Equipment	11,616	18,000	22,281	22,281
720900 Maintenance - Structures & Grounds	867	2,500	16,500	16,500
721300 Office Expense	2,197	2,800	2,800	2,800
721600 Rents & Leases - Equipment	6,797	4,159	4,159	4,159
721900 Special Departmental Expense	0	500	500	500
TOTAL SERVICES & SUPPLIES	22,992	31,905	48,122	48,122
FIXED ASSETS				
740300 Equipment	0	50,000	0	0
TOTAL FIXED ASSETS	0	50,000	0	0
TOTAL - SHERIFF-BASS LAKE OPERATIONS	170,430	225,920	162,824	162,824

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 Sergeant is assigned to Bass Lake operations six months of the year and performs support duties with the mountain patrol division for the balance of the year.

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Boat Licenses	\$113,215	\$135,000	\$151,000
General Fund Contribution	<u>57,215</u>	<u>30,000</u>	<u>11,824</u>
Total Funding	\$170,430	\$165,000	\$162,824

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.

Note: Boat fee revenues have declined for several years. The Department has implemented cost-savings strategies in response. This year, the department proposes to reduce the personnel allocation of a Sergeant from .67 FTE to .45 FTE. The balance of the position will be charged to Org 04010 to recognize the off-season duties of this Sheriff Sergeant position.

STAFFING

	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
<u>Permanent</u> Sheriff-Sergeant	0.67	0.45

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$44,077) are recommended reduced \$17,231 based on reduced staffing on the lake.

710103 **Extra Help** (\$50,000) is recommended unchanged based on projected service staffing. The account will fund Extra Help Deputy Sheriff's and service clerks.

710105 **Overtime** (\$800) is recommended unchanged based on lake service needs.

SHERIFF - BASS LAKE OPERATIONS

SALARIES & EMPLOYEE BENEFITS (continued)

- 710110 **Uniform Allowance** (\$600) is recommended unchanged 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** (\$1,000) is recommended reduced \$2,000 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** (\$22,281) is recommended increased \$4,281 based on operating and maintaining two 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. Current boats are ten years old and need replacement, however replacement is deferred in FY 2015-16.
- 720900 **Maintenance - Structures and Grounds** (\$16,500) is recommended increased \$14,000 for planned facilities improvements.
- 721300 **Office Expense** (\$2,800) is recommended unchanged to pay for printing of boat registration and safety booklets.
- 721600 **Rents & Leases - Equipment** (\$4,159) is recommended unchanged for the rental of vehicles from the Central Garage.
- 721900 **Special Departmental Expense** (\$500) is recommended unchanged for life jackets, rope bumpers, first aid supplies, chairs, fire extinguishers, etc.

FIXED ASSETS

- 740301 **Fixed Assets – Equipment** (\$0) None Requested; Authorized Boat in FY 2014-15 was deferred to reduce program cost.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **SHRF-CaIOES
#2014-00093 (04031)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
SHSGP #2014-00093 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
721306 Equipment<FA Limit	0	0	116,090	116,090
721900 Special Departmental Expense	0	0	9,800	9,800
722000 Transportation & Travel	0	0	17,471	17,471
TOTAL SERVICES & SUPPLIES	0	0	143,361	143,361
FIXED ASSETS				
740300 Equipment	0	0	91,230	91,230
TOTAL FIXED ASSETS	0	0	91,230	91,230
TOTAL - SHRF-CaIOES #2014-00093	0	0	234,591	234,591

COMMENTS

This budget implements State Homeland Security Grant #2014-00093 program under a New Org Key 04031. It 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 of California 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 as the 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
CalOES 2014-00093 Funds	\$0	\$0	\$231,591
General Fund Contribution	<u>0</u>	<u>0</u>	<u>3,000</u>
Total Funding	\$0	\$0	\$234,591

SERVICES & SUPPLIES

- 721306** **Equipment < FA Limit** (\$116,090) is recommended for the purchase of small equipment.
- 721900** **Special Departmental Expense** (\$9,800) is recommended for purchase of first-responder safety equipment. Specific items are approved by CalOES. Purchases may also support the Citizen Corps Program.
- 722000** **Transportation and Travel Expense** (\$17,471) is recommended to provide for grant administration and responder training. The County General fund will contribute \$3,000 for administrative training obligation.

FIXED ASSETS

740300 **Fixed Assets-Equipment** (\$91,230) is recommended for the following fixed assets which were nominated by the Anti-Terrorism Task Force to CalEMA and were funded under grant #2014-00093:

Remotely Operated Response Device (N) (\$60,410) The ATTF and CalOES have approved \$60,410 for a remotely operated all-terrain device to approach and assess dangerous objects. The system will include accessories & SWAT staff training (Project A).

Portable Radio Repeater (N) (\$7,800) The ATTF and CalOES have designated \$7,800 for a portable radio repeater for terrorism response in remote areas (Project A).

Air Refill Station (N) (\$23,020) The ATTF and CalOES have approved \$23,020 for the purchase of a breath-air tank refill system (Project B)

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710103 Extra Help	241	0	0	0
710105 Overtime	49,759	45,000	38,700	38,700
TOTAL SALARIES & EMPLOYEE BENEFITS	50,000	45,000	38,700	38,700
SERVICES & SUPPLIES				
721900 Special Departmental Expense	10,350	49,500	47,300	47,300
722000 Transportation & Travel	488	10,500	9,000	9,000
TOTAL SERVICES & SUPPLIES	10,838	60,000	56,300	56,300
FIXED ASSETS				
740300 Equipment	6,867	0	0	0
TOTAL FIXED ASSETS	6,867	0	0	0
TOTAL - SHERIFF- FED DOM CANNABIS ERAD	67,705	105,000	95,000	95,000

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 FY 2009-10. The program provides federal Department of Justice funds for the active investigation and suppression of marijuana production in the County. Funds are used for overtime expense, small equipment, training and helicopter surveillance flights.

The DCESP does not require a County General Fund cash match. Federal funds are advanced to the County prior to any expenditure. Special funding augmentations have increased these funds annually over the last six years.

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
DCESP Federal Funds	\$84,554	\$105,000	\$95,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$84,554	\$105,000	\$95,000

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$38,700) is recommended reduced \$6,300 to pay the cost of Deputy Sheriffs working the program on an overtime basis.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$47,300) is recommended reduced \$2,200 for the purchase of helicopter over-flight time by contracted service, and to purchase small tools, uniform items, safety and other special equipment.

722000 **Transportation and Travel Expense** (\$9,000) is recommended reduced \$1,500 for training and travel for assigned deputies working on the program.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	119,679	122,566	115,204	115,204
710105 Overtime	9,666	10,500	12,000	12,000
710106 Stand-by Pay	947	986	1,500	1,500
710107 Premium Pay	780	1,000	1,000	1,000
710110 Uniform Allowance	1,800	1,800	1,800	1,800
710200 Retirement	50,217	50,576	38,688	38,688
710300 Health Insurance	16,161	17,786	22,187	22,187
710400 Workers' Compensation Insurance	12,426	646	1,503	1,503
TOTAL SALARIES & EMPLOYEE BENEFITS	211,676	205,860	193,882	193,882
SERVICES & SUPPLIES				
720600 Insurance	14	21	21	21
TOTAL SERVICES & SUPPLIES	14	21	21	21
TOTAL - SHERIFF- CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)	211,690	205,881	193,903	193,903

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 revenue projection each year is based on revenues received the prior year. Actual revenue from the SLESF program is unknown until November of 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

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
State COPS SLESF Funds	\$90,371	\$150,000	\$150,000
General Fund Contribution	<u>121,319</u>	<u>55,881</u>	<u>43,903</u>
Total Funding	\$211,690	\$205,881	\$193,903

STAFFING

	2014-15 <u>Authorized</u>	2015-16 <u>Recommended</u>
Deputy Sheriff Basic or Intermediate Post	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$115,204) are recommended reduced \$7,362 based on the cost of recommended staffing.
- 710105** **Overtime** (\$12,500) is recommended increased \$1,500 based on current year expenditures.
- 710106** **Stand-By Pay** (\$1,500) is recommended increased \$514 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 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	332,328	337,399	385,092	385,092
710105 Overtime	9,027	22,000	28,000	28,000
710106 Standby & Night Premium	620	1,500	1,500	1,500
710110 Uniform Allowance	4,550	4,600	4,600	4,600
710200 Retirement	134,399	139,224	128,831	128,831
710300 Health Insurance	49,133	54,119	45,802	45,802
710400 Workers' Compensation Insurance	1,319	1,189	1,678	1,678
TOTAL SALARIES & EMPLOYEE BENEFITS	531,376	560,031	595,503	595,503
SERVICES & SUPPLIES				
720300 Communications	380	800	800	800
720305 Microwave Radio Services	10,000	10,000	10,000	10,000
720600 Insurance	83	121	123	123
721601 Rents/Lse Co Vehicle	6,684	8,100	8,100	8,100
TOTAL SERVICES & SUPPLIES	17,147	19,021	19,023	19,023
TOTAL - SHERIFF-CHUKCHANSI CASINO	548,523	579,052	614,526	614,526

SHERIFF – CHUKCHANSI CASINO SERVICE

COMMENTS

Due to the closure of the Chukchansi Casino, no revenue is projected to offset the costs of services provided in this area. This budget previously accounted for a Memorandum of Understanding (MOU) between the Chukchansi Tribal Government and the County for law enforcement services at the Chukchansi Resort and Casino under Org Key 04054 in which the Tribal Government reimbursed the County for the salary and benefit cost of five (5) Deputy Sheriff's positions assigned to this function in accordance with the MOU.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Service to Chukchansi Casino	\$637,384	\$226,945	\$ 0
General Fund Contribution	<u>0</u>	<u>352,107</u>	<u>614,526</u>
Total Funding	\$637,384	\$579,052	\$614,526

Note: The projected program revenue in this 2015-16 budget is not anticipated due to the closure of the Chukchansi Casino.

STAFFING

	2014-15 <u>Authorized</u>	2015-16 <u>Recommended</u>
<u>Permanent</u> Deputy Sheriff Basic or Intermediate Post	5	5

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$385,092) are recommended increased \$47,693 based on the cost of recommended staff.

710105 **Overtime** (\$28,000) is recommended increased \$6,000 based on current 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.

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

SHERIFF – CHUKCHANSI CASINO SERVICE

SALARIES & EMPLOYEE BENEFITS (continued)

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** (\$800) is recommended unchanged for laptop connection 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** (\$8,100) is recommended unchanged to lease vehicles from the Central Garage.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	122,649	123,000	138,852	138,852
710105 Overtime	7,001	5,000	5,000	5,000
710110 Uniform Allowance	1,800	1,800	1,800	1,800
710200 Retirement	50,142	50,606	46,629	46,629
710300 Health Insurance	20,437	21,299	19,974	19,974
710400 Workers' Compensation Insurance	33,048	47,305	69,827	69,827
TOTAL SALARIES & EMPLOYEE BENEFITS	235,077	249,010	282,082	282,082
SERVICES & SUPPLIES				
720300 Communications	2,108	2,200	2,200	2,200
720305 Microwave Radio Services	2,000	4,000	4,000	4,000
720600 Insurance	161	251	220	220
721100 Memberships	0	100	100	100
721300 Office Expense	0	700	700	700
721600 Rents & Leases - Equipment	22,922	26,000	26,000	26,000
721900 Special Departmental Expense	4,069	500	500	500
722000 Transportation & Travel	0	800	800	800
TOTAL SERVICES & SUPPLIES	31,260	34,551	34,520	34,520
TOTAL - SHERIFF-RURAL CRIME PREVENTION TASK FORCE	266,337	283,561	316,602	316,602

SHERIFF – RURAL CRIME PREVENTION TASK FORCE GRANT

COMMENTS

In April 1999, the Board of Supervisors accepted Rural Crime Prevention Task Force (RCTF) funding (Org 04062) to combat agricultural crimes, and funding has been renewed annually. In Fiscal Year 2011-12, the State of California shifted the source of funding from the State General Fund to Realignment Funds and this has stabilized the funding source. Project staff in this program 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 pay for some costs, as grant revenue does not fully meet salary and operating expenses. RCTF carryover funds contained in the local law enforcement revenue fund 61338 were used to offset the General Fund Contribution in 2014-15. The carryover will be unavailable in FY 2015-16.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
State RCTF Funding	\$266,337	\$282,000	\$180,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>136,602</u>
Total Funding	\$266,337	\$282,000	\$316,602

STAFFING

	2014-15 <u>Authorized</u>	2015-16 <u>Recommended</u>
<u>Permanent</u> Deputy Sheriff Basic or Intermediate Post	2	2

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$138,852) are recommended increased \$15,852 based on the cost of recommended staff.

710105 **Overtime** (\$5,000) is recommended unchanged based on current expenditures.

710110 **Uniform Allowance** (\$1,800) is recommended unchanged to provide uniform expense payments to safety employees.

SHERIFF – RURAL CRIME PREVENTION TASK FORCE GRANT

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 (\$2,200) is recommended unchanged based on current year expenditures.
- 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 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 (\$700) 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 (\$500) is recommended unchanged to provide small tools and special equipment.
- 722000 Transportation & Travel (\$800) 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 2015-16**

Department: **SHERIFF-CIVIL UNIT
(04064)**

Function: **Public Protection**

Activity: **Police Protection**

Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	201,658	271,576	311,609	311,609
710103 Extra Help	0	2,000	2,000	2,000
710105 Overtime	10,363	8,000	8,000	8,000
710106 Standby & Night Premium	0	500	500	500
710110 Uniform Allowance	1,650	2,700	2,700	2,700
710200 Retirement	74,132	103,664	102,594	102,594
710300 Health Insurance	34,326	37,771	45,715	45,715
710400 Workers' Compensation Insurance	12,252	12,398	16,314	16,314
TOTAL SALARIES & EMPLOYEE BENEFITS	334,381	438,609	489,432	489,432
SERVICES & SUPPLIES				
720300 Communications	994	1,900	3,400	3,400
720305 Microwave Radio Services	3,000	3,000	3,000	3,000
720600 Insurance	47	426	182	182
721300 Office Expense	5,372	3,500	3,500	3,500
721400 Professional & Specialized Services	4,590	6,500	6,500	6,500
721600 Rents & Leases - Equipment	37,991	43,500	56,328	56,328
721900 Special Departmental Expense	624	700	700	700
722000 Transportation & Travel	2,769	1,500	4,958	4,958
TOTAL SERVICES & SUPPLIES	55,387	61,026	78,568	78,568
TOTAL - SHERIFF-CIVIL DIVISION	389,768	499,635	568,000	568,000

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 Office of the Sheriff for Court Security. The Civil Unit delivers court orders, as well as civil documents, on a fee-for-service basis.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Civil Processing Fees (Includes 1205d)	\$ 92,115	\$120,000	\$140,000
General Fund Contribution	<u>297,653</u>	<u>369,000</u>	<u>428,000</u>
Total Funding	\$389,768	\$489,000	\$568,000

STAFFING

	2014-15 <u>Authorized</u>	2015-16 <u>Recommended</u>
<u>Permanent</u>		
Deputy Sheriff Basic or Intermediate Post	2	2
Chief Civil Deputy Sheriff	1	1
Program Assistant I/II	<u>2</u>	<u>2</u>
Total Permanent Staff	5	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$311,609) are recommended increased \$40,033 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** (\$8,000) is recommended unchanged based on current expenditures and current workload.
- 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.

SALARIES & EMPLOYEE BENEFITS (continued)

- 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 increased \$1,500 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** (\$6,500) is recommended unchanged for specialized services and the Sirron License.
- 721600 **Rents & Leases - Equipment** (\$56,328) is recommended increased \$12,828 based on current and projected expenses for Civil Unit vehicles leased from the County 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 increased \$3,458 to provide technical training for Deputies and Clerks assigned to this specialized unit.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	50,000	50,000	50,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	50,000	50,000	50,000
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	0	10,000	10,000	10,000
721900 Special Departmental Expense	2,606	12,000	5,000	5,000
722000 Transportation & Travel	0	8,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	2,606	30,000	20,000	20,000
FIXED ASSETS				
740300 Equipment	36,591	15,000	5,000	5,000
TOTAL FIXED ASSETS	36,591	15,000	5,000	5,000
TOTAL - SHERIFF- OFF HWY VEH ENFRC PROGRAM	39,197	95,000	75,000	75,000

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 grant will pay for fixed overtime costs on a reimbursement basis. The OHMVR grant requires a match of 25% which will be incurred by documenting administrative/staff service hours dedicated to this program.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
OHMVR Grant	\$55,082	\$90,000	\$75,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$55,082	\$90,000	\$75,000

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$50,000) is recommended unchanged to deliver commitments for Deputy Sheriff Overtime in OHV enforcement.

SERVICES & SUPPLIES

721306 **Equipment <FA Limit** (\$10,000) is recommended unchanged for equipment purchases less than \$5000.

721900 **Special Departmental Expense** (\$5,000) is recommended reduced \$7,000 for repairs, vehicle parts, safety gear and other special program items.

722000 **Transportation & Travel** (\$5,000) is recommended reduced \$3,000 for travel costs to OHMVR meetings/Training.

FIXED ASSETS

740300 **Equipment** (\$5,000) Trailer (N) is recommended for the purchase a trailer and accessories to assist with OHV enforcement.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	254,405	259,147	306,706	306,706
710105 Overtime	13,820	5,000	7,000	7,000
710110 Uniform Allowance	900	900	900	900
710200 Retirement	83,991	89,068	98,108	98,108
710300 Health Insurance	42,973	50,319	41,138	41,138
710400 Workers' Compensation Insurance	5,266	4,947	6,521	6,521
TOTAL SALARIES & EMPLOYEE BENEFITS	401,355	409,381	460,373	460,373
SERVICES & SUPPLIES				
720305 Microwave Radio Services	6,000	6,000	6,000	6,000
720600 Insurance	16	24	24	24
721400 Professional and Specialized Services	0	2,000	12,000	12,000
721900 Special Departmental Expense	2,885	3,100	45,000	45,000
722000 Transportation & Travel	1,706	2,000	4,177	4,177
TOTAL SERVICES & SUPPLIES	10,607	13,124	67,201	67,201
TOTAL - SHERIFF-ANTI-DRUG ABUSE GRANT	411,962	422,505	527,574	527,574

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 County is an applicant for a competitive Federal Byrne ADA grant that is administered by the Board of State Community Corrections (BSCC). If awarded, Federal contributions will increase significantly, net county costs will decrease, and cash support for Drug Court costs will be realized. Reimbursement is provided quarterly from federal funds.

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
State/Federal Funding	\$ 73,300	\$116,000	\$290,000
General Fund Contribution	<u>338,662</u>	<u>306,000</u>	<u>237,574</u>
Total Funding	\$411,962	\$422,000	\$527,574

STAFFING

<u>Permanent</u>	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
Accounting Technician I/II or Administrative Analyst I/II	0.25	0.25
Deputy District Attorney I/II/III/Senior	1.00	1.00
Deputy Probation Officer I/II/III	1.00	1.00
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>2.00</u>
Total Permanent	5.25	5.25

SHERIFF-ANTI-DRUG ABUSE GRANT

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$306,706) are recommended increased \$47,559 based on the cost of recommended staffing levels.
- 710105** **Overtime** (\$7,000) is recommended increased \$2,000 based on current expenditures and projected need.
- 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**

SERVICES & SUPPLIES

- 720305** **Microwave Radio Services** (\$6,000) is recommended unchanged for the program's contribution to the Internal Service Fund based on the number of radios in the ADA program which utilize the County's microwave network.
- 720600** **Insurance** reflects the Program's contribution to the County's Self-Insured Liability Program.
- 721400** **Professional & Specialized Services** (\$12,000) is recommended increased \$10,000 based on Grant Evaluation technical analysis requirements, and current year expenditures for Audit services. Contracts may be used to obtain both services.
- 721900** **Special Departmental Expense** (\$45,000) is recommended increased \$41,900 to pay for Drug Court program support (up to \$40,000), and for small tools and equipment needed for this program.
- 722000** **Transportation & Travel** (\$4,177) is recommended increased \$2,177 to pay for grant-stipulated travel and expenditures to attend mandated program training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **SHERIFF-CAL-MMET
GRANT (04071)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
CalEMA Cal-MMET Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	113,352	116,854	135,790	135,790
710105 Overtime	15,421	17,000	17,000	17,000
710106 Standby & Night Premium	280	300	300	300
710110 Uniform Allowance	1,850	1,860	2,400	2,400
710200 Retirement	49,115	48,218	45,410	45,410
710300 Health Insurance	6,486	7,136	5,854	5,854
710400 Workers' Compensation Insurance	243	381	572	572
TOTAL SALARIES & EMPLOYEE BENEFITS	186,747	191,749	207,326	207,326
SERVICES & SUPPLIES				
720300 Communications	4,000	1,800	1,800	1,800
720305 Microwave Radio Services	0	4,000	4,000	4,000
720800 Maintenance - Equipment	3,070	6,000	3,000	3,000
721300 Office Expense	222	2,000	2,000	2,000
721900 Special Departmental Expense	4,364	2,000	2,000	2,000
722000 Transportation & Travel	1,152	7,500	3,500	3,500
TOTAL SERVICES & SUPPLIES	12,808	23,300	16,300	16,300
TOTAL - SHERIFF-CAL-MMET GRANT	199,555	215,049	223,626	223,626

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 FY 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

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
CAL-MMET - Op Transfer-In	\$199,555	\$210,000	\$223,626
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	\$199,555	\$210,000	\$223,626

STAFFING

	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
Deputy Sheriff Basic or Intermediate Post	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$135,790) are recommended increased \$18,936 based on the cost of recommended staffing.
- 710105** **Overtime** (\$17,000) 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.
- 710110** **Uniform Allowance** (\$2,400) is recommended increased \$540 based on staffing.
- 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.

720800 **Maintenance - Equipment** (\$3,000) is recommended reduced \$3,000 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 reduced \$4,000 to fund anticipated training costs.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **SHERIFF-JSTC ASSTNC
GRANT (04072)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
JAG Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	39,888	30,000	33,000	33,000
TOTAL SERVICES & SUPPLIES	39,888	30,000	33,000	33,000
TOTAL - SHERIFF-JSTC ASSTNC PROGRAM	39,888	30,000	33,000	33,000

SHERIFF – JUSTICE ASSISTANCE GRANT

COMMENTS

This budget funds the implementation of the Federal Justice Assistance Block 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 1990's. Block Grant funds are administered by the United States Department of Justice (US DOJ) and are used by the Sheriff's Department 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 Block Grant does not require a General Fund cash match. Funds are reimbursed within three days of a County claim using an automated electronic fund transfer system.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
US DOJ JAG Block Grant	\$25,759	\$30,000	\$33,000
General Fund Contribution	<u>14,129</u>	<u>0</u>	<u>0</u>
Total Funding	\$39,888	\$30,000	\$33,000

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$33,000) is recommended increased \$3,000 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 2015-16**

Department: **SHERIFF-COURT SECURITY
(04074)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	712,866	841,798	1,047,736	1,047,736
710103 Extra Help	18,210	8,000	3,000	3,000
710105 Overtime	-8,488	20,000	20,000	20,000
710106 Standby & Night Premium	205	500	500	500
710110 Uniform Allowance	10,040	12,600	14,400	14,400
710200 Retirement	289,494	347,360	351,851	351,851
710300 Health Insurance	101,953	110,467	109,117	109,117
710400 Workers' Compensation Insurance	63,707	65,094	85,650	85,650
TOTAL SALARIES & EMPLOYEE BENEFITS	1,187,987	1,405,819	1,632,254	1,632,254
SERVICES & SUPPLIES				
720300 Communications	1,579	2,500	15,000	15,000
720305 Microwave Radio Services	12,000	16,000	18,000	18,000
720600 Insurance	258	258	258	258
721300 Office Expense	5,415	3,500	3,500	3,500
721601 Rents/Lse - Co Vehicle	0	0	1,866	1,866
721900 Special Departmental Expense	10,566	25,000	55,000	55,000
722000 Transportation & Travel	2,577	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	32,395	57,258	103,624	103,624
FIXED ASSETS				
740300 Equipment	0		45,000	45,000
TOTAL FIXED ASSETS	0	0	45,000	45,000
TOTAL - SHERIFF- COURT SECURITY	1,220,382	1,463,077	1,780,878	1,780,878

SHERIFF –COURT SECURITY

COMMENTS

The Board approves expenditures for Court Security under Org Key 4074. In 2011-12, the State of California shifted funding from the State General Fund to Realignment Funds which specified that State Sales Taxes would finance this program. The change increased the annual stability of these funds. The new State Courthouse has changed the labor requirements to provide security services in the building.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Court Security Services	\$1,220,380	\$1,600,000	\$1,689,878
Court Security – New Facilities Augmentation, GC 69927(d)	0	0	91,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$1,220,380	\$1,600,000	\$1,780,878

Note: The budget is fully funded with California Court Security services revenue.

STAFFING

<u>Permanent</u>	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
Deputy Sheriff I or II	11	13*
Sheriff’s Sergeant	<u>2</u>	<u>1**</u>
Total Permanent Staff	13	14

STAFFING NOTE

*The department proposes to transfer one allocated position from the Sheriff’s main budget and add an additional Deputy Sheriff position due to the size of the newly constructed courthouse. All costs are funded with State revenues.

**The department proposes to transfer one Sheriff’s Sergeant position to the Sheriff’s main budget.

SHERIFF –COURT SECURITY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,047,736) are recommended increased \$205,938 based on the recommended staffing level.
- 710103** **Extra Help** (\$3,000) is recommended reduced (\$5,000) to provide coverage in unique situations, or staffing shortages due to vacation/sick leave.
- 710105** **Overtime** (\$20,000) is recommended unchanged to reflect current year court security service needs of the courts.
- 710106** **Premium Pay** (\$500) is recommended unchanged based on current usage.
- 710110** **Uniform Allowance** (\$14,400) is recommended increased \$1,800 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 increased \$12,500 to equip additional court security staff and costs associated with connectivity to the new courthouse.
- 720305** **Microwave Radio Services** (\$18,000) is recommended increased \$2,000 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** (\$3,500) is recommended unchanged for general office supplies.
- 721600** **Rents & Leases - Equipment** (\$1,866) is recommended for fleet mileage expense for new court vehicle.

SHERIFF –COURT SECURITY

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$55,000) is recommended increased \$30,000 to pay for needed small tools, equipment and computer systems as needed. Safety Equipment is needed to equip additional court security staff. This account also pays for 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.

FIXED ASSETS

- 740301** **Fixed Assets** (\$45,000) is recommended increased \$45,000 to purchase and outfit a vehicle for the Court Security Unit.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **SHERIFF-OCJP NET
PROJECT (04090)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
Asset Forfeiture Trust

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720300 Communications	5,753	7,500	6,000	6,000
720800 Maintenance - Equipment	2,964	6,500	6,500	6,500
721100 Memberships	300	300	300	300
721300 Office Expense	1,900	3,200	5,000	5,000
721400 Professional & Specialized Services	812	3,800	2,800	2,800
721500 Publications & Legal Notices	0	2,000	1,000	1,000
721602 Rents & Leases - Other Equipment	14,367	16,000	16,000	16,000
721900 Special Departmental Expense	3,607	4,000	4,200	4,200
722000 Transportation & Travel	10,171	15,000	16,500	16,500
TOTAL SERVICES & SUPPLIES	39,874	58,300	58,300	58,300
TOTAL - SHERIFF-OCJP NET PROJECT	39,874	58,300	58,300	58,300

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). Funds 6166 and 6167 are the funding source for this program.

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Asset Forfeiture Funds (Revenue Acct 673410)	\$ 460	\$58,300	\$58,300
General Fund Contribution	<u>39,414</u>	<u>0</u>	<u>0</u>
Total Funding	\$39,874	\$58,300	\$58,300

Note: It is recommended that asset forfeiture funds in the amount of \$58,300, which accumulate in the Federal Asset Forfeiture Fund (6166) and the State Forfeiture Fund (6167), be used to finance this budget. It is projected that there will be sufficient funds in the Forfeiture Funds to support the recommended funding request.

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,000) is recommended reduced \$1,500 based on current expenditures to provide funds for NET communication expense.
- 720800** **Maintenance - Equipment** (\$6,500) is recommended unchanged based on current expenditures to provide for maintenance of radio, listening devices, and office equipment.
- 721100** **Memberships** (\$300) is recommended unchanged based on current year expenditures to fund six (6) memberships in California Narcotic Officers Association.
- 721300** **Office Expense** (\$5,000) is recommended increased \$1,800 based on current year expenditures for general office supplies.
- 721400** **Professional & Specialized Services** (\$2,800) is recommended reduced \$1,000 to provide for title searches, appraisals, and subpoenas, which includes funding to reimburse the State for a portion of the agent in charge.
- 721500** **Publications & Legal Notices** (\$1,000) is recommended reduced \$1,000 for funding of public legal notice requirements.

SERVICES & SUPPLIES (continued)

- 721602** **Rents & Leases - Other Equipment** (\$16,000) 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 increased \$200 to provide special tools, equipment and supplies. Funding in this account may be used for drug “buy money.”
- 722000** **Transportation & Travel** (\$16,500) is recommended increased \$1,500 based on current expenses for meetings, meal costs, and training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **DEPT. OF CORRECTIONS
(04610)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,216,593	4,624,948	4,901,930	4,901,930
710103 Extra Help	118,204	60,000	57,360	57,360
710105 Overtime	338,286	100,000	100,000	100,000
710106 Standby & Night Premium	28,257	35,000	37,000	37,000
710110 Uniform Allowance	42,975	45,000	85,500	85,500
710200 Retirement	1,376,770	1,476,122	1,656,403	1,656,403
710300 Health Insurance	740,736	834,522	743,894	743,894
710400 Workers' Compensation Insurance	228,317	200,041	273,252	273,252
TOTAL SALARIES & EMPLOYEE BENEFITS	7,090,138	7,375,633	7,855,339	7,855,339
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	13,108	40,000	50,066	50,066
720300 Communications	10,076	15,000	15,000	15,000
720305 Microwave Radio Services	18,850	19,210	19,635	19,635
720500 Household Expense	89,721	100,000	107,152	107,152
720600 Insurance	177,960	215,916	155,941	155,941
720800 Maintenance - Equipment	10,693	133,820	33,820	33,820
721000 Medical, Dental & Lab Supplies	11,501	15,000	15,000	15,000
721100 Memberships	100	350	500	500
721300 Office Expense	31,217	20,000	25,000	25,000
721400 Professional & Specialized Services	93,287	58,400	66,908	66,908
721430 Prof. & Specialized - Inmate Medical Services	2,958,286	3,005,828	3,034,994	3,034,994
721431 Prof. & Specialized - Food Services	879,694	847,980	844,026	844,026
721601 Rents & Leases - County Vehicle	59,801	63,000	63,000	63,000
721602 Rents & Leases - Other Equipment	59,664	55,000	62,000	62,000
721800 Small Tools & Instruments	164	200	200	200
721900 Special Departmental Expense	15,820	15,000	20,000	20,000
722000 Transportation & Travel/Education	28,911	30,000	30,000	30,000
722001 Transportation - Prisoners	5,069	10,000	10,000	10,000
722100 Utilities	410,782	420,000	420,000	220,000
TOTAL SERVICES & SUPPLIES	4,874,704	5,064,704	4,973,242	4,773,242
OTHER CHARGES				
730115 Support & Care of Persons	6,330	5,000	5,000	5,000
731305 Contributions to Other Agencies	34,054	36,635	36,635	36,635
TOTAL OTHER CHARGES	40,384	41,635	41,635	41,635

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **DEPT. OF CORRECTIONS
(04610)**
 Function: **Public Protection**
 Activity: **Detention & Correction**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
FIXED ASSETS				
740300 Equipment	122,204	0	0	0
TOTAL FIXED ASSETS	122,204	0	0	0
TOTAL - DEPARTMENT OF CORRECTIONS	12,127,430	12,481,972	12,870,216	12,670,216

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 was 482. The mid-year ADP for FY 2014-15 sits at 472. Based on the inmate population increases since the implementation of AB 109 and the unknown impacts of the more recent Proposition 47, ADP of 450 is projected for FY 2015-16. 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 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. At the end of 2013, the AB 900 Phase I Jail construction was completed. The Jail Transition Team is now preparing to begin construction of the \$4 Million AB 900 Phase II Jail kitchen, commissary and maintenance building.

Assembly Bill 109 legislation and prison realignment continues to impact Jail operations, including ADP, staffing, services and supplies, and legislative challenges. 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 do their time in the County jail. Currently, Madera County has an inmate in custody who has received a six (6) 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 are still unknown; however, some relief to inmate population as well as an increased recidivism rate is expected.

WORKLOAD

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Average Daily Inmate Population	482	478	450
Bookings	4,913	5,050	4,850

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
State - Custody and Care Reimbursement	\$ 0	\$ 0	\$ 0
State - Jail Mental Health Realignment	51,000	51,000	51,000
State - POST/STC Training Reimbursement	61,325	56,000	56,000
Federal - Custody and Care Reimbursement	0	0	0

DEPARTMENT OF CORRECTIONS

REVENUE (continued)

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Jail Inmate Welfare Trust	\$ 106,593	\$ 110,000	\$ 90,700
Booking Fees – Cities	88,000	110,000	110,000
SLESF	13,000	50,000	20,000
SCAAP	188,631	77,006	75,000
Community Service Fees	21,940	20,000	25,000
Daily Jail Incarceration Fee	26,405	26,000	25,000
AB 109	1,438,176	1,628,000	1,900,000
DNA Sample (Prop 69)	0	50,000	100,000
Technology Grant	42,892	0	0
Other Miscellaneous	<u>23,566</u>	<u>11,000</u>	<u>12,000</u>
Total	\$2,061,528	\$2,189,006	\$2,464,700

STAFFING

	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Account Clerk I/II	0	1	1*	
Accounting Technician I/II	1		1	
Administrative Assistant	1		1	
Assistant Corrections Director	1		1	
Building Crafts/Maintenance 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	
Office Assistant I/II	0	2	0	2
Personnel Technician I/II	2		2**	
Program Assistant I/II	<u>3</u>		<u>3</u>	
Total	111	11	112	10

*One Long-Term Extra-Help Account Clerk is recommended to be converted to a full time position.

**One Personnel Technician position will be funded by the Inmate Welfare Trust Fund (IWF).

DEPARTMENT OF CORRECTIONS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$4,901,930) is recommended increased \$276,982 based on recommended staffing allocations.
- 710103** **Extra Help** (\$57,360) is recommended reduced \$2,640 to support existing extra help positions.
- 710105** **Overtime** (\$100,000) is recommended unchanged to cover temporarily vacant positions and increases in the inmate population. 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, their positions are backfilled with overtime when absolutely necessary. During FY 2014-15, the department averaged three (3) Correctional Officers on extended CIDS leave for the year, as well as two (2) correctional officer resignations at mid-year.
- 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.
- 710106** **Standby & Night Premium** (\$37,000) is recommended increased \$2,000 due to new night premium of \$4.50 per shift worked. 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 increased \$40,500 per new uniform allowance of \$75 per month. This category funds the uniform allowance 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.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES

Note: All services and supplies budget request are based on a projected ADP for Fiscal Year 2014-15 of 475 inmates. Contract rates are based on escalation clauses and agreed to capital increases.

- 720200** **Clothing & Personal Supplies** (\$50,066) is recommended increased \$10,066 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** (\$19,635) is recommended increased \$425 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 MCIT.
- 720500** **Household Expense** (\$107,152) is recommended increased \$7,152 due to current maintenance of facility needs that includes:
- Disinfecting cleaners and supplies for staff areas and inmate housing units.
 - Replacement bedding, mattresses, pillows, sheets, blankets, pillowcases, mattress covers and towels.
 - 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.
 - Refuse disposal service (720502); the Department pays approximately \$25,000 annually.
- 720600** **Insurance** (\$155,941) is recommended reduced \$59,975 for the Department's contribution to the County's Self-Insured Liability Program (\$49,391); and also includes an appropriation of \$106,550 to pay the annual premium for the County's Catastrophic Inmate Medical Insurance plan.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$33,820) is recommended reduced \$100,000 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 maintenance costs for our Jail management System server. The reduction is due primarily to costs related the Jail Management System are no longer paid by the Department of Corrections.
- 721000** **Medical, Dental & Laboratory Supplies** (\$15,000) is recommended unchanged 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 glove purchases continues to increase due to population increases and the required DNA swab samples from all felony inmates.
- 721100** **Memberships** (\$500) is recommended increased \$150 for memberships in Central California Jail Manager's Association, 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).
- 721300** **Office Expense** (\$25,000) is recommended increased \$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 increased \$8,508 for the following:
- \$25,000 **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 length of stay there.
 - \$4,000 **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.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

\$7,500 Psychological Examinations: As required by state law for all Correctional Officer applicants. An estimated 20 examinations will be given in FY 2015-16.

\$10,000 Polygraph Examinations: Administered to all Correctional Officer applicants. An estimated 70 examinations will be given in FY 2015-2016. Per the agreement with the paleographer, the department is responsible for no shows at \$75 each.

\$15,408 Background Investigations: Conducted on all Correctional Officer applicants. An estimated 18 examinations will be conducted in FY 2015-16.

\$5,000 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 (\$3,034,994) is recommended increased \$29,166 per 3.0% contract increase. The department contracts with California Forensic Medical Group, Inc. for medical, dental and mental health services at an average base monthly cost of \$252,916. If Adult and Juvenile Quarterly ADP exceeds 500 combined, a per diem of \$5.33 per inmate will be assessed.

721431 Inmate Food Services (\$844,026) is recommended reduced \$3,954 due to current and projected inmate population as impacted by AB 109 and Proposition 47. Estimated number of meals in FY 2015-16 is 514,650 at \$1.64 per meal (including 7.75% sales tax).

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 increased \$7,000 to fund the lease of copiers, desktop computers, command staff tablets and other necessary technology equipment rentals.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

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** (\$20,000) is recommended increased \$5,000 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, and shooting glasses (\$19,000).

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 Corrections Standard Authority, as well as the Central California Jail Manager's Association, California State Sheriff's Association, Fresno/Madera Chief's Association and Central California Training Officer's Association.

All new Correctional Officers must be sent to 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 ten (10) new Correctional Officers will be attending this training this fiscal year. 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 ten (10) new Correctional Officers will attend Basic Core and PC 832 this fiscal year. 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 SLO County. DOC transportation has also been impacted by the reduction of assistance from LA County transportation. This account funds per diem costs associated with this out-of-county travel.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$220,000) is recommended reduced \$200,000 based on projected gas, electricity, sewer, water and disposal services. The reduction assumes savings resulting from the solar energy project.

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.

731305 **Contributions to Other Agencies** (\$36,635) is recommended unchanged for contributions made to the Jail Chaplaincy Program. This funding is provided from the (IWF) Inmate Welfare Fund.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **JUVENILE HALL
(04720)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,781,533	1,996,767	2,154,193	2,154,193
710103 Extra Help	303,948	125,000	150,000	150,000
710105 Overtime	156,011	100,000	150,000	150,000
710106 Standby & Night Premium	5,943	7,000	7,000	7,000
710107 Bilingual Pay	0	1,440	1,440	1,440
710110 Uniform Allowance	18,270	21,600	27,360	27,360
710200 Retirement	723,965	767,400	672,423	672,423
710300 Health Insurance	279,951	333,315	327,345	327,345
710400 Workers' Compensation Insurance	53,279	48,712	70,806	70,806
TOTAL SALARIES & EMPLOYEE BENEFITS	3,322,900	3,401,234	3,560,567	3,560,567
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	13,170	15,000	15,000	15,000
720300 Communications	1,488	2,000	2,000	2,000
720500 Household Expense	43,037	40,000	40,000	40,000
720600 Insurance	915	816	816	816
720800 Maintenance - Equipment	6,525	6,500	6,500	6,500
720900 Maintenance - Structures & Grounds	2,387	1,000	1,000	1,000
721100 Memberships	35	35	35	35
721300 Office Expense	2,989	7,000	5,000	5,000
721400 Professional & Specialized Services	667,802	705,000	730,000	730,000
721600 Rents & Leases - Equipment	5,729	6,500	6,800	6,800
721800 Small Tools & Instruments	0	100	100	100
721900 Special Departmental Expense	1,734	3,500	3,500	3,500
722000 Transportation & Travel	1,361	1,000	1,000	1,000
722100 Utilities	197,518	205,000	185,000	185,000
TOTAL SERVICES & SUPPLIES	944,690	993,451	996,751	996,751
TOTAL - JUVENILE HALL	4,267,590	4,394,685	4,557,318	4,557,318

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 Boot Camp program, formerly a stand alone budget (04770) and facility operation, was merged into the Juvenile Hall to reduce the 2009-10 Probation budget. The Boot Camp program was reduced from 64 beds to 30 beds, and the Juvenile Hall was reduced from 70 to 40 beds, resulting in a net loss of 64 detention beds to house juvenile offenders. Furthermore, in 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 is now operated only as needed and staffed in part by extra help staff. It would require a minimum of an additional four fulltime staff to operate the Ad-Seg unit and keep it open 24/7. There is a thin line in consideration of keeping the Ad-Seg housing unit open or closed for the safety and security of staff and inmates which is managed by the facility deputy chief.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Fines, Forfeitures and Penalties	\$ 64,802	\$ 58,074	\$ 68,000
Intergovernmental Revenue	142,141	165,352	162,000
Other	<u>1,691</u>	<u>390</u>	<u>0</u>
Total	\$208,634	\$223,816	\$230,000

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 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

*(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** (\$2,154,193) are recommended increased \$157,426 based on the cost of funded fulltime staffing positions. Eight (8) line staff and two (2) supervisor peace officer positions remain unfunded.
- 710103** **Extra Help** (\$150,000) is recommended increased \$25,000 based on projected costs for fiscal year 2014-15. 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 fulltime 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 fulltime staff would require funding a minimum of four additional unfunded Juvenile Detention Officer positions.
- 710105** **Overtime** (\$150,000) is recommended increased \$50,000 to more accurately reflect annual overtime costs. Overtime costs are a necessary evil of 24/7 detention facilities. 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 fulltime 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** (\$7,000) is recommended unchanged for the \$4.50 per shift for the fulltime peace officers assigned to work the graveyard shift.
- 710107** **Bilingual Pay** (\$1,440) is recommended unchanged.
- 710110** **Uniform Allowance** (\$27,360) is recommended increased \$5,760; 2014-2017 Deputy Probation Officer MOU increased uniform allowance from \$45 to \$60 monthly.
- 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.

JUVENILE DETENTION FACILITY

SALARIES & EMPLOYEE BENEFITS (continued)

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

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 the 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** (\$6,500) is recommended unchanged for the maintenance of the numerous security cameras, electronics and machinery in the 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, supplies to cover up graffiti vandalism, 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 reduced \$2,000 to purchase necessary items including computers, printers, furniture, law books, and general office supplies.

721400 **Professional & Specialized Services** (\$730,000) is recommended increased \$25,000 to cover the annual medical and food contract increases projected at \$510,629 and \$190,000 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.

JUVENILE DETENTION FACILITY

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$6,800) is recommended increased \$300 for costs related to the rental of vehicles from Central Garage and copy machine lease.
- 721800** **Small Tools & Instruments** (\$100) is recommended unchanged based on projected expenditures for keys, locks and small tools used in the Facility.
- 721900** **Special Departmental Expense** (\$3,500) is recommended unchanged for the purchase of radios, batteries, safety equipment, riot gear, handcuffs, waist chains, pepper spray and other items.
- 722000** **Transportation & Travel** (\$1,000) is recommended unchanged for registration fees of mandated training.
- 722100** **Utilities** (\$185,000) is recommended reduced \$20,000 for the projected power, sewer, and water costs of the Department.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PROBATION
(04700)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,725,652	1,896,836	2,159,905	2,159,905
710103 Extra Help	75,353	0	0	0
710107 Premium Pay	1,816	2,500	2,500	2,500
710200 Retirement	621,013	714,490	716,234	716,234
710300 Health Insurance	299,331	367,200	342,354	342,354
710400 Workers' Compensation Insurance	41,931	41,329	38,126	38,126
TOTAL SALARIES & EMPLOYEE BENEFITS	2,765,096	3,022,355	3,259,119	3,259,119
SERVICES & SUPPLIES				
720300 Communications	11,206	14,000	15,000	15,000
720305 Microwave Radio Services	24,504	24,971	25,524	25,524
720600 Insurance	1,233	1,760	1,732	1,732
720800 Maintenance - Equipment	313	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	17,667	25,000	25,000	25,000
721100 Memberships	3,921	3,887	3,887	3,887
721300 Office Expense	62,603	18,000	17,000	17,000
721400 Professional & Specialized Services	81,461	116,000	116,000	116,000
721600 Rents & Leases - Equipment	46,549	48,000	48,000	48,000
721900 Special Departmental Expense	22,529	20,300	20,300	20,300
721905 SB 924 Training	34,429	47,014	47,014	47,014
722000 Transportation, Travel & Education	6,177	11,000	11,000	11,000
722001 Transport Prisoners/Wards of Court	434	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	313,026	331,932	332,457	332,457
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	2,000	2,000
TOTAL - PROBATION	3,078,122	3,354,287	3,593,576	3,593,576

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>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Fines, Forfeitures and Penalties	\$ 26,490	\$ 29,000	\$ 28,000
Intergovernmental Revenue	868,901	737,014*	787,014*
Charges for Services	419,591	361,000	411,350
Op Transfer In – Realignment	615,337	620,000	784,916
Miscellaneous	<u>258</u>	<u>54</u>	<u>0</u>
Total	\$1,930,577	\$1,747,068	\$2,011,280

* In November 2013, the Administration for Children and Families (ACF) directed California Department of Social Services to cease Title IV-E candidacy claiming retroactively back to October 2013. This mandate negatively impacted all California County Probation Departments (CPD). In December 2014, CPD's were allowed to submit adjusted claims based upon new guidelines. The new guidelines significantly reduce the level of revenue formerly received for Title IV-E.

WORKLOAD

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Superior Court Investigations	2,432	2,500	2,550
Juvenile Court Disposition	850	810	830
Juvenile Referrals	1,188	1,200	1,250
<u>Caseload</u>			
Adult Caseload	3,478	3,575	3,650
Juvenile Caseload	567	590	620

<u>Drug Test Analysis</u>	7/1/13-6/30/14		7/1/14-1/7/2015	
	Tested	Positives	Tested	Positives
Adults	780	596 = 76.4%	298	227 = 76.2%
Juveniles	240	172 = 71.7%	148	104 = 70.3%

PROBATION

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</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	9	21.25	7	21.25	2*
Deputy Probation Officer Supervisor	4		4		
Probation Technician I/II	1	2	2*	1	
Program Assistant I/II	6	1	6	1	
Revenue Services Manager	1		1		
Senior Deputy Probation Officer	4		5*		
Senior Program Assistant	<u>2</u>		<u>2</u>		
Total Permanent	34	<u>26.25</u>	34	<u>25.25</u>	<u>2</u>

*Represents Probation reorganization adding a Senior Deputy Probation Officer assigned to Field Training Supervision, funding an additional Probation Technician and eliminating two Deputy Probation Officer positions. This reorganization requires no additional General Fund cost.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,159,905) are recommended increased \$263,069 based on recommended staffing and includes MOU increases and additional compensation for Rangemaster assignment pay.
- 710103** **Extra Help** (\$0) is not recommended, unchanged from the 2014-15 fiscal year.
- 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.
- 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 \$1,000 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** (\$25,524) is recommended increased \$553 for the Department's contribution to the Internal Service Fund for 2015-16 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** (\$25,000) is recommended unchanged for the purchase of specimen cups and envelopes for drug testing, and for reagents for drug testing equipment.
- 721100** **Memberships** (\$3,887) is recommended unchanged for the following:
- Chief Probation Officers of California (\$3,387)
 - California Association of Probation Services Administrators (\$250)
 - Probation Business Managers Association (\$100)
 - Probation IT Managers Association (\$50)
 - California County Revenue Officer's Association (\$100)
- 721300** **Office Expense** (\$17,000) is recommended reduced \$1,000 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** (\$116,000) is recommended unchanged for following contracted services and technical services:

- JBI, Inc Title IVE claiming (\$10,000)
- Automon Case Management System (\$42,311)
- Columbia Ultimate Collection System Maintenance(\$13,222)
- 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.

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 2015-16.

722000 **Transportation & Travel** (\$11,000) 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.

INTRAFUND TRANSFER

770100 **Intrafund Transfer** (\$2,000) is recommended increased for Madera County Information Technology Department support related to Probation CMS Web/App server.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PROB-CCP
(04714) Planning**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720900 Maintenance - Buildings & Improvements	0	0	0	0
721300 Office Expense	61	5,000	5,000	5,000
721400 Professional & Specialized Services	69,382	187,752	167,257	167,257
722000 Transportation & Travel	909	0	0	0
TOTAL SERVICES & SUPPLIES	70,352	192,752	172,257	172,257
TOTAL - PROBATION-CCP (Planning)	70,352	192,752	172,257	172,257

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 FY 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 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

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
CCP (Planning) Revenue (Fund 6132)	\$70,352	\$57,184	\$172,257

SERVICES & SUPPLIES

721300 **Office Expense** (5,000) is recommended unchanged to provide necessary office supplies.

721400 **Professional & Specialized Services** (\$167,257) is recommended reduced \$20,495 for services provided in the implementation of CCP Planning.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

**PROB-CRIME PREVENTION
ACT OF 2000 (04785)**

Function:

Public Protection

Activity

Detention & Correction

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	189,118	204,071	312,991	312,991
710200 Retirement	73,688	84,208	104,677	104,677
710300 Health Insurance	36,723	41,888	52,733	52,733
710400 Worker's Compensation Insurance	668	651	3,578	3,578
TOTAL SALARIES & EMPLOYEE BENEFITS	300,197	330,818	473,979	473,979
SERVICES & SUPPLIES				
720300 Communications	540	600	1,500	1,500
720600 Insurance	105	176	145	145
721300 Office Expense	7,299	8,744	9,000	9,000
721400 Professional & Specialized Services	46,302	76,000	80,000	80,000
721600 Rents & Leases - Equipment	7,797	10,000	10,000	10,000
721900 Special Departmental Expense	-261	2,500	500	500
722000 Transportation & Travel	1,384	2,000	2,500	2,500
TOTAL SERVICES & SUPPLIES	63,166	100,020	103,645	103,645
TOTAL - PROBATION - CRIME PREVENTION ACT OF 2000	363,363	430,838	577,624	577,624

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 \$463,911 during the 2015-16 fiscal year which includes a 0.5% (\$2,320) 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
State	\$365,708	\$463,911	\$463,911
Carry-Over Funds (Org# 61338)	<u>0</u>	<u>0</u>	<u>113,713</u>
Total Revenue	\$365,708	\$463,911	\$577,624

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy Probation Officer I/II/III	4		5**	
Program Assistant		1		1
Probation Technician			0.5*	0.5*
Senior Deputy Probation Officer		<u>1*</u>		
Total Permanent	<u>4</u>	<u>2</u>	<u>5.5</u>	<u>1.5</u>

* Effective October 1, 2014, the Senior Deputy Probation Officer allocation was deleted and one (1.0) FTE Probation Technician was added; however funding was authorized at .50 FTE for the Probation Technician.

** Effective December 1, 2014, one (1.0) FTE Deputy Probation Officer I/II/III was added to the allocation.

PROBATION - CRIME PREVENTION ACT OF 2000

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$312,991) is recommended increased \$108,920 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** (\$1,500) is recommended increased \$900 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** (\$9,000) is recommended increased \$256 to purchase 20 software licenses to assist juvenile probationers with online educational enhancements and to provide necessary office supplies.
- 721400** **Professional & Specialized** (\$80,000) is recommended increased \$4,000 for contracted services with the Behavioral Intervention, INC for Alcohol and Drug programming at the Day Reporting Center, credit recovery programming and a Curriculum Facilitator/Mentoring Coordinator.
- 721600** **Rents & Leases - Equipment** (\$10,000) is recommended unchanged for the use of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$500) is recommended reduced \$2,000 to fund miscellaneous safety equipment.
- 722000** **Transportation & Travel** (\$2,500) is recommended increased \$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 2015-16**

Department: **PROB-YOUTHFUL OFFENDER
GRANT (04787)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	189,758	199,483	209,168	209,168
710105 Overtime	4,590	0	9,000	9,000
710110 Uniforms	540	540	720	720
710200 Retirement	72,546	76,163	73,928	73,928
710300 Health Insurance	35,017	27,813	42,410	42,410
710400 Worker's' Compensation Insurance	845	710	955	955
TOTAL SALARIES & EMPLOYEE BENEFITS	303,296	304,709	336,181	336,181
SERVICES & SUPPLIES				
720300 Communications	789	3,113	1,500	1,500
720600 Insurance	215	215	215	215
721300 Office Expense	5,295	6,619	5,000	5,000
721400 Professional & Specialized Services	41,032	108,000	122,601	122,601
721600 Rents & Leases - Equipment	3,063	5,000	5,000	5,000
721900 Special Departmental Expense	6,086	11,000	15,000	15,000
722000 Transportation & Travel	13,742	15,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	70,222	148,947	164,316	164,316
INTRAFUND EXPENSE				
770000 Intrafund Transfer	15,073	27,500	32,000	32,000
TOTAL INTRAFUND TRANSFERS	15,073	27,500	32,000	32,000
TOTAL - PROBATION - YOUTHFUL OFFENDER GRANT	388,591	481,156	532,497	532,497

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

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
YOBG Grant Revenue	\$388,589	\$458,033	\$532,497

STAFFING

	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
<u>Permanent</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy Probation Officer I/II/III	2		2	
Juvenile Detention Officer III	1		1	
Probation Technician I/II	<u>1</u>	<u>1*</u>	<u>1.5</u>	<u>.5*</u>
Total	4	1	4.5	.5

*Effective October 1, 2014, authorization was received to fund (.50) FTE Probation Technician I/II

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$209,168) are recommended increased \$9,685 based on the cost of recommended staffing.

710105 Overtime (\$9,000) is recommended increased \$9,000 to more accurately reflect annual overtime costs.

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

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

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 (\$1,500) is recommended reduced \$1,613 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 (\$5,000) is recommended reduced \$1,619 based on anticipated expenditures for office supplies.

721400 Professional & Specialized Services (\$122,601) is recommended increased \$14,601 to provide for contracts with Big Brothers Big Sisters (\$25,000), Community Action Partnership of Madera County (\$36,000), Fresno/Madera Youth for Christ Mentoring (\$31,601), National Council on Crime Delinquency for juvenile assessments (\$13,000) and Behavioral Intervention, INC for electronic monitoring services (\$17,000).

721600 Rents & Leases - Equipment (\$5,000) is recommended unchanged to provide for the use of vehicles from the Central Garage.

721900 Special Departmental Expense (\$15,000) is recommended increased \$4,000 for officer safety equipment and RadKids incentives.

722000 Transportation & Travel (\$15,000) is recommended unchanged for required officer training and field trips for Boot Camp Cadets and Court Day School students that align with Evidence Based Practices.

INTRAFUND TRANSFER

770100 Intrafund Transfers (\$32,000) is recommended increased \$4,500 to fund a 0.25 FTE Mental Health Clinician from Behavioral Health Services for the Boot Camp Program.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PROB-PROUD PARENTING PROG
GRANT (04788)**
 Function: **Public Protection**
 Activity: **Detention & Correction**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720400 Food	1,043	0	0	0
721300 Office Expense	2,461	5,000	5,000	5,000
721400 Professional & Specialized Services	86,618	117,980	97,999	97,999
721900 Special Departmental Expense	3,256	6,505	6,505	6,505
722000 Transportation & Travel	9,539	9,757	9,757	9,757
TOTAL SERVICES & SUPPLIES	102,917	139,242	119,261	119,261
TOTAL - PROBATION - PROUD PARENTING PROGRAM GRANT	102,917	139,242	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

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Proud Parenting Program Grant Revenue	\$110,151	\$115,318	\$119,261

SERVICES & SUPPLIES

721300 **Office Expense** (\$5,000) is recommended unchanged for necessary office supplies.

721400 **Professional & Specialized Services** (\$97,999) is recommended reduced \$19,981 for contracted Curriculum Facilitator, Mentoring Coordinator, and Recreational Leadership program services.

721900 **Special Departmental Expense** (\$6,505) is recommended unchanged for mentor background checks.

722000 **Transportation and Travel** (\$9,757) is recommended unchanged for training and participant field trip costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PROB-CCPIA
(14370)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **Special Revenue**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	663,739	755,866	785,411	785,411
710200 Retirement	238,915	266,100	255,903	255,903
710300 Health Insurance	116,545	130,731	138,951	138,951
710400 Workers Compensation Insurance	0	0	14,046	14,046
TOTAL SALARIES & EMPLOYEE BENEFITS	1,019,199	1,152,697	1,194,311	1,194,311
SERVICES & SUPPLIES				
720300 Communications	3,111	3,600	3,600	3,600
720600 Insurance	300	300	300	300
721300 Office Expense	1,420	5,000	5,000	5,000
721400 Professional & Specialized Services	500	10,000	10,000	10,000
721600 Rents & Leases - Equipment	12,266	20,000	15,000	15,000
721900 Special Departmental Expense	9,991	15,000	2,500	2,500
722000 Transportation & Travel	4,011	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	31,599	63,900	46,400	46,400
TOTAL - PROBATION -CCPIA	1,050,798	1,216,597	1,240,711	1,240,711

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

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
CCCPI (SB678) Revenue	\$1,050,798	\$1,078,053	\$1,240,711

STAFFING

	<u>2014-15 Authorized</u> <u>Funded</u>	<u>2015-16 Recommended</u> <u>Funded</u>	<u>Eliminated</u>
Administrative Assistant	1	1	
Deputy Chief Probation Officer	1	0	1*
Deputy Probation Officer I/II/III	7	7	
Probation Technician I/II	4	5*	
Program Assistant I/II	1	1	
Senior Deputy Probation Officer	<u>0</u>	<u>1*</u>	
Total	14	15	1

* On August 5, 2014, your Board approved budget modifications of allocated positions. This modification became effective October 1, 2014, adding one (1.0) FTE Senior Deputy Probation Officer and one (1.0) FTE Probation Technician I/II and deleting one (1.0) FTE Deputy Chief Probation Officer allocation.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$785,411) are recommended increased \$29,545 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** (\$3,600) is recommended unchanged 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** (\$5,000) is recommended unchanged 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** (\$15,000) is recommended reduced \$5,000 for the rental of vehicles from Central Garage.
- 721900 **Special Departmental Expense** (\$2,500) is recommended reduced \$12,500 for miscellaneous safety equipment and ammunition required for officers carrying weapons to maintain weapon proficiency.
- 722000 **Transportation & Travel** (\$10,000) is recommended unchanged for officer training and travel.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PROB-AB109**
 (61332)
 Function: **Public Protection**
 Activity: **Detention & Correction**
 Fund: **Special Revenue**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	584,965	720,856	889,559	889,559
710105 Overtime	18,684	12,000	85,000	85,000
710200 Retirement	227,567	283,812	278,957	278,957
710300 Health Insurance	72,651	126,000	115,212	115,212
TOTAL SALARIES & EMPLOYEE BENEFITS	903,867	1,142,668	1,368,728	1,368,728
SERVICES & SUPPLIES				
720300 Communications	3,256	5,000	9,500	9,500
720600 Insurance	2,500	2,500	2,500	2,500
721300 Office Expense	19,330	7,500	15,000	15,000
721400 Professional & Specialized Services	840,865	1,426,855	1,710,049	1,710,049
721600 Rents & Leases - Equipment	31,430	48,000	48,000	48,000
721900 Special Departmental Expense	29,756	48,000	56,000	56,000
722000 Transportation & Travel	4,702	0	0	0
TOTAL SERVICES & SUPPLIES	931,839	1,537,855	1,841,049	1,841,049
OPERATING TRANSFER OUT				
750000 Operating Transfer Out	1,400,000	1,660,785	2,135,785	2,135,785
TOTAL OPERATING TRANSFER OUT	1,400,000	1,660,785	2,135,785	2,135,785
TOTAL - PROBATION - AB109	3,235,706	4,341,308	5,345,562	5,345,562

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. For FY 2014-15, the Gang Task Force has been incorporated into the LCC AB 109 budget to provide continuity of service to the citizens of Madera County.

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
LCC (AB 109) Revenue	\$3,235,706	\$4,417,831	\$5,345,562

STAFFING

	<u>2014-15 Authorized</u>	<u>2015-16 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	6	7*
Deputy Probation Officer Supervisor	1	1
Deputy Sheriff I/II	1	1
Program Assistant I/II	1	1
Senior Deputy Probation Officer	<u>1</u>	<u>1</u>
Total	12	13

PROBATION – LOCAL COMMUNITY CORRECTIONS

STAFFING (continued)

*In October 2014, CCP authorized funding of one Deputy Probation Officer position to be assigned to Madera County Department of Corrections. On December 2, 2014 your Board approved the additional allocation.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$889,559) are recommended increased \$168,703 based on the cost of recommended staffing which has been approved by the CCP Executive Committee.

710105 **Overtime** (\$85,000) is recommended increased \$73,000 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.

SERVICES & SUPPLIES

720300 **Communications** (\$9,500) is recommended increased \$4,500 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** (\$15,000) is recommended increased \$7,500 for general office supplies.

721400 **Professional & Specialized Services** (\$1,710,049) is recommended increased \$283,194 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 one (1) City of Chowchilla Police Officer.

PROBATION – LOCAL COMMUNITY CORRECTIONS

SERVICES & SUPPLIES (continued)

721600 Rents & Leases - Equipment (\$48,000) is recommended unchanged for the rental of vehicles from Central Garage.

721900 Special Departmental Expense (\$56,000) is recommended increased \$8,000 for miscellaneous safety equipment and ammunition required to maintain weapon proficiency for officers carrying weapons.

OPERATING TRANSFERS

750000 Operating Transfer Out (\$2,135,785) is recommended increased \$475,000 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 2015-16**

Department: **FIRE PREVENTION
(05000)**
Function: **Public Protection**
Activity: **Fire Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	261,172	237,124	247,774	247,774
710103 Extra Help	17,374	10,000	10,000	10,000
710104 Temporary Salaries - PCF	167,863	195,000	195,000	195,000
710200 Retirement	84,993	69,921	76,141	76,141
710300 Health Insurance	23,003	21,440	25,432	25,432
710400 Workers' Compensation Insurance	68,653	61,157	78,971	78,971
TOTAL SALARIES & EMPLOYEE BENEFITS	623,058	594,642	633,318	633,318
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	21,180	25,000	25,750	25,750
720300 Communications	14,201	15,000	15,450	15,450
720305 Microwave Radio Services	65,974	67,228	67,228	67,228
720500 Household Expense	15,911	16,000	16,480	16,000
720600 Insurance	1,143	1,534	4,826	4,826
720800 Maintenance - Equipment	381,586	350,000	360,500	360,500
720900 Maintenance - Structures & Grounds	17,978	23,000	23,000	23,000
721100 Memberships	14,856	12,000	12,360	12,360
721300 Office Expense	8,711	9,500	9,785	9,500
721400 Professional & Specialized Services	38,658	45,800	50,220	50,220
721460 Professional & Spec. CDF Contract	3,155,650	3,464,096	4,046,377	3,810,505
721500 Publications & Legal Notices	1,030	1,200	1,200	1,200
721600 Rents & Leases - Equipment	5,540	3,000	3,090	3,090
721700 Rents & Leases - Building	31,404	33,000	33,000	33,000
721800 Small Tools & Instruments	2,492	3,000	3,090	3,000
721900 Special Departmental Expense	40,840	46,200	47,586	47,586
722000 Transportation & Travel	542	750	773	750
722100 Utilities	64,628	70,000	83,000	83,000
TOTAL SERVICES & SUPPLIES	3,882,324	4,186,308	4,803,715	4,566,965

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **FIRE PREVENTION
(05000)**
Function: **Public Protection**
Activity: **Fire Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
FIXED ASSETS				
740300 Equipment/Furniture	18,454	0	0	0
TOTAL FIXED ASSETS	18,454	0	0	0
TOTAL - FIRE PREVENTION	4,523,836	4,780,950	5,437,033	5,200,283

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 16 fire stations, approximately 165 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 was previously provided by the Picayune Rancheria of Chukchansi Indians through a Memorandum of Understanding (MOU), but with the closure of Chukchansi Casino, these costs are paid by the General Fund under Org 05010; 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 #4 - Dairyland, Station #10 - Yosemite Lakes Park, Station #11 - North Fork, Station #13 - Coarsegold, 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 the mid-1920s. 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, or 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 60 vehicles, including fire engines of varying capacities, water tenders, squads, a fire ladder truck, a hazard 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 five main functional divisions:

1. Administration: department management, personnel management, procurement, budgeting, and cost accounting.
2. Operations: emergency and non-emergency public services, equipment repair and maintenance, and facilities.
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.

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.

COMMENTS (continued)

II. FIRE DEPARTMENT'S WORK PROGRAM (continued)

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 meet or exceed the Fire Department's training standards 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:

	Actual	Estimated	Projected
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Suppression Cost Collection	\$ 400	\$ 400	\$ 400
Federal, State & Local Reimbursement	352,772	335,000	228,000
Madera County Weed Abatement	93,340	90,000	90,000
CSA 22 Zone of Benefit "B"	195,000	195,000	195,000
Other Reimbursement/Miscellaneous	<u>5,268</u>	<u>5,000</u>	<u>5,000</u>
Total	\$646,780	\$625,400	\$518,400

COMMENTS (continued)

IV. STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Account Clerk II	1		1	
Office Assistant II	0	1	0	1
Fire Master Mechanic	2		2	
Fire Equipment Manager	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>
Total Permanent	5	1	5	1

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 2015-16 includes the following items:

- The current staff benefit rate for CAL FIRE Peace Officer/Firefighter (POF) staff is 81.25%; this is an estimate, up from the FY 2014-2015 final rate of 70.09%.
- The current staff benefit rate for CAL FIRE POF Extended Duty Week Compensation (EDWC) staff is 41.51%; this is an estimate, up from the FY 2014-15 final rate of 33.32%.
- The current CAL FIRE administrative rate is 12.59%; this is an estimate, up from the FY 2014-15 final rate of 11.97%.

FIRE PREVENTION

COMMENTS (continued)

VI. WORKLOAD

<u>STATIONS</u>	<u>CY 2011*</u>	<u>CY 2012*</u>	<u>CY 2013*</u>	<u>CY 2014*</u>
<u>Battalion 13 (Madera Battalion)</u>				
Station #1 Madera (Company 1) CAL FIRE Staffed	924	935	1,148	1033
Station #2 Chowchilla (Company 2)	369	404	449	397
Station #3 Madera Acres (Company 3) CAL FIRE Staffed	790	745	914	855
Station #4 Dairyland (Company 4)	158	0	0	0
Station #5 Central California Women's Facility (Company 5) CCWF Staffed	370	302	462	422
Station #9 Rolling Hills (Company 9) CAL FIRE Staffed	256	257	273	272
Station #19 Bonadelle (Company 19) CAL FIRE Staffed	598	436	762	676
<u>Battalion 4214 (Ahwahnee Battalion)</u>				
Station #12 Oakhurst (Company 12) CAL FIRE Staffed	536	428	772	968
Station #14 Bass Lake (Company 14)	99	148	199	307
Station #15 Raymond (Company 15)	78	107	120	96
Station #16 Ahwahnee (Company 16)	90	155	269	289
Station #18 Cedar Valley (Company 18)	68	98	139	179
<u>Battalion 4215 (Coarsegold Battalion)</u>				
Station #8 Indian Lakes (Company 8) (Casino) CAL FIRE Staffed	641	659	619	585
Station #10 Yosemite Lakes Park (Company 10)	147	282	370	421
Station #11 North Fork (Company 11)	81	216	283	311
Station #13 Coarsegold (Company 13)	259	256	260	78
Station #17 O'Neals (Company 17)	<u>103</u>	<u>122</u>	<u>154</u>	<u>143</u>
TOTAL FOR COUNTY STATIONS	5,567	5,550	7,193	7,032

FIRE PREVENTION

COMMENTS (continued)

VI. WORKLOAD (continued)

AMADOR Stations (Amador coverage period only)	<u>CY 2011</u>	<u>CY 2012*</u>	<u>CY 2013*</u>	<u>CY 2014*</u>
Ahwahnee CAL FIRE	188	151	204	127
Bass Lake CAL FIRE	138	118	152	120
Rancheria CAL FIRE	160	138	160	115
Raymond CAL FIRE	<u>28</u>	<u>66</u>	<u>83</u>	<u>55</u>
TOTAL FOR CAL FIRE STATIONS	514	473	599	417
TOTAL FOR ALL STATIONS	6,081	6,023	7,792	7,449

*Responses to all fire and non-fire calls.

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) 2015-16 <u>Requested</u>
(1) Captain	Station #1 Madera - Company 1	\$ 158,187
(2) Engineers	Station #1 Madera - Company 1	275,363
(1) Captain	Station #3 Madera Acres - Company 3	158,187
(2) Engineers	Station #3 Madera Acres - Company 3	275,363
(1) Captain	Station #9 Rolling Hills - Company 9	159,495
(2) Engineers	Station #9 Rolling Hills - Company 9	277,944
(1) Captain	Station #12 Oakhurst - Company 12	159,495
(1) Engineer	Station #12 Oakhurst - Company 12	138,972
(1) Captain	Station #19 Bonadelle - Company 19	159,495

FIRE PREVENTION

STAFFING - (CAL FIRE) (Schedule A Staff - Continued)

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>	<u>Requested</u>
(2) Engineers	Station #19 Bonadelle - Company 19	277,944
(2) Battalion Chief	B13 and Administrative BC	383,647
(1) Captain	Madera – Training	158,187*
(2) Communication Operators	Mariposa - Emergency Command Center	190,243
(1) Office Technician (half-time)	Mariposa - Support Services	35,101
(1) Office Assistant (half-time)	Mariposa - Support Services	<u>30,393</u>

TOTAL CAL FIRE STAFFING COST (Not including AMADOR & Station #8 Costs) **\$2,838,016****

*Includes the full-year cost related to the restoration of one Captain for training and backup relief as recommended in the report on the Madera County Fire Department, adopted by the Board of Supervisors on January 28, 2014. The position was included in the prior year budget and funded for half of a year.

**Requested Salaries & Benefits represent maximum costs for the positions at the highest step possible with longevity pay.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$247,774) is recommended increased \$10,650 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$10,000) is recommended unchanged for approximately five to six months of extra-help staff to assist in the Weed Abatement Program.
- 710104** **Temporary Salaries – PCFs** (\$195,000) is recommended unchanged for PCFs to respond to all emergency calls, except in-house medical aids. Pay rate is \$10 per hour for Extra Help Paid Call Firefighters and \$12 per hour for Extra Help Paid Call Driver Operators. PCFs are not paid for training.
- 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.

FIRE PREVENTION

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$25,750) is recommended increased \$750 to accommodate for new and replacement clothing (helmets, face shields, goggles, turnout jackets and pants, nomex jackets and pants, boots, gloves, and personal alarms) for approximately 165 volunteers and 30 permanent staff. 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 \$3,000 each.
- 720300** **Communications** (\$15,450) is recommended increased \$450 for all telephone costs at 14 stations and Headquarters, cell phone service, internet, and wireless data transfer.
- 720305** **Microwave Radio Services** (\$67,228) is recommended unchanged 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** (\$16,000) is recommended unchanged for consumable household supplies, and for replacement of items such as dishes, cooking utensils, towels, and sheets, and other household expenses and refuse disposal.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance – Equipment** (\$360,500) is recommended increased \$10,500 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 - \$329,600 to purchase fuel, oil, tires, batteries, parts, repairs, etc.
- Equipment Maintenance - \$15,450 to maintain pumps, generators, fire fighting and office equipment, and breathing apparatus.
- Mobile Radio and Pager - \$12,360 to maintain mobile radios and pagers.
- Vehicle Rebuilding - \$3,090 to rebuild projects as allowed or for additional vehicle maintenance.
- 720900** **Maintenance - Structures and Grounds** (\$23,000) is recommended unchanged for maintenance and repairs at the fire stations.

FIRE PREVENTION

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$12,360) is recommended increased \$360 based on current expenditures for the California State Firemen's Association membership 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** (\$9,500) is recommended unchanged 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.
- 721400** **Professional & Specialized Services** (\$50,220) is recommended increased \$4,420 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 - \$8,100 to pay the Firebaugh Fire Department on a per-call basis for the Eastside Acres area.
- Paid Call Firefighter Physical - \$10,000 to meet rising costs for respiratory exams and physicals.
- Station 11 Property Tax - \$2,120 per 10028-C-2013 MOU this is a new charge to the fire department that was not budgeted in the past. The agreement was established between the North Fork tribe and the County of Madera and is not a negotiated item with CAL FIRE.
- 721460** **Professional & Specialized – CAL FIRE Cooperative Agreement** (\$3,810,505) is recommended at an increase of \$346,409 over the prior year for projected costs related to the Cooperative Agreement. **The CAO Recommendation provides for a 10% increase over the 2014-15 Budget, \$235,872 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 well 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)

*The requested budget from CAL FIRE is \$4,046,377 and represents a \$582,281 (16.8%) increase over the prior year due primarily to the following:

- 4% increase in wages, 15.9% increase in benefits and a 5.1% increase in administrative charges.
- Full year cost of the Training Captain
- Maximum costs for positions were used in establishing the Requested Budget while previous years' budgets were based on an average salary cost. Maximum cost assumes that all positions are paid at the highest level including longevity pay.

<u>CAL FIRE Agreement* (SCHEDULE A)</u>	<u>2012-13</u> <u>Authorized</u>	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Requested</u>
Permanent Salaries & Benefits	\$1,781,612	\$1,811,775	\$1,909,205	\$2,108,772
HAZMAT Premium Pay Differential	25,395	25,854	26,534	included above
EDWC Payment (Planned Overtime)	619,703	635,298	660,110	729,243
Uniform Allowance	23,411	23,934	25,144	20,867
Overtime (Unplanned)	29,421	29,421	29,421	152,905
Travel Expense/Training/Office Expense/Utilities	11,285	11,285	11,285	10,565
Paid Call Firefighters	0	0	0	0
Administration Fee	286,694	291,566	318,605	380,514
<u>CAL FIRE Agreement* (SCHEDULE A)</u>				
Amador –FF staffing, Command Support				
Unplanned OT	(4 Stations)	(4 Stations)	(4 Stations)	(4 Stations)
(Including Administrative Charge)	<u>466,798</u>	<u>473,816</u>	<u>483,792</u>	<u>643,510</u>
TOTAL CAL FIRE AGREEMENT	\$3,244,319	\$3,302,949	\$3,464,096	\$4,046,376*
(Not including Station #8)				

CAO Recommended: \$3,810,505

SERVICES & SUPPLIES (continued)

RECAP OF State CAL FIRE Schedule A Cooperative Agreement Request:

Permanent Salaries & Benefits (\$2,108,772) is requested increased \$199,567 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

EDWC Payment (\$729,243) is requested increased \$69,133 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

Uniform Allowance (\$20,867) is requested reduced \$4,277 for uniform allowances for CAL FIRE personnel.

Overtime – Unplanned (\$152,905) is requested increased \$123,484 to show unplanned overtime previously combined with regular salaries and benefits.

Travel, Training and Office Expense (\$10,565) is requested reduced \$720 for relief operators' mileage between stations, training conferences for permanent staff, and incidental office expense.

Administration Charge (\$380,514) is requested increased \$61,909 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 2015-16 preliminary administration charge is 12.59%.

Amador Stations and Support Command Cost (\$643,510) is requested increased \$159,718 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** (\$3,090) is recommended slightly increased \$90 to accommodate for the rental of copiers and oxygen cylinder bottles.

FIRE PREVENTION

SERVICES & SUPPLIES (continued)

721700 **Rents & Leases – Buildings** (\$33,000) is recommended unchanged 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.

721900 **Special Departmental Expense** (\$47,586) is recommended increased \$1,386 for firefighting supplies based on prior year expenditures. The general breakdown is as follows:

Fire-Fighting Supplies - \$22,660 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 - \$4,120 to purchase supplies to restock kits, supplies to protect against communicable disease, and supplies for the automated external defibrillators.

Food - \$3,400 to purchase food to feed firefighters on extended fires when the employees and/or Paid Call Firefighters are working through meal times.

Training Programs & Supplies - \$6,695 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.

Fire Hose - \$6,180 to purchase replacement hose.

Hazardous Materials and Confined Space Certificates and Specialized Equipment - \$4,531 to purchase supplies and replacement gear for the Hazmat trailer.

722000 **Transportation & Travel** (\$750) is recommended unchanged for County staff travel and for PCF training and travel.

722100 **Utilities** (\$83,000) is recommended increased \$13,000 to accommodate the projected need for utilities at 14 stations and Headquarters including the Oakhurst facility which was previously paid from the Utilities budget (01700).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **FIRE-CHUKCHANSI
INDIAN CASINO (05010)**
Function: **Public Protection**
Activity: **Fire Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,000	5,000	5,150	5,000
720300 Communications	1,800	1,800	1,854	1,854
720500 Household Expense	1,329	3,000	3,090	3,000
720800 Maintenance - Equipment	36,934	32,000	32,960	32,960
720900 Maintenance - Structures & Grounds	1,526	2,000	2,060	2,000
721300 Office Expense	2,734	1,300	1,340	1,300
721400 Professional & Specialized Services	464,472	644,443	741,622	715,332
721800 Small Tools & Instruments	97	400	400	400
721900 Special Departmental Expense	2,313	7,000	7,210	7,210
722100 Utilities	10,799	9,300	9,579	9,579
TOTAL SERVICES & SUPPLIES	526,004	706,243	805,265	778,635
TOTAL - FIRE - CHUKCHANSI INDIAN CASINO	526,004	706,243	805,265	778,635

FIRE - CHUKCHANSI INDIAN CASINO

COMMENTS

Based on the closure of the Chukchansi Casino, no revenue is projected to offset the costs of services provided in this area. This budget previously accounted for a Memorandum of Understanding (MOU) between the Chukchansi Tribal Government and the County for fire services at the Chukchansi Resort and Casino in which the Tribal Government reimbursed the County for salary and benefit costs assigned to this function in accordance with the MOU.

<u>REVENUE</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Chukchansi Indian Tribe and SB 621 Funds	\$505,617	\$477,180	\$141,012	\$0*

*Note: The projected program revenue in this 2015-16 budget is not anticipated due to the closure of the Chukchansi Casino.

STAFFING – CAL FIRE (Schedule A Staff)

		Estimated 12-Month Employee Salary & Benefit Cost (Includes Salary, EDWC & Staff Benefits Only)	
		2014-15	2015-16
<u>CAL FIRE Classification</u>	<u>Station</u>	<u>Approved</u>	<u>Recommended</u>
(1) Captain	Indian Lakes #8 (Company 8 - Casino)	\$141,829	\$158,187
(2) Engineer	Indian Lakes #8 (Company 8 - Casino)	\$244,524	\$275,363
(2) Fire Fighter I	Indian Lakes #8 (Company 8 - Casino)	\$178,780	\$213,589
TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES		\$565,133	\$647,139*

*Costs represent maximum costs for the positions at the highest step possible with longevity pay.

SERVICES & SUPPLIES

720200 **Clothing & Personal Supplies** (\$5,000) is recommended unchanged 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 \$3,000 each.

720300 **Communications** (\$1,854) is recommended increased \$54 for all telephone costs at Station #8.

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

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** (\$32,960) is recommended increased \$960 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 - \$16,480 for rebuild projects approved by the Board, and for additional vehicle maintenance.

Vehicle Maintenance - \$12,360 to purchase fuel, oil, tires, batteries, parts for repairs, etc.

Equipment Maintenance - \$3,090 to maintain pumps, generators, fire fighting and 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** (\$715,332) is recommended at an increase of \$70,889 over the prior year for projected costs related to the Cooperative Agreement. **The CAO Recommendation provides for a 11% increase over the 2014-15 Budget, \$26,290 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 well 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.**

*The requested budget from CAL FIRE is \$741,622 and represents a \$97,179 (15.1%) increase over the prior year due primarily to the following:

- Increase in wages, 15.9% increase in benefits and a 5.1% increase in administrative charges.
- Maximum costs for positions were used in establishing the Requested Budget while previous years budgets were based on an average salary cost. Maximum cost assumes that all positions are paid at the highest level including longevity pay.

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)

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Authorized	Authorized	Authorized	Requested
Permanent Salaries & Benefits	\$392,559	\$399,421	\$409,598	\$470,670
EDWC Payment (Planned Overtime)	150,672	154,463	155,536	176,469
Uniform Allowance	5,360	5,360	5,510	5,873
Overtime (Unplanned)	4,906	4,906	4,906	5,681
Administrative Charge	<u>63,707</u>	<u>64,821</u>	<u>68,893</u>	<u>82,929</u>
TOTAL CAL FIRE STAFFING COST	\$617,204	\$628,971	\$644,443	\$741,622
FOR STATION #8 INDIAN LAKES			CAO Recommended	\$715,332

RECAP OF State CAL FIRE Schedule A Cooperative Agreement:

Permanent Salaries & Benefits (\$470,670) is requested at an increase of \$61,072 for CAL FIRE staffing for Station #8 Indian Lakes.

EDWC Payment (\$176,469) is requested at an increase of \$20,933 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 (\$5,873) is requested at an increase of \$363 to provide the uniform allowance for CAL FIRE personnel.

Overtime (Unplanned) (\$5,681) is requested at an increase of \$775 based on a projected percentage of the CAL FIRE overtime.

Administration Charge (\$82,929) is requested at an increase of \$14,036 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 2015-16 preliminary administration charge is 12.59%

721800 **Small Tools & Instruments** (\$400) is recommended unchanged for necessary hand tools.

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (\$7,210) is recommended increased \$210 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 and Confined Space Certificates and Specialized Equipment - \$530 to purchase supplies and gear.

722100 Utilities (\$9,579) is recommended increased \$279 for utilities at Station #8.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **AG. COMMISSIONER/
WTS & MEASURES (05410)**
Function: **Public Protection**
Activity: **Protective Inspection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	781,016	840,631	889,562	889,562
710103 Extra Help	107,929	128,552	15,151	15,151
710106 Standby & Night Premium	0	250	217	217
710200 Retirement	237,395	256,289	282,195	282,195
710300 Health Insurance	111,374	133,699	123,900	123,900
710400 Workers' Compensation Insurance	3,905	3,519	5,206	5,206
TOTAL SALARIES & EMPLOYEE BENEFITS	1,241,619	1,362,940	1,316,231	1,316,231
SERVICES & SUPPLIES				
720100 Agricultural	6	3,750	5,000	5,000
720200 Clothing & Personal Supplies	157	250	250	250
720300 Communications	1,864	3,000	2,500	2,500
720500 Household Expense	11	50	50	50
720600 Insurance	1,114	1,621	1,899	1,899
720800 Maintenance - Equipment	7,602	5,500	10,000	10,000
721000 Medical, Dental & Lab Supplies	39	100	100	100
721100 Memberships	5,075	2,650	2,675	2,675
721300 Office Expense	24,849	8,863	10,000	10,000
721400 Professional & Specialized Services	7,970	6,000	4,000	4,000
721600 Rents & Leases - Equipment	82,765	65,000	80,100	80,100
721800 Small Tools & Instruments	177	500	300	300
721900 Special Departmental Expense	6,809	12,000	7,885	7,885
722000 Transportation & Travel	4,205	7,000	7,000	7,000
722020 Central Garage Services	9,176	10,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	151,819	126,284	133,759	133,759
TOTAL - AG. COMMISSIONER/WTS & MEASURES	1,393,438	1,489,224	1,449,990	1,449,990

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 <u>2013-14</u>	Man-hours Estimated <u>2014-15</u>	Man-hours Projected Need <u>2015-16</u>
Integrated Pest Control	20	20	20
Pest Management*	3315	5,400	6,250
Pest Exclusion	2,056	3,000	2,850
Pesticide Use Enforcement	12,435	13,057	13,710
Nursery and Seed Inspection	74	150	131
F & V, Egg Quality Control, Organic Producers	79	300	298
Apiary Inspections	46	50	90
Crop Statistics	233	254	300

*Includes GWSS Insect Trapping Program

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

WORKLOAD - WEIGHTS & MEASURES

<u>Category Work</u>	Man-hours Actual <u>2013-14</u>	Man-hours Estimated <u>2014-15</u>	Man-hours Projected Need <u>2015-16</u>
Device Inspections, Service Agents	2380	3,150	3,308
Weighmaster Program	39	40	40
Petroleum	89	93	98
Quantity Control	24	24	24

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
State - Agricultural Administration	\$ 217,436	\$ 179,650	\$ 199,277
State - Pesticide	442,561	455,838	450,000
State - Agriculture-Glassy-Winged Sharpshooter	82,930	87,077	105,000
Agricultural Services	390,096	404,600	385,985
Sales and Other	<u>789</u>	<u>5,000</u>	<u>6,016</u>
Total	\$1,133,812	\$1,132,165	\$1,146,278

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Agricultural and Standards Inspector I/II/III/Senior, Or Agricultural Standards Technician	9	3	8	3	1*
Agricultural Commissioner/Sealer	1		1		
Deputy Agricultural Commissioner	2		1		1*
Supervising Agricultural and Standards Inspector	0		2*		
Administrative Analyst I/II	1		1		
Program Assistant I/II	<u>2</u>		<u>2</u>		
Total Permanent	15	3	15	3	2

*Note: Changes in staffing allocation are reflected as approved by the Board of Supervisors on November 25, 2014.

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$889,562) are recommended increased \$48,931 based on the cost of recommended staff.
- 710103** **Extra Help** (\$15,151) is recommended reduced \$113,401 due to shifting some insect trapping program activity hours from Extra Help employees to Full Time employees.
- 710106** **Standby & Night Premium** (\$217) is recommended reduced \$33 due to actual expenditures. 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** (\$5,000) is recommended increased \$1,250 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** (\$2,500) is recommended reduced \$500 based on current cost for telephone services.
- 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.
- 720800** **Maintenance - Equipment** (\$10,000) is recommended increased \$4,500 for safety repairs and routine servicing of the heavy-capacity weight truck, and repair of weights and measures provers, computers and other office equipment.

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SERVICES & SUPPLIES (continued)

- 721000** **Medical, Dental & Lab Supplies** (\$100) is recommended unchanged based on current and projected need for the Department.
- 721100** **Memberships** (\$2,675) is recommended increased \$25 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** (\$10,000) is recommended increased \$1,137 for one replacement computer and general office supplies, copier usage, computer hardware and software, and small furniture.
- 721400** **Professional & Specialized Services** (\$4,000) is recommended reduced \$2,000 based on an anticipated reduction of device testing by Merced County for FY 2015-16, and for expenses related to administrative hearings, and other services as required.
- 721600** **Rents & Leases - Equipment** (\$80,100) is recommended increased \$15,100 for the rental of county vehicles from Central Garage, and for the copy machine lease, based on current costs and the State taking back possession of two trucks. This will result in a cost reduction in 722020 Central Garage Services (for State trucks) and a related increase in 721600 Rents & Leases (county trucks).
- 721800** **Small Tools & Instruments** (\$300) is recommended reduced \$200 based on the need for various hand tools and inspection equipment used by this Department.
- 721900** **Special Departmental Expense** (\$7,885) is recommended reduced \$4,115 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** (\$7,000) is recommended unchanged 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** (\$2,000) is recommended reduced \$8,000 due to the State taking back possession of two trucks. The State reimburses the department at \$0.27 per mile for vehicles purchased by the State for exclusive use in the Glassy-Winged Sharpshooter (GWSS) program. The one remaining State vehicle will be driven approximately 7,400 miles in 2015-16. The Department expects to recover approximately \$1,998 of this expense from the GWSS trapping contracts. The 2015-16 recommended budget estimate reflects the minimum anticipated expenditure for this account.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department:

**FIRE PREVENTION
FOR LAND DEV (01375)**

Function:

Public Protection

Activity:

Protective Inspection

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	88,336	88,308	93,651	93,651
710103 Extra Help	21,373	69,000	65,000	65,000
710200 Retirement	36,901	42,195	48,409	48,409
710300 Health Insurance	7,077	7,685	15,558	15,558
710400 Workers' Compensation	371	388	554	554
TOTAL SALARIES & EMPLOYEE BENEFITS	154,058	207,576	223,172	223,172
SERVICES & SUPPLIES				
720300 Communications	1,454	1,700	2,200	2,200
720600 Insurance	3,059	4,623	5,474	5,474
721100 Memberships	0	300	300	300
721300 Office Expense	2,661	2,200	2,500	2,500
721600 Rents & Leases - Equipment	7,465	8,500	7,500	7,500
721800 Small Tools & Instruments	0	500	500	500
722000 Transportation & Travel	0	1,750	1,500	1,500
TOTAL SERVICES & SUPPLIES	14,639	19,573	19,974	19,974
TOTAL - FIRE PREVENTION FOR LAND DEVELOPMENT	168,697	227,149	243,146	243,146

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>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Fees, Permits, Fines, etc.	\$110,943	\$131,000	\$130,000

STAFFING

	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Fire Marshal	1		1	
Fire Prevention Officer	0	2	0	2
Program Assistant I/II	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent	1	3	1	3

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$93,651) are recommended increased \$5,343 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$65,000) is recommended reduced \$4,000 for one full-time Extra Help Fire Prevention Officer and one full-time Extra Help Office Assistant to cover state and 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.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

FIRE PREVENTION FOR LAND DEVELOPMENT

SALARIES & EMPLOYEE BENEFITS (continued)

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** (\$2,200) is recommended increased \$500 based on the projected increased cost in communications of this Division with the change in service providers from the RMA Building to the Government Center.

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 increased \$300 to provide for general office supplies and one (1) new desktop computer.

721600 **Rents & Leases - Equipment** (\$7,500) is recommended reduced \$1,000 based on current and projected mileage and rental costs for vehicles from the Central Garage.

721800 **Small Tools & Instruments** (\$500) is recommended unchanged to purchase safety and measurement equipment.

722000 **Transportation & Travel** (\$1,500) is recommended reduced by \$250 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 2015-16**

Department: **BUILDING
INSPECTIONS (01370)**
Function: **Public Protection**
Activity: **Protective Inspection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	485,490	611,896	711,919	711,919
710103 Extra Help	126,946	52,440	22,000	22,000
710200 Retirement	161,504	184,441	220,451	220,451
710300 Health Insurance	61,923	108,273	108,431	108,431
710400 Workers' Compensation Insurance	65,823	95,231	177,741	177,741
TOTAL SALARIES & EMPLOYEE BENEFITS	901,686	1,052,281	1,240,542	1,240,542
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	81	350	350	350
720300 Communications	5,882	7,920	7,920	7,920
720600 Insurance	4,908	658	783	783
720800 Maintenance - Equipment	0	300	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	0	860	860	860
721200 Miscellaneous Expense	537	0	0	0
721300 Office Expense	6,893	11,000	11,000	11,000
721400 Professional & Specialized Services	61,079	87,000	87,000	87,000
721500 Publications & Legal Notices	75	700	700	700
721600 Rents & Leases - Equipment	52,555	43,000	43,000	43,000
721700 Rents & Leases - Buildings	7,448	0	0	0
721800 Small Tools & Instruments	0	500	500	500
721900 Special Departmental Expense	1,889	6,350	2,600	2,600
722000 Transportation & Travel	12,383	12,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	153,730	170,683	167,058	167,058
TOTAL - BUILDING INSPECTION	1,055,416	1,222,964	1,407,600	1,407,600

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.

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 Unified Air Pollution Control District (SJVUAPCD) 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 SJVUAPCD in Fresno for approval and to be signed off. The SJVUAPCD approved application is then returned to the Building Department to obtain the permit.

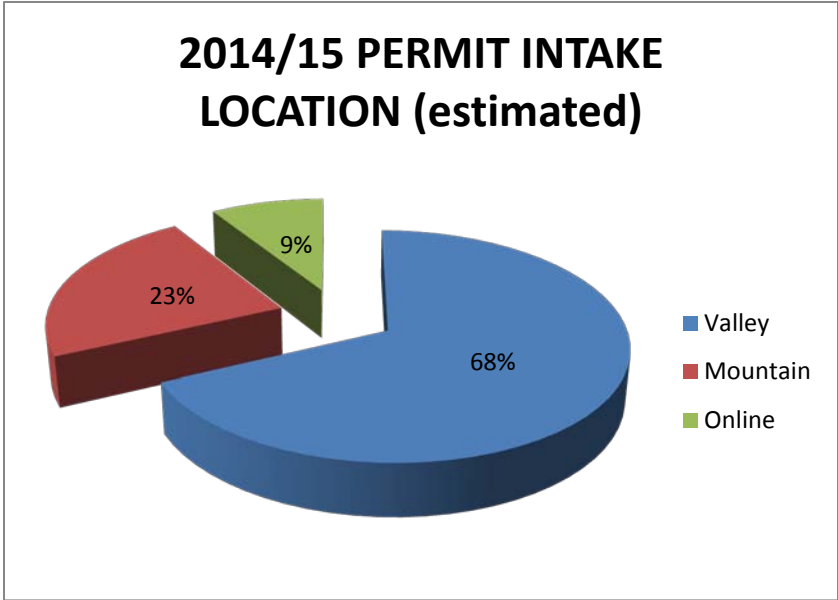
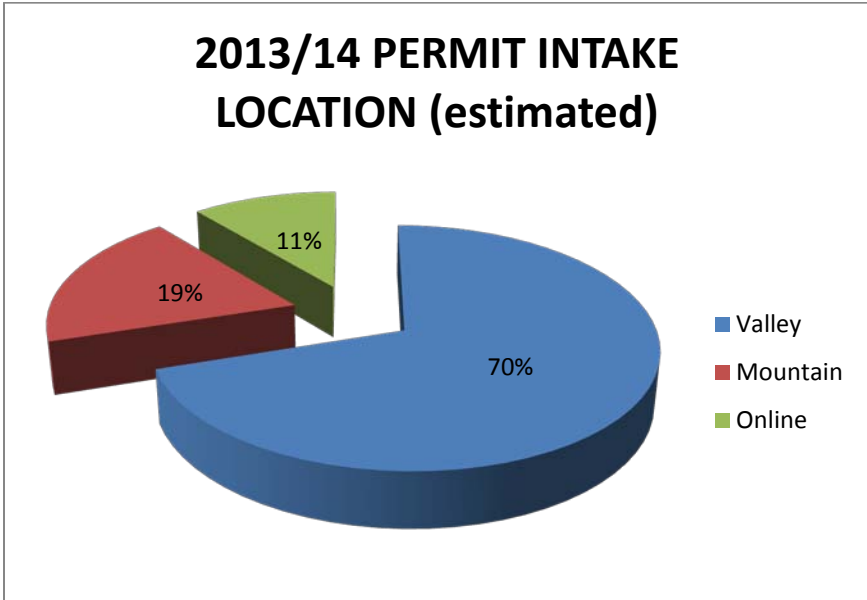
The second half of the building/construction process is the inspection of the work. Inspections are made during certain points in the project, depending on the work that's being performed. For example, retaining walls require inspections of the footing, after block is laid and steel placed but before grouting, after backfill has been placed, and when all work is finished.

WORKLOAD

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Commercial Structure	145	132	140
Demo Permits	44	95	50
Electrical Permit	151	130	150
Mechanical Permit	38	40	50
Mobile Home Permit	29	30	40
OTC (Over the Counter) Permit	1,140	1,400	1,500
Plan Check	415	452	500
Plumbing Permit	28	20	30
Reroof Permit	214	210	225
Single Family Residence – Additions/Remodel	287	305	300
Single Family Residence – New Only	81	85	125
Swimming Pool Permit	25	25	35
Inspections	10,987	10,493	11,736

WORKLOAD (continued)

The following graphs depict the percentages (by fiscal year) of permit applications received by location, with the majority being submitted online.



REVENUE

	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Construction Permits	\$ 834,025	\$ 750,000	\$ 820,000
Other License & Permits	957	0	1,000
Code Enforce Fines/Fees	0	0	100,000
Engineering Services	7,965	7,000	7,000
Plan Check Fees	437,207	340,000	360,000
Engineering Services – Development Review	8,851	0	0
Strong Motion Inst Fee	11,057	10,000	10,000
Miscellaneous	460	86	0
Total Revenue	\$1,300,522	\$1,107,086	\$1,298,000

CED - BUILDING INSPECTION

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official/Deputy Director	1		1	
Building Inspector I/II	3	2	5*	0
Office Assistant I/II	1		1	
Plan Checker	4		4	
Program Assistant I/II or Permit Technician	2		2	
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent Staffing	11	<u>3</u>	13	<u>1</u>

*It is recommended to fund two (2) Building Inspector I/II positions. One position has been filled with full-time, extra help for the past fiscal year; and there is no fiscal impact by making it a permanent position. The second position will be utilized to assess damages and penalties on the buildings involved in violation of the County’s Marijuana Ordinance, as well as to inspect substandard housing; this position will be paid out of penalties and fines.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$711,919) is recommended increased \$100,023 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$22,000) is recommended reduced \$30,440 to fund one extra help, part-time Administrative Assistant to handle the Division’s purchasing, deposits and personnel issues.
- 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** (\$350) is recommended unchanged for rain gear, gloves, and hard hats for protection. Also included is a reimbursement cost (\$300) 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.

CED - BUILDING INSPECTION

SERVICES & SUPPLIES (continued)

- 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** (\$300) is recommended unchanged for maintenance of typewriters and computers allocated to this budget.
- 721000** **Medical, Dental & Laboratory Supplies** (\$45) is recommended unchanged for purchase of first-aid supplies.
- 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 2013 Building Codes, printed forms, office supplies, computer supplies and printer paper.
- 721400** **Professional & Specialized Services** (\$87,000) is recommended unchanged 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.
- 721600** **Rents & Leases - Equipment** (\$43,000) is recommended unchanged to lease vehicles from the Central Garage, and for the copy machine lease. The copy machine monthly charge is \$134.60 for Bass Lake and \$390.19 for Madera, or \$6,297.48 annually plus images over contract. The division has six vehicles, five trucks and one Jeep. From July 1 through December 31, 2014, the Building Division's mileage equaled 27,989; an estimated annual usage is 55,978 miles or \$30,228.
- 721800** **Small Tools & Instruments** (\$500) is recommended unchanged based on current and projected staffing levels and building inspection activity.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$2,600) is recommended reduced \$3,750 to fund \$600 for the Building Department's share of IT maintenance of the POSSE server. This account also funds the 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** (\$12,000) is recommended unchanged to provide \$5,000 for CASp training and certification (mandated training for the inspection staff), and training on the 2013 California Building Codes which took effect January 1, 2014. New codes take effect every three years, requiring training on the new 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 2014-15**

Department: COUNTY CLERK-RECORDER
(03300)
Function: Public Protection
Activity: Other Protection
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	387,910	351,265	365,147	365,147
710103 Extra Help	11,179	31,000	30,000	30,000
710200 Retirement	102,711	107,546	116,178	116,178
710300 Health Insurance	50,956	70,993	50,935	50,935
710400 Workers' Compensation Insurance	2,645	1,943	2,191	2,191
715000 Other Benefits	582	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	555,983	562,747	564,451	564,451
SERVICES & SUPPLIES				
720300 Communications	2,112	3,300	3,300	3,300
720600 Insurance	43	132	134	134
720800 Maintenance - Equipment	3,726	5,000	5,000	5,000
721100 Memberships	975	1,075	1,100	1,100
721300 Office Expense	14,049	20,000	20,000	20,000
721400 Professional & Specialized Services	37,239	50,000	60,000	60,000
721600 Rents & Leases - Equipment	3,431	5,000	5,000	5,000
721700 Rents & Leases - Buildings	10,750	12,000	16,500	16,500
722000 Transportation & Travel	7,073	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	79,398	106,507	121,034	121,034
TOTAL - COUNTY CLERK-RECORDER	635,381	669,254	685,485	685,485

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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Recorder</u>			
Births scanned/indexed	1568	1600	1600
Deaths scanned/indexed	837	850	860
Marriages registered/scanned/indexed	737	750	780
Maps recorded	34	40	40
Microfilming daily records (frames)	109,201	375,000	125,000
Scanned/indexed/verified (frames)	109,201	375,000	125,000
Recorded and Filed Documents	31,680	31,000	32,000
Copies prepared (plain, certified, and no fee)	4838	5000	5000
Certified copies of birth, death, marriage records	5678	5800	6000
Certified copies for Veterans services	20	20	20
CD w/data or images (copied for sale)	199	200	200
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	*	253,658	50,000
<u>County Clerk</u>			
Certified copies – confidential marriages	32	30	30
Marriage licenses issued (public and confidential)	754	775	800

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Fictitious Business Statements filed	827	850	850
Fictitious business statement renewal notices	356	400	400
Notary oaths administered/bond filed	112	125	125
Civil Marriages performed	382	380	400
Notices of Determination/exemption filed	47	50	50
Documents acknowledged/copies prepared	612	600	625
Registration of legal document assistants/process servers	13	15	15

REVENUE

<u>Recorder Division</u>	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Recording fees/copies	\$ 533,216	\$472,000	\$480,000
Documentary transfer tax	558,436	538,000	550,000
Recorder’s Modernization funds	109,442	75,000	110,507
Recorder’s Micrographics funds	10,251	15,000	15,000
Vital Records Improvement Program funds	5,000	5,000	5,000
Social Security Truncation funds	0	12,000	12,000
Mediation/Dissolution of Marriages	<u>3,820</u>	<u>3,800</u>	<u>3,800</u>
Total:	\$1,220,165	\$1,120,800	\$1,176,307
<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	\$55,394	\$ 54,000	\$ 54,000
 Total:	<u>\$55,394</u>	<u>\$ 54,000</u>	<u>\$ 54,000</u>
 Total Revenue:	\$1,275,559	\$1,174,800	\$1,230,307

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	0.0	0.5	0.0	0.5
Assistant County Clerk-Recorder	0.0		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 Clerk to the County Clerk-Recorder I/II*	5.0	1.0	0.0	0.0
Deputy County Clerk-Recorder I/II	*	*	4.0	1.0
Senior Deputy Clerk-Recorder*	*	*	1.0	0.0
Micrographics Clerk	<u>0.0</u>	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>
Total Permanent	<u>7.5</u>	<u>3.5</u>	<u>7.5</u>	<u>3.5</u>

Note: *The County Clerk-Recorder is currently working with the Department of Human Resources to change the titles of the staff in the department from Deputy Clerk to the Clerk Recorder I/II to Deputy County Clerk-Recorder I/II. The change in title will have no financial impact. The creation of a Senior Deputy Clerk-Recorder position will be brought before the Civil Service Commission and the Board for approval prior to implementation. The change will facilitate proper succession planning within the department and standardize the position titles with County practices and industry standards.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$365,147) is recommended increased \$13,882 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$30,000) is recommended reduced \$1,000 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** 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.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,300) is recommended unchanged based on actual expenditures. The alarm monitoring expense is reimbursed from the Modernization Fund (\$300).
- 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** (\$1,100) is recommended slightly increased \$25 for memberships in the California Association of Clerks and Election Officials (\$400) 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 increased \$10,000 based on an anticipated increase in services during the fiscal year, as well as 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 for the department's copier lease and use of County Fleet vehicles.
- 721700** **Rents & Leases - Buildings** (\$16,500) is recommended increased \$4,500 for additional storage space, as well as for rental of space in an underground vault to archive the microfilmed official recorded documents (approximately \$7,500 annually, fully reimbursed from Micrographics Fund), and for rental of local storage space (\$9,000, fully reimbursed from Recorders Modernization Fund).

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$10,000) is recommended unchanged 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.

Note: The department will report all expenses to be reimbursed from Recorder Modernization, Micrographics, and Vital Records Improvement Project funds, as identified above, on a semi-annual basis for appropriate transfers from each fund.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PLANNING
(05900)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	620,109	664,433	763,755	763,755
710103 Extra Help	159,227	135,000	155,272	155,272
710105 Overtime	2,208	0	0	0
710200 Retirement	204,827	245,639	270,209	270,209
710300 Health Insurance	62,872	83,167	93,514	93,514
710400 Workers' Compensation Insurance	15,585	9,045	15,789	15,789
TOTAL SALARIES & EMPLOYEE BENEFITS	1,064,828	1,137,284	1,298,539	1,298,539
SERVICES & SUPPLIES				
720200 Clothing and Personal Supplies	0	3,200	0	0
720300 Communications	6,087	6,000	7,500	7,500
720305 Microwave Radio Services	5,279	5,762	5,890	5,890
720600 Insurance	250	341	338	338
720800 Maintenance - Equipment	1,145	1,200	1,200	1,200
721300 Office Expense	8,239	6,000	6,000	6,000
721314 Comup Eqpt	0	0	5,000	5,000
721400 Professional & Specialized Services	268,881	395,400	1,002,203	1,002,203
721500 Publications & Legal Notices	6,744	6,000	12,000	12,000
721600 Rents & Leases - Equipment	24,404	26,200	26,200	26,200
721900 Special Departmental Expense	2,502	7,756	5,300	5,300
721969 Special Departmental Expense - Graffiti Abatement	1,961	5,000	5,000	5,000
722000 Transportation & Travel	35,928	11,000	11,000	11,000
TOTAL SERVICES & SUPPLIES	361,420	473,859	1,087,631	1,087,631
TOTAL - PLANNING	1,426,248	1,611,143	2,386,170	2,386,170

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.

As of September 19, 2011, entitlement fees were reduced by two-thirds (2/3) for a period of one year. This reduction has been extended, as approved by the Board of Supervisors. Madera County recently adopted an updated fee schedule which will enhance revenue to the General Fund.

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).

WORKLOAD (continued)

- 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.

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Conditional Use Permits/Variances	18	12	15
General Plan Amendments	6	6	5
Rezoning	13	14	15
Site Plan Review	0	0	0
Specific Plans	0	1	0
Mining Permits	0	0	0
Variances (Setbacks)	14	20	25
Zoning Permits	13	18	20
Lot Line Adjustments	35	32	35
Parcel Maps	13	28	25
Subdivisions	3	7	5
House Numbers	50	55	75
Zoning Violations	0	870	900
Citations/Request for Complaints	0	416	500
Rezoning Appeals	1	2	1
General Plan Amendment Appeals	0	0	0
Review Building Permits	506	524	550
Review Business Licenses	541	480	500
Review Grading Permits	71	64	75
Public Hearings	10	22	24
Commission Meetings	12	13	12
Environmental Committee Meeting	18	22	24
Negative Declarations	32	35	40
Distressed Homes Registration	134	75	60

CED - PLANNING DIVISION

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Zoning Permits	\$48,076	\$75,000	\$75,000
Code Enforcement Fines and Fees	28,300	64,237	135,000
Planning Services	291,192	420,000	380,000
Planning Services/Legal Services	0	0	20,000
Business Licenses	21,312	22,000	20,000
LAFCO-Reimb for County Services	13,367	35,000	20,000
General Plan Update Trust Fund	0	40,000	40,000
State – Waste Tire Enforcement Grant	114,894	195,000	221,000
State – Abandon Vehicles Grant	5,897	85,000	47,000
NSP-3 CDBG Grant	261,574	414,736	1,043,460
River Vista-Madera	72,383	35,000	55,000
Other Miscellaneous Revenue	96,861	0	0
Other Sales	<u>20</u>	<u>432</u>	<u>0</u>
Total	\$953,876	\$1,386,405	\$2,056,460

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	1		0		1*
Administrative Analyst I/II	0		1*		
Code Enforcement Officer I/II	2		2		
Planner I/II/III	3	4	4**	3	
Community and Economic Development Director	1		1		
Planning Technician, or Planning Aide	0	1	0	1	
Deputy Director	1		1		
Senior Planner	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>1</u>
Total Permanent	10	6	11	5	1

*It is recommended to eliminate the Administrative Assistant and fund an Administrative Analyst I/II, to be effective January 1, 2016, due to increased workload requiring specialized skills.

**It is recommended to fund an additional Planner I/II/III due to increased workload resulting from new Marijuana regulations; penalties derived from the new regulations will be used to fund the position.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$763,755) are recommended increased \$99,322 based on the cost of recommended staffing.
- 710103 **Extra Help** (\$155,272) is recommended increased \$20,272 to provide additional staff resources when necessary to meet project deadlines, to provide in-house county counsel for the Community and Economic Development department and Planning Commission, and to provide extra help staff to assist Code Enforcement in enforcing state laws regarding the storage, handling and disposal of waste tires (funded from the Waste Tire Enforcement Grant and the Abandon Vehicle Grant). In addition, Planning clerical assist the Fire Prevention Division and Building Division of the Community and Economic Development 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) are not recommended; a reduction of \$3,200.
- 720300 **Communications** (\$7,500) is recommended increased \$1,500 for telephone costs and for wireless connections for the three (3) iPads used by the Code Enforcement Officers in the field and for three (3) 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** (\$5,890) is recommended increased \$128 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** (\$1,200) is recommended unchanged and includes \$500 for binding machine maintenance and \$700 for folding machine maintenance.

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$6,000) is recommended unchanged 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.
- 721314** **Computer Equipment** (\$5,000) is recommended for a new server for the POSSE Computer system to serve Planning, Building, Environmental Health, Fire Prevention, and Public Works. Information Technology has advised that the existing server needs to be replaced during the 2015-16 fiscal year.
- 721400** **Professional & Specialized Expense** (\$1,002,203) is recommended increased \$606,803 to contract with consultants for grants including the River Vista-Madera (\$45,400), Grant Support Services (\$5,000), and NSP3 CDBG Grant (\$951,803); revenues offset these expenses. During the 2014-15 fiscal year, rehabilitation was completed on two homes and the homes were sold. Two homes are now under construction, it is anticipated that three homes will be completed and sold during the 2015-16 fiscal year.
- 721500** **Publications & Legal Notices** (\$12,000) is recommended increased \$6,000 for legal notices for land use permit applications and California Environmental Quality Act (CEQA) public hearing notices. Effective January 2015, the Planning Division will notice all Planning items going to the Board of Supervisors (previously funded in the Board of Supervisors budget), increasing the cost of legal notices in this budget.
- 721600** **Rents & Leases - Equipment** (\$26,200) is recommended unchanged to lease vehicles from the Central Garage, and fund the Division's share of the copy machine lease. The monthly copy machine charge is \$683 plus color copies and copies in excess of the contract allowance, averaging an additional \$250 per month or a total for the year of \$11,196. The Division has four vehicles – two (2) sedans, one (1) SUV and one (1) pickup. It is anticipated the Division will travel 24,868 miles, which equates to \$12,190.60. A portion of the mileage (up to \$14,000) will be funded by the Waste Tire Enforcement Grant.
- 721900** **Special Departmental Expense** (\$5,300) is recommended reduced by \$2,456 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 the General Plan update, high speed rail, Madera County Transportation Commission, and other studies with State Agencies. In addition, \$500 is requested for meeting materials, printing, mailouts, and posters for the River Vista Grant, and \$2,100 to purchase equipment such as binoculars, camera, and flashlights 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.

SERVICES & SUPPLIES (continued)

- 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.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **LOCAL AGENCY FORMATION
COMMISSION (06100)**
 Function: **Public Protection**
 Activity: **Other Protection**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
OTHER CHARGES				
731305 Contributions to Other Agencies	44,682	39,840	0	0
TOTAL OTHER CHARGES	44,682	39,840	0	0
TOTAL - LOCAL AGENCY FORMATION COMMISSION	44,682	39,840	0	0

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 (\$0) is not recommended, a reduction of \$39,840. On March 25, 2015, LAFCO Commissioners adopted the 2015-16 LAFCO 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. However, it is anticipated that the Cities' and County's normal contributions will resume for the 2016-17 fiscal year.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ANIMAL SERVICES (06000)**
 Function: **Public Protection**
 Activity: **Other Protection**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	288,184	383,806	362,372	390,406
710103 Extra Help	163,425	70,680	116,707	73,011
710105 Overtime	21,101	11,500	28,560	23,500
710106 Standby Pay	7,864	6,400	16,000	16,000
710110 Uniform Allowance	1,305	2,200	2,000	2,000
710200 Retirement	127,533	118,624	130,426	148,155
710300 Health Insurance	80,479	85,075	124,872	86,056
710400 Workers' Compensation Insurance	72,764	132,591	191,250	191,250
TOTAL SALARIES & EMPLOYEE BENEFITS	762,655	810,876	972,187	930,378
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	403	500	500	500
720300 Communications	20,868	9,000	9,000	7,000
720305 Microwave Radio Services		14,406	14,725	14,725
720500 Household Expense	9,077	12,500	12,500	11,000
720600 Insurance	876	856	856	1,003
720800 Maintenance - Equipment	2,048	5,000	5,000	4,000
721100 Memberships	180	270	270	270
721300 Office Expense	8,214	7,000	7,000	7,000
721400 Professional & Specialized Services	32,347	29,524	31,385	30,000
721500 Publications & Legal Notices	430	500	500	500
721600 Rents & Leases - Equipment	36,891	40,000	45,000	35,000
721900 Special Departmental Expense	26,390	32,000	32,000	30,000
722000 Transportation & Travel	312	1,100	2,000	2,000
TOTAL SERVICES & SUPPLIES	138,036	152,656	160,736	142,998
FIXED ASSETS				
740200 Bldg & Improvements	0	20,000	0	0
TOTAL FIXED ASSETS	0	20,000	0	0
TOTAL - ANIMAL SERVICES	900,691	983,532	1,132,923	1,073,376

ANIMAL SERVICES

COMMENTS

This budget funds the cost of maintaining and operating the County Animal Shelter, enforcing State and County animal control laws, operating clinics for the licensing and vaccination of dogs, and investigating animal nuisance and animal bite reports.

In 2007, the new Roberta Wills Adoption Center building was completed and a modular office building was installed on-site, which more than doubled the square footage for operations. In 2007, the Board of Supervisors approved a change in the departmental name from Animal Control Department to Animal Services Department. The 2014-15 fiscal year will be the eighth full year of operating the larger complex, and the following recommended budget reflects the anticipated operating costs.

REVENUE

The following revenue sources partially offset the cost of the operating the Animal Services Department:

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
License Fees:	\$45,294	\$48,088	\$63,000
▪ \$50.00 or \$8.00 if dog is altered			
▪ \$8.00 or \$4.00 if dog is altered (Senior Discount)			
Humane Services:	214,647	245,000	277,600
Rents/Concessions:	1,400	0	0
Roberta Wills Animal Shelter Maintenance Fund	0	0	11,447
Fixed Assets:			<u>0</u>
Total:	<u>\$261,341</u>	<u>\$293,088</u>	<u>\$352,047</u>

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)

ANIMAL SERVICES

REVENUE (continued)

Note: All fees were updated July 1, 2010. *Animal Services is recommending increases in licensing and other fees this year to more accurately reflect the cost of providing services and to reduce the Net County Cost (pending approval). Animal Services received an increased contribution from the City of Madera for Humane Services.

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Animal Services Director	1		1	
Animal Services Officer I/II	4	2	4	2
Kennel Attendant, Office Assistant I/II, or Animal Services Assistant	<u>5</u>	<u>4</u>	<u>5</u>	<u>4</u>
Total Permanent	10	6	10	6

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$390,406) is recommended increased \$6,600 based on cost of recommended staffing.
- 710103** **Extra Help** (\$73,011) is recommended increased \$2,331 to provide adequate services for the community and its animals.
- 710105** **Overtime** (\$23,500) is recommended increased \$12,000 based on actual and projected expenditures and emergency call outs.
- 710106** **Standby Pay** (\$16,000) is recommended increased \$9,600 based on actual and projected expenditures since the reimbursement rate for standby changed from \$1.20/hr. to \$3.00/hr.
- 710110** **Uniform Allowance** (\$2,000) is recommended reduced \$200 based on actual and projected expenses for a monthly allotment per officer.

ANIMAL SERVICES

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

- 720200** **Clothing & Personal Supplies** (\$500) is 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) is recommended reduced \$2,000 to accommodate the use of laptops by officers in the field and other telecommunication costs of this Department.
- 720305** **Microwave Radio Services** (\$14,725) is recommended increased \$319 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** (\$11,000) is recommended reduced \$1,500 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 other cleaning services.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$4,000) is recommended reduced \$1,000 for maintenance of mobile radios, office equipment, and animal handling equipment.
- 721100** **Memberships** (\$270) is recommended unchanged for memberships in the California Animal Control Directors' Association (\$150) and State Humane Association of California (\$120).
- 721300** **Office Expense** (\$7,000) is recommended unchanged for office supplies and printing of citation books, license books and other forms.

ANIMAL SERVICES

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$30,000) is recommended increased \$476. 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 handling services.
- 721500** **Publications & Legal Notices** (\$500) is recommended unchanged to publicize rabies clinics and large animal sales, as well as media coverage for other programs.
- 721600** **Rents & Leases - Equipment** (\$35,000) is recommended reduced \$5,000 for use of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$30,000) is recommended reduced \$2,000 to provide for the cost of license tags, animal food, euthanasia drugs, and miscellaneous supplies.
- 722000** **Transportation & Travel** (\$2,000) is recommended increased \$900 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 great 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 2015-16**

Department: **PREDATORY ANIMAL
CONTROL (06200)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	56,144	57,213	75,395	75,395
TOTAL SERVICES & SUPPLIES	56,144	57,213	75,395	75,395
TOTAL - PREDATORY ANIMAL CONTROL	56,144	57,213	75,395	75,395

PREDATORY ANIMAL CONTROL

COMMENTS

This budget funds the costs to control predatory 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.

In 2002-03, the State reduced their share of cost for the program Statewide. The reduction in State participation affected the number of service hours available to the County. From 2003-04 through 2006-07, due to funding considerations, the Board of Supervisors funded the program based on six months of service. 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. The Board of Supervisors approved the previous year's rate of \$56,646 for 2013-14, with the provision of furloughs to make up the difference between the requested and approved amounts. USDA requested an additional 1% increase for increased overhead cost sharing in 2014-15, and a 1% increase for 2015-16. The requested amount for 2015-16 is \$75,395, an increase of \$18,182 over the 2014-15 approved amount by changing from a part time agreement to a full time agreement. The requested amount would provide 2,088 hours of Trapper services.

WORKLOAD

	<u>7/1/12 – 6/30/13</u>	<u>7/1/13 – 6/30/14</u>
ACRES WORKED	4,512	4,507
PROPERTIES WORKED	696	732
SPECIALIST HOURS	1,688	1,320
DAMAGE REPORTED	\$95,771	\$567,125
ANIMALS REMOVED	198	345
TECHNICAL ASSISTANCE PROJECTS	36	32
DISEASE SAMPLES TAKEN	0	0

SERVICES & SUPPLIES

721400 **Professional and Specialized Services** (\$75,395) is recommended increased \$18,182 for contractual annual predatory animal trapping services provided by the Animal Damage Control Section of the United States Department of Agriculture based on Board direction on June 2, 2015. The increase is a result of changing from a part time to full time agreement.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **FISH AND GAME
(11200)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **Fish and Game**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	4,244	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	4,244	5,000	5,000	5,000
TOTAL - FISH AND GAME	4,244	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 2015-16 is projected at \$4,200. At the end of the 2014-15 fiscal year, the cash balance for the Fish and Game Fund was \$9,768. As of March 31, 2015, the Fund had a balance of \$9,228.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$5,000) is recommended unchanged for the 2015-16 fiscal year.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ROADS & BRIDGES
(11800)**
Function: **Public Ways & Facilities**
Activity: **Public Ways**
Fund: **Road**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	3,634,168	4,014,470	3,865,427	3,865,427
710103 Extra Help	80,623	69,172	178,706	178,706
710105 Overtime	9,707	20,000	20,000	20,000
710107 Premium Pay	240	240	240	240
710200 Retirement	1,027,809	1,200,059	1,203,836	1,203,836
710300 Health Insurance	629,535	685,368	655,906	655,906
710400 Workers' Compensation Insurance	155,377	131,401	185,321	185,321
710500 Other Benefits	1,929	500	500	500
TOTAL SALARIES & EMPLOYEE BENEFITS	5,539,388	6,121,210	6,109,936	6,109,936
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	23,544	20,000	30,000	30,000
720300 Communications	38,434	32,894	37,849	37,849
720305 Microwave Radio Services	99,903	101,803	104,058	104,058
720500 Household Expense	26,748	33,500	44,320	44,320
720600 Insurance - Liability	80,480	122,880	61,689	61,689
720601 Insurance - Other	4,441	11,733	11,733	11,733
720605 Employer's Share of Retiree's Insurance	186,656	200,000	200,000	200,000
720800 Maintenance - Equipment	681,385	600,000	700,000	700,000
720900 Maintenance - Structures & Grounds	11,585	16,000	15,000	15,000
721000 Medical, Dental & Lab Supplies	2,325	250	5,000	5,000
721100 Memberships	3,309	3,000	3,500	3,500
721206 Refund/Overcharges	0	1,000	1,000	1,000
721300 Office Expense	29,789	28,000	32,550	32,550
721400 Professional & Specialized Services	7,359,549	4,871,817	6,434,332	6,434,332
721500 Publications & Legal Notices	3,533	5,600	5,600	5,600
721600 Rents & Leases - Equipment	167,760	200,000	295,000	295,000
721700 Rents & Leases - Structures & Grounds	27,890	38,000	23,000	23,000
721800 Small Tools & Instruments	28,904	25,000	30,000	30,000
721900 Special Departmental Expense	2,284,040	1,081,953	3,799,878	3,799,878
722000 Transportation & Travel	15,150	16,000	21,500	21,500
722100 Utilities	98,757	107,000	115,000	115,000
TOTAL SERVICES & SUPPLIES	11,174,182	7,516,430	11,971,009	11,971,009

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ROADS & BRIDGES
(11800)**
Function: **Public Ways & Facilities**
Activity: **Public Ways**
Fund: **Road**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
OTHER CHARGES				
730800 Right of Ways	1,178	30,000	30,000	30,000
731401 Intrafund Expense	0	911,396	911,396	911,396
TOTAL OTHER CHARGES	1,178	941,396	941,396	941,396
FIXED ASSETS				
740300 Equipment	536,879	1,217,000	1,188,500	1,188,500
TOTAL FIXED ASSETS	536,879	1,217,000	1,188,500	1,188,500
INTRAFUND TRANSFER				
750121 Operating Transfers Out-Capital Projects	0	920,468	0	0
TOTAL INTRAFUND TRANSFER	0	920,468	0	0
TOTAL - ROADS AND BRIDGES	17,251,627	16,716,504	20,210,841	20,210,841

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

	2013-14	2014-15	2015-16
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610802 SB 325 Gas Sales Tax	\$2,027,280	\$1,599,071	\$1,599,071
610805 LTF Pedestrian & Bicycle Projects	0	38,493	38,493
620400 Road Privileges and Permits	127,613	137,933	125,000
640101 Interest	12,871	22,514	15,000
640304 Federal - Hwy Row Rental	1,399	1,236	1,000
650201 Highway Users Tax - 2104 and 2106	5,652,022	4,846,510	4,919,278
650202 Highway Users Tax - 2105 (Proposition 111)	1,761,246	1,474,921	1,300,136
654035 ISTEPA Exchange Funds – Federal*	463,374	463,374	463,374
654536 Prop1B SLPP	1,015,133	0	0
655400 Disaster Relief FHWA	64,055	0	0
655500 Forest Reserve Title I	228,685	228,685	225,000
657040 Federal Funded Bridges (Eng. Services Refunds)	1,970,490	1,725,816	5,806,398

ROADS AND BRIDGES

REVENUE (continued)

		2013-14	2014-15	2015-16
		<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
657103	CMAQ	109,574	156,842	658,000
657121	Federal - ARRA	130,720	0	0
659020	ISTEA Exchange from Madera County Transportation Committee**	798,398	798,398	500,000
661702	Road and Street Services – MCTA	53,650	202,946	0
661703	Road and Street Services (District #5)	200,000	169,000	120,000
661704	Road and Street Services (Service Areas, Maintenance Districts)	234,329	1,374,838	700,000
661706	Roads Street Intrafund/Other Services	1,145,961	1,174,941	700,000
661708	Measure T Reimbursement	271,242	543,874	0
662696	Formation Fees	450	0	0
672000	Other Sales (Sale of Maps)	2,137	1,724	2,000
673000	Miscellaneous Refunds & Revenues	4,717	14,261	12,000
673425	Road Service Donations	16,000	0	0
673903	Misc Riemb & Refund	630	201	0
	Sub-Total	\$16,291,976	\$14,975,578	\$17,184,750
	Cash Balance	<u>959,651</u>	<u>0</u>	<u>3,026,091</u>
	TOTAL	\$17,251,627	\$14,975,578	\$20,210,841

*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.

ROADS AND BRIDGES

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>	<u>2015-16 Recommended</u>
Administrative Analyst I/II	1	1
Administrative Assistant	1	1
Assistant Engineer	3	3
Associate Civil Engineer or Engineer I/II/III	2	2
Deputy Public Works Director	2	2
Development Services Engineer	1	1
Director of Public Works	1	1
Engineering Aide	1	1
Engineering Technician	1	1
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	1
Program Assistant I/II	2	2
Program Manager	1	1
Real Property Agent	1	1
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	1
Senior Civil Engineer	2	2
Senior Heavy Equipment Mechanic	1	1
Senior Road Construction & Maintenance Worker	5	5
Senior Traffic Sign Worker	1	1
Special District Road Manager	1	1
Traffic Sign Supervisor	1	1
Traffic Sign Worker I/II	<u>4</u>	<u>4</u>
Total Permanent Staff	86	86

ROADS AND BRIDGES

RECAP OF MAJOR EXPENDITURE ACCOUNTS:

- 720300** **Communications** (\$37,849) is recommended increased \$4,955 based on current expenditures and an estimate of the Department's pro-rated share of the Wide Area Network Communication expense; as estimated by the Information Technology Department.
- 720305** **Microwave Radio Services** (\$104,058) is recommended increased \$2,255 and represents the Department's contribution to the Internal Service Fund for 2015-16 based on the number of radios in this Department utilizing the County's Microwave Radio Network.
- 720601** **Insurance - Other** (\$11,733) is recommended unchanged based on current year costs for Property and Pollution Insurance.
- 720800** **Maintenance - Equipment** (\$700,000) is recommended increased \$100,000 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** (\$6,434,332) is recommended increased \$1,562,515 for the proposed capital improvement projects as outlined in the Department's Capital Improvement Program. This account also funds professional services concerning the Wide-Area Network, the Department's pro rata share of the cost for the outside auditor, and direct charges for services provided by the Auditor, Human Resources, Purchasing, General Services and the 311/Customer Service Center.
- 721600** **Rents & Leases - Equipment** (\$295,000) is recommended increased \$95,000 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.
- 721900** **Special Departmental Expense** (\$3,799,878) is recommended increased \$2,717,925 for the purchase of all road construction materials, asphalt, concrete, various road oils, rock, sand, and dirt. This account also funds preliminary engineering and construction engineering costs associated with the Department's Capital Improvement Program. This account will be adjusted at Final Budget based on the ending cash balance.
- 731401** **Intrafund Expense** (\$911,396) is recommended unchanged based on the prior 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** (\$1,188,500) is recommended reduced \$28,500 to purchase the following equipment:

- 1 **Gasboy Fuel Management System (\$70,000)** - The new fuel management system would replace the old Gasboy Series 1000 system that is outdated and repair parts are no longer available from any source, and the PC/1000 software program is not compatible beyond Windows XP. The new Gasboy Fleet Plus system would provide accurate tracking of fuel transactions at all four Public Works Dept. District Road Yards. It would utilize a web-based software program that can reside on a network server, providing time saving capabilities when transferring the necessary fuel transaction data to the departments CAMS accounting program. This system would be used county wide. (11804)
- 1 **Environmental System Products, ODB Inspection System. Data Acquisition Device (DAD) (\$6,000)** - Beginning January 2016, the California Bureau of Automotive Repair will require all governmental fleet stations to perform ODB (On-Board Diagnostic) smog inspections (OIS) on all 2000 and newer model year vehicles regulated by the State Smog program. This DAD testing equipment is needed to bring the department into compliance with the new smog inspection requirements. This equipment would be assigned to the Equipment Shop. (11804)
- 2 **10-yard Diesel Dump Truck (\$300,000)** - These trucks would replace 1992 Ford Dump Trucks that do not meet California Air Resources Board's On-Road Heavy-Duty Diesel-Fueled Public and Utility Fleets Program regulations. These trucks would be assigned to (1) Dist #2 (11812) and (1) Dist #5 (11815).
- 3 **¾ Ton LWB Regular Cab 4x4 Pickup Trucks (\$87,000)**- These pickups would replace 2001 Ford CNG pickups that have fuel tanks that expire in November 2015. The pickup trucks cannot be legally fueled up after the tank expiration date. These pickups would be assigned to (1) Dist # 1 (11811) and (2) Dist # 3 (11813).
- 1 **½ Ton SWB Regular Cab 4x2 Pickup Truck (25,500)** - This pickup would replace a 2001 Ford CNG pickup that has a fuel tank that expires in November 2015. The pickup truck cannot be legally fueled up after the tank expiration date. This pickup would be assigned to the Equipment Shop. (11804)
- 1 **Self-Propelled Power Broom (\$65,000)** - This power broom would be used to assist in paving and shoulder restoration projects along with general road cleanup. It would replace a 1992 Broce RJ300 power broom that does not meet California Air Resources Board's In-Use Off-Road Diesel Vehicle Regulation. This broom would be used county wide. (11803)

FIXED ASSETS (continued)**Equipment (continued)**

- 1 **Patch Truck with Emulsion System (\$170,000)** - This truck would replace a 1986 International Patch Truck that does not meet California Air Resources Board's On-Road Heavy-Duty Diesel-Fueled Public and Utility Fleets Program regulations. This patch truck would be assigned to Dist #3. (11813)
This item is a carryover from the 2014-2015 Budget
- 1 **Caterpillar 938M Wheel Loader (\$230,000)** - This Loader would replace a 30 year old, 1983 Terex 60C loader that is worn out and does not meet California Air Resources Board's Emission Requirements for the In-Use Off-Road Diesel Vehicle Regulation. This loader would be assigned county wide. (11803)
This item is a carryover from the 2014-2015 Budget
- 1 **Tractor Loader (\$110,000)** - This unit would be used to assist paving operations and would replace a 1986 Case tractor loader that does not meet California Air Resources Board's In-Use Off-Road Diesel Vehicle Regulation. This Tractor loader would be assigned County wide. (11803)
This item is a carryover from the 2014-2015 Budget
- 1 **Sport Utility EV/Hybrid Vehicle (\$50,000)** - This vehicle would replace a 2001 CNG Honda Civic that has a CNG fuel tank that expires May 2016. This vehicle exceeds the 130,000 miles or 12 years of age replacement/disposal criteria for Passenger Cars, Pickups, and SUVs, as approved in the County Vehicle Replacement & Disposal Policy & Guidelines. This electric vehicle is programmed under the Federal Congestion Mitigation Air Quality (CMAQ) Program, as approved by the Board in April 2014. A portion of the cost will be funded using CMAQ funds and the remaining portion will be funded using local Road Fund. The Department is also seeking California Air Resources Board (CARB) funding to offset the local cost portion. This would reduce the proposed budgeted amount reflected below. This vehicle would be available for general use by Public Works staff. (11801)
This item is a replacement from the 2014-2015 Budget (SUV or Sedan)

FIXED ASSETS (continued)

Equipment (continued)

- 1 **Electric SUV (\$50,000)** - This vehicle would replace a 1995 Jeep Cherokee which exceeds the 130,000 miles or 12 years of age replacement/disposal criteria for Passenger Cars, Pickups, and SUVs, as approved in the County Vehicle Replacement & Disposal Policy & Guidelines. This electric vehicle is programmed under the Federal Congestion Mitigation Air Quality (CMAQ) Program, as approved by the Board in April 2014. A portion of the cost will be funded using CMAQ funds and the remaining portion will be funded using local Road Fund. The Department is also seeking California Air Resources Board (CARB) funding to offset the local cost portion; this would reduce the proposed budgeted amount for this item. This vehicle would be available for general use by Public Works staff. (11802)

- 1 **Transit Connect Van (\$25,000)** - This vehicle would replace a 2001 Dodge Ram Van 3500 utilized by the Public Works Department to conduct land surveys and to securely transport the expensive survey equipment. This vehicle exceeds the 130,000 miles or 12 years of age replacement/disposal criteria for Passenger Cars, Pickups, and SUVs, as approved in the County Vehicle Replacement & Disposal Policy & Guidelines. This would be assigned to the Survey Crew. (11802)

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ROAD TRANSIT
Budget (63860)**
Function: **Public Ways & Facilities**
Activity: **Public Ways & Facilities**
Fund: **Transit**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720300 Communications	1,923	3,500	5,000	5,000
720501 Janitorial	0	0	5,000	5,000
720800 Maintenance - Equipment	225	4,000	7,500	7,500
721300 Office Expense	0	50	1,000	1,000
721400 Professional & Specialized Services	393,025	1,155,810	1,134,838	1,134,838
721500 Publications & Legal Notices	55	250	2,500	2,500
721900 Special Departmental Expense	78,694	28,850	83,358	83,358
722101 Gas & Electrical Utility	2,653	6,000	10,000	10,000
722102 Sewer & Water Utility	0	0	1,000	1,000
TOTAL SERVICES & SUPPLIES	476,575	1,198,460	1,250,196	1,250,196
FIXED ASSETS				
740200 Buildings and Improvements	0	849,276	400,600	400,600
740300 Equipment/Furniture	0	528,237	298,030	298,030
TOTAL FIXED ASSETS	0	1,377,513	698,630	698,630
TOTAL - ROAD (TRANSIT BUDGET)	476,575	2,575,973	1,948,826	1,948,826

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

	2013-14	2014-15	2015-16
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610810 LTF Madera County Connection	\$ 0	\$ 27,250	\$ 242,137
640101 Interest on Cash	2,186	1,500	1,500
654030 State - Transit Asst. / MCC	262,000	202,812	452,993
654517 Prop 1B – PTMISEA	0	320,662	541,334
654518 Prop 1B – Cal EMA	0	65,000	58,930
654537 ST-Cal EMA Grants	58,930	0	0
657XXX Federal -Transit-Admin. FTA 5339	0	0	160,000
657055 Federal -Transit-Admin. FTA 5311	414,291	340,601	230,000
673000 Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	\$737,407	\$957,825	\$1,686,894
Cash Balance	<u>0</u>	<u>0</u>	<u>261,932</u>
TOTAL	\$737,407	\$957,825	\$1,948,826

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended increased \$1,500 to provide funding for Amtrak Station network connectivity costs, in addition to provide funding for yellow-pages and AT&T white pages advertisement costs.

- 720501** **Janitorial** (\$5,000) is recommended to be funded to provide funding for County’s portion of the new janitorial services at the Amtrak Station.

- 720800** **Maintenance – Equipment** (\$7,500) is recommended increased \$3,500 to provide funding for the added maintenance costs for three new buses being added to the transit fleet.

- 721300** **Office Expense** (\$1,000) is recommended increased \$950 to provide funding for miscellaneous office expenses, including new updated bus schedules.

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$1,134,838) are recommended reduced \$20,972 as per the following:

Contract Consultant - Moy Services	\$ 72,460
Merced Transit	358,190
CAPMC	130,295
City of Madera (DAR)	239,993
City of Chowchilla (CATX)	133,900
Other Contract/Consultant Services	200,000

721500 **Publications & Legal Notices** (\$2,500) is recommended increased \$2,250 to provide funding for public notices for projects and miscellaneous hearings.

721900 **Special Departmental Expense** (\$83,358) is recommended increased \$54,508 based on projected expenses to provide supplies, materials and maintenance for transit projects.

722101 **Gas & Electrical Utility** (\$10,000) is recommended increased \$4,000 to provide funding for gas and electric utility costs for the Amtrak Station, Transit Facilities and Advanced Flashing Beacons.

722102 **Sewer & Water Utility** (\$1,000) is recommended to be funded to provide funding for sewer and water utility costs for the Amtrak Station based on prior year expenditures.

FIXED ASSETS

740200 **Buildings & Improvements** (\$400,600) is recommended reduced \$448,676, as per the following:

Transit Facilities Improvements & Enhancements	\$400,600
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740301 **Equipment** (\$298,030) is recommended reduced \$230,207, as per the following:

Transit Security Enhancements	\$ 58,930
Bus Bike Racks	14,100
(1) Bus	160,000
(1) Passenger Van	65,000

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **BEHAVIORAL HEALTH SERVICES (06910,06920)**
 Function: **Health & Sanitation**
 Activity: **Health**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,391,228	6,372,540	6,988,640	6,988,640
710103 Extra Help	182,555	208,176	105,267	105,267
710105 Overtime	56,396	57,279	57,279	57,279
710106 Stand-by Pay	25,683	0	3,480	3,480
710107 Premium Pay	4,185	3,480	5,400	5,400
710200 Retirement	1,549,943	1,936,265	2,179,337	2,179,337
710300 Health Insurance	786,063	1,090,045	948,361	948,361
710400 Workers' Compensation Insurance	81,774	67,771	84,954	84,954
TOTAL SALARIES & EMPLOYEE BENEFITS	8,077,827	9,735,556	10,372,718	10,372,718
SERVICES & SUPPLIES				
720300 Communications	111,147	108,025	173,372	173,372
720305 Microwave Radio Services	22,620	23,050	23,560	23,560
720500 Household Expense	72,256	68,718	76,805	76,805
720600 Insurance	20,926	4,339	4,721	4,721
720601 Insurance - Other	3,238	29,803	29,803	29,803
720605 Employer Share Retiree Insurance	113,315	127,400	194,080	194,080
720800 Maintenance - Equipment	79,670	119,500	87,864	87,864
720900 Maintenance - Structures and Grounds	31,615	41,300	41,300	41,300
721000 Medical/Dental/Lab Supplies	7,404	38,840	39,000	39,000
721100 Memberships	8,486	19,793	16,747	16,747
721300 Office Expense	82,363	166,558	103,640	103,640
721400 Professional & Specialized Services	711,318	1,251,734	1,401,766	1,401,766
721406 Mental Health - Conservatorships	15,000	15,000	15,000	15,000
721416 Mental Health - Institute for Mental Disease	1,385,631	1,541,056	1,856,169	1,856,169
721417 Mental Health - Patients' Rights Advocate	15,063	16,848	16,848	16,848
721421 Mental Health-State Hospital	701	504,591	1,414,375	1,414,375
721422 Adult System of Care	567,933	1,304,730	1,877,538	1,877,538
721426 Software Maintenance/Modification	5,698	28,458	28,458	28,458
721445 SD/MC Hospital Expense	1,556,841	2,218,150	2,808,150	2,808,150
721446 Managed Care Network	464,921	582,000	582,000	582,000
721448 KV Support/Administration	341,876	388,963	494,964	494,964
721456 Professional & Specialized Services - IT	4,125	46,141	80,000	80,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **BEHAVIORAL HEALTH
SERVICES (06910,06920)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES (continued)				
721468 Professional & Specialized Services - Unidentified	168,979	60,084	123,034	123,034
721500 Publications & Legal Notices	2,164	4,455	4,455	4,455
721600 Rents & Leases - Equipment	60,055	79,222	79,222	79,222
721700 Rents & Leases - Building	151,059	160,105	260,908	260,908
721900 Special Departmental Expense	24,271	28,030	28,030	28,030
721909 Property Taxes	1,166	42,944	1,166	1,166
722000 Transportation & Travel	15,427	39,869	55,748	55,748
722005 Reimbursement - Employee Cars	18,465	0	0	0
722100 Utilities	61,821	70,464	86,376	86,376
TOTAL SERVICES & SUPPLIES	6,125,554	9,130,170	12,005,099	12,005,099
OTHER CHARGES				
731001 Building Deprecation	0	61,836	61,836	61,836
TOTAL OTHER CHARGES	0	61,836	61,836	61,836
FIXED ASSETS				
740200 Buildings & Improvements	61,760	0	0	0
740300 Equipment	142,570	169,568	135,600	135,600
TOTAL FIXED ASSETS	204,330	169,568	135,600	135,600
INTRAFUND TRANSFER				
770100 Intrafund Revenue	-660,935	0	0	0
770100 Intrafund Expense	0	92,700	92,700	92,700
TOTAL INTRAFUND TRANSFER	-660,935	92,700	92,700	92,700
TOTAL - BEHAVIORAL HEALTH SERVICES	13,746,776	19,189,830	22,667,953	22,667,953

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 the 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 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, Youth Probation, Behavioral Health Services and a community based organization (EMQ Families First) 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 2015-16, 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 new three-year INNOVATION project was approved by the Madera County Board of Supervisors on May 13, 2014. The project will focus on increasing collaboration between health care providers and Behavioral Health Services for perinatal postpartum mood and anxiety disorders (PMAD).

Housing Program for the mentally ill homeless population

- The MMHSA Housing, Inc., a non-profit, is currently operating two of the three proposed housing units. Currently all four (4) rooms at the Madera site are occupied and the Chowchilla four-plex has seven (7) of the eight (8) units occupied. The MMHSA Housing, Inc. non-profit will continue to search for housing units in Eastern Madera County.

WORK PROGRAM

<u>Program</u>	<u>2013-14 Actual Service Hours</u>	<u>2014-15 Estimated Service Hours</u>	<u>2015-16 Projected Service Hours</u>
Mental Health	48,600	47,446	54,382
Madera Access Point	1,322	1,686	1,864
AOD – with Drug Court	4,889	4,778	5,440
Yosemite Women’s Center (Perinatal Services)	<u>1,833</u>	<u>1,854</u>	<u>1,917</u>
TOTAL	56,644	55,764	63,603

STAFFING

	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Accountant/Auditor I/II	1		1	
Account Clerk I/II or Accounting Technician I/II ^(A)	1		2	
Accounting Technician I/II ^(A)	1		0	
Administrative Analyst I/II	4.15	1.85	4	2
Administrative Assistant	3		3	
Assistant Behavioral Health Services Director	1		1	
Behavioral Health Program Supervisor or Supervising Mental Health Clinician	9.5	0.5	9	1

BEHAVIORAL HEALTH SERVICES

STAFFING (continued)

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Behavioral Health Services Division Manager	3		3	
Central Services Worker	2		2	
Certified Alcohol & Drug Counselor	7	3	8	2
Director of Behavioral Health Services	1		1	
Health Education Coordinator	2		2	
Inpatient Nurse Liaison	1		1	
Licensed/Prelicensed Mental Health Clinician ^(B,C)	34	5	0	
Licensed/Prelicensed Mental Health Clinician, or Senior Mental Health Case Worker ^(B)	4	1	40	6
Mental Health Caseworker I/II	20	2	20	2
Mental Health Crisis Worker or Prelicensed Mental Health Clinician ^(D)	1		0	
Office Assistant I/II	7	1	6	2
Personnel Technician I/II or Accounting Technician I/II	1		1	
Prelicensed Mental Health Clinician or Senior Mental Health Caseworker ^(C)	2		0	
Program Assistant I/II	12	3	13	2
Psychiatric Nurse or Registered Nurse I/II ^(D)	2		3	
Staff Services Manager I	1.5	0.5	1.5	0.5
Vocational Assistant - Driver	3		3	
Total Permanent	<u>124.15</u>	<u>17.85</u>	<u>124.50</u>	<u>17.50</u>

(A) Reallocate one Account Technician I or Account Technician II to an existing Account Clerk I or Account Clerk II or Account Technician I or Account Technician II. This action will combine the Account Clerk and Technician into a single allocation.

(B) Reallocate five Licensed Mental Health Clinician or Prelicensed Mental Health Clinician or Senior Mental Health Case Worker, into a consolidated classification of Licensed Mental Health Clinician or Prelicensed Mental Health Clinician or Senior Mental Health Case Worker. This will allow the Department the flexibility to assign the appropriate classification and meet State mandates.

(C) Reallocate one Mental Health Crisis Worker or Prelicense Mental Health Clinician to a Registered Nurse I / II or Public Health Nurse I/II. The additional Nursing staff is needed due to the Affordable Care Act (ACA), which has resulted in an increased demand for nursing service to provide the clients with the proper level of care.

BEHAVIORAL HEALTH SERVICES

STAFFING (continued)

(D) Reallocate two Prelicensed Mental Health Clinician or Senior Mental Health Case Worker, into a consolidated classification of Licensed Mental Health Clinician or Prelicensed Mental Health Clinician or Senior Mental Health Case Worker. Thus, consolidate these occupational series into a single efficient classification

REVENUE

<u>Source</u>	<u>2015-16 Projected</u>
State - Mental Health (MH) Revenues before 2011	\$ 4,320,682
State - MH Mental Health Services Act (MHSA)	8,247,182
State – Mental Health Revenues 2011	3,855,284
State - MH Realignment Base/ (COWCAP, Jail & DSS 10%)	614,144
Federal - Mental Health & Alcohol and Other Drug (AOD) Revenues	1,487,821
Federal - MH & AOD Medi-Cal	3,652,640
Intrafund Revenue	638,617
Other Mental Health Revenues & Fees	130,905
County Matching Funds	<u>11,973</u>
Total Behavioral Health Services Funding Required	\$22,959,248

Note to Auditor:

- The Department is recommending Realignment Revenue for FY 2015-16 of \$3,228,490 (Account #651306).
- Additionally, \$322,849 is recommended from the Realignment Fund (Fund #61210) as the “10%” of the base realignment for 2015-16 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 2015-16. 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 2015-16 is recommended to be transferred from the MH Realignment 1991 Fund (Fund #61210) 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.

BEHAVIORAL HEALTH SERVICES

REVENUE (continued)

Note to Auditor (continued):

- The Department is requesting \$1,625,430 from the MHSA fund. If the Department does not use the MHSA funds within a three (3) year period, the funds will revert back to the State. Since the Department has a fully funded MHSA Prudent Reserve (the Prudent Reserve funds don't revert back to the State), these requested funds cannot be dedicated to the Local Prudent Reserve.
- The Department is requesting \$240,295 from the Realignment 2011 fund to fund the estimated County Administrative COWCAP derived from the Allocation Plan.
- 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, and services for the Probation Boot Camp Program.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$6,988,640) are recommended increased \$616,100 based on cost of recommended staffing.
- 710103** **Extra Help** (\$105,267) is recommended reduced \$102,909 to fund the following positions to ensure the Department meets the State Mandates: 0.50 FTE Staff Services Manager, and 1.0 FTE Administrative Analyst I.
- 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 for after-hour back-up services to ensure State mandated coverage for after-hours services is met.
- 710107** **Premium Pay** (\$5,400) is recommended increased \$1,920 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** (\$173,372) is recommended increased \$65,347 based on estimated telephone service costs including projected cell phone expenses. The account includes \$27,697 for the Department's share of the County's Wide-Area Network (WAN) cost and the use of MHPL lines for the client data system contained in the electronic medical records as mandated by HIPAA requirements. Part of the increase is related to redundant backup data lines for Tele-psychiatrists services.
- 720305** **Microwave Radio Services** (\$23,560) is recommended increased \$510 for the Department's use of the County's Microwave Radio Service by the Chowchilla and Oakhurst locations.
- 720500** **Household Expense** (\$76,805) is recommended increased \$8,087 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** (\$29,803) is recommended unchanged to provide for this Department's portion of medical malpractice and Property premiums.
- 720605** **Employer Share of Retiree Health Insurance** (\$194,080) is recommended to be increased by \$66,680 for the Department's share of retiree health insurance.
- 720800** **Maintenance - Equipment** (\$87,864) is recommended reduced \$31,636 for the maintenance of office equipment, vehicle fuel and repairs, telephone system maintenance, and WAN equipment maintenance. The Department utilizes the Central Garage for maintenance of 30 vehicles. The Department fleet consists of seven (7) vehicles with mileage over 130,000 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 six (6) vehicles per year.
- 720900** **Maintenance - Structures and Grounds** (\$41,300) is recommended unchanged for repairs and modifications to three facilities. The Department utilizes County Building and Ground Maintenance Departments for maintenance and ground services. This budget also includes funding for the MHSA Housing Program Supplemental Assignments Agreement related to the Department's clients that are housed in these two projects.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721000** **Medical/Dental/Lab** (\$39,000) is recommended increased \$160 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.
- 721100** **Memberships** (\$16,747) is recommended reduced \$3,046 based on the 2014-15 dues for the following memberships: the County Behavioral Health Directors Association of California (\$9,486), 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** (\$103,640) is recommended reduced \$62,918 for general office supplies. This budget includes the additional signature pads for the client Anasazi system within the Department.
- 721400** **Professional & Specialized Services** (\$1,401,766) is recommended increased \$150,032 for contract services for psychiatrists, psychiatrist telemed Employee Assistance Program, burglar and fire alarm monitoring, after-hour answering services, medication monitoring contract, contract Domestic Violence, 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.
- 721406** **Mental Health - Conservatorships** (\$15,000) is recommended unchanged.
- 721416** **Mental Health - Institute for Mental Disease (IMD)** (\$1,856,169) is recommended increased \$315,113 to fund a portion of the cost to treat patients in locked Mental Health Care facilities and unlocked Board and Care facilities; ambulance and/or client transport services to transport clients falling under WIC 5150 to the hospital and board and care facilities; PATH and SAMHSA housing along with utilities and other subsidies; assistance for MHSA CSS and AB109 clients 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 new state regulations requiring Behavioral Health to pay for a client's ancillary medical health care costs while receiving mental health care in an IMD. The account also includes categorical funds for MHSA Prevention & Early Intervention.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721417** **Mental Health - Patients' Rights Advocate Services** (\$16,848) 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 increased \$909,784 for the purchase of five (5) beds at the acute level in State Mental Health Hospitals.
- 721422** **Adult System of Care** (\$1,877,538) is recommended increased \$572,808 to fund elements of the MHSA PEI Madera drop-in center through a contract with Turning Point of Central California, and a contract with an employment agency for eight (8) to eleven (11) 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 are also included in this account.
- 721426** **Software Maintenance/Modification** (\$28,458) is recommended unchanged 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** (\$2,808,150) is recommended increased \$590,000 for psychiatric inpatient services provided to Madera County Medi-Cal recipients and indigent clients in both contracted and non-contracted acute psychiatric hospitals, and for Youth Day Services Treatment in licensed group home facilities.
- 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, wrap-around services in conjunction with Department of Social Services, and Healthy Families enrollees who have transitioned to Medi-Cal as targeted low-income Medicaid children as of March 1, 2013.
- 721448** **Kings View Support / Management Information Systems** (\$494,964) is recommended increased \$106,001 for computer support from Kings View for the Behavioral Health Services Department and the Anasazi client software.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721456** **Professional & Specialized - Information Technology** (\$80,000) is recommended increased \$33,859 to reimburse the Madera County IT Department for maintenance of hardware and software at sites connected to the County network and other associated costs.
- 721468** **Professional & Specialized - Other Unidentified Services** (\$123,034) is recommended increased \$62,950 to 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 and treatment services partially funded with MHSA TTACB.
- 721500** **Publications & Legal Notices** (\$4,455) is recommended unchanged for the costs associated with recruiting licensed staff for the Managed Care Plan and costs associated with public service announcements required for the MHSA Plans.
- 721600** **Rents & Leases – Equipment** (\$79,222) is recommended unchanged for use of County vehicles from the Central Garage for approximately 47,400 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** (\$260,908) is recommended increased \$100,803 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** (\$28,030) is recommended unchanged for educational and promotional materials, training and special activities of the Department, expenses of the Mental Health Board and Drug and Alcohol 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** (\$1,166) is recommended reduced \$41,778 for Madera Irrigation District taxes.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$55,748) is recommended increased \$15,879 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** (\$86,376) are recommended increased \$15,912 for the Department's share of utilities at County buildings occupied by Mental Health staff. This budget includes utilities cost for the existing building and the 7th Street site.

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.

OTHER CHARGES

731001 **Building Depreciation** (\$61,836) is recommended unchanged due to additional remodel expense for the 7th Street site. The depreciation cost will be charged to the Mental Health, CALWORKS Program, Alcohol and Drug Program, and the Perinatal Program. The MHPA programs (CSS, PEI, WET and INN) will not be charged for the initial remodel depreciation since the MHPA program cost was directly charged to the MHPA Capital Facilities and Technological Needs (CFTN) funds. However, the MHPA programs will be charged for the additional remodel expense. The CFTN funds will revert to the State if not spent by 2018.

FIXED ASSETS

740300 **Equipment** (\$135,600) is recommended reduced \$33,968 for the following fixed assets (there is no net-County cost associated with these assets):

1. Vehicles (R) (\$83,600) is recommended to replace four (4) 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:

BEHAVIORAL HEALTH SERVICES

FIXED ASSETS

740300 Equipment (continued)

<u>Vehicle to be Replaced</u>	<u>Odometer</u>	<u>Replacement Vehicle</u>	
2001 Chevy Venture	retired	Sedan	\$20,200
2001 Chevy Venture	182,359	Sedan	\$20,200
1997 Ford Club Van	153,305	Mini Van	\$23,000
2006 Chevy Cavalier	126,910	Sedan	\$20,200

2. Phone System (N) (\$27,000) is recommended for the new site – Madera Pine Point Recovery Center. The Department intends to utilize the County's voicemail system.
3. Switches and Routers (N) (\$25,000) is recommended for the new site and will meet Information Technology standards.

INTRAFUND TRANSFERS

770100 Intrafund Expense (\$92,700) is recommended unchanged to reimburse the Probation department for 1.0 FTE Deputy Probation Officer for Felony Drug Court. This expense was previously funded through Special Departmental Expense - Drug Court. Additionally, this account funds reimbursement to the Public Health Department for the cost of physicals for newly hired staff.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,201,642	4,961,573	5,532,524	5,532,524
710103 Extra Help	445,135	439,587	305,740	305,740
710105 Overtime	3,682	0	0	0
710200 Retirement	1,261,975	1,585,256	1,786,994	1,786,994
710300 Health Insurance	658,581	941,032	766,430	766,430
710400 Workers' Compensation Insurance	26,443	23,529	31,499	31,499
TOTAL SALARIES & EMPLOYEE BENEFITS	6,597,458	7,950,977	8,423,187	8,423,187
SERVICES & SUPPLIES				
720300 Communications	29,887	75,652	69,901	69,901
720305 Microwave Radio Services	53,389	0	0	0
720500 Household Expense	60,973	82,260	73,760	73,760
720600 Insurance	5,536	2,066	2,550	2,550
720601 Insurance-Other	2,919	12,000	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	136,713	136,712	142,881	142,881
720800 Maintenance - Equipment	20,369	85,390	27,150	27,150
720900 Maintenance - Structures & Grounds	16,263	11,200	26,200	26,200
721000 Medical/Dental/Lab Supplies	74,939	70,116	66,185	66,185
721100 Memberships	8,447	11,585	11,500	11,500
721300 Office Expense	110,007	155,049	137,348	137,348
721400 Professional & Specialized Services	729,461	1,036,903	899,620	899,620
721407 Data Processing Services	13,753	62,000	116,962	116,962
721408 Professional & Specialized Services-CMSP	1,152,859	0	0	0
721500 Publications & Legal Notices	9,334	19,300	18,150	18,150
721600 Rents & Leases - Equipment	77,011	49,069	66,706	66,706
721700 Rents & Leases - Buildings	77,771	88,439	81,517	81,517
721900 Special Departmental Expense	200,268	164,179	249,470	249,470
722000 Transportation & Travel	58,443	88,418	112,130	112,130
722100 Utilities	84,847	132,000	132,000	132,000
TOTAL SERVICES & SUPPLIES	2,923,189	2,282,338	2,246,030	2,246,030

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
FIXED ASSETS				
740302 Equipment	48,665	15,000	30,000	30,000
TOTAL FIXED ASSETS	48,665	15,000	30,000	30,000
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	0	60,000	63,356	63,356
770101 Intrafund Transfer - Department of Social Services	-602,730	0	0	0
TOTAL INTRAFUND TRANSFERS	-602,730	60,000	63,356	63,356
TOTAL - PUBLIC HEALTH DEPARTMENT	8,966,582	10,308,315	10,762,573	10,762,573

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; 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.

Beginning in Fiscal Year 2012-13, all Public Health Department program budgets were included 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
06820	Health – Grant Programs (SNAP Ed & CNEP)
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
06862	Health – CDC/Pan Flu
06870	Health – Women, Infants and Children (WIC)
06880	Health – California Children’s Services (CCS)
06891	Health – Adolescent Family Life Program
06894	Health – Cal Learn

PUBLIC HEALTH DEPARTMENT

WORKLOAD

	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<u>Clinical Services</u>			
Immunizations (Adult – Flu Shots)	3,307	3,300	3,330
Immunizations (Child)	3,858	4,243	4,667
Tuberculin Skin Tests	4,265	2,985	3,283
TB Skin Test Screenings	0	2,616	2,877
Gonorrhea Treatment	6	10	12
Syphilis Treatment	10	15	20
Sexually-Transmitted Disease Treatments	26	29	32
Sexually-Transmitted Disease Screening & Results (Neg Test & Appt)	150	165	81
TB Treatment (LTBI Rx's)	130	26	29
Chlamydia Treatment	37	40	44
Seniors Blood Panels	23	25	28
Quantiferon Blood Draws	130	143	157
Urine Drug Screen Samples Collected	816	897	986
Water Test Samples Collected	679	747	821
<u>Communicable Disease Control</u>			
Communicable Disease Investigations – TB	35	45	50
Communicable Disease Investigations – Other	3,000	3,100	3,300
Treatment of Active Disease/Dispensed Meds Encounters	0	0	0
<u>Student Nursing Visits in Clinic</u>			
	52	52	52
<u>Case Management Home Visits</u>			
	6,960	7,000	7,000
<u>Examinations</u>			
Pre-Employment Exams	524	576	633
Chest X-Rays	257	94	103

PUBLIC HEALTH DEPARTMENT

WORKLOAD (continued)

	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	196	184	190
Mycology (Fungus)	192	150	171
Mycobacteriology (TB)	450	645	548
Immunology (Syphilis serology)	206	222	214
Urinalysis Test	2,610	1,480	2,045
Water Test	1,113	1,000	1,057
Rabies	106	84	95
Urine Drug Testing	7,268	7,200	7,234
Quantiferon Tests	181	386	400
<u>Vital Statistics</u>			
Births	1,587	1,413	1,455
Deaths	907	898	924
Certified Copies Birth/Death Certificates	2,802	3,144	3,150
Animal Bite Reports	0	0	0
Confidential Morbidity Reports	2,503	2,271	2,338
<u>CHDP Program</u>			
Record Review, Tracking	28,000	28,500	28,000
Follow-Up	1,200	1,200	1,200
Training Sessions	18	18	18
<u>Foster Care Program</u> (Monthly Average)			
Probation (Monthly Average)	385	375	360
	8	5	5
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases (New / Cumulative)	9 / 277	15 / 292	10 / 301
HIV/AIDS Deaths (Cumulative)	98	101	104
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	36	38	40
Emergency Services (Food & Medical Transportation – Ryan White)	21	25	28
Short Term Rental Assistance (HOPWA)	17	15	11
HIV/AIDS Medical Care	31	38	40
Referral to Medi-Cal	0	15	20

PUBLIC HEALTH DEPARTMENT

WORKLOAD (continued)

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Tobacco Education & Prevention Program Outreach</u>	266	896	900
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Average)	1,092	1,070	1,100
Monthly MTU Clinic Attendance	174	178	182
MTU Caseload	131	135	138
<u>Women, Infant and Children Program</u> (Monthly Average)	9,250	9,250	9,250

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Public Health Revenues</u>			
Health - Laboratory Fees	\$ 14,495	\$ 14,140	\$ 22,000
CA Endowment Grant (<i>Achieving Health Equality in San Joaquin Valley</i>)	0	0	25,000
Kaiser Grants	56,740	105,000	76,230
Health - Maternal Child Health – Federal	794,217	945,569	888,150
Health – Realignment	2,204,574	2,554,850	2,741,176
Childhood Lead Poisoning Prevention Funds	48,855	85,137	75,985
TB Prevention-State	28,766	50,526	50,526
Immunization Subvention Project Funds	47,006	47,683	47,683
Health - Vehicle License Fee - CMSP Realignment	1,152,859	0*	0*
Chlamydia Grant	6,309	6,798	0
MediCal Administrative Activities/Targeted Case Management	0	0	100,000
Clinic Fees	32,778	32,990	49,339
Interfund Revenue – Cost Plan	338,700	240,632	240,632
Senior Citizens	2,580	0	0
State Healthy Families	38,504	17,837	12,429
State - California Children's Services	518,058	868,319	1,007,957
Federal Healthy Families	50,824	66,252	46,166
Federal - California Children's Services	306,357	442,634	383,267
State – AIDS (Surveillance)	17,323	17,289	17,240

PUBLIC HEALTH DEPARTMENT

REVENUE (continued)

Federal – AIDS (HOPWA, HCP, ADAP)	125,106	126,727	131,958
State - CHDP	175,645	142,974	145,817
Federal – Other (<i>CHDP, Foster Care, CDC 1305, Billing, etc</i>)	152,196	207,484	628,787
State Foster Care	75,402	132,459	45,761
Adolescent Family Life	124,678	126,884	114,255
Community Transformation / Nutrition	510,853	659,297	500,684
Women, Infant, Child	1,688,762	1,811,416	1,927,367
Health – State Other (<i>Outreach & Enrollment Grant</i>)	0	122,166	65,496
Operating Transfer-In (<i>Emerg Prep & Tobacco T/F Revenues</i>)	588,096	604,274	680,549
Intrafund Revenue (<i>First 5, DSS, Behavioral Health, Fire, etc</i>)	0	987,791	691,929
Miscellaneous	3,169	0	0
Proposition 10 (MC Children Family Commission)	<u>201,776</u>	<u>236,822</u>	<u>286,822</u>
Total Revenue	<u>\$9,304,628</u>	<u>\$10,653,950</u>	<u>\$11,003,205</u>

Revenue Notes:

- Operating Transfer In (#680214) for revenues initially deposited into a Trust Fund and then transferred to the operating budget on an as-needed basis.
- Intrafund Revenues (#670000) is utilized to track revenues coming from another County agency, including: the Healthy Beginnings Program funded through First 5; several programs funded through Department of Social Services such as (Cal Learn; Community Nutrition Expansion Program; Emergency Response Nurse; Adult Services Nurse; DSS Foster Care Nurse; and Drug Testing). MOUs between Public Health and other County agencies (such as DSS and First 5) have been established to address the transfer of these funds for services provided by Public Health.

Note to Auditor:

- The Public Health Department budget is projected to utilize \$2,741,176 of State Health Realignment funds for Fiscal Year 2015-16. The Department estimates that \$2.8M will be received from this revenue source (Account # 652113) which will result in an approximate increase of \$58,824 in the Trust Fund.
- 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>	2014-15 Authorized			2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II	4			4		
Administrative Analyst I/II	5			5		
Administrative Assistant	2			2		
Deputy Public Health Director-Operations	1			1		
Deputy Public Health Director-Clinical and Nursing Services	1			1		
Health Education Coordinator	3			3		
Health Education Specialist	6			5	1 ⁽¹⁾	
Lab Intern or Public Health Microbiologist	1			1		
Medical Secretary I/II	2			3 ⁽⁶⁾		
Nurse Practitioner	0	1		0.5	0.5 ⁽²⁾	
Nutritional Assistant I/II	14	3	1	13	3	1 ⁽³⁾
Nutritional Services Director	1			1		
Nutritionist or Nutritionist Intern	1	1		1	1	
Office Assistant I/II/III	2	1		2	1	
Physical Therapist	1			1		
Physical Therapist OT Unit Supervisor	1			1		
Program Assistant I/II	2			2		
Public Health Program Manager	5			5		
Public Health Assistant	2			2		
Public Health Director	1			1		
Public Health Education Assistant (PHEA)	22.5	1.5		23	2 ⁽⁴⁾	
Public Health Laboratory Director	1			1		
Public Health Laboratory Technician I/II/Senior	2			2 ⁽⁵⁾		
Public Health Nurse I/II	12		0.25	12		
Public Health Officer (contract)	1			1		
Public Health Physician (contract)	1			1		
Registered Dietician	2		1	2		
Registered Nurse I/II or Licensed Vocational Nurse I/II	2			2		
Senior Accounting Technician	2			2		
Senior Administrative Analyst	0		1	0		
Senior Nutritional Assistant	4	2		5	1	
Senior Program Assistant	1			1		
Senior Public Health Nurse	3			3		

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

<u>Permanent</u>	2014-15 Authorized			2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Staff Services Manager	1			1		
Therapy Assistant	<u>1</u>			<u>1</u>		
Total Permanent	110.5	<u>9.5</u>	<u>3.25</u>	111.5	<u>9.5</u>	<u>1</u>

Position Allocation Changes Justification:

- (1) One (1) Health Education Specialist is currently unfunded; however, it is anticipated it will be filled when additional funding is realized.
- (2) Only 0.5 FTE of the Nurse Practitioner is funded as currently projected.
- (3) One (1) Nutritional Assistant is deleted as it is no longer needed for WIC Program operations.
- (4) One (1) PHEA (Health & Wellness Assistant) is added, but unfunded, pending approval of application for additional grant funding.
- (5) As approved in FY 14/15, Public Health still plans to work with Human Resources to flexibly staff the Public Health Lab Technician by adding a Public Health Lab Technician II and Senior Public Health Lab Technician classifications to allow promotional opportunities for qualified staff. Public Health will work with the Human Resources Department to develop the new classifications.
- (6) One (1) Medical Secretary II position is added which will be utilized to support the need for billing 3rd party payers for clinic services.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$5,532,524) are recommended increased \$570,951 based on current staffing costs.
- 710103** **Extra Help** (\$305,740) is recommended reduced \$133,847 based on the costs for continued 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** (\$69,901) is recommended reduced \$5,751 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720500** **Household Expense** (\$73,760) is recommended reduced \$8,500 based on current expenditures for linens, pillows, towels, soap, infectious waste disposal, and janitorial costs.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance - Other** (\$12,000) is recommended unchanged reflecting the Public Health Department's share of the County's Medical Malpractice premium (\$9,000), and Property/Pollution Insurance (\$3,000).
- 720605** **Employer Share – Retiree's Health Insurance** (\$142,881) is recommended increased \$6,169 based on current expenditures for the Department's share of retirees' medical insurance.
- 720800** **Maintenance - Equipment** (\$27,150) is recommended reduced \$58,240 based on current expenditures for the maintenance of all office, x-ray and lab equipment, as well as computers.
- 720900** **Maintenance - Structures and Grounds** (\$26,200) is recommended increased \$15,000 in anticipation of repairs required for the HVAC, and to reimburse the General Fund for work performed for the Health Department by the Building Maintenance and Grounds Divisions.
- 721000** **Medical, Dental & Laboratory Supplies** (\$66,185) is recommended reduced \$3,931 to fund the necessary medications and supplies for Flu Clinic vaccines, selected immunization vaccines, medications used to treat Tuberculosis and STDs, laboratory supplies, AIDS test kits, and X-ray supplies. The reduction is a result of cost-saving plans that have been implemented.
- 721100** **Memberships** (\$11,500) are recommended reduced \$85 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.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$137,348) is recommended reduced \$17,701 based on current expenditures for general office supplies and forms, postage, equipment and furniture less than the fixed asset limit. The reduction is primarily due to revised grant program requirements and cost-saving plans that have been implemented.
- 721400** **Professional & Specialized Services** (\$899,620) is recommended reduced \$137,283 based on current expenditures for a variety of essential contracted services, including costs for the Public Health Officer, County Laboratory Director Services, 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, services provided to AIDS clients for labs and other essential professional services, external lab fees, and various subcontracts required under the Department's grant programs.
- 721407** **Data Processing Services** (\$116,962) is recommended increased \$54,962 based on current expenditures for Information Technology charges for software support and Wide Area Network costs.
- 721500** **Publications & Legal Notices** (\$18,150) is recommended reduced \$1,150 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** (\$66,706) is recommended increased \$17,637 based on current expenditures for Central Garage vehicles, and costs for copier lease and maintenance agreements.
- 721700** **Rents & Leases - Building** (\$81,517) is recommended reduced \$6,922 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** (\$249,470) is recommended increased \$85,291 based on current expenditures and includes funds for 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** (\$112,130) is recommended increased \$23,712 for travel to 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.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$132,000) is recommended unchanged for the department's cost for utilities for the Road 28 complex and other satellite clinics.

FIXED ASSETS

740301 **Equipment** (\$30,000) is recommended increased \$15,000 for the purchase of a TVI Shelter in the Emergency Preparedness Program to support approved scope of work. Any additional changes will be taken individually for Board approval, if required, as the Department continues to pursue the purchase of an electronic health record system for accreditation.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer – Human Resources Department** (\$63,356) is recommended increased \$3,356 to reimburse the Human Resources Department for personnel services provided to the Public Health Department (\$60,000) and Environmental Health for the use of a Registered Environmental Health Specialist (\$3,356).

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 Interfund Revenue – Cost Plan category shown under the REVENUE section of this document.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ENVIRONMENTAL
HEALTH (07100)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	508,351	658,930	697,146	697,146
710103 Extra Help	166,602	120,000	174,605	174,605
710105 Overtime	5,683	0	0	0
710106 Standby-HazMat Emergency Response	10,893	10,000	10,000	10,000
710200 Retirement	188,247	202,066	245,545	245,545
710300 Health Insurance	101,891	121,394	200,937	200,937
710400 Workers' Compensation Insurance	8,458	3,101	4,387	4,387
TOTAL SALARIES & EMPLOYEE BENEFITS	990,125	1,115,491	1,332,620	1,332,620
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	247	500	500	500
720300 Communications	5,741	6,000	6,000	6,000
720305 Microwave Radio Services	19,792	20,168	20,170	20,170
720600 Insurance	322	338	455	455
720800 Maintenance - Equipment	0	2,000	2,000	2,000
721000 Medical, Dental & Lab Supplies	0	200	200	200
721100 Memberships	905	1,690	1,690	1,690
721300 Office Expense	44,335	15,500	18,900	18,900
721400 Professional & Specialized Services	40,470	89,868	40,000	40,000
721500 Publications & Legal Notices	0	300	300	300
721600 Rents & Leases - Equipment	28,682	22,900	24,570	24,570
721900 Special Departmental Expense	1,920	4,000	4,000	4,000
722000 Transportation & Travel	7,628	9,500	9,500	9,500
TOTAL SERVICES & SUPPLIES	150,042	172,964	128,285	128,285
TOTAL - ENVIRONMENTAL HEALTH	1,140,167	1,288,455	1,460,905	1,460,905

CED - ENVIRONMENTAL HEALTH DIVISION

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 control, substandard housing, recreation health including camps, public pools/spas, small water systems, nuisance complaints, 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 this Program is 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
CUPA	4.00	4.00	4.00
Land Use	0.75	0.75	0.75
Food	2.00	2.25	2.50
Water Systems	4.00	4.00	4.00
Waste Management – Liquid	1.00	1.00	1.25
Waste Management – Solid	1.00	1.00	1.00
Recreational Health (Pools, Spas)	0.75	1.00	1.00

CED - ENVIRONMENTAL HEALTH DIVISION

REVENUE

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Environmental Health Fees	\$ 84,826	\$ 99,000	\$ 124,425
Environmental Health Permits	912,305	932,000	980,870
Integrated Waste Management Grant	18,334	18,312	18,311
Solid Waste Tipping Fee (LEA)	70,000	70,000	70,000
Hazardous Materials Emer. Prep. Grant	0	0	4,800
California Electronic Reporting System (CERS) Grant	32,485	0	0
FED-Safe Drinking Water Grant	50,161	160,000	199,138
Fines/Penalties	15,202	15,000	60,561*
Misc Rev - Loan Repay by RDA (Mill Site)	0	45,967	0
Miscellaneous Revenue	<u>6,059</u>	<u>2,808</u>	<u>2,800</u>
Total	\$1,189,372	\$1,343,087	\$1,460,905

*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 hazardous waste 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>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
CED Deputy Director, Environmental Health	1		1	
Program Assistant I/II	1		1	
Environmental Health Specialist, or Registered Environmental Health Specialist I/II, or Permit Technician	5	2.5	5	2.5
Senior Registered Environmental Health Specialist	3		3	
Supervising Environmental Health Specialist	<u>1</u>		<u>1</u>	
Total Permanent	11	2.5	11	2.5

CED - ENVIRONMENTAL HEALTH DIVISION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$697,146) are recommended increased \$38,216 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$174,605) is recommended increased \$54,605 for Extra-Help professional staff necessary to meet and maintain State mandatory program requirements of permitting, inspection and enforcement actions. The Division currently uses Extra-Help staff in lieu of filling two vacant, permanent professional positions to meet these mandated requirements and is requesting that they continue through the 2015-16 fiscal year. In addition, it is recommended to fund two additional extra help Environmental Health Specialist to ensure the Division meets its mandated CUPA inspections and transition to electronic reporting, as well as a Clerical Assistant to assist the Division's workload. The FED Safe Drinking Water grant, Division Permits and Fees, as well as revenue derived from penalties will fund the requested amount.
- 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 equipment for use in dealing with hazardous substances, particularly for toxic spills, including coveralls, shoe covers, gloves, respirators, and eye protectors. The Cal Recycle Local Enforcement Agency Grant will fund \$400 of this expense.
- 720300** **Communications** (\$6,000) is recommended unchanged for telephone services and maintenance, including Internet access, wireless cards for laptop computers and annual service. The Integrated Waste Management Grant will fund \$4,300 of this account.
- 720305** **Microwave Radio Services** (\$20,170) is recommended increased slightly 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. The Cal Recycle Local Enforcement Agency Grant will fund \$800 of the recommended amount.

CED - ENVIRONMENTAL HEALTH DIVISION

SERVICES & SUPPLIES (continued)

- 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 of office equipment, mobile radios, computers, and telephones. The Cal Recycle Local Enforcement Agency Grant will fund \$1,500 of this account.
- 721000** **Medical, Dental & Laboratory 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** (\$1,690) is recommended unchanged for memberships in the California Conference of Directors of Environmental Health (\$1,400), the National Environmental Health Association (\$95), the California Environmental Health Association (\$60), and the California On-Site Waste Water Association (\$135). Membership in these organizations provides 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** (\$18,900) is recommended increased \$3,400 for office supplies, central duplicating costs, and printing of forms. The Cal Recycle Local Enforcement Agency Grant will fund \$5,400 of this account. The Safe Drinking Water and HMEP grants will also help fund this request.
- 721400** **Professional & Specialized Services** (\$40,000) is recommended reduced \$49,868, and funds specialized laboratory analysis and the software maintenance license for EnvisionConnect.
- \$ 2,000 Wastewater/Water testing, food analysis, sewage sample testing and underground storage tank program
- \$ 38,000 Software maintenance cost for Envision used Statewide for all required Environmental Health reports
- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged for public 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 (an estimated 20 plants).
- 721600** **Rents & Leases - Equipment** (\$24,570) is recommended increased \$1,670 based on current and projected expenses for the rental of vehicles from Central Garage and for copy machine lease.

CED - ENVIRONMENTAL HEALTH DIVISION

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged to fund photo supplies and film developing, special education material, and map material. A total of \$750 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 \$1,000 of the recommended amount for this account.
- 722000** **Transportation & Travel** (\$9,500) is recommended unchanged for travel to attend meetings, seminars, and conferences, and to reimburse private mileage costs. The Cal Recycle Local Enforcement Agency Grant will fund \$5,000 of this account.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ENGINEERING (11100)**
 Function: **Liner Fund**
 Activity: **Refuse**
 Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
BEGINNING FUND BALANCE	1,868,781	1,620,168	350,000 *	350,000 *
REVENUES				
620600 Franchise Fees	0	350,000	0	0
640101 Interest on Cash	9,508	18,000	18,000	18,000
640300 Rents & Concessions	10,825	20,400	20,400	20,400
662100 Sanitation/Landfill Surcharge	0	2,500	4,136,512	4,136,512
662101 Landfill Surcharges	4,020,928	4,969,857	355,459	355,459
680350 Cash Flow Loan	0	0	1,500,000	1,500,000
TOTAL REVENUES	5,910,042	6,980,925	6,380,371	6,380,371
EXPENSES				
710400 Workers' Compensation Insurance	316	266	0	0
720200 Clothing and Personal Supplies	0	1,000	1,000	1,000
720300 Communications	7,098	12,000	12,000	12,000
720600 Insurance	20,000	15,582	15,570	15,570
720601 General Insurance	24,215	24,000	24,000	24,000
720800 Maintenance of Equipment	0	0	10,000	10,000
721100 Memberships	7,075	7,000	7,250	7,250
721300 Office Expense	4,831	10,000	7,000	7,000
721314 Computer Equipment	0	1,500	1,500	1,500
721400 Professional & Specialized Services	2,940,432	4,016,533	3,661,549	3,661,549
721426 Software Maintenance	0	15,000	15,000	15,000
721433 Outside Attorneys & Other Experts	479,582	50,000	500,000	500,000
721500 Publications & Legal Notices	1,436	200	1,000	1,000
721600 Rents & Leases - Equipment	33	3,000	4,950	4,950
721800 Small Tools & Instruments	13	3,000	3,000	3,000
721900 Special Departmental Expense	371,981	363,344	363,344	363,344
722000 Transportation & Travel	8,399	10,000	10,000	10,000
722100 Utilities	14,096	23,640	26,403	26,403
731400 Interfund Expense	0	0	342,766	342,766
731401 Interfund Expense - Cost Plan (A-87)	0	350,000	0	0

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ENGINEERING (11100)**
 Function: **Liner Fund**
 Activity: **Refuse**
 Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
EXPENSES (continued)				
740100 Land	449,645	0	150,000	150,000
740200 Buildings and Improvements	43,018	400,000	1,027,000	1,027,000
750106 Operating Transfers Out - Spec Rev	0	0	55,984	55,984
TOTAL OPERATING EXPENSES	4,372,170	5,306,065	6,239,316	6,239,316
CONTINGENCIES				
780100 Appropriation for Contingency	0	1,674,860	141,055	141,055
TOTAL EXPENSES	4,372,170	6,980,925	6,380,371	6,380,371
INCOME OVER/(UNDER) EXPENSES	1,537,872	0	0	0

* Represents the Estimated Fund Balance as of June 30, 2015; the balance is subject to change due to expenses that may be accrued to June 30, 2015, 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 2015-16 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. At the time of this budget submission, a formal agreement between Madera County and MVD to bring a minimum of 20,000 tons per year to the Fairmead Landfill is being developed for Board approval.

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). The current tipping fees for 2014-15 are \$45.58/ton for MSW, \$20.26/ton for Yard Waste and \$30.39/ton for Wood Waste. The projected tipping fees for 2015-16 are \$46.17/ton for MSW, \$20.52/ton for Yard Waste and \$30.78/ton for Wood Waste.

**REFUSE DISPOSAL
Liner Fund**

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 mandatory collection which will commence 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.

- 720300** **Communications** (\$12,000) is recommended unchanged to provide for cell phone services, phone (landline) and internet services at the scale house, and remote video camera monitoring services.

- 720600** **Insurance** reflects 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** (\$10,000) is recommended increased \$10,000 to provide for maintenance of the security systems, telephone lines, scales, and fire pump house.

**REFUSE DISPOSAL
Liner Fund**

EXPENSES (continued)

- 721100** **Memberships** (\$7,250) is recommended increased \$250 for memberships in the Solid Waste Association of North America (\$750) and the Environmental Services Joint Powers Authority (\$6,500).
- 721300** **Office Expense** (\$7,000) is recommended reduced \$3,000 to provide technical manuals, reproduction, office furniture, and miscellaneous office supplies to operate the scale house.
- 721314** **Computer Equipment** (\$1,500) is recommended unchanged to provide computers, monitors, printers, and computer related supplies to operate the scale house.
- 721400** **Professional & Specialized Services** (\$3,661,549) is recommended reduced \$354,984 to provide for the following:
- \$2,692,813 Operation and services of the Fairmead Landfill by Red Rock Environmental Group (\$2,592,813), and compaction incentives (\$100,000).
 - \$402,720 Operation and services of the North Fork Transfer Station by Red Rock 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 fourth 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).
 - \$100,000 Professional services related to implementing partial mandatory waste collection.
- 721426** **Software Maintenance** (\$15,000) is recommended unchanged to provide for licenses and maintenance of scale house software: PC Scale and Blue Pay credit card service.
- 721433** **Outside Attorneys & Other Experts** (\$500,000) is recommended increased \$450,000 to provide for outside attorney services.

**REFUSE DISPOSAL
Liner Fund**

EXPENSES (continued)

- 721500** **Publications & Legal Notices** (\$1,000) is recommended increased \$800 for publishing Notice to Bidders for well installation and soil borings, notice of increase in tipping fees, notices of public hearings, etc.
- 721600** **Rents & Leases - Equipment** (\$4,950) is recommended increased \$1,950 for equipment rental cost for anticipated erosion control work at the closed North Fork and Ripperdan dump sites (\$250), use of vehicles from the Central Garage and for copy machine lease agreement.
- 721800** **Small Tools & Instruments** (\$3,000) is recommended unchanged for landfill gas monitoring devices.
- 721900** **Special Departmental Expense** (\$363,344) is recommended unchanged for the following regulatory and departmental expenses:
- \$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.
 - \$225,344 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.
- 722000** **Transportation & Travel** (\$10,000) is recommended unchanged for staff to attend meetings, workshops, and trainings regarding operation of scale house, landfill gas system, ground water monitoring system, solid waste operations and State-mandated programs.
- 722100** **Utilities** (\$26,403) is recommended increased (\$2,763) 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), and fire alarm and scale maintenance at the scale house.

EXPENSES (continued)

- 731401** **Interfund Expense** (\$342,766) is recommended for reimbursement to Department of Engineering for professional services to operate the scale house, reporting, billing, perform maintenance and operations of the ground water monitoring system, landfill gas extraction, and HHW facility. (This expense was previously budgeted under Professional and Specialized Services).
- 740100** **Land** (\$150,000) is recommended for the purchase of property adjacent to landfill.
- 740200** **Buildings and Improvements** (\$1,027,000) is recommended increased \$627,000 for the engineering design services for landfill gas collection system improvements and installation of gas extraction wells, monitoring wells, and a flare station as needed to comply with regulatory requirements.
- 750106** **Operating Transfers Out – Special Revenue** (\$55,984) is recommended as the fourth payment of five to repay the Tobacco Financing Phase II Pool Fund for construction costs of the Paleontology Center – MCC# 9756-C-2012.
- 780100** **Appropriation for Contingency** (\$141,055) is the recommended appropriation for contingencies.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	10,089,457	11,406,948	12,830,490	12,830,490
710103 Extra Help	334,727	515,000	412,645	412,645
710105 Overtime	143,365	75,000	75,000	75,000
710106 Standby & Night Premium	39,018	60,000	60,000	60,000
710200 Retirement	2,876,978	3,403,859	3,982,669	3,982,669
710300 Health Insurance	1,609,023	1,807,934	2,196,279	2,196,279
710400 Workers' Compensation Insurance	295,595	262,606	314,998	314,998
TOTAL SALARIES & EMPLOYEE BENEFITS	15,388,163	17,531,347	19,872,081	19,872,081
SERVICES & SUPPLIES				
720300 Communications	340,947	429,000	429,000	429,000
720500 Household Expense	118,116	103,400	118,660	118,660
720600 Insurance	8,316	11,180	14,514	14,514
720601 General Insurance	5,521	7,251	7,251	7,251
720605 Employer-Share Retiree Health Insurance	390,236	392,730	392,730	392,730
720800 Maintenance - Equipment	44,662	96,100	96,100	96,100
720900 Maintenance - Structures & Grounds	87,044	188,246	188,246	188,246
721100 Memberships	46,637	60,568	58,955	58,955
721300 Office Expense	506,491	841,856	926,177	926,177
721400 Professional & Specialized Services	1,123,573	1,823,926	1,723,455	1,723,455
721500 Publications & Legal Notices	0	5,500	5,500	5,500
721600 Rents & Leases - Equipment	79,637	99,000	99,000	99,000
721700 Rents & Leases - Buildings	840,129	902,755	962,990	962,990
721900 Special Departmental Expense	1,794,786	2,560,575	2,462,334	2,462,334
722000 Transportation & Travel	105,331	110,000	110,000	110,000
722100 Utilities	145,873	225,208	245,608	245,608
TOTAL SERVICES & SUPPLIES	5,637,299	7,857,295	7,840,520	7,840,520

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
FIXED ASSETS				
740300 Equipment	92,472	660,500	546,500	546,500
TOTAL FIXED ASSETS	92,472	660,500	546,500	546,500
OPERATING TRANSFER OUT				
750100 Operating Transfers Out	82,275	0	0	0
TOTAL OPERATING TRANSFER OUT	82,275	0	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Expense	-19,586	675,800	675,800	675,800
TOTAL INTRAFUND TRANSFER	-19,586	675,800	675,800	675,800
TOTAL - DEPARTMENT OF SOCIAL SERVICES- ADMINISTRATION	21,180,623	26,724,942	28,934,901	28,934,901

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 2015-16, it is anticipated the State will allocate approximately \$7.6 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 2015-16 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 2015-16, 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 \$213,838 in order to attract new businesses and employment opportunities to Madera County. 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:

	2013-14 <u>Actual</u>	2014-15 <u>Authorized</u>	2015-16 <u>Recommended</u>
County of Madera	\$209,852	\$204,633	\$213,838
City of Madera	152,220	148,433	155,112
City of Chowchilla	26,542	25,881	27,047

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. During 2002-03, four (4) positions were 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 2015-16 Social Services Administrative budget (estimated at \$82,000). The County's cost is now absorbed into the IHSS administrative Maintenance of Effort (MOE) which is budgeted in the Public Authority budget.

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 \$4,042,060 for fiscal year 2015-16 for Adult Protective Services and a variety of Child Welfare programs.

STAFFING

Currently, there are 289 filled positions, of which two positions are assigned to IHSS activities for the IHSS Public Authority. For 2015-16, the Department will communicate staffing needs to your Board as they arise. A total of eight additional allocated positions were approved by your Board during the 2014-15 Fiscal Year.

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Account Clerk I/II	8	5	8	5
Accounting Technician I	2		3	
Account Clerk Supervisor I/II	3		3	
Administrative Analyst I/II	5		6	
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	17	13	18	12
Employment & Training Worker I/II/III or Eligibility Worker I/II/III or Vocational Trainee, or Vocational Assistant	115 ⁽¹⁾	20	135 ⁽¹⁾	3

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

STAFFING (continued)

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Legal Assistant	1		1	
Office Assistant I/II/III	16 ⁽²⁾	1	18 ⁽²⁾	
Office Assistant Supervisor I/II	5		6	
Personnel Assistant	1		1	
Program Assistant I/II	0		1	
Program Manager I	6		6	
Program Manager Secretary	2		2	
Social Worker I/II/III/IV	45	20	50	15
Social Worker Supervisor I/II	8	6	11	3
Staff Services Manager I – Fiscal	<u>1</u>		<u>1</u>	
DSSTotal	252	<u>65</u>	287	<u>38</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	2	<u>2</u>	2	<u>2</u>
TOTAL PERMANENT ALLOCATED POSITIONS	254	67	289	40

⁽¹⁾ No more than 29 can be appointed to the Eligibility Worker III classification, and not to exceed seven (7) Employment & Training Worker III positions at any one time.

⁽²⁾ No more than seven (7) Office Assistant III positions at any one time.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$12,830,490) are recommended increased \$1,423,542 based on recommended staffing levels.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$412,645) is recommended reduced \$102,355 based on staffing needs for part-time help in the areas of imaging, clerical and Adoptions.
- 710105** **Overtime** (\$75,000) is recommended unchanged for overtime due primarily to staff called-out on child and adult protective service calls. Effective May 1, 1999, SB 2199 requires Adult Protective Services referrals 24 hours per day, 365 days per year.
- 710106** **Standby & Night Premium** (\$60,000) is recommended unchanged for the required standby of the Emergency Response Program. As noted in the Overtime account, the requirement of SB 2199 requires additional standby hours of the Adult Protective Services 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

- 720300** **Communications** (\$429,000) is recommended unchanged based on projected expenses. Included in this account is the Department's share of circuit costs of the County's Wide Area Network (\$73,857).
- Also included in this account is the Microwave Radio Services (\$47,121), which represents the Department's contribution to the Internal Service Fund for 2015-16 based on the number of radios in this Department utilizing the County's microwave radio network.
- The IHSS Public Authority will pay \$1,836 as its share of cost for Communications.
- 720500** **Household Expense** (\$118,660) is recommended increased \$15,260 based on the current contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay \$508 as its share of cost for Household Expense.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **General Insurance** (\$7,251) is recommended unchanged for the Department's contribution to the County's Property Insurance Program.
- 720605** **Employer Share-Retiree Health Insurance** (\$392,730) is recommended unchanged based on actual expenditure levels for the Department's share of the County's contribution for the retirees' health insurance premiums.
- 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** (\$188,246) is recommended unchanged for projected expenditures which include materials and labor for the maintenance of the buildings using Building Maintenance and Grounds staff. The estimated costs for the projects are based on material costs with the maintenance staff performing the labor. The IHSS Public Authority will pay \$178 as its share of cost for Maintenance of Structures.
- 721100** **Memberships** (\$58,955) is recommended reduced \$1,613 for memberships in the County Welfare Directors' Association (\$50,000); the National Association of County Human Services Administrators (NACHSA) (\$315); the Local Chapter of the Personnel Management Association (\$40), the IHSS Fresno Madera Continuum of Care (\$250); various Chambers of Commerce (\$680); the Homeless Continuum of Care (\$250); the State Bar of California (\$1,400); National Adult Protective Services Association (\$275); and the Central Valley Consortium (\$5,745).
- 721300** **Office Expense** (\$926,177) is recommended increased \$84,321 for office and photocopy supplies, mailing costs, and computer supplies. The increase in appropriations reflects the projected cost to purchase cordless headsets for Eligibility workers to do phone interviews and dual monitors for interview rooms. The IHSS Public Authority will pay \$10,300 as its share of cost for Office Expense.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$1,723,455) is recommended reduced \$100,471 due in part to reduction in costs associated with services provided for short term employment classes and vocational skills training. Included in this account is the Department’s cost for services related to County Information Technology Help Desk. This account also funds the following recommended contractual agreements:

NON CalWORKs PROGRAMS

<u>Staff Training Services</u> (100% State Funded)	\$150,100
<u>Employee Assistance Plan</u> - Department contribution	5,000
<u>Ongoing Maintenance and Operation</u> - C-IV/Call Center Costs (County Share)	180,000
<u>IT Labor for Non-WAN Support</u> – As needed County Help Desk Costs	129,395
<u>Alarm Services - Chowchilla</u>	5,000
<u>Sierra Tel - Card Access System</u> - Ongoing Maintenance	75,000
<u>Annual IT</u> - Anti-Virus Upgrade, Software Licenses, IT Training, Training Software	162,000
<u>Rushmore</u> – to design, test, implement and maintain a case-review, data collection instrument and evaluation tool specifically designed for the Department 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.	20,000
<u>Accurint</u> – this project is used to search United States for identification and location of family members of youth in foster care to establish life-long connections to a caring adult.	3,120

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (continued)

NON CalWORKs PROGRAMS (continued)

<u>Fire Extinguisher Training</u>	\$ 150
<u>Orchid Translation and Interpreting Services.</u>	32,000
<u>AT & T Language Line</u> secondary translation and interpreting service	1,600
<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.	10,400
<u>APS Case Management System</u> – Ongoing costs for case management for APS cases.	17,250
<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> – To provide presence at offices and visitations and to provide after-hours alarm response.	70,000
<u>ASI Training</u> - Addiction Severity Index training.	1,200

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<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 Special Department Expense (721900).	\$ 75,000
<u>Title IV- E</u> includes programs for Educational Support for Dependent Youth	170,000
<u>Adoptions – Out of State Attorney Fees (ICPC)</u>	20,000
<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 for and ongoing costs related to the department’s Card Access System are also included. These costs are 100% funded by Federal and State funds.	50,000
<u>ReadySetGo!</u> – Contract for ILP youth.	70,324
<u>Ergonomic Reviews</u> - Staff special equipment needs.	750
<u>“Fitness for Duty” Medical Exams</u> – Employees - outside agency.	8,000
<u>Fleet GPS Monitoring System</u> – To be able to track staff in county vehicles out in field.	8,064
<u>ETO</u> – Efforts to Outcome software renewal fee	1,200
<u>Accucare / Orion Health Care</u> – Provider of ASI (Addiction Severity Index) - 6 licenses	6,804

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (continued)

CalWorks PROGRAMS

Vocational Education – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKS clients to be job-ready. \$150,000

Learning Disabilities – Contract to assist customers with learning disabilities in their job readiness activities. 50,000

Economic Development – Madera County Economic Development Commission (EDC) to provide job creation and business expansion, including funds for marketing EDC. 213,838

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** (\$99,000) is recommended unchanged for the lease of 14 copy machines (\$98,500) and miscellaneous rentals (\$500).

721700 **Rents & Leases - Buildings** (\$962,990) is recommended increased \$60,235 for lease of the following locations: 629 East Yosemite Ave (\$154,066); the Administration Office Building on 700 East Yosemite (\$171,502); 720 East Yosemite Avenue (\$379,558); the Oakhurst Office (\$87,342); the Chowchilla Office (\$73,443); shared space at Family Support (\$14,064); the Adoption facility on Lake Street (\$25,620); the Gateway office (\$51,275), and rented storage spaces (\$6,120). The IHSS Public Authority will pay \$1,998 as its share of costs.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$2,462,334) is recommended reduced \$98,241. 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.	\$ 26,000
<u>Mental Health Substance Abuse</u> - Contract for mental health services for clients in the CalWORKS Program.	566,413
<u>Adoption Celebration Day</u> - An event to thank parents who have adopted children in Madera county.	500
<u>Behavioral Health</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
<u>Public Health Nurses</u> - Federal and State reimbursement for Public Health Nurses assigned to Child Welfare Emergency Response / Foster Care to assess the health needs of children and to identify resources to care for any identified health needs. Also, includes nurse for Adult Protective Services assessments.	259,687
<u>Public Health - CalFresh Nutrition Education Program (CNEP) Snap Ed</u> – Education on proper nutrition	195,578
<u>Public Health</u> – Cal Learn Case Management	200,000
<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.	54,082

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

Special Departmental Expense (continued)

Adult Protective Services – provides emergency and temporary housing, temporary caretakers’ costs, wheel chair ramps, apnea monitors, glasses and psychiatric services. \$ 4,500

Child Welfare Services reimbursement of related costs. 301,100

Preserving Safe and Stable Families 47,895

Foster Home Recruitment and Parent Program which allocates funds for development and implementation of recruitment and training activities for Foster Homes. 7,000

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

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. A portion of the cost is funded through PSSF (\$80,000). Local Share of Cost is provided by First 5 Madera County (\$218,686). 658,279

Public Health	\$309,491
Behavioral Health	78,161
Office of Education	270,627

New Employee Physical Examinations – provided by the Public Health Department. 11,300

First 5 Visitation Assistance – provide family visitation assistance to Child Welfare. 50,000

722000 **Transportation & Travel** (\$110,000) is recommended unchanged for anticipated training sessions, cost of gasoline, and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$1,000 as its share of costs.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$245,608) is recommended increased \$20,400 to provide for the Department's share of the County's utility cost. The increase reflects the additional utility costs associated with proposed added space on Gateway Drive in Madera. The IHSS Public Authority will pay \$878 as its share of cost for Utilities.

FIXED ASSETS

740300 **Equipment** (\$546,500) is recommended reduced \$114,000 to purchase the following fixed assets:

Vehicles

- 1 Compact Sedan – PRIUS (R) (\$22,500) to replace high mileage vehicle #405
- 1 Mid Size Sedan – (N) (\$21,500) to increase fleet for Child Welfare increased staff needs
- 1 Mid Size Sedan – (N) (\$21,500) to increase fleet for Family Stabilization program – home visits

MEDS Security Related

- 6 Additional Door Access Equipment (N) (\$60,000)

Computer Equipment

- 1 Server (R) (\$25,000)
- 3 Document Dropoff Kiosk (N) (\$84,000)
- 1 RedWave Communication Package (N) (\$55,000)
- 2 KVM Server (N) (\$17,000)

Furniture

- 25 Workstations/Cubicles for additional staff (N) (\$130,000)

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

Building Maintenance

- 1 HVAC System @ 629 East Yosemite Ave Building (R) (\$50,000)
- 1 Install Carpet @ 720 and 629 buildings - specified areas (R) (\$15,000)
- 1 Repave 629 East Yosemite employee parking lot (R) (\$35,000)
- 1 Repaint areas of 629 E Yosemite and 720 E Yosemite Ave Buildings (R) (\$10,000)

INTERFUND TRANSFER

770100 **Interfund Expense** (\$675,800) is recommended to reimburse departments for services provided by staff, including Auditor-Controller (\$70,000), Human Resources (\$15,000), Administration/Purchasing (\$10,000), 311 Customer Service Center (\$20,000), General Services (\$25,000), and Information Technology (\$535,800).

FUND SOURCES

	<u>Total Cost</u>	<u>Local Cost</u>	<u>Federal/State Cost</u>
Department of Social Services – Administration	\$28,934,901	\$6,278,998	\$22,655,903
Department of Social Services - Public Assistance Programs	35,165,667	10,326,817	24,838,850
Department of Social Services - General Relief	<u>1,157,394</u>	<u>1,157,394</u>	<u>0</u>
TOTAL	\$65,257,962	\$17,763,209	\$47,494,753
Less Estimated DSS 1991 State Realignment for 2015-16		(\$5,867,951)	
Other Admin Revenue ⁽¹⁾		(132,000)	
Other Assist Revenue ⁽²⁾		(210,000)	
Other General Fund Revenue ⁽³⁾		(64,600)	
Transfer Health/BHS Realignment		(627,424)	
2011 Realignment Transfer In (Admin)		(4,042,060)	
2011 Realignment Transfer In (Assist)		<u>(2,957,939)</u>	
ESTIMATED COUNTY TOTAL NET COST		\$3,861,235	

⁽¹⁾Other revenue includes inter/intrafund transfers from Public Authority and Public Guardian for salaries and benefits.
⁽²⁾Other revenue includes collections received from various sources for overpayments of warrants issued for Foster Care 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 2015-16**

Department: **DEPT. OF SOCIAL SERVICES
GENERAL RELIEF (07520)**
Function: **Public Assistance**
Activity: **General Relief**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	156,068	210,560	210,560	210,560
721900 Special Departmental Expense	151,434	151,434	151,434	151,434
TOTAL SERVICES & SUPPLIES	307,502	361,994	361,994	361,994
OTHER CHARGES				
730100 Support and Care of Persons	485,082	535,000	535,000	535,000
731305 Contributions to Other Agencies	260,400	260,400	260,400	260,400
TOTAL OTHER CHARGES	745,482	795,400	795,400	795,400
TOTAL - DEPT. OF SOCIAL SERVICES - GENERAL RELIEF	1,052,984	1,157,394	1,157,394	1,157,394

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** (\$210,560) is recommended unchanged based on actual costs. This account covers emergency standby payments to the two 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 (\$150,000). Also included are the costs of indigent burials for funeral homes and graves (\$53,000), and maintenance of graves (\$7,560).
- 721900** **Special Departmental Expense - CMSP** (\$151,434) is recommended unchanged for the County's ongoing participation fee for the California Medical Services Program (CMSP).

OTHER CHARGES

- 730100** **Support & Care of Persons** (\$535,000) is recommended unchanged 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 2015-16**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
<u>OTHER CHARGES</u>				
730101 CalWORKS				
Federal	11,575,175	11,676,000	11,676,000	11,676,000
State	0	0	0	0
2011 Realignment	8,723,019	8,799,000	8,799,000	8,799,000
County	520,466	525,000	525,000	525,000
Total Aid for CalWORKS	20,818,660	21,000,000	21,000,000	21,000,000
730104 Foster Care				
Federal	1,533,155	1,694,250	1,856,250	1,856,250
State	0	0	0	0
2011 Realignment	1,669,426	1,844,850	1,992,793	1,992,793
County	2,679,351	2,960,900	3,250,957	3,250,957
Total Foster Care	5,881,932	6,500,000	7,100,000	7,100,000
730105 Welfare to Work				
Federal	311,646	594,300	594,300	594,300
State	55,428	105,700	105,700	105,700
County	0	0	0	0
Total Welfare to Work	367,074	700,000	700,000	700,000
730107 In-Home Supportive Service				
State	0	0	0	0
County	3,544,948	3,121,349	3,343,667	3,343,667
Total In-Home Supportive Service	3,544,948	3,121,349	3,343,667	3,343,667
730111 Aid For Adopted Children				
Federal	911,565	930,000	1,023,000	1,023,000
State	0	0	0	0
2011 Realignment	786,102	802,000	965,146	965,146
County	262,687	268,000	211,854	211,854
Total Aid For Adopted Children	1,960,354	2,000,000	2,200,000	2,200,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
<u>OTHER CHARGES (continued)</u>				
730118 Cal-Learn				
Federal	10,342	18,760	18,760	18,760
State	684	1,240	1,240	1,240
County	0	0	0	0
Total Cal-Learn	11,026	20,000	20,000	20,000
730119 CalWORKS Child Care				
Federal	141,132	350,000	350,000	350,000
State	20,162	50,000	50,000	50,000
County	0	0	0	0
Total CalWORKS Child Care	161,294	400,000	400,000	400,000
730125 KIN GAP				
Federal	9,582	145,200	145,200	145,200
State	2,468	37,400	37,400	37,400
County	2,468	37,400	37,400	37,400
Total KIN GAP	14,518	220,000	220,000	220,000
730126 Cash Assistance Program for Immigrants				
State	29,237	32,000	32,000	32,000
Total Cash Assistance for Immigrants	29,237	32,000	32,000	32,000
730129 Housing Assistance/ Transitional Housing Program				
State	102,123	150,000	150,000	150,000
Total Housing Asst/Transitional Housing Progr	102,123	150,000	150,000	150,000
TOTAL OTHER CHARGES	32,891,166	34,143,349	35,165,667	35,165,667
TOTAL - DEPARTMENT OF SOCIAL SERVICES- PUBLIC ASSISTANCE PROGRAMS	32,891,166	34,143,349	35,165,667	35,165,667

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 2015-16 is estimated at \$5.9 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 2015-16 is estimated at \$1,992,793 and \$965,146, respectively, for these two programs. Additional Realignment revenue is estimated at \$8,799,000 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 2015-16, 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 (\$21,000,000) is recommended unchanged from 2014-15 fiscal year. Overall local share is equivalent to 2.5 percent (\$525,000) of program costs. Realignment revenue is estimated at \$8,799,000.

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 55.6% - Federal, 41.9% - State (Realignment), and 2.5% - County funds.

FOSTER CARE

Appropriations (\$7,100,000) are recommended increased \$600,000 from the 2014-15 fiscal year due to increase of foster care and extended foster care children in our care. The County share is estimated at \$3,250,957. For 2015-16, 2011 Realignment is estimated at \$1,992,793, which is funded by sales tax revenue. County-only cases are estimated to cost \$225,000.

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 (\$700,000) are recommended unchanged from 2014-15 fiscal year to 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 \$18,196,558, of which the County MOE share is \$3,343,667, this is a \$222,318 increase due to a mandated MOE increase of 3.5% each fiscal year.

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 \$10.65. 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 is 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. Although this increases provider wages, it does not increase County costs because the State does not mandate an MOE increase when shifting corresponding provider health benefit costs to provider wages.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

AID FOR ADOPTED CHILDREN

Appropriations (\$2,200,000) are recommended increased \$200,000 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 \$965,146, which is funded by sales tax revenue.

CAL-LEARN

Appropriations (\$20,000) are recommended unchanged. 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 (\$400,000) are recommended unchanged from the 2014-15 fiscal year. For 2015-16, 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 no change to projected child care costs.

KIN GAP

Appropriations (\$220,000) are recommended unchanged. 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. The County share of this Program is \$37,400, unchanged from 2014-15.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS

Appropriations (\$32,000) are recommended unchanged. 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

	Estimated <u>2014-15</u>	Recommended <u>2015-16</u>
County Share	\$18,358,499	\$19,125,817
Less:		
Other Revenue ⁽¹⁾	(\$186,000)	(\$210,000)
DSS 1991 Realignment	(\$5,200,000)	(\$5,867,951)
DSS 2011 Realignment	(\$11,445,850)	(\$11,756,939)
10% Transfer Health/BHS Realignment ⁽²⁾	<u>(\$695,375)</u>	<u>(\$627,424)</u>
NET COUNTY COST	\$831,274	\$663,503

(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 2015-16**

Department: **IHSS Public Authority
(77070)**
Function: **Public Assistance**
Activity: **Public Assistance**
Fund: **IHSS Public Authority**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SERVICES & SUPPLIES				
720300 Communications	1,322	1,322	1,836	1,836
720500 Household Expense	390	390	508	508
720601 General Insurance	13,536	16,850	16,850	16,850
720800 Maintenance - Equipment	300	300	300	300
720900 Maintenance - Structures & Grounds	158	158	178	178
721300 Office Expense	7,700	7,700	10,300	10,300
721400 Professional & Specialized Services	41,847	18,500	18,500	18,500
721500 Publications & Legal Notices	0	250	250	250
721700 Rents & Leases - Building	3,240	3,240	1,998	1,998
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	638	638	878	878
TOTAL SERVICES & SUPPLIES	71,131	51,348	53,598	53,598
OTHER CHARGES				
730700 Judgements & Damages	0	10,000	10,000	10,000
TOTAL OTHER CHARGES	0	10,000	10,000	10,000
OPERATING TRANSFER OUT				
750000 Operating Transfer Out	540,616	0	0	0
TOTAL OPERATING TRANSFER OUT	540,616	0	0	0
INTERFUND TRANSFER				
731401 Interfund Expense		62,000	82,000	82,000
TOTAL TRANSFERS	0	62,000	82,000	82,000
TOTAL - IHSS PUBLIC AUTHORITY	611,747	123,348	145,598	145,598

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 2014-15 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's share for the cost for of IHSS Providers is now a Maintenance of Effort (MOE) and is shown in the Department of Social Services - Public Assistance Programs Budget (07530). The County currently compensates the independent providers with an hourly rate of \$10.35 and 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.

Commencing July 1, 2102, pursuant to SB 1036 and amended by AB 1471, counties have an MOE requirement in lieu of paying a share of the non-federal costs for IHSS services and IHSS and Public Authority (PA) administration. County costs exceeding the MOE will be paid for by the State General Fund. 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. For 2015-16, the total cost of the IHSS Program will be \$17,400,000, of which the Madera County MOE is \$3,343,667.

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Federal	\$113,060	\$191,535	\$ 59,441
State	118,969	201,760	62,615
Local	<u>23,542</u>	<u>23,542</u>	<u>23,542</u>
Total	\$255,571	\$416,837	\$145,598

SERVICES AND SUPPLIES

- 720300** **Communications** (\$1,836) is recommended increased \$514 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** (\$508) is recommended increased \$118 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** (\$178) is recommended increased \$20 for the pro-rated costs for building and grounds maintenance.
- 721300** **Office Expense** (\$10,300) is recommended increased \$2,600 to purchase a printer along with the 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:

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

SERVICES AND SUPPLIES (continued)

Professional & Specialized Services (continued)

\$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** (\$1,998) is recommended reduced \$1,242 for shared costs for use of Social Services' facilities. The reduction is due to moving staff to a different building.

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** (\$878) is recommended increased \$240 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** (\$82,000) is recommended increased \$20,000 to transfer costs associated with Social Service Department staff performing services on behalf of the Public Authority. The increase is due to the registry specialist now using 100% of time for Public Authority duties.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	145,249	118,769	157,497	157,497
710103 Extra Help	0	1,900	1,900	1,900
710200 Retirement	23,457	24,858	48,399	48,399
710300 Health Insurance	43,985	17,817	30,786	30,786
710400 Workers' Compensation Insurance	235	184	471	471
TOTAL SALARIES & EMPLOYEE BENEFITS	212,926	163,528	239,053	239,053
SERVICES & SUPPLIES				
720300 Communications	346	1,350	1,350	1,350
720600 Insurance	42	33	36	36
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	0	850	850	850
721300 Office Expense	5,601	3,303	3,303	3,303
721400 Professional & Specialized Services	16,560	20,000	20,000	20,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	2,480	2,400	3,400	3,400
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	1,552	4,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	26,581	32,586	33,589	33,589
INTRAFUND TRANSFER				
770000 Intrafund Expense	-15,000	158,000	50,000	50,000
TOTAL INTRAFUND TRANSFER	-15,000	158,000	50,000	50,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	224,507	354,114	322,642	322,642

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>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Public Guardian Fees	\$77,068	\$80,000	\$ 92,000
Intrafund Revenue*	<u>0</u>	<u>19,000</u>	<u>23,000</u>
Total	\$77,068	\$95,000	\$115,000

*This reflects reimbursement for services provided to the Behavioral Health Department and DSS County Counsel Fees. The revenue was previously reflected as an Intrafund Transfer under budget appropriations.

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 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	<u>0</u>	<u>1⁽¹⁾</u>	<u>0</u>	<u>1⁽¹⁾</u>
Total Permanent	3	1	3	1

(1) Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

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 2015-16 based on the actual support claimed for the current Fiscal Year 2014-15.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$157,497) are recommended increased \$38,728 based on the cost of recommended staff.
- 710103** **Extra Help** (\$1,900) is recommended unchanged and is based on projected cost of Extra Help coverage for the year.
- 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** (\$1,350) is recommended unchanged.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$850) recommended unchanged for the cost for membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$3,303) is recommended unchanged and includes newspaper subscription (\$85), annual code book updates (\$265), and checks (\$1600), along with miscellaneous office expenses.
- 721400** **Professional & Specialized Services** (\$20,000) is recommended unchanged and includes monthly maintenance fees for PG Pro Software (\$18,000), Komodo Encryption of ACH email (\$36), LexisNexis - used for looking up relatives of conservatees (\$1,607), and other services as needed.
- 721500** **Publications & Legal Notices** (\$200) is recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$3,400) is recommended increased \$1,000 for the copier lease, to utilize vehicles from Central Garage and the addition of a shred bin. Costs for shred bin and copier are 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.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$50,000) is recommended to fund specified DSS and County Counsel Salaries and Benefits. The estimated cost of services the Public Guardian provides for Behavioral Health conservatorship cases is now reflected as Intrafund Revenue and is no longer included as an appropriation.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **VETERANS SERVICE OFFICE
(08010)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	41,076	44,591	46,821	46,821
710103 Extra Help	0	11,755	21,000	21,000
710200 Retirement	12,319	14,048	17,088	17,088
710400 Workers' Compensation Insurance	305	184	376	376
TOTAL SALARIES & EMPLOYEE BENEFITS	53,700	70,578	85,285	85,285
SERVICES & SUPPLIES				
720300 Communications	800	1,125	900	900
720600 Insurance	43	32	28	28
720800 Maintenance - Equipment	0	75	75	75
721100 Memberships	1,000	1,000	1,000	1,000
721300 Office Expense	8,407	1,100	1,100	1,100
721400 Professional & Specialized Services	48,530	57,300	59,012	59,012
721600 Rents & Leases - Equipment	986	1,500	1,500	1,500
722000 Transportation & Travel	2,689	3,500	3,500	3,500
TOTAL SERVICES & SUPPLIES	62,455	65,632	67,115	67,115
TOTAL - VETERANS SERVICE OFFICER	116,155	136,210	152,400	152,400

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 currently contracts with Fresno County for Veterans Services Officer coverage two days per week, and will evaluate this service on an on-going basis. Staff support for the Veteran’s Service Office continues to be provided by Madera County.

WORKLOAD

<u>July 1, 2013 – June 30, 2014</u>		<u>July 1, 2014 – March 31, 2015</u>	
Total Claims Filed:	453	Total Claims Filed:	412
Monthly Payments*:	\$289,331	Monthly Payments*:	\$53,793
Retro Payments*:	\$2,033,649	Retro Payments*:	\$537,020

***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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Veterans Affairs Subvention – Annual	\$26,680	\$30,000	\$30,000
Veterans Affairs Subvention – ID Program Funding	<u>24,857</u>	<u>26,241</u>	<u>22,710*</u>
Total	\$51,537	\$56,241	\$52,710

***Note:** Reflects the projected carry-over of unused one-time funds received in fiscal year 2014-15 for the Department’s Veteran ID project.

STAFFING

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Veterans Services Representative	1		1	
Veterans Service Officer		1*		1*
Total Permanent	1	1	1	1

***Note:** The Veterans Service Officer position is currently a contracted position with Fresno County and is funded under Professional & Specialized Services.

VETERANS SERVICE OFFICE

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$46,821) are recommended increased \$2,230 based on the cost of recommended staff.
- 710103** **Extra Help** (\$21,000) is recommended increased \$9,245 to provide for a part-time Office Assistant I to assist with implementing the Veteran ID program. The cost for the extra help staff is fully offset with funding for the program. If funding is eliminated or is reduced, then this extra help position will no longer be utilized.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$900) is recommended reduced \$225 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** (\$1,000) is recommended unchanged for the membership in the California Association of County Veterans Service Officers.
- 721300** **Office Expense** (\$1,100) is recommended unchanged based on actual and projected expenditures.
- 721400** **Professional & Specialized Services** (\$59,012) is recommended increased \$1,712 for the contract with Fresno County for Veterans Services Officer services, as approved by the Board of Supervisors on October 7, 2014. The costs for software maintenance contracts and Veteran's computer programs are fully funded by the California Department of Veterans Affairs and do not impact the General Fund.
- 721600** **Rents & Leases - Equipment** (\$1,500) is recommended unchanged for the Department's copier lease.
- 722000** **Transportation & Travel** (\$3,500) 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.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **COMMUNITY ACTION
PARTNERSHIP (08200)**
Function: **Public Assistance**
Activity: **Other Assistance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	98,854	103,797	109,859	109,859
710200 Retirement	42,695	46,110	49,748	49,748
710300 Health Insurance	596	599	641	641
710400 Workers' Compensation Insurance	421	362	499	499
TOTAL SALARIES & EMPLOYEE BENEFITS	142,566	150,868	160,747	160,747
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	3,332	18,288	18,288	18,288
TOTAL SERVICES & SUPPLIES	3,332	18,288	18,288	18,288
TOTAL - COMMUNITY ACTION PARTNERSHIP	145,898	169,156	179,035	179,035

COMMUNITY ACTION PARTNERSHIP

COMMENTS

This budget funds the salary and fringe benefit costs of the Community Action 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 fiscal year and is expected to be renewed for the 2015-16 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Federal – Community Services	\$148,387	\$182,868	\$179,035

STAFFING

<u>Permanent</u>	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</u> <u>Recommended</u>
Community Action Director	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$109,859) are recommended increased \$6,062 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** (\$18,288) are recommended unchanged for the operation of the Senior Congregate Meals Program at four county locations. 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 2015-16**

Department: **LIBRARY
(09110)**
Function: **Education**
Activity: **Library Services**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	374,050	412,270	443,296	409,694
710103 Extra Help	116,797	115,947	109,465	128,806
710200 Retirement	132,892	144,313	168,302	156,768
710300 Health Insurance	82,393	91,784	93,952	95,802
710400 Workers' Compensation Insurance	9,292	8,210	11,037	11,037
TOTAL SALARIES & EMPLOYEE BENEFITS	715,424	772,524	826,052	802,107
SERVICES & SUPPLIES				
720300 Communications	6,857	11,500	11,500	11,500
720500 Household Expense	2,677	2,678	2,678	2,678
720600 Insurance	393	260	624	624
720800 Maintenance - Equipment	2,452	2,500	2,500	2,500
721100 Memberships	68,653	79,374	82,611	82,611
721300 Office Expense	11,209	22,400	15,000	15,000
721600 Rents & Leases - Equipment	13,067	10,671	10,671	10,671
721700 Rents & Leases - Buildings	29,552	32,238	32,238	32,238
721900 Special Departmental Expense	19,779	25,000	25,000	25,000
722000 Transportation & Travel	1,610	2,050	1,500	1,500
722100 Utilities	102,023	91,000	91,000	71,000
TOTAL SERVICES & SUPPLIES	258,272	279,671	275,322	255,322
TOTAL - LIBRARY	973,696	1,052,195	1,101,374	1,057,429

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

	Actual <u>2013-14</u>	Estimated <u>2014-15</u>	Projected <u>2015-16</u>
Public Library Funds (PLF) - Trust Fund	\$25,000	\$50,000	\$34,460
Fines & Fees (Library Services)	36,440	38,000	38,938
Copies	10,773	11,500	12,622
Lost Books	1,090	1,800	1,870
Room Rental	0	0	1,950
Chukchansi Grant	2,500	27,453	10,047*
Miscellaneous Revenue	<u>4,303</u>	<u>2,000</u>	<u>100</u>
Total	\$80,106	\$130,753	\$99,987

*In FY 2013-14, the Library received a \$40,000 Chukchansi Grant to preserve tribal photos and documents in digital form. Of that, \$10,047 remains to be spent to close out the Grant.

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<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	0	1	0	1
Library Technician	1	0	1	0
Library Assistant	5.75	1.25	5.75	1.25
Senior Library Branch Assistant	1	1	1	1
Library Branch Assistant	<u>1</u>	<u>3</u>	<u>1</u>	<u>3</u>
Total	10.75	6.25	10.75	6.25

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$409,694) are recommended reduced \$2,576 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$128,806) is recommended increased \$12,859 due to the County Librarian returning as a retired annuitant in 2016.
- 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** (\$11,500) is recommended unchanged based on actual expenditures.
- 720500** **Household Expense** (\$2,678) is recommended unchanged for garbage pickup at the Ranchos, Oakhurst and North Fork branches.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$2,500) is recommended unchanged for the maintenance of the microfilm reader and inspection of the elevator.
- 721100** **Memberships** (\$82,611) is recommended increased \$3,237 for memberships in the Talking Book Library Service for the Blind (\$4,911), and the County's membership in the San Joaquin Valley Library System (\$77,700) which is comprised of the following: Computer Operations (\$52,323); Delivery Services (\$1,602); Communications, Cataloguing and other (\$16,448); and a Technology Reserve Online Materials (\$7,327).
- 721300** **Office Expense** (\$15,000) is recommended reduced \$7,400 for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies.
- 721600** **Rents & Leases - Equipment** (\$10,671) is recommended unchanged for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries, based on actual expenses, and for the rental of a car from Central Garage to attend system meetings and service the branch libraries.

SERVICES & SUPPLIES (continued)

- 721700** **Rents & Leases - Buildings** (\$32,238) is recommended unchanged for the rental of the Madera Ranchos Branch Library.
- 721900** **Special Departmental Expense** (\$25,000) is recommended unchanged for the purchase of magazine/newspaper subscriptions, continuation of subscriptions, book preservation, microfilm, book purchases and associated processing costs.
- 722000** **Transportation & Travel** (\$1,500) is recommended reduced \$550 for travel to branches and SJVLS meetings.
- 722100** **Utilities** (\$71,000) is recommended reduced \$20,000 due to projected savings from the County's Energy Savings Project.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **AG. EXTENSION
SERVICE (09200)**
Function: **Education**
Activity: **Ag. Education**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	0	0
710103 Extra Help	0	0	0	0
710200 Retirement	0	0	0	0
710300 Health Insurance	0	0	0	0
710400 Workers' Compensation Insurance	224	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	224	0	0	0
SERVICES & SUPPLIES				
720300 Communications	1,206	1,100	1,100	1,100
720600 Insurance	81	0	0	0
720800 Maintenance - Equipment	0	0	0	0
721300 Office Expense	0	0	0	0
721400 Professional & Specialized Services	65,000	70,000	70,000	70,000
721600 Rents & Leases - Equipment	727	0	0	0
721900 Special Departmental Expense	0	0	0	0
TOTAL SERVICES & SUPPLIES	67,014	71,100	71,100	71,100
TOTAL - AGRICULTURAL EXTENSION SERVICE	67,238	71,100	71,100	71,100

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 \$70,000 for fiscal year 2015-16.

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** (\$70,000) is recommended and reflects the same 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 2015-16**

Unit Title: **APPROPRIATIONS FOR CONTINGENCIES
(09900)**
 Function: **General**
 Activity: **Legislative & Administrative**
 Fund: **General**

EXPENDITURE CLASSIFICATION

APPROPRIATIONS

<u>EXPENDITURE CLASSIFICATION</u>	<u>BUDGET 2011-12</u>	<u>BUDGET 2012-13</u>	<u>BUDGET 2013-14</u>	<u>BUDGET 2014-15</u>	<u>RECOMMENDED 2015-16</u>
780100 Appropriations for Contingencies - General	2,046,793	2,624,416	2,624,416	2,424,416	2,424,416
Reserve for Information Technology System/Asset Replacement	0	0	850,908	0	0
Reserve for Future Budgetary Issues	0	0	0	0	4,063,654

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 2015-16 Fiscal Year.

The 2015-16 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 two 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; and changes to the projected fund balance.

Reserve for Future Budgetary Issues

The preliminary General Fund Balance for the period ending June 30, 2015, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$7.7 million. The Auditor's timely completion of the County's 2013-14 Financial Statements has allowed for a more accurate beginning balance at June 30, 2014 than was possible in the last several years. Since there is no longer a delineation between previous years residual fund balance and fund balance, it is recommended that \$4,063,654 of the estimated fund balance be put in a reserve for future budgetary issues.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDATION 2015-16</u>
Beginning Fund Balance	1,708,377	1,806,146	1,290,257 *	1,290,257 *
<u>INCOME</u>				
662740 Charges for Mileage	1,499,535	1,503,083	1,544,521	1,544,521
OTHER INCOME				
640101 Interest	6,518	10,000	6,000	6,000
680103 Sale of Fixed Assets & Other Sales	40,387	40,000	20,000	20,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
673908 Other Income	12,163	1,000	1,000	1,000
662741 Vehicle Maintenance Charges	205,873	205,000	226,460	226,460
TOTAL INCOME	1,764,476	1,760,083	1,798,981	1,798,981
<u>EXPENSES</u>				
721930 Cost of Inventoried Material & Supplies Used	938,908	933,000	906,000	906,000
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	242,403	246,427	251,717	251,717
710200 Retirement	66,742	72,664	77,352	77,352
710300 Health Insurance	33,065	45,718	35,735	35,735
710400 Workers' Compensation	1,577	1,169	1,576	1,576
720200 Clothing & Personal Supplies	1,438	2,100	2,100	2,100
720300 Communications	1,239	1,400	1,400	1,400
720500 Household Expense	1,715	1,400	1,600	1,600
720600 Insurance	44	65	65	65
720605 Employer Share of Retiree Insurance	17,234	20,140	20,140	20,140
720800 Maintenance - Equipment	3,665	3,400	3,400	3,400
720900 Maintenance - Structures & Grounds	403	5,000	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	42	100	100	100

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDATION 2015-16</u>
OTHER OPERATING EXPENSES (continued)				
721300 Office Expense	1,424	2,000	2,000	2,000
721400 Professional & Specialized Services	72,550	82,500	82,500	82,500
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	2,458	2,500	2,500	2,500
721900 Special Departmental Expense	8,354	6,500	5,000	5,000
722000 Transportation & Travel	1,218	900	1,500	1,500
722100 Utilities	11,838	16,000	16,000	16,000
731000 Depreciation	0	285,000	351,196	351,196
731400 Intrafund Transfer - Cost Plan	84,031	31,500	31,500	31,500
TOTAL EXPENSES	1,490,348	1,760,083	1,798,981	1,798,981
Income Over / (Under) Expenses	274,128	0	0	0
FIXED ASSETS				
740300 Equipment	698,718	692,621	799,825	799,825
TOTAL FIXED ASSETS	698,718	692,621	799,825	799,825

*Represents the Estimated Projected Fund Balance on June 30, 2015; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2015, 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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Sedans	127	120	117
Sheriff Vehicles	65	66	68
Pickups, SUV's, Vans	129	129	128
Trucks	<u>2</u>	<u>0</u>	<u>0</u>
Total Vehicles	323	315	313

STAFFING

	<u>2014-15</u> <u>Authorized</u>	<u>2015-16</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** (\$1,544,521) is recommended increased \$41,438, 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 2015-16:

Sedan	48¢ per mile	Sheriff Vehicles	70¢ per mile
Pickups and Vans	57¢ per mile	Sheriff PPV 4x4	93¢ per mile

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2015, is 57.5¢ per mile, and will be readjusted by the IRS on January 1, 2016.

CENTRAL GARAGE

EXPENSES

721930 **Cost of Inventoried Materials & Supplies Used** (\$906,000) is recommended reduced \$27,000 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** (\$251,717) are recommended increased \$5,290 based on the recommended staffing level.

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** (\$2,100) is recommended unchanged for protective clothing, masks, glasses, and uniform cost.

720300 **Communications** (\$1,400) is recommended unchanged based on present cost experience.

720500 **Household Expense** (\$1,600) is recommended increased \$200 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.

721000 **Medical, Dental & Laboratory Supplies** (\$100) is recommended unchanged for first aid supplies.

CENTRAL GARAGE

OTHER OPERATING EXPENSES (continued)

- 721300** **Office Expense** (\$2,000) is recommended unchanged for 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** (\$2,500) is recommended unchanged for hand tools and test equipment used by the staff.
- 721900** **Special Departmental Expense** (\$5,000) is recommended reduced \$1,500 to fund an Internet subscription for service manuals (\$1,600), and to purchase a tire balancing machine.
- 722000** **Transportation & Travel** (\$1,500) is recommended increased \$600 for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for increased technician training.
- 722100** **Utilities** (\$16,000) is recommended unchanged based on present cost experience.
- 731000** **Depreciation** (\$351,196) is recommended increased \$66,196 to provide funds for equipment and vehicle replacement.
- 731400** **Intrafund Transfer** (\$31,500) is recommended unchanged 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** (\$799,825) is recommended increased \$107,204 for the following vehicles which have been requested to be replaced by the respective Departments:

CENTRAL GARAGE

FIXED ASSETS (continued)

740300 Equipment (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	1999 ¾ Dodge P/up	120,000	-	4x4 Pickup	\$23,000	Recommended
Ag Commission	2003 Ford Pickup	145,662	-	½ ton Pickup	\$22,000	Recommended
Animal Control	2001 ¾ Dodge P/up	141,000	-	4x4 ¾ Ton Pickup	\$27,000*	Recommended
Animal Control	2003 Chevy ¾ P/up	157,000	-	4x4 ¾ Ton Pickup	\$27,000*	Recommended
Corrections	2006 Ford 1T Van	155,215	-	1T Van	\$29,500**	Recommended
Corrections	2010 Ford 1T Van	158,120	-	1T Van	\$29,500**	Recommended
District Attorney	2005 Chevy P/up	153,382	-	4x4 Pickup	\$23,325	Recommended
District Attorney	2008 Dodge Sedan	155,708	-	Sedan	\$20,000	Recommended
District Attorney	2007 Chrysler Sedan	160,211	-	Sedan	\$21,500	Recommended
Special Districts	2005 ¾ Dodge P/up	156,881	-	¾ T 4x4 Pickup	\$26,500***	Recommended
Special Districts	2004 ¾ Chevy P/up	150,121	-	¾ T 4x4 Pickup	\$26,500***	Recommended
Public Health	1999 Chevy Sedan	124,180	-	Sedan	\$20,000	Recommended
Probation Dept	2005 Ford Explorer	155,938	-	4x4 Mini SUV	\$26,500	Recommended
Probation Dept	1992 Ford Sedan	100,000	-	Sedan	\$21,500	Recommended
Sheriff	2011 Police Sedan	145,800	-	Marked Pursuit PPU	\$55,000 #	Recommended
Sheriff	2008 Police SUV K9	145,315	-	4x4 PPV SUV K9	\$65,000 #	Recommended
Sheriff	2010 Police SUV	147,972	-	4x4 PPV SUV	\$61,000 #	Recommended
Sheriff	2003 Police SUV	150,185	-	Unmarked Police PPU	\$38,000 #	Recommended
Sheriff	2010 Police SUV	156,525	-	4x4 PPV SUV	\$61,000 #	Recommended
Sheriff	2007 Det Ag P/up	145,462	-	½T 4x4 ExCab Pickup	\$37,000 #	Recommended
Sheriff	2008 Chevy 4x4	147,635	-	Unmarked Police PPU	\$39,000 #	Recommended
Sheriff	2012 Police SUV	148,073	-	4x4 PPV SUV	\$61,000 #	Recommended
Sheriff	2009 Dodge 4x4	145,200	-	4x4 ExCab Pickup	\$39,000 #	Recommended
Total Vehicles Recommended:			23	Total CG Funds Recommended: \$799,825		

FIXED ASSETS (continued)

740300 Equipment (continued)

*The Animal Transport Box will be transferred and reconditioned and funds will be appropriated within the Animal Control budget to do so.

**This amount will be increased (approximately \$18,000) due to costs of the Prisoner cage and will be appropriated within the Corrections budget.

***This amount will be increased; the additional costs associated with transferring the utility bed and rack and will be appropriated within the Special Districts Budget.

#Fully equipped turnkey Police units as per Sheriff's Office specifications and requirements (varies per vehicle).

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COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16

Department: **MICROWAVE RADIO SERVICES
(11300)**
Function: **General**
Activity: **Other General**
Fund: **Microwave Radio Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2013-14</u>	BOARD APPROVED EXPENDITURES <u>2014-15</u>	DEPARTMENT REQUEST <u>2015-16</u>	CAO RECOMMENDED <u>2015-16</u>
FUND BALANCE	199,031	256,650	256,650	256,650
 <u>INCOME</u>				
640101 Interest on Cash	903	1,200	1,200	1,200
662742 Microwave Radio Service Charges	488,771	560,555	573,229	573,229
TOTAL INCOME	489,674	561,755	574,429	574,429
 <u>EXPENSES</u>				
OPERATING EXPENSES				
720800 Maintenance - Equipment	80,858	84,326	89,000	89,000
721200 Misc Expense - Sales Tax	17,264	16,665	16,665	16,665
721400 Professional Specialized	2,500	5,000	5,000	5,000
721700 Rents & Leases - Building/Land	157,088	172,000	180,000	180,000
721909 Misc Expense - Property Tax	4,404	4,000	4,000	4,000
730302 Retire Capital Lease (Equipment)	210,660	214,237	214,237	214,237
731000 Depreciation	0	51,527	51,527	51,527
771400 Interfund Expenses	0	14,000	14,000	14,000
TOTAL OPERATING EXPENSES	472,774	561,755	574,429	574,429
CONTINGENCIES				
780000 Contingencies	0	0	0	0
TOTAL CONTINGENCIES	0	0	0	0
TOTAL EXPENSES	472,774	561,755	574,429	574,429
Income Over / (Under) Expenses	16,900	0	0	0
Carryover Restricted for Capital Replacement	215,931	256,650	256,650	256,650

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 IT 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, Health 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, drastically reducing our recurring costs for terrestrial based circuits through AT&T.

During FY 2015-16, the Department will continue the process of replacing some of the aging donated equipment. Funding for this will be predominantly derived from capital reserves.

NOTE: This is not a General Fund Budget.

INCOME

662742 **Microwave Radio Service Charges** (\$573,229) is recommended increased \$12,674. This income will be used to pay for the actual cost of operating and maintaining the microwave radio system. Each user department is charged a rate based on their portion of the total bandwidth used. Included in this budget amount are estimated reserves from FY 2014-15 of \$256,650 which will be used to replace microwave assets when required.

EXPENSES

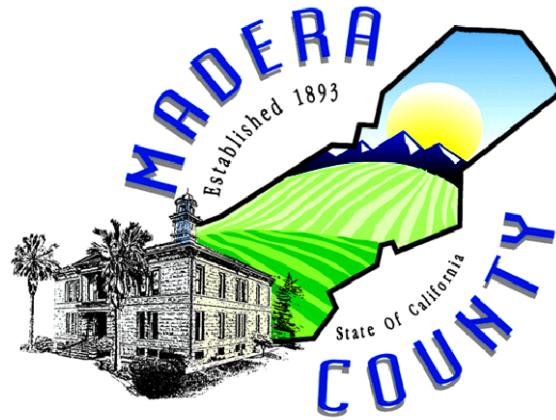
720800 **Maintenance - Equipment** (\$89,000) is recommended increased \$4,674 for contracted maintenance services from Fresno County and for battery replacements at two sites.

721200 **Miscellaneous Expenses – Sales Tax** (\$16,665) is recommended unchanged to pay for sales tax associated with the capital lease.

MICROWAVE RADIO SERVICES

EXPENSES (continued)

- 721400** **Professional & Specialized** (\$5,000) is recommended unchanged for vendor support and engineering when required.
- 721700** **Rents & Leases - Building/Land** (\$180,000) is recommended increased \$8,000 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** (\$214,237) is recommended unchanged for the annual principle and interest payment for the new microwave radio equipment that is being acquired through a seven-year lease/purchase agreement.
- 731000** **Depreciation** (\$51,527) is recommended unchanged to reflect replacement of asset equipment this fiscal period.
- 710100** **Interfund Expenses** (\$14,000) is recommended unchanged to appropriately assign labor expended from the Information Technology Department to coordinate all microwave activities and upgrades.
- Carryover Restricted for Capital Replacement** (\$256,650) is recommended to be funded through unexpended/reserve funds from FY 2014-15, and will be used to begin replacing donated equipment when required. These funds are not rate-affecting during this fiscal period.

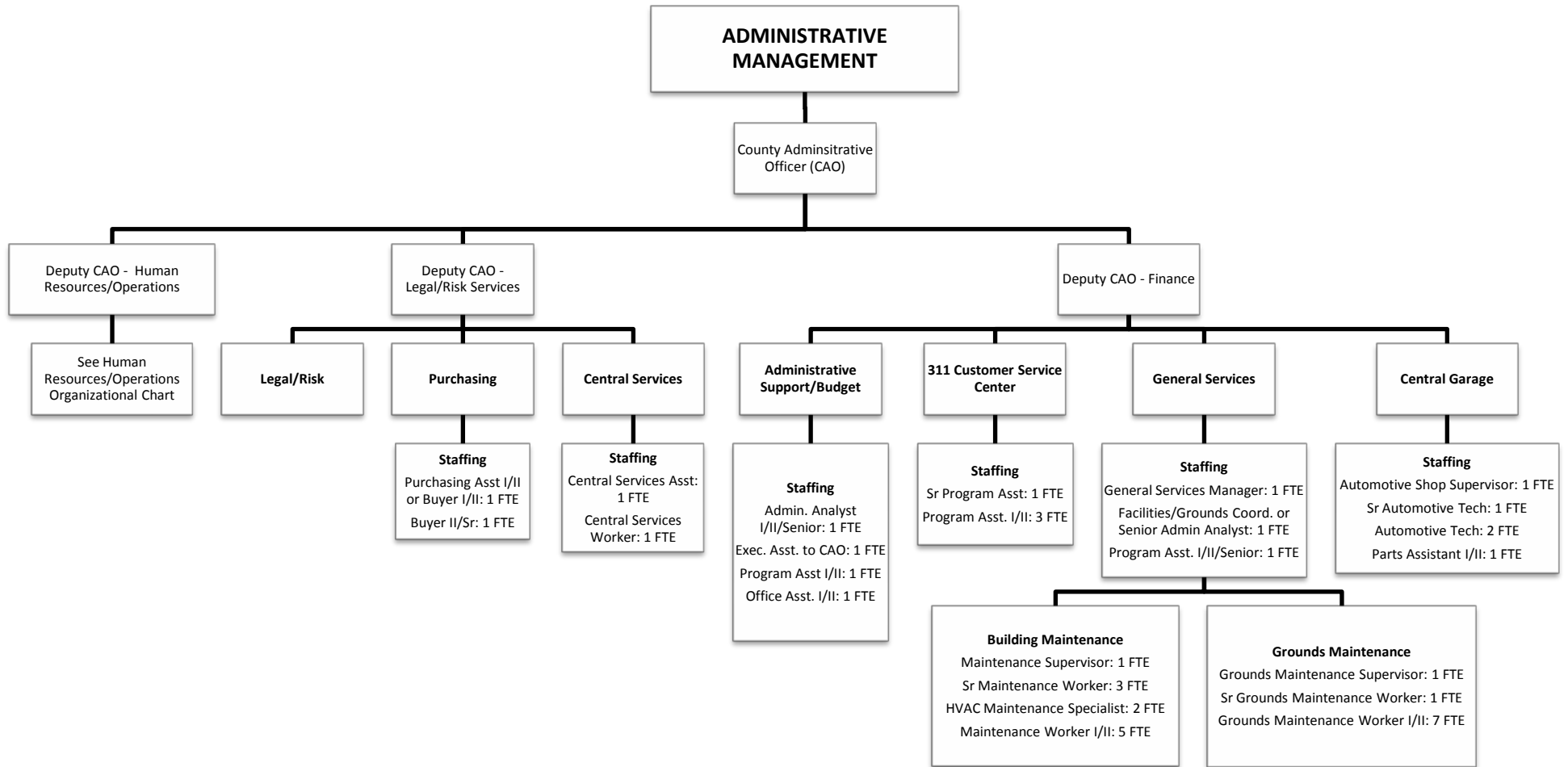


DEPARTMENTAL ORGANIZATIONAL CHARTS

The Departmental Organizational Charts contained in this document reflect the 2015-16 Recommended staffing allocations, inclusive of funded and unfunded positions, and are shown by assignment within the functional areas or programs of the department. These charts are intended to only provide an overview of the department and its functions/ programs and how those areas are staffed.

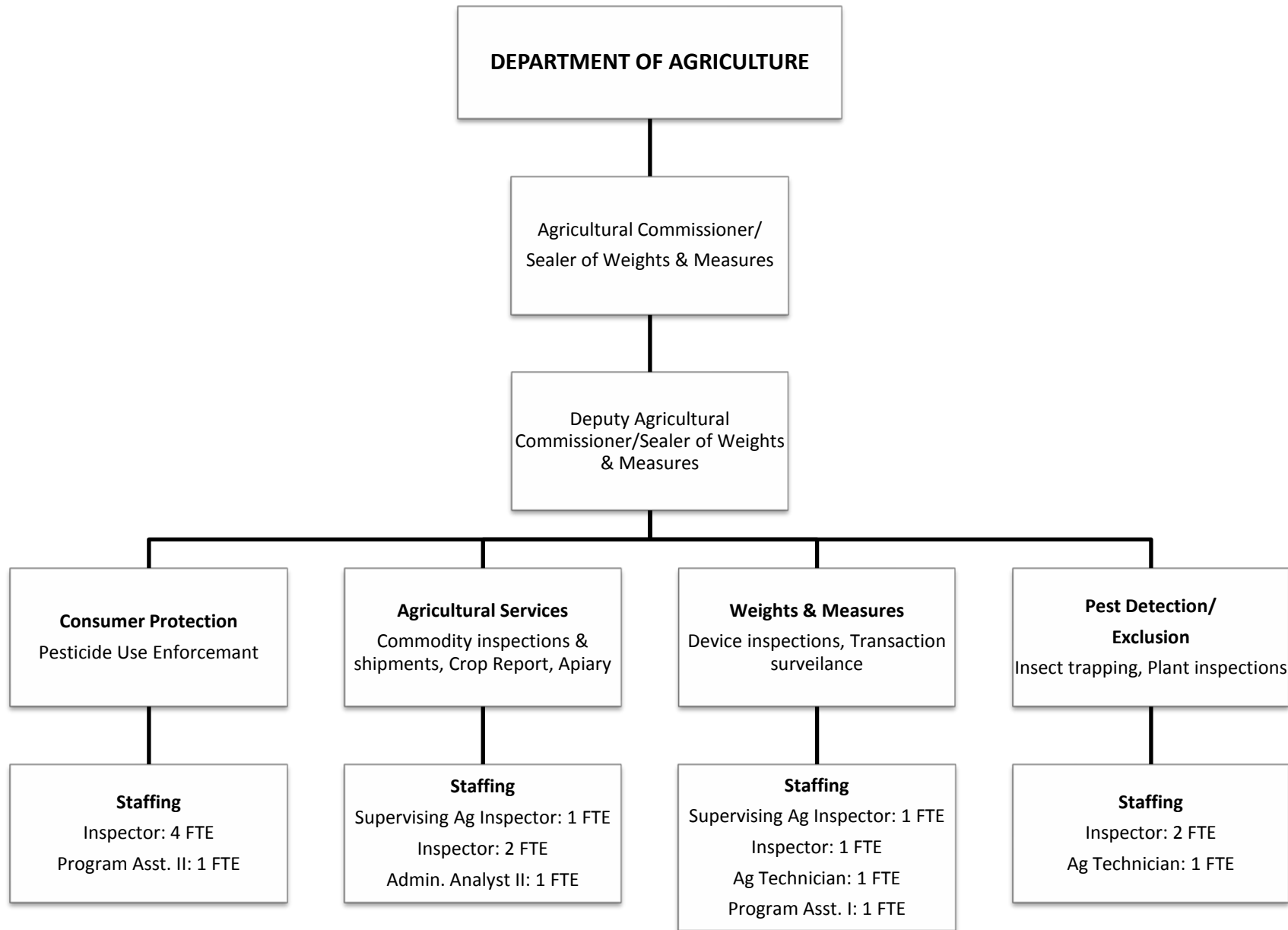
For more information on funded and unfunded positions, please refer to the specific departmental budget narrative.

Note: Organizational charts are presented in alphabetical order by department.

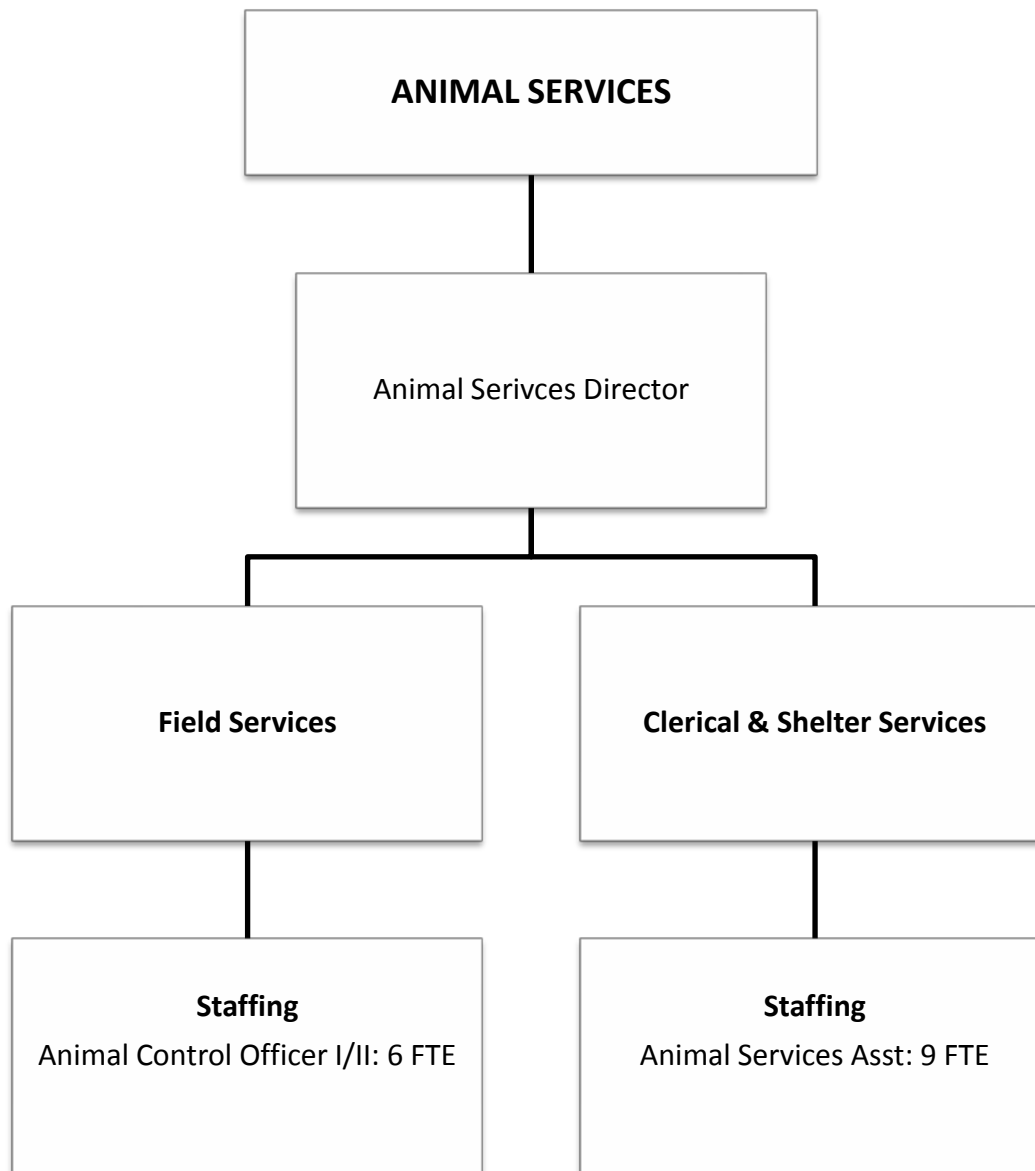


Total FTE: 42

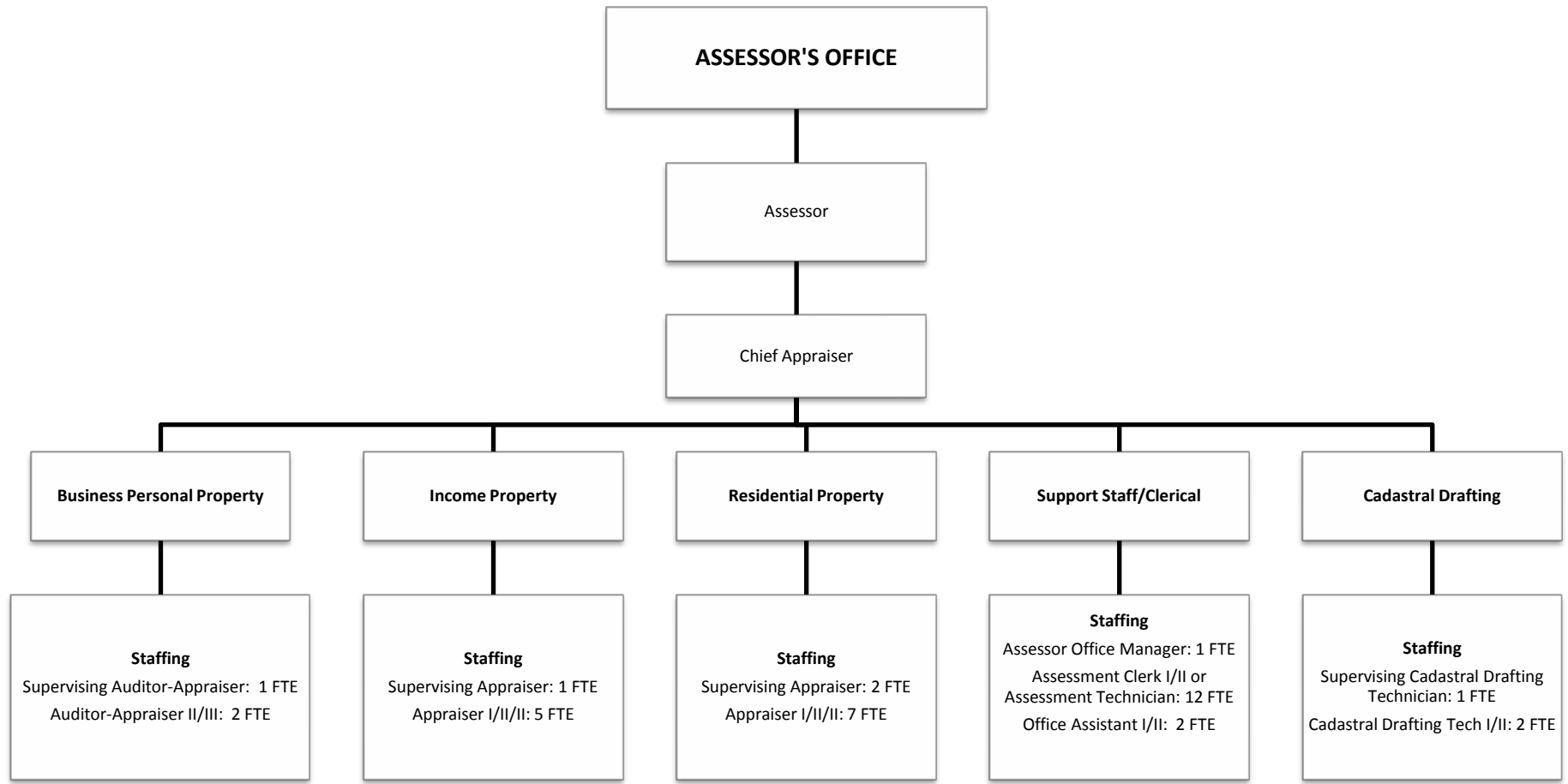
Note: Total FTE does not include staffing reflected on Human Resources/Operations Organizational Chart



Total FTE: 18



Total FTE: 16



Total FTE: 38

AUDITOR-CONTROLLER DEPARTMENT

Auditor-Controller

Utility Services/Special Districts
 Prepare utility billings for Special Districts, Receipt of billings, Post Special District JEs

Payroll Division
 Calculate and prepare monthly payroll checks, calculate payroll variances and adjustments, prepare payroll tax returns, make payroll tax deposits, record and reconcile payroll related liabilities, adjust and review employee leave balances

Accounts Payable
 Process and print a/p warrants, review contracts and purchase agreements, encumber contracts

Accounts Receivable/Revenue
 Fiscal & Revenue, Review and Post Journal Entries, Review and Process Revenue, Prepare all Allocations for Property Taxes, Prepare and Review State Reports as Required

General Accounting and Bookkeeping/Financial Statement Preparation
 Reviw/Post year-end journal adjustments, Prepare Annual Financial Statements, Reconcile Bank Accounts, Prepare SEFA

Staffing
 Sup. Account-Auditor: 0.75 FTE
 Account Clerk II: 1 FTE
 Senior Account Auditor: 0.25 FTE
 Asst. Auditor-Controller: 0.25 FTE
 Accountant-Auditor II: 0.25 FTE

Staffing
 Assist. Auditor-Controller: 0.5 FTE
 Payroll Tech: 2 FTE
 Account Clerk II: 0.75 FTE
 Senior Acct. Auditor: 0.25 FTE

Staffing
 Administrative Analyst I/II/Senior: 1 FTE
 General Acctg Supervisor: 1 FTE
 Sr. Account Tech : 2 FTE
 Account Clerk II: 2 FTE
 Accountant-Auditor II: 1 FTE

Staffing
 Sup. Account-Auditor: 0.75 FTE
 Senior Account-Auditor: 0.5 FTE
 Sr. Account-Tech: 1 FTE
 Accountant-Auditor II: 1.75 FTE
 Account Clerk II: 0.25 FTE
 Account Tech: 1 FTE

Staffing
 Assistant Auditor-Controller: 0.25 FTE
 Sup. Account-Auditor: 0.5 FTE
 Accountant-Auditor II: 1 FTE
 Chief Internal Auditor: 1 FTE

Total FTE: 22

BEHAVIORAL HEATH SERVICES

Director of Behavioral Health Services

Assistant Behavioral Health Director

Children Services & Rural Clinics Division
Mental Health / Alcohol & Drug Programs

Adults Services / MHSA Community Outreach QM & Managed Care Plan Division
Mental Health / Alcohol & Drug Programs

Fiscal Division
Accounts Payable & Accounts Receivable

Administrative Division
Data Collection / Human Resources / Purchasing

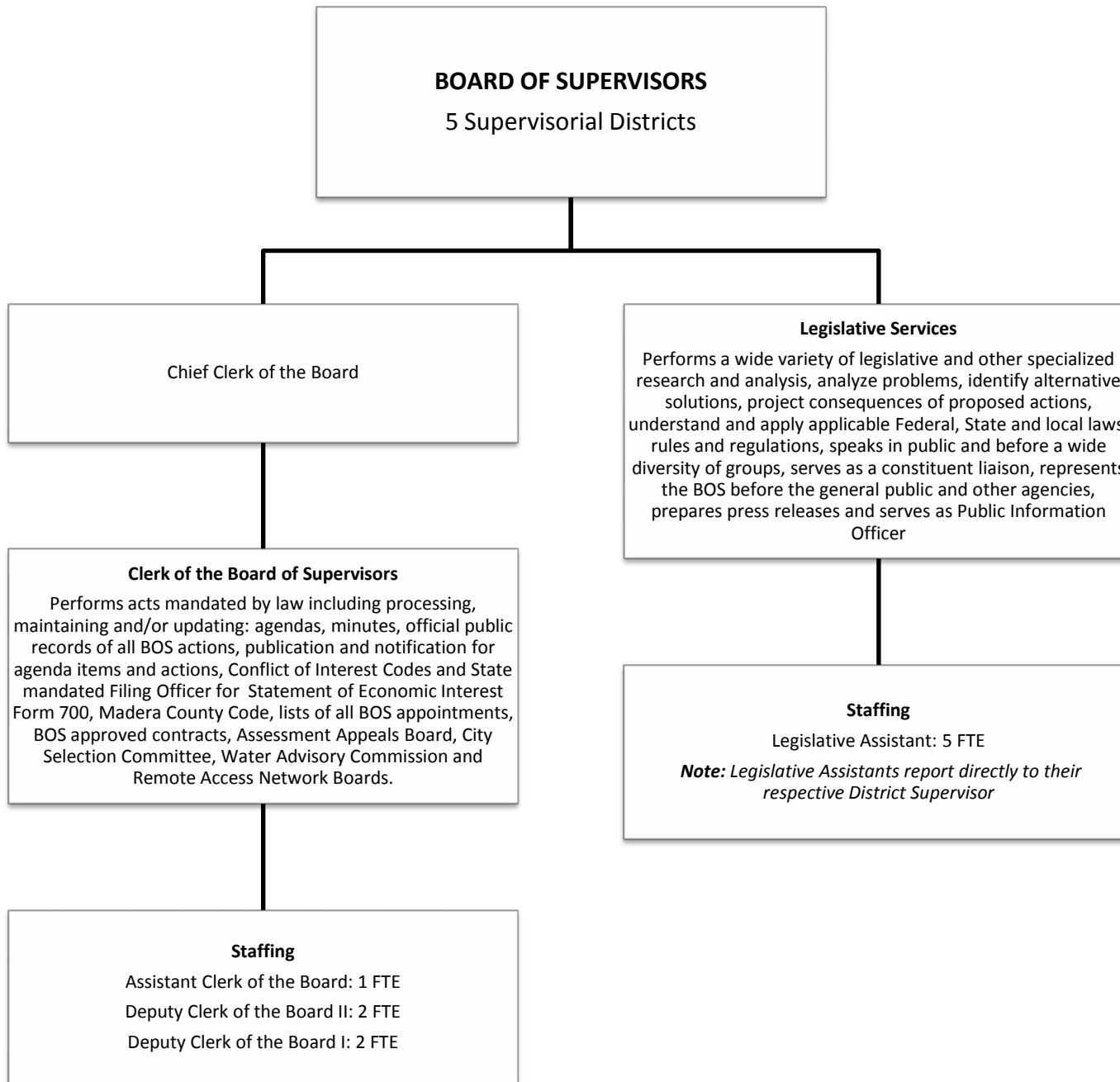
Staffing
Division Manager: 1.0 FTE
Behavioral Health Program Supervisor or Supervising Mental Health Clinician: 7.0 FTE
Licensed/Prelicensed Mental Health Clinician: 0 FTE
Mental Health Crisis Worker or Prelicensed Mental Health Clinician: 0 FTE
Prelicensed Mental Health Clinician or Senior Mental Health Caseworker: 0 FTE
Licensed/Prelicensed Mental Health Clinician or Senior Mental Health Case Worker: 32 FTE
Inpatient Nurse Liaison: 1.0 FTE
Certified Alcohol & Drug Counselor: 10.0 FTE
Mental Health Caseworker I/II: 14.0 FTE
Program Assistant I/II: 5.0 FTE
Vocational Assistant-Driver: 1.0 FTE

Staffing
Division Manager: 1.0 FTE
Behavioral Health Program Supervisor or Supervising Mental Health Clinician: 3.0 FTE
Licensed/Prelicensed Mental Health Clinician: 0 FTE
Licensed/Prelicensed Mental Health Clinician or Senior Mental Health Case Worker: 14 FTE
Psychiatric Nurse I/II or Registered Nurse I/II: 3.0 FTE
Mental Health Caseworker I/II: 8.0 FTE
Health Education Coordinator: 2.0 FTE
Administrative Analyst I/II: 1.0 FTE
Administrative Assistant :1.0 FTE
Program Assistant I/II: 5.0 FTE
Office Assistant I/II: 6.0 FTE

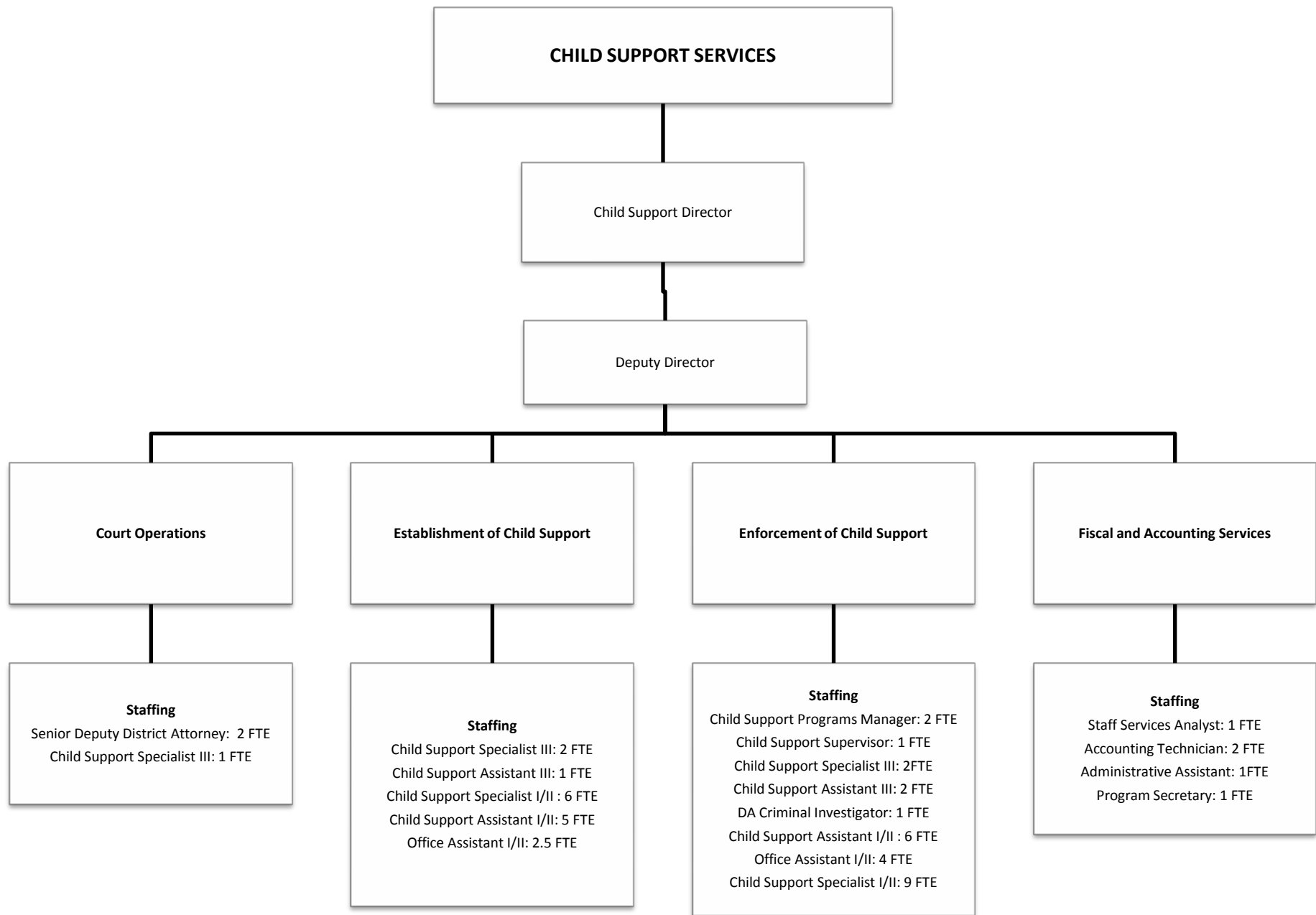
Staffing
Division Manager: 1.0 FTE
Accountant Auditor I/II: 1.0 FTE
Account Clerk I/II or Account Tech I/II: 2.0 FTE
Account Technician I/II: 0 FTE
Program Assistant I/II: 1.0 FTE

Staffing
Staff Service Manager: I 2.0 FTE
Administrative Analyst I/II: 5.0 FTE
Personnel Tech I/II or Accounting Tech I/II: 1.0 FTE
Administrative Assistant: 2.0 FTE
Central Services Worker:2.0 FTE
Vocational Assistant-Driver: 2.0 FTE
Program Assistant I/II: 4.0 FTE
Office Assistant I/II: 2.0 FTE

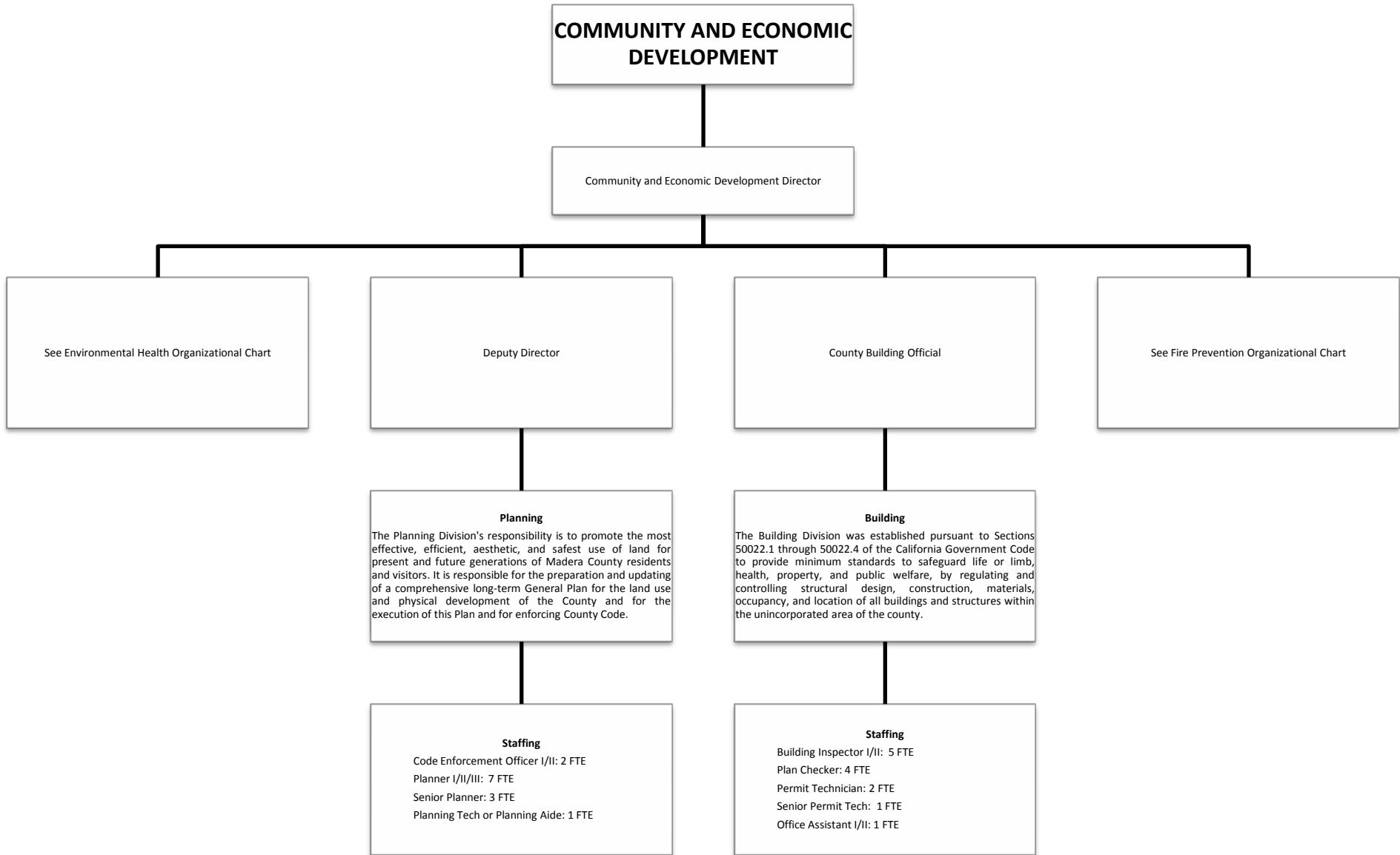
Total FTE: 142



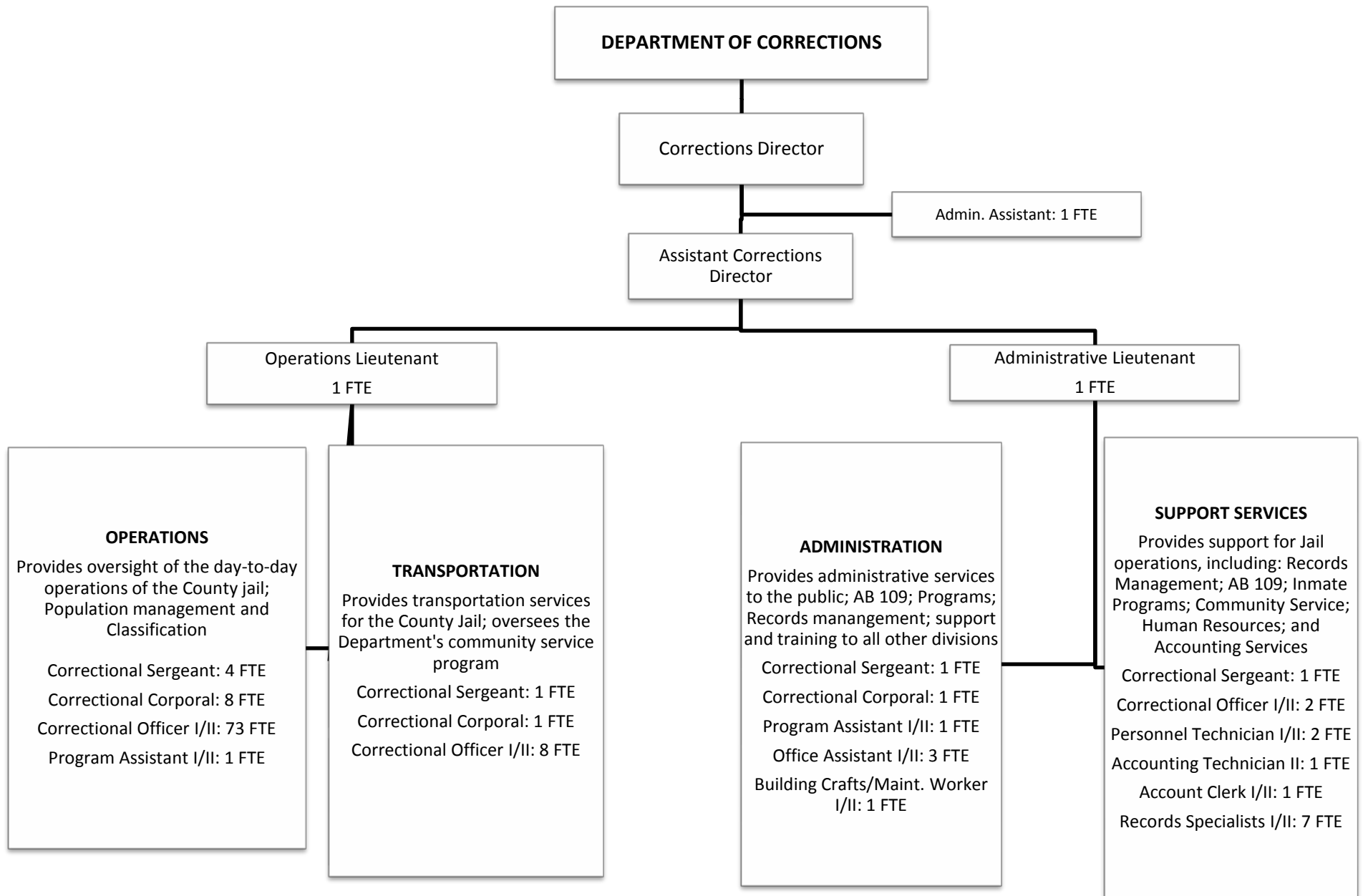
Total FTE: 16



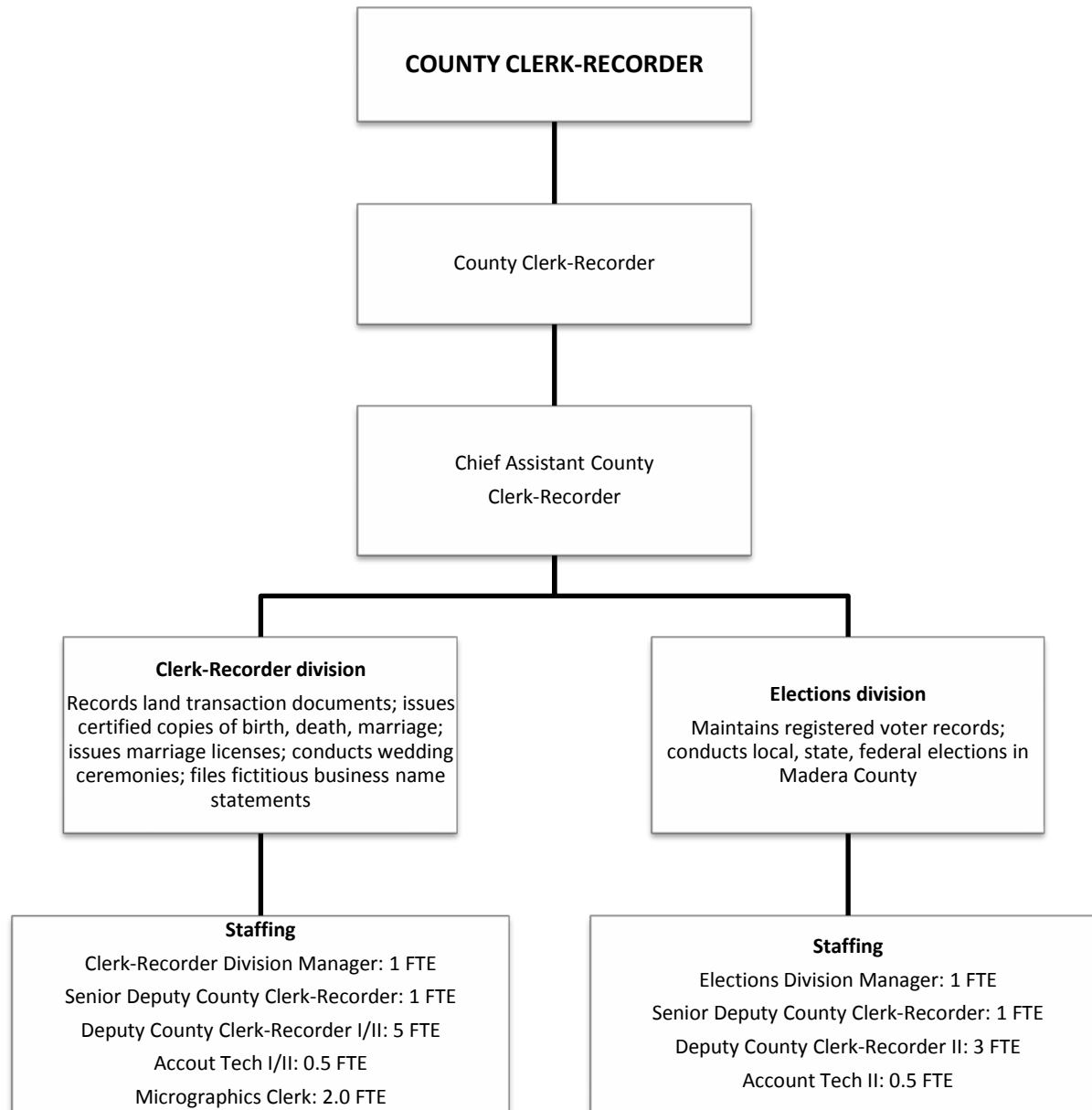
Total FTE: 53.5



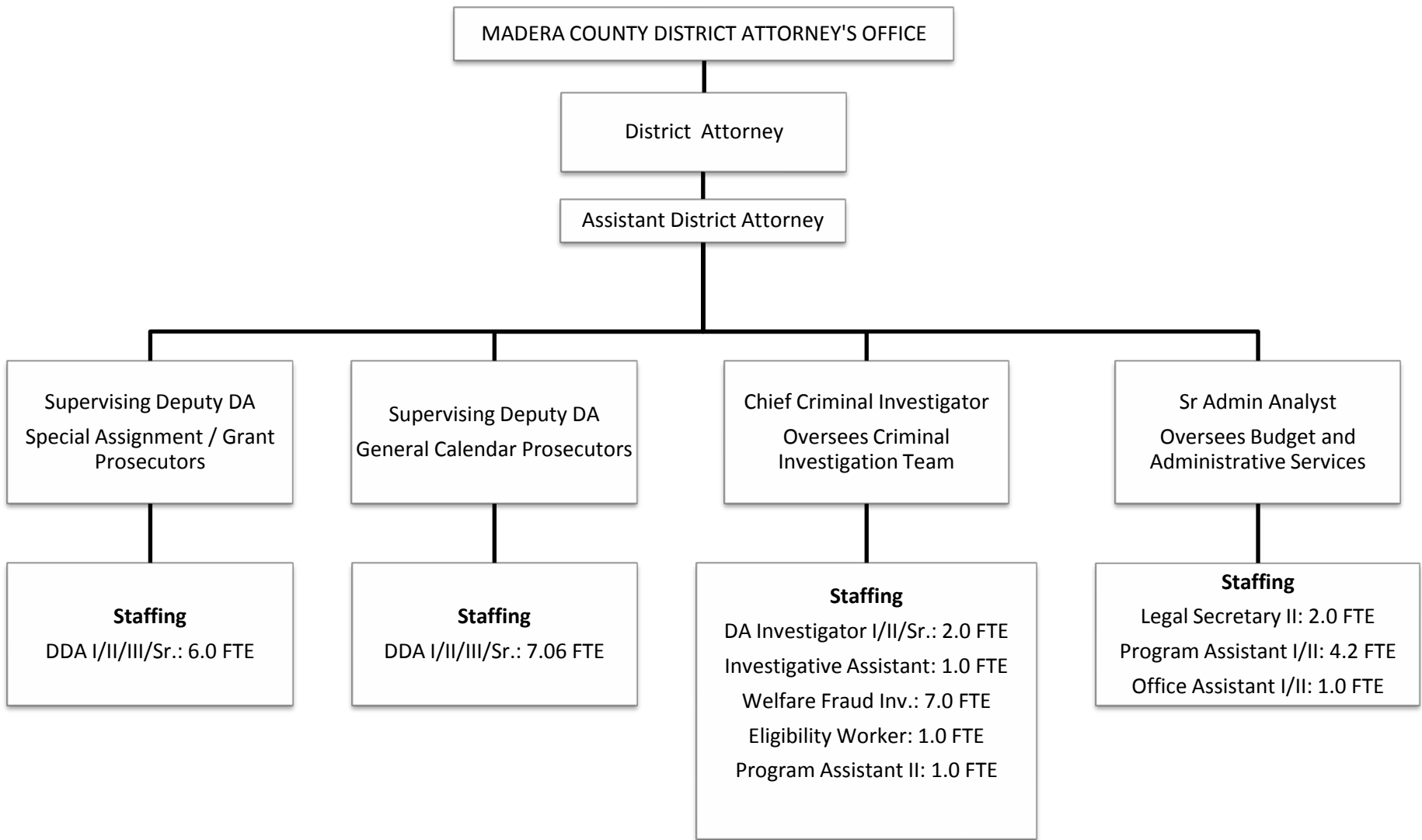
Total FTE: 29



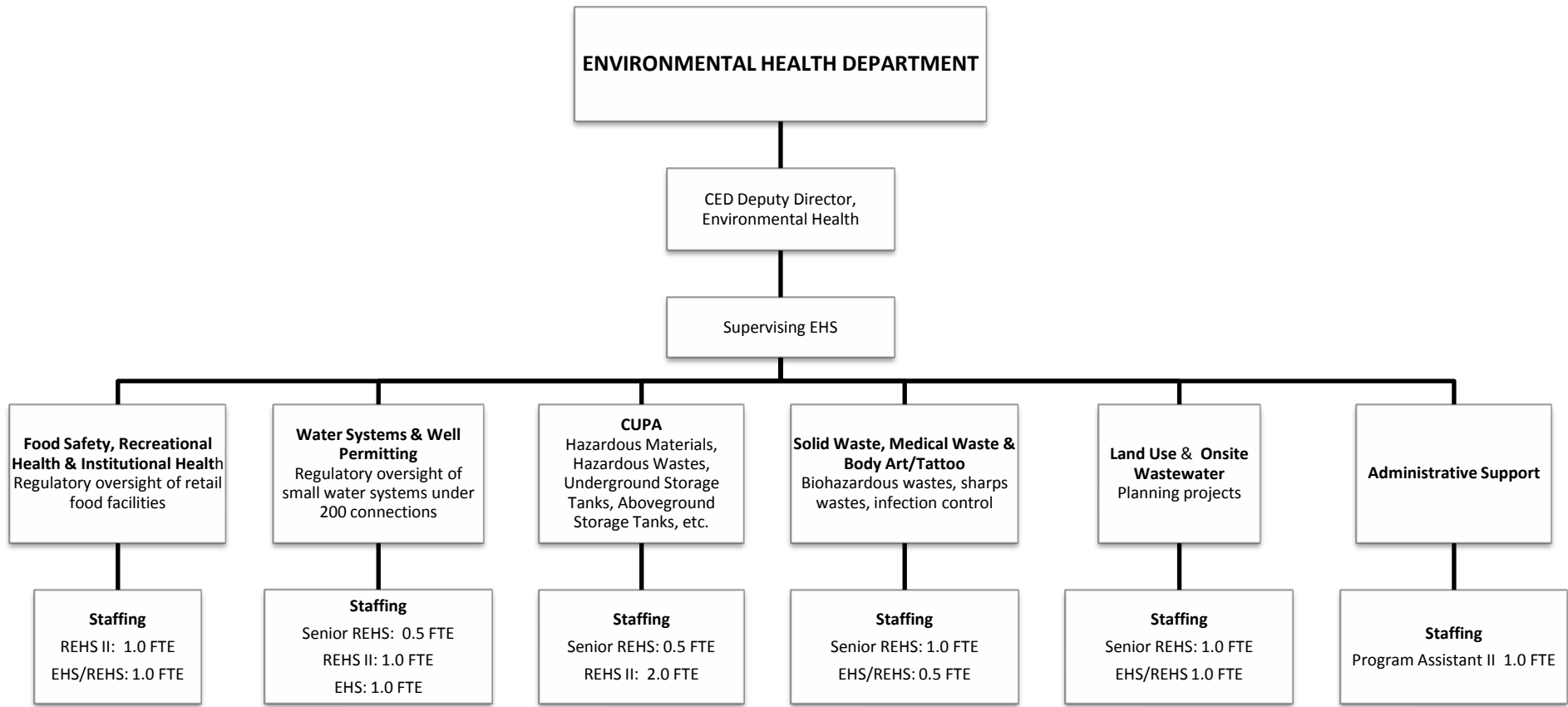
Total FTE: 122



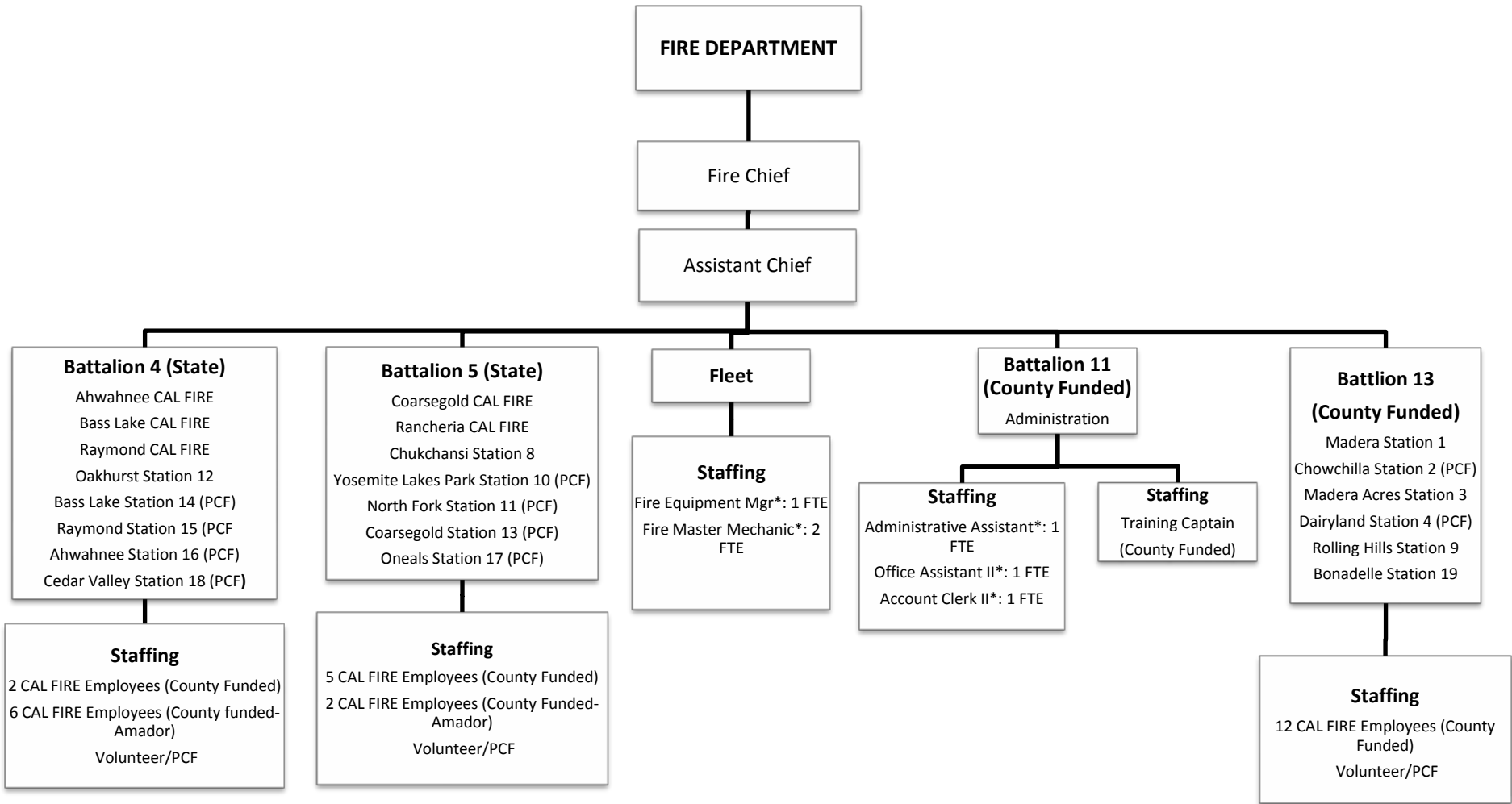
Total FTE: 17



Total FTE: 38.26

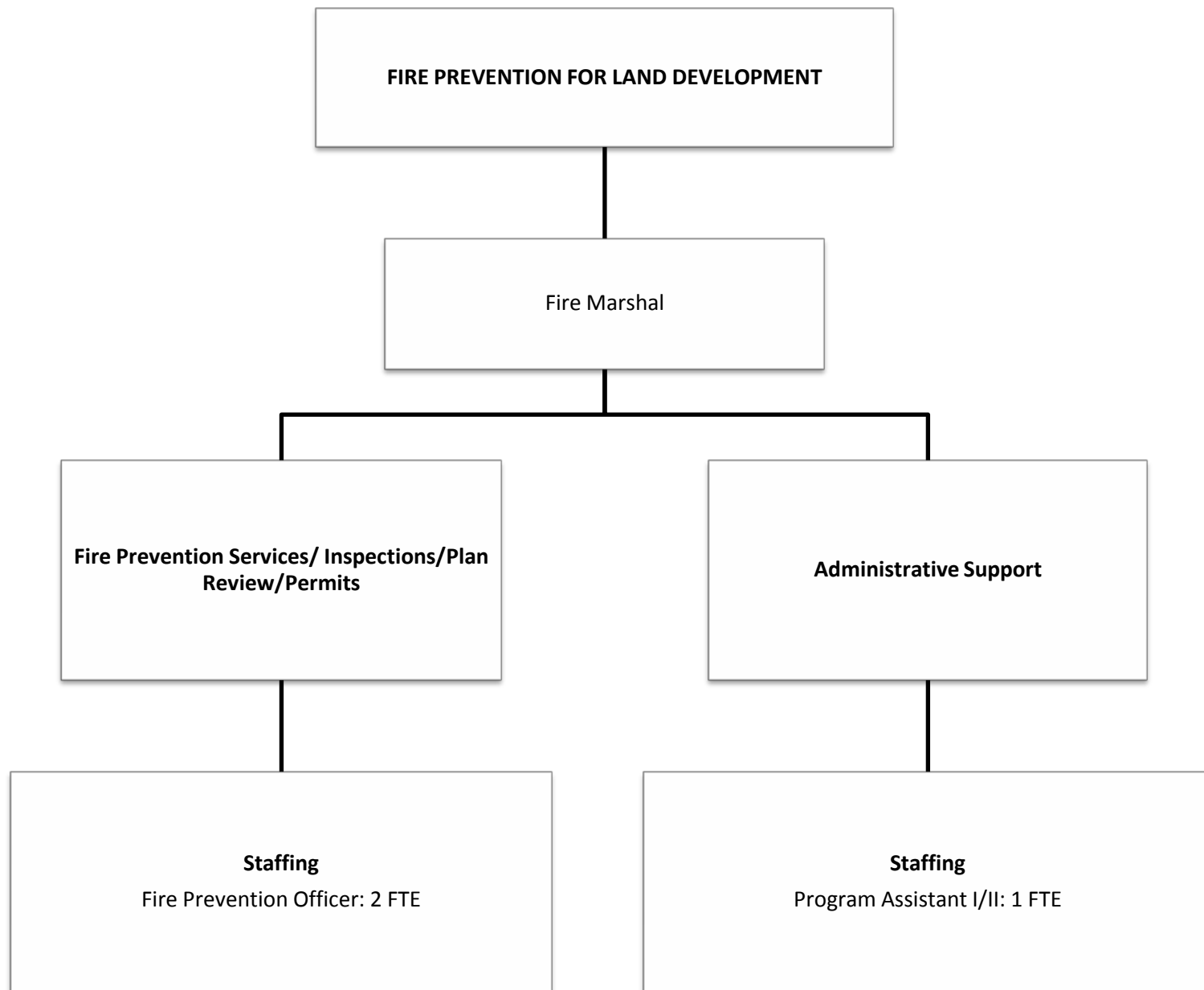


Total FTE 13.5



Total FTE: 6*

***Represents County Employees**

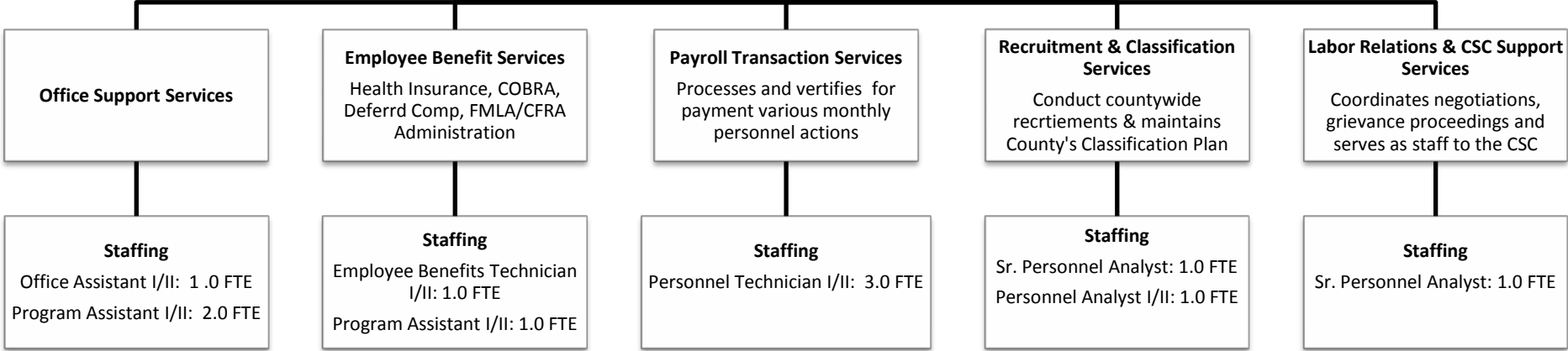


Total FTE: 4

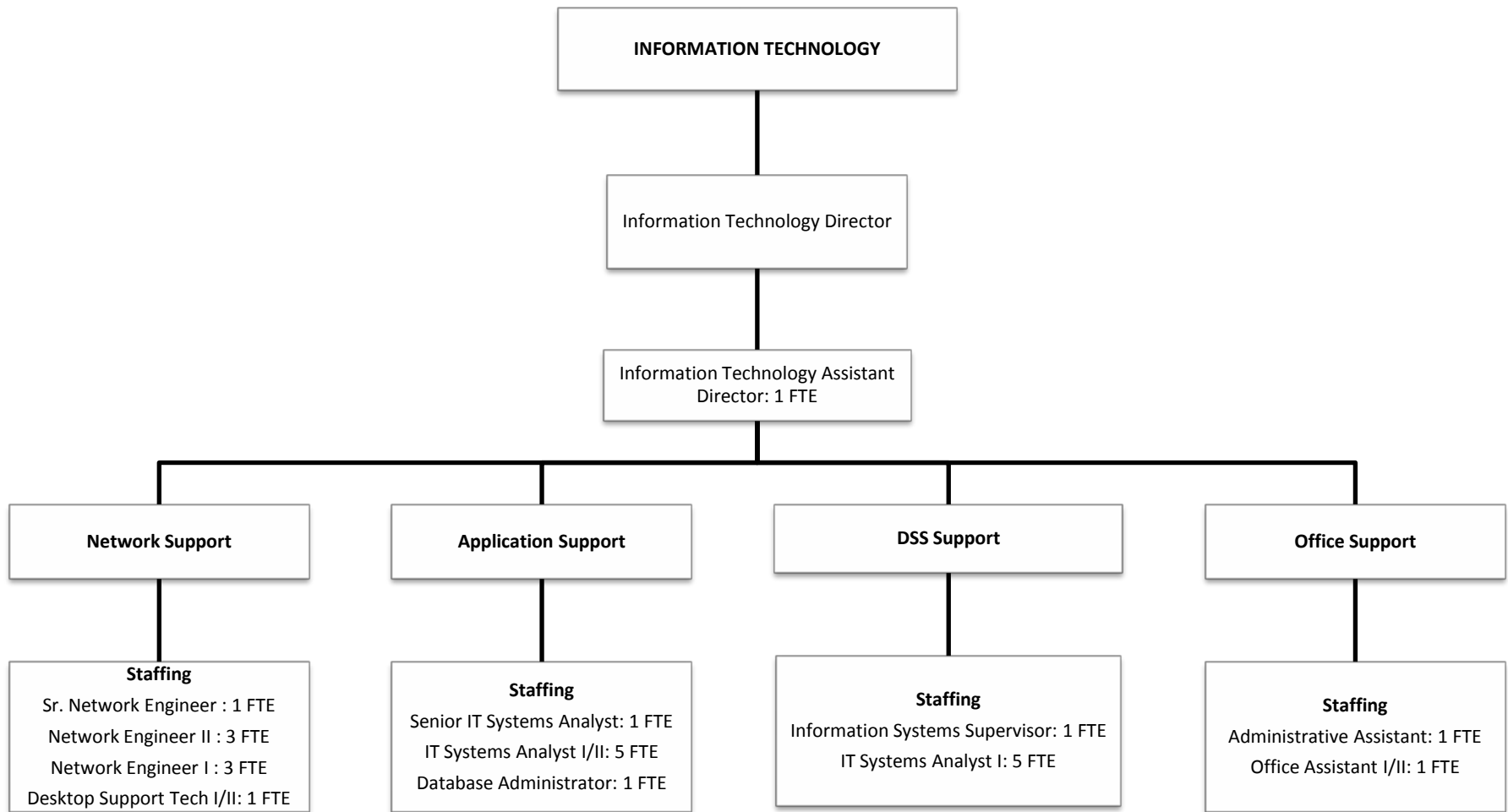
**HUMAN RESOURCES & OPERATIONS
DIVISION**

Deputy County Administrative
Officer - HR/Operations

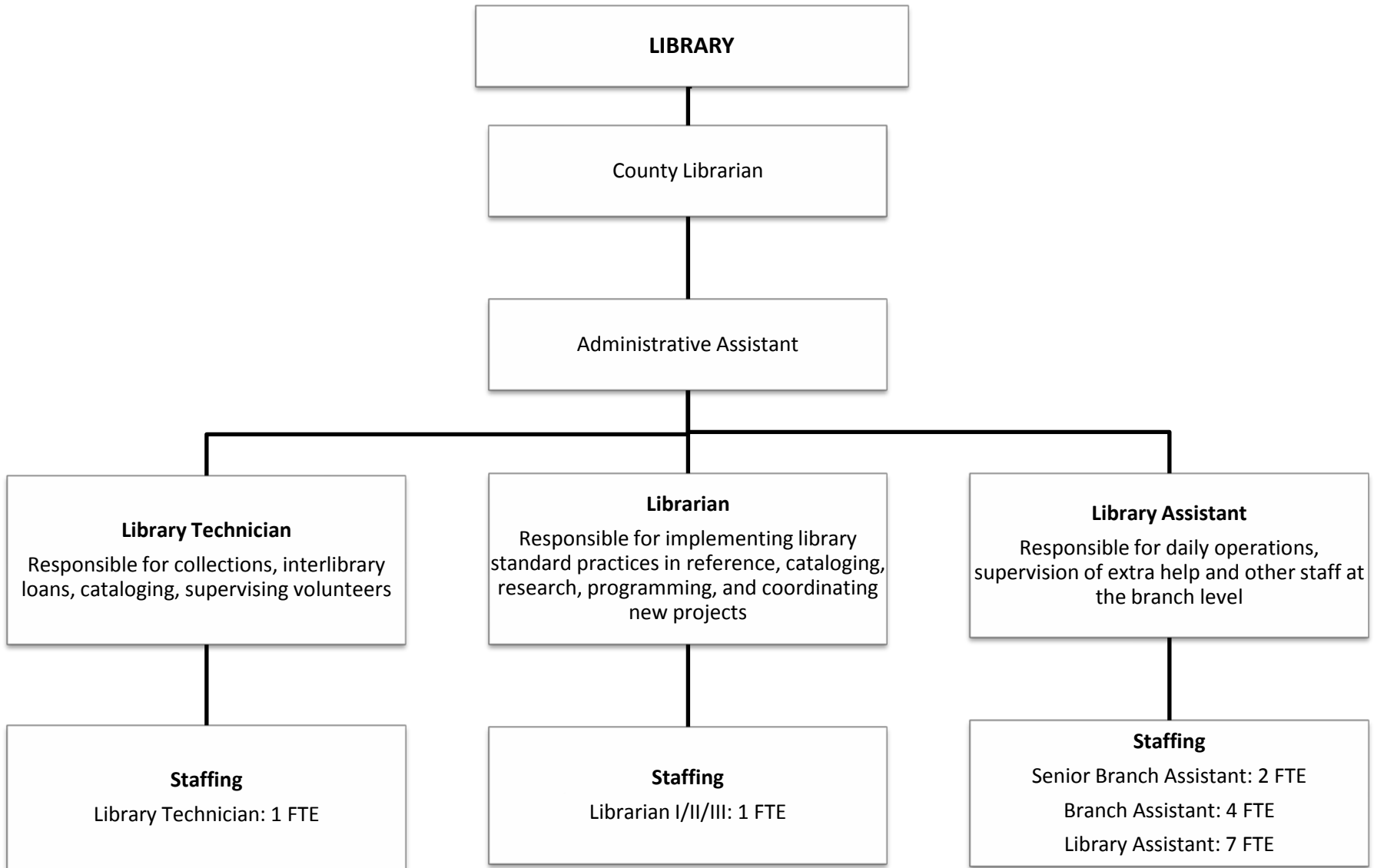
Assistant Director of Human
Resources/Operations



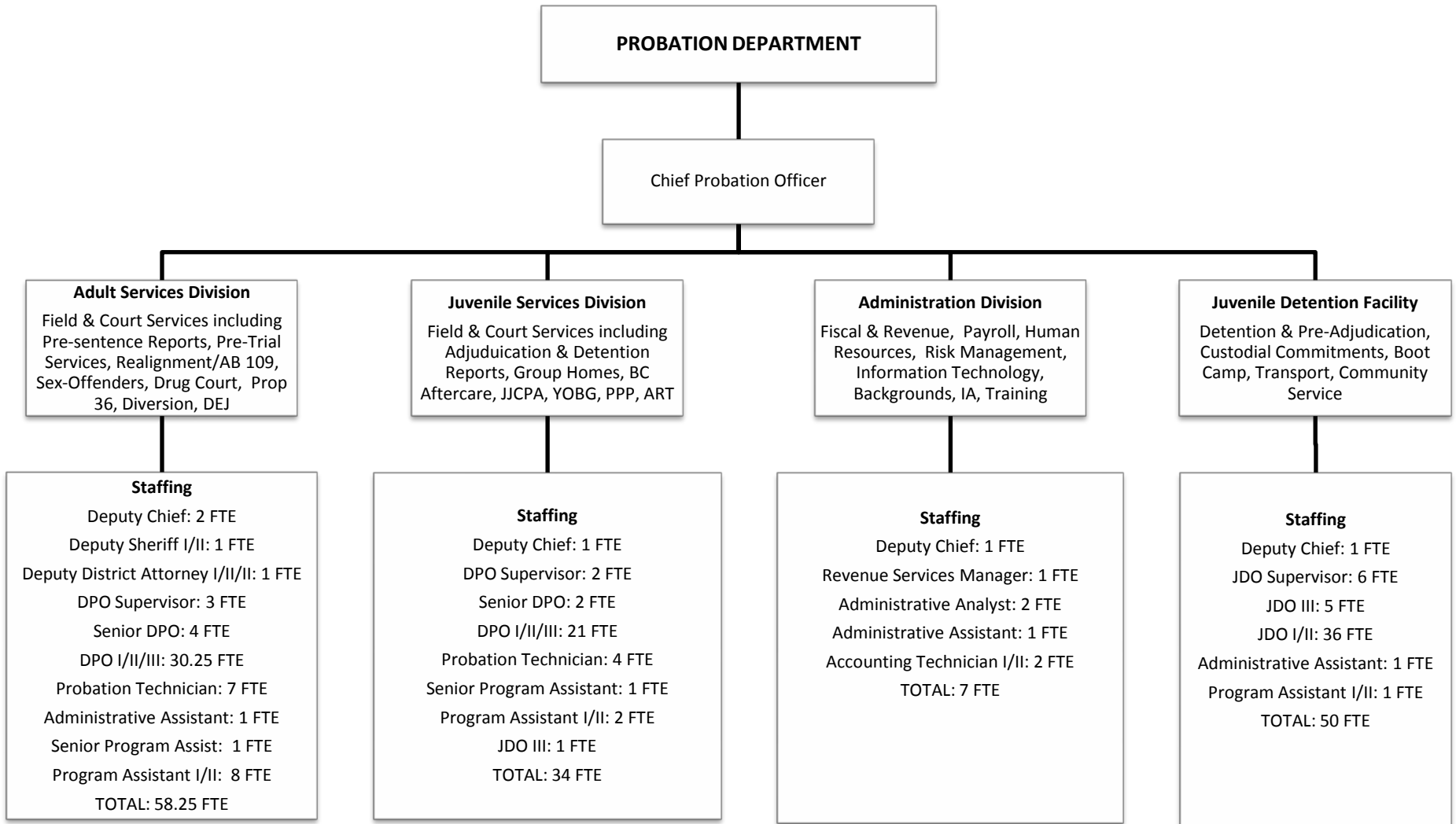
Total FTE: 13



Total FTE: 25



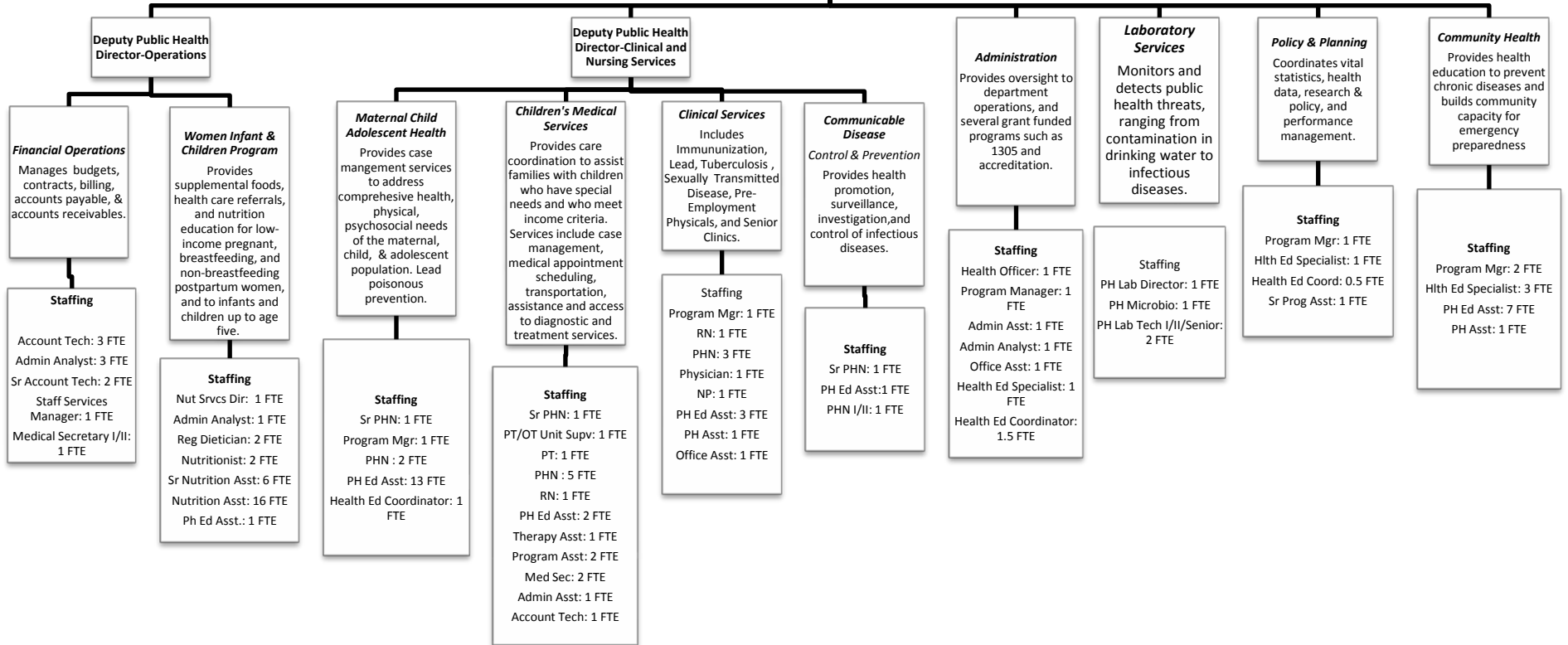
Total FTE: 17



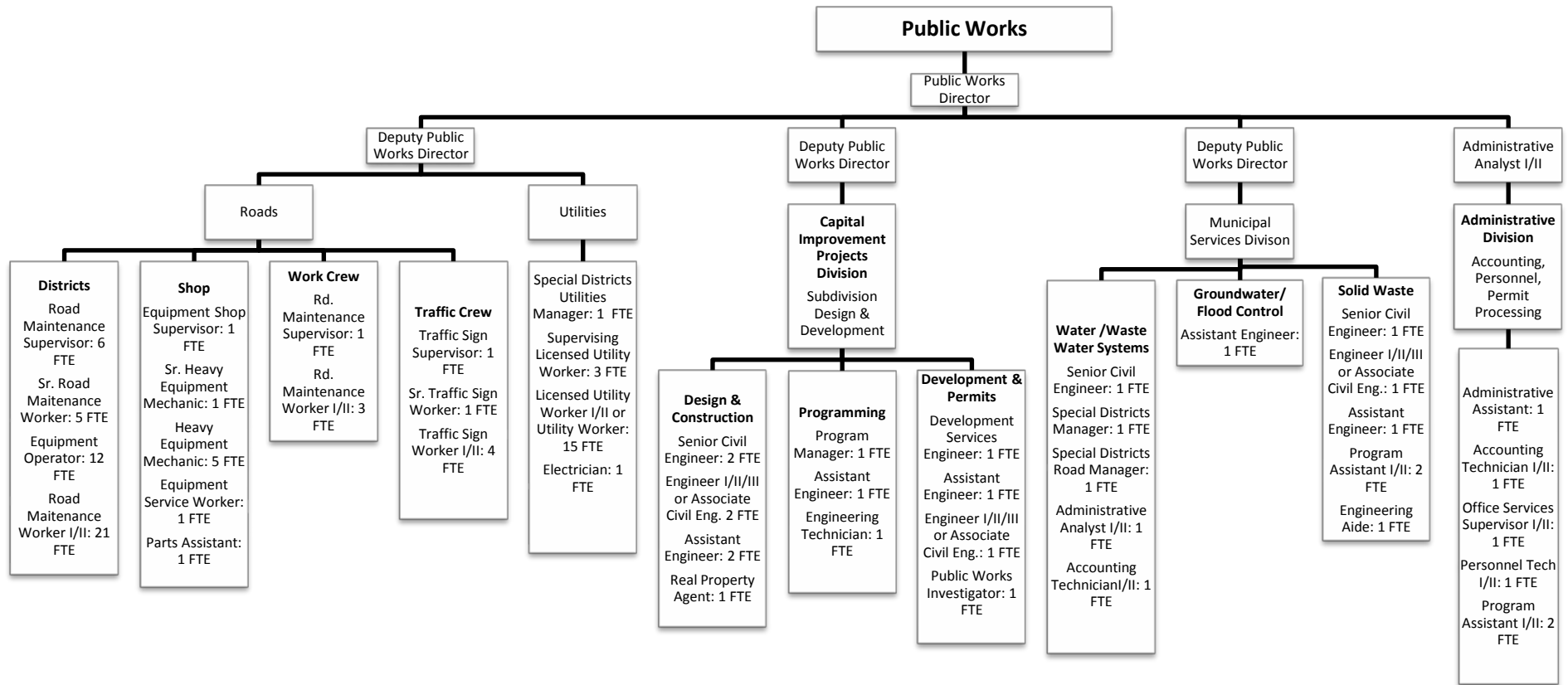
Total FTE: 150.25

PUBLIC HEALTH DEPARTMENT

Public Health Director



Total FTE: 120



Total FTE: 121

SHERIFF-CORONER

Sheriff

Undersheriff

Administrative Assistant: 1 FTE

Valley Patrol Division

Provides direct law enforcement services; operates the Court Security Unit; operates the Civil Unit

Staffing

Lieutenant: 1 FTE
Sergeants: 5 FTE
Chief Civil Deputy: 1 FTE
Deputy Sheriff: 33 FTE

Mountain Patrol Division

Provides direct law enforcement services; patrols Bass Lake; provides search/rescue; enforces off-highway vehicle laws

Staffing

Lieutenant: 1 FTE
Sergeants: 6 FTE
Senior Program Assistant: 1 FTE
Program Assistant: 1 FTE
Deputy Sheriff: 18 FTE
ID Specialist: 1 FTE
Property and Evidence Tech: 1 FTE

Administrative Services Division

Provides support services to all personnel including budgeting; purchasing; grants management; CCW; statutory registration and Law Enforcement Records Unit

Staffing

Sheriff Business Manager: 1 FTE
Administrative Analyst II: 1 FTE
Community Service Officer: 1 FTE
Admini Analyst II/Account Tech II: 1 FTE
Program Assistant: 6.75 FTE

Investigations Division

Investigates crimes; provides targeted enforcement of narcotic laws; targeted investigations of Ag Crimes; operates laboratory; secures evidence.

Staffing

Lieutenant: 1 FTE
Sergeants: 1 FTE
Deputy Sheriff : 7 FTE
Deputy Probation Officer I/II/III: 1 FTE
Deputy District Attorney I/II/III/Senior: 1 FTE
Property and Evidence Tech: 1 FTE
ID Specialist: 1 FTE
Deputy Coroner: 1 FTE
Program Assistant: 1 FTE

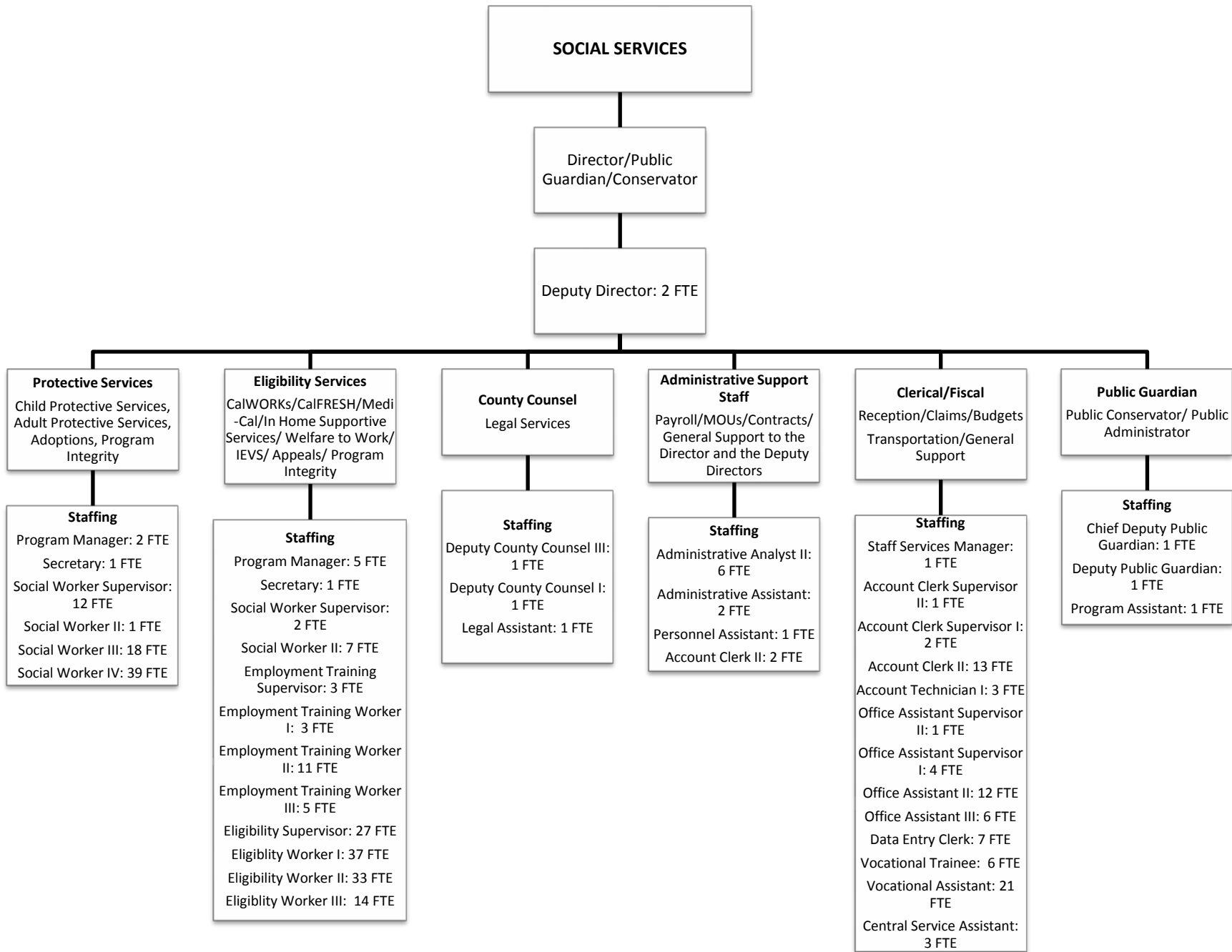
Emergency Services Division

Provides advanced planning and management support during crisis operations; schedules training; ; provides dispatch services to all divisions.

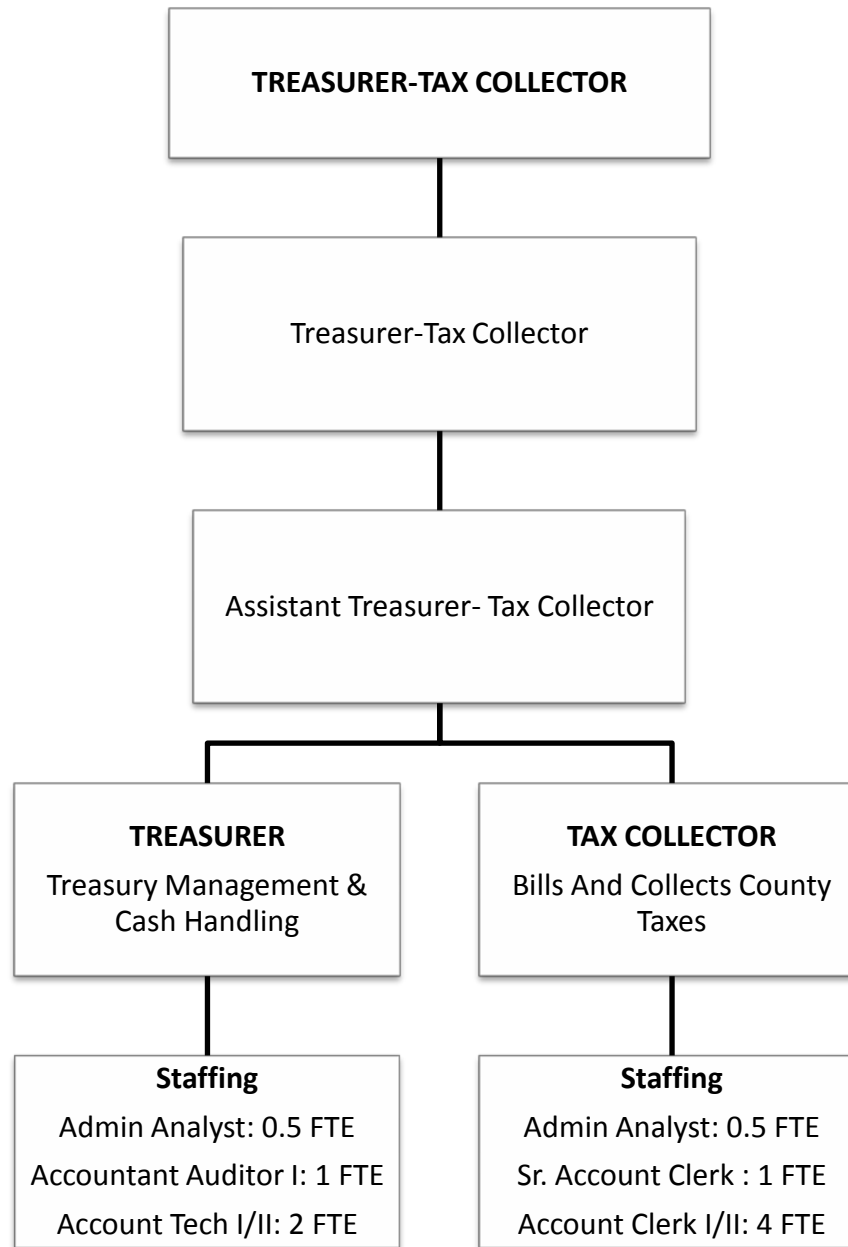
Staffing

Lieutenant: 1 FTE
Community Service Officer: 1 FTE
Deputy Sheriff: 1 FTE
Communication Dispatchers: 9 FTE
Program Assistant: 1 FTE

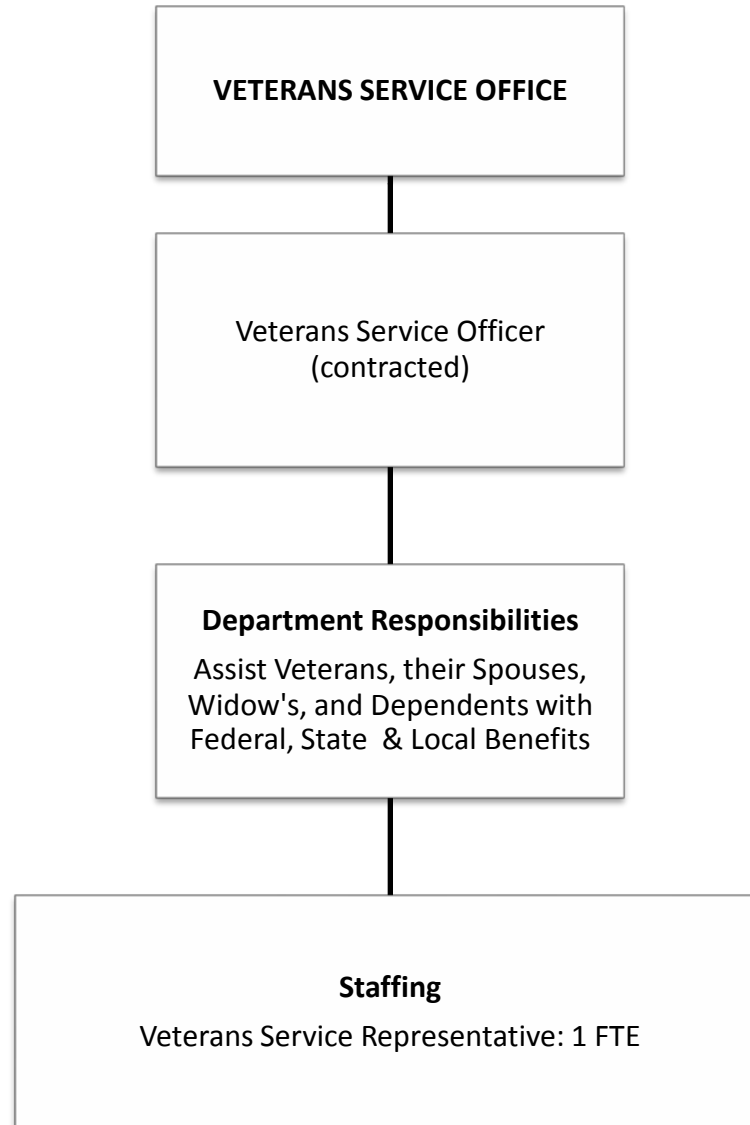
Total FTE: 110.75



Total FTE: 329



Total FTE: 11



Total FTE: 1