

RECOMMENDED PROPOSED BUDGET

for the

FISCAL YEAR ENDING JUNE 30, 2015



Recommended by County Administrative Management

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403	Veterans Service Officer



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 26, 2014

**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 2014- 2015 RECOMMENDED PROPOSED BUDGET. The following is a summary of budget appropriation totals:

APPROPRIATION SUMMARY (Exclusive of Special Districts)

<u>Fund</u>	<u>Actual 2012-13</u>	<u>Board of Supervisors Approved Expenditures 2013-14</u>	<u>Department Request 2014-15</u>	<u>CAO Recommendation 2014-15</u>	<u>Change from 2013-14 to 2014-15</u>
General	\$154,332,079	\$175,553,997	\$181,671,049	\$181,040,055	\$5,486,058*
Fish and Game	3,221	5,000	5,000	5,000	0
Refuse Disposal & Flood Control	5,815,649	8,246,851	9,427,365	9,427,365	1,180,514
AB 109 & Community Corr. Performance Inc.	3,164,950	5,175,867	5,557,905	5,557,905	382,038
Road	<u>15,570,092</u>	<u>20,001,199</u>	<u>19,292,477</u>	<u>19,292,477</u>	<u>(708,722)</u>
GRAND TOTAL BUDGET REQUIREMENTS	<u>\$178,885,991</u>	<u>\$208,982,914</u>	<u>\$215,953,796</u>	<u>\$215,322,802</u>	<u>\$6,339,888</u>

*The increase in the General Fund is partially due to a change in accounting for the budgeting for intra-departmental billings. These charges were previously budgeted as negative expenses and are now accounted for under the other revenue category. This change resulted in a \$3.5 increase in appropriations.

HONORABLE BOARD OF SUPERVISORS

June 26, 2014

The recommended General Fund 2014-15 appropriation of \$181,040,055 is balanced with projected revenue and fund balance shown in the following estimates:

REVENUE SUMMARY - GENERAL FUND

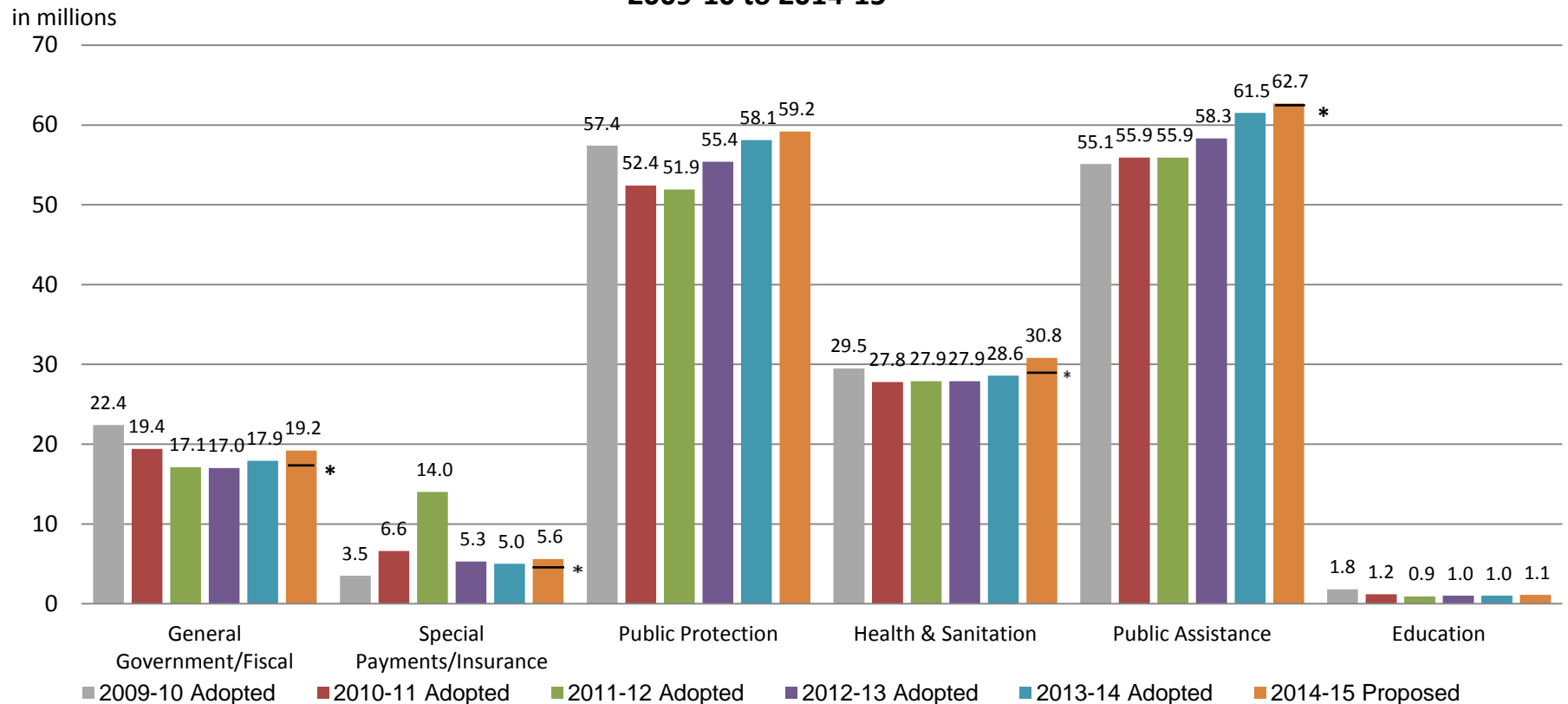
<u>Classification</u>	Board of Supervisors Approved Revenues <u>2013-14</u>	CAO Recommended Estimated Revenues <u>2014-15</u>
Taxes	\$ 40,849,650	\$ 41,362,731
Licenses, Permits, & Franchises	3,527,652	3,908,495
Fines, Forfeits, & Penalties	2,935,850	3,622,100
Revenue from Use of Money and Property	107,750	127,850
Aid from Other Government Agencies	93,322,562	93,199,800
Charges for Current Services	11,649,257	10,731,582
Other Revenue	<u>18,123,470*</u>	<u>23,506,008*</u>
REVENUE TOTAL	\$170,516,191	\$176,458,566
FUND BALANCE	2,050,000	2,050,000
PREVIOUS YEARS RESIDUAL FUND BALANCE	1,834,019	2,531,489
RELEASE OF DESIGNATED FUND BALANCE	<u>1,153,787</u>	<u>0</u>
GRAND TOTAL	<u>\$175,553,997</u>	<u>\$181,040,055</u>

*Other revenues reflect a change in accounting for the accounting for intra-departmental billings. These charges were previously budgeted as negative expenses and are now accounted for under the Other Revenue category, Intra Fund Revenue Account.

COMMENTS ON THE 2014-15 RECOMMENDED PROPOSED BUDGET

The Recommended Proposed Budget for Fiscal Year 2014-15 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. Net financing for most General Fund Departments has been contained or reduced for another year. 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 2014-15**



*The 2014-15 Proposed Budget includes 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 2014-15 RECOMMENDED PROPOSED BUDGET (continued)

Though cost management efforts continue successfully as guided by your Board's adopted Three-Year Cost Reduction & Containment Plan, revenues are projected to fall short of expenditures again in 2014-15 by \$2.5 million or 1%. In order to address this anticipated deficiency in revenues while minimizing the impact to service levels, this budget utilizes approximately \$2.5 million from special, limited one-time funds. The continuation of a selective hiring freeze is recommended again in 2014-15 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.

Much progress has been made since the revenue shortfall was projected as high as \$12.3 million during the 2010-11 Fiscal Year. Since then and through a series of strategic cost-cutting measures and reorganizations authorized by your Board, the revenue shortfall has been reduced significantly from \$6.2 million in 2012-13 to \$3.0 million in 2013-14 to a projected \$2.5 million in 2014-15. Limited one-time funds are again recommended to balance the budget and compensate for the remaining revenue shortfall. As outlined in your Board's adopted Three-Year Cost Reduction & Containment Plan, reliance on limited designations and one-time funds to balance the budget should be eliminated or significantly curtailed by 2014-15 to prevent depletion of these funds. Since the recommended 2014-15 budget still relies on approximately 1% of revenues to come from limited sources, the County Administrative Office will consider a recommendation to extend the term of the Cost Reduction & Containment Plan.

Governor Brown signed the 2014-15 State budget into law on June 20, 2014. Part of the State Budget impacting counties is still being modified through trailer bills and will be brought before your Board once details are finalized.

The following are general comments concerning the Recommended Proposed 2014-15 General Fund Budget:

The 2014-15 General Fund Budget has an overall increase of \$5.5 million over the 2013-14 Fiscal Year. Following is a brief recap of General Fund functions and other points of interest:

- ✓ The General Government category reflects an increase of \$1.9 million over Fiscal Year 2013-14. The increase is primarily a result of a change in the accounting for intra-departmental billings. These charges were previously budgeted as negative expenses and are now accounted for under the revenue category. When taking the accounting change into consideration, the net change in the General Government category is a reduction of \$0.2 million.

COMMENTS ON THE 2014-15 RECOMMENDED PROPOSED BUDGET (continued)

- ✓ The Public Protection category has increased \$1.1 million over Fiscal Year 2013-14. The increase is primarily due to the following: operation of the Correctional Facility expansion, including additional positions, medical, food and utility costs; costs for the lease of the new Sheriff Administration Building and additional costs related to the Coroner function; additional position in the Fire Budget; and increased costs associated with the Public Defender's contract.
- ✓ The Health and Sanitation category has increased \$2.2 million over Fiscal Year 2013-14. The increase is primarily due to the change in accounting for intra-departmental charges as discussed under General Government.
- ✓ The Public Assistance category has increased \$1.2 million over Fiscal Year 2013-14. The increase in this category is primarily due the administration of the Affordable Care Act and Protective Services, and is generally financed by State and Federal funds.
- ✓ The Education category (Library and Agricultural Extension) has increased \$91,155 over Fiscal Year 2013-14. This increase is necessary for the operation of the Library at its current level of operation.
- ✓ The ending Fund Balance resulting from 2013-14 operations, which acts as a funding source to start the 2013-14 Fiscal Year, is estimated at \$2,050,000. The Auditor's Office is scheduled to complete the final June 2014 fund balance calculation after the close-out of the 2013-14 fiscal year.
- ✓ The Public Employees' Retirement System (PERS) recently notified the County that the miscellaneous employees rate will increase from 20.505% to 21.837% for Fiscal Year 2014-15. The current PERS rate for Law Enforcement employees is 24.061% and will increase to 24.614%. It is anticipated that the rates will increase again in the 2015-16 Fiscal Year.
- ✓ Employee Compensation Increases All compensation adjustments that have been agreed to in a Memorandum of Understanding have been budgeted in the individual Departmental budgets.
- ✓ The ninth annual Government Center debt service payment is \$1,676,232, and this payment is included in this budget.

COMMENTS ON THE 2014-15 RECOMMENDED PROPOSED BUDGET (continued)

- ✓ At the preparation of this budget, there were approximately 209 discretionary and 181 subvented positions that are vacant from the approximately 1,476 County authorized positions. The 2014-15 County Budget currently has 157 discretionary positions that are recommended to remain vacant and unfunded for Fiscal Year 2014-15. It is proposed that from July 1, 2014, to June 30, 2015, a strict "Selective Hiring Freeze" be continued and managed by the County Administrative Office.
- ✓ Appropriations for Contingency is budgeted at \$2,424,416 (1.4% of the General Fund budget) which is deficient for a General Fund Budget of \$181 million. A prudent reserve is approximately 3% or \$5.4 million. Additionally, funds are included in the contingency account to cover actual costs associated with a change of venue homicide case being handled by the District Attorney and the Public Defenders' Offices, 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.
- ✓ Under the terms of the Three-Year Cost Containment & Reduction Plan, the County has successfully maintained a balanced budget but employee pay has suffered. Due to the cost containment measures, the County has not been able to provide for typical annual cost of living adjustments (COLA). Consequently, the employee pay scales have not kept pace with normal increases in costs for consumer goods and services or Consumer Price Index (CPI). There are also a limited number of job classifications that, for various reasons, have dropped significantly below the same classifications in comparable counties. There is a risk in not addressing these pay disparities, as the County will likely experience 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 develop funding strategies to address the pay disparities and seek direction from the Board of Supervisors to prepare for upcoming contract negotiations.
- ✓ 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	\$466,998	<p>Type: Discretionary One-Time Funds</p> <p>Use: This funding was designated by the Board of Supervisors in the 2013-14 Adopted Budget, for future One-Time 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 leaving a balance of \$466,998.</p> <p>Comments: There are no recommended uses of these funds included in the 2014-15 proposed budget.</p>
Previous Years Residual Fund Balance (ESTIMATE)	\$2,531,489	<p>Type: Discretionary one-time funds.</p> <p>Use: It is currently estimated by the Auditor's Office that the previous year's residual Fund Balance will be \$2,531,489.</p> <p>Comments: It is recommended that these funds be used as a source to balance the proposed budget. The Auditor's Office continues their efforts to bring the County's Audited Financial Statements current. It is anticipated that the financial statements will be caught up during the 2014-15 Fiscal Year and a final Fund Balance will be available.</p>

COMMENTS ON FINAL BUDGET HEARINGS

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

Therefore, it is recommended that your Board:

1. Instruct the County Administrative Officer to review the budget accounts approved in the Proposed Budget and submit recommendations for adjustments to be considered at the Final Budget Public Hearings.
2. Set MONDAY, JULY 7, 2014, 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

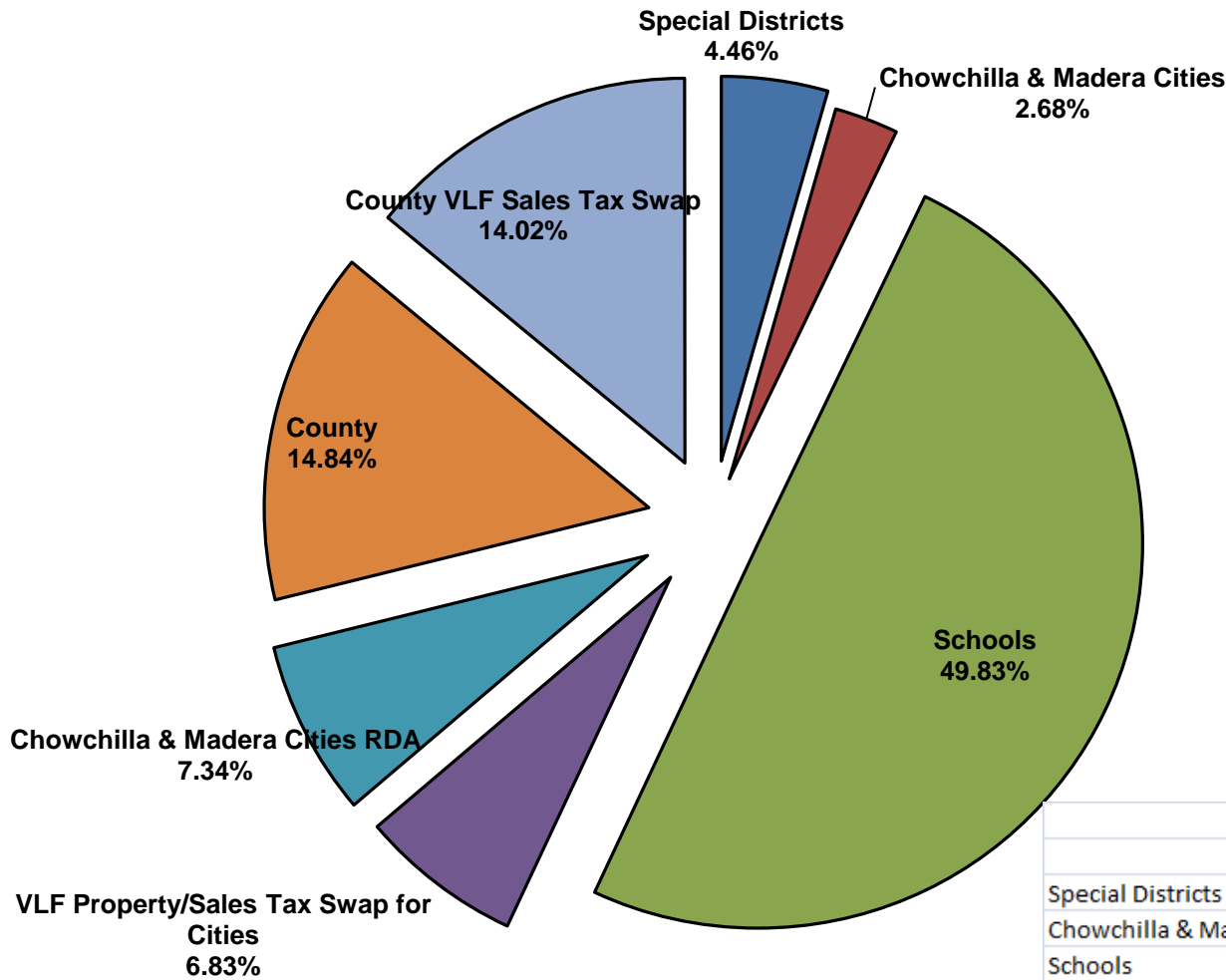
Kevin Fries, Deputy CAO

Nicole Desmond, Administrative Analyst II

Yvette Gomez, Executive Assistant to the CAO

PROPERTY TAX DISTRIBUTION

2013-14*

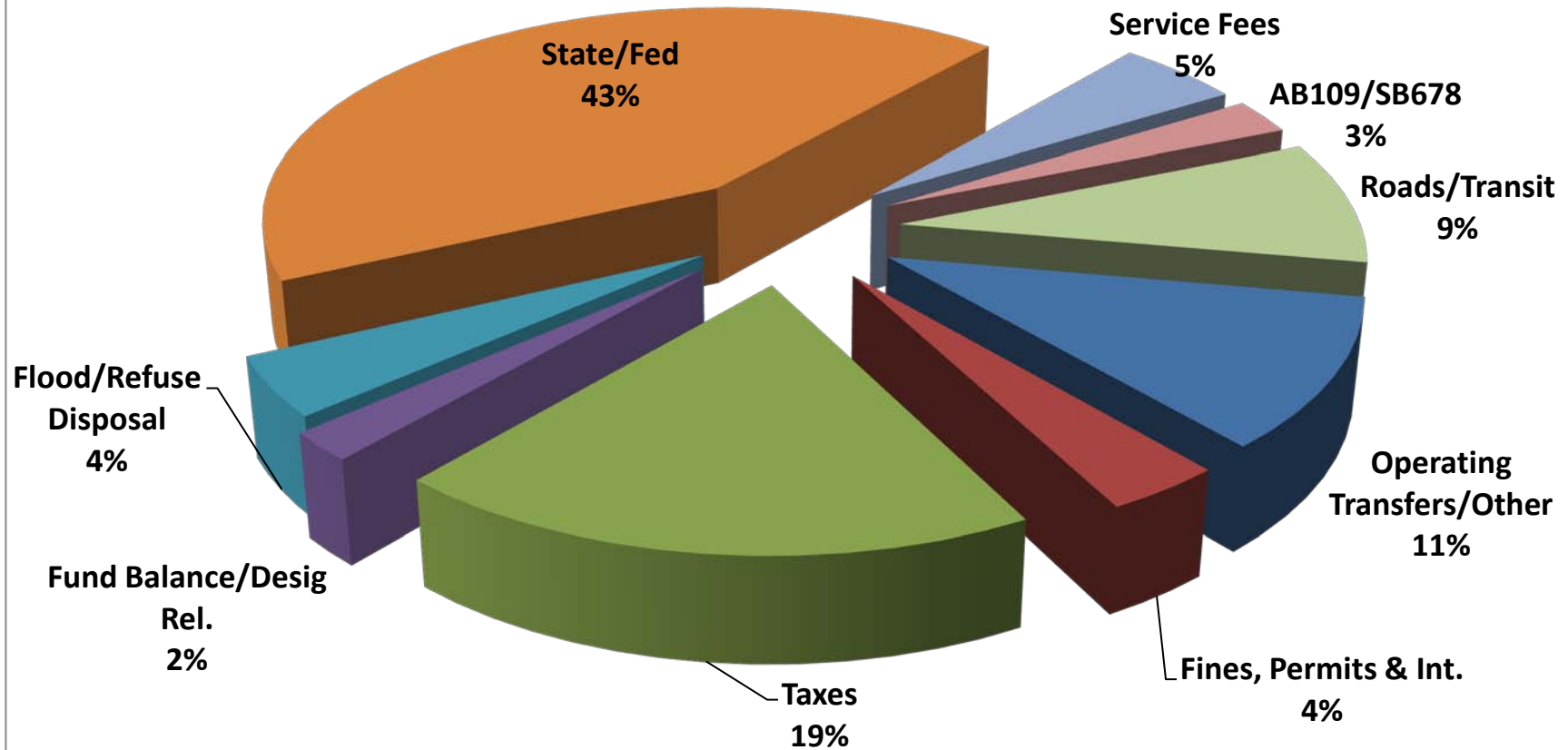


	2011-12	2012-13	2013-14
	Rates	Rates	Rates
Special Districts	4.37%	4.39%	4.46%
Chowchilla & Madera Cities	2.81%	2.77%	2.68%
Schools	49.31%	49.73%	49.83%
VLF Property/Sales Tax Swap for Cities	6.68%	6.90%	6.83%
Chowchilla & Madera Cities RDA	7.52%	7.12%	7.34%
County	15.06%	15.03%	14.84%
County VLF Sales Tax Swap	14.25%	14.06%	14.02%

*The 2014-15 Allocation was not available at the time of printing.

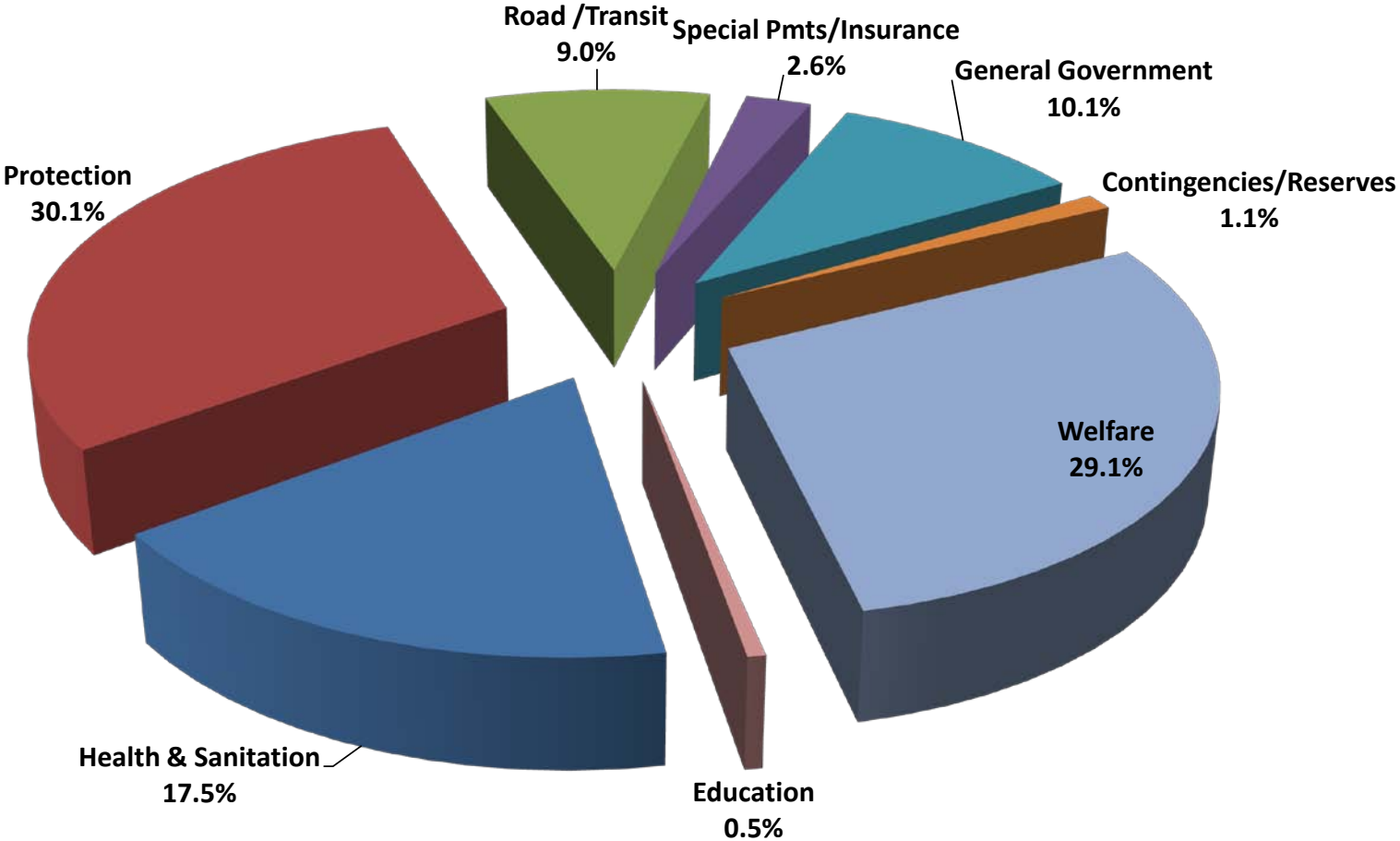
RECOMMENDED 2014-15 REVENUE

\$215,322,802



RECOMMENDED 2014-15 EXPENDITURES

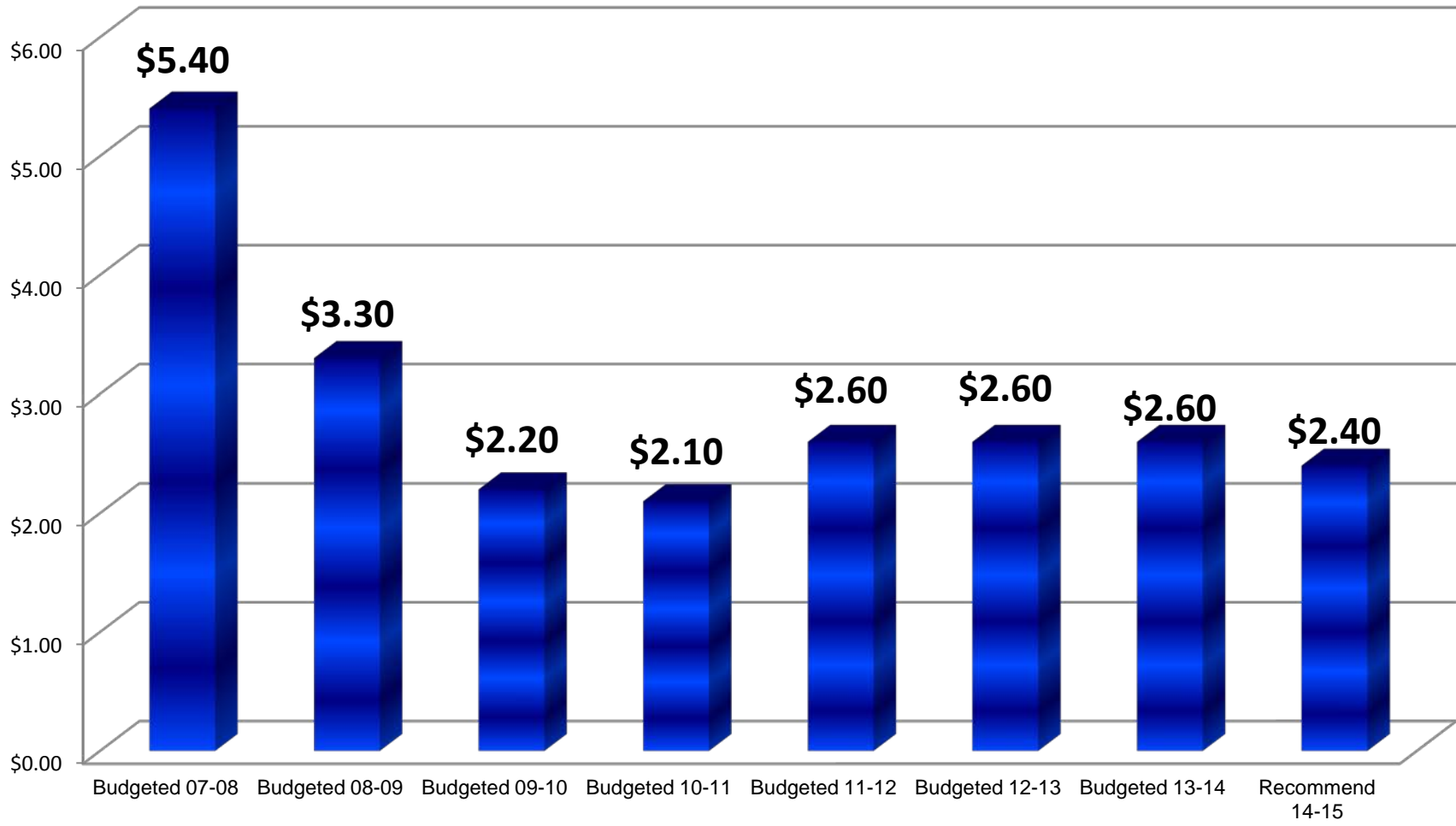
\$215,322,802



GENERAL FUND CONTINGENCY BUDGET

EIGHT YEAR ANALYSIS 2007-08 TO 2014-15

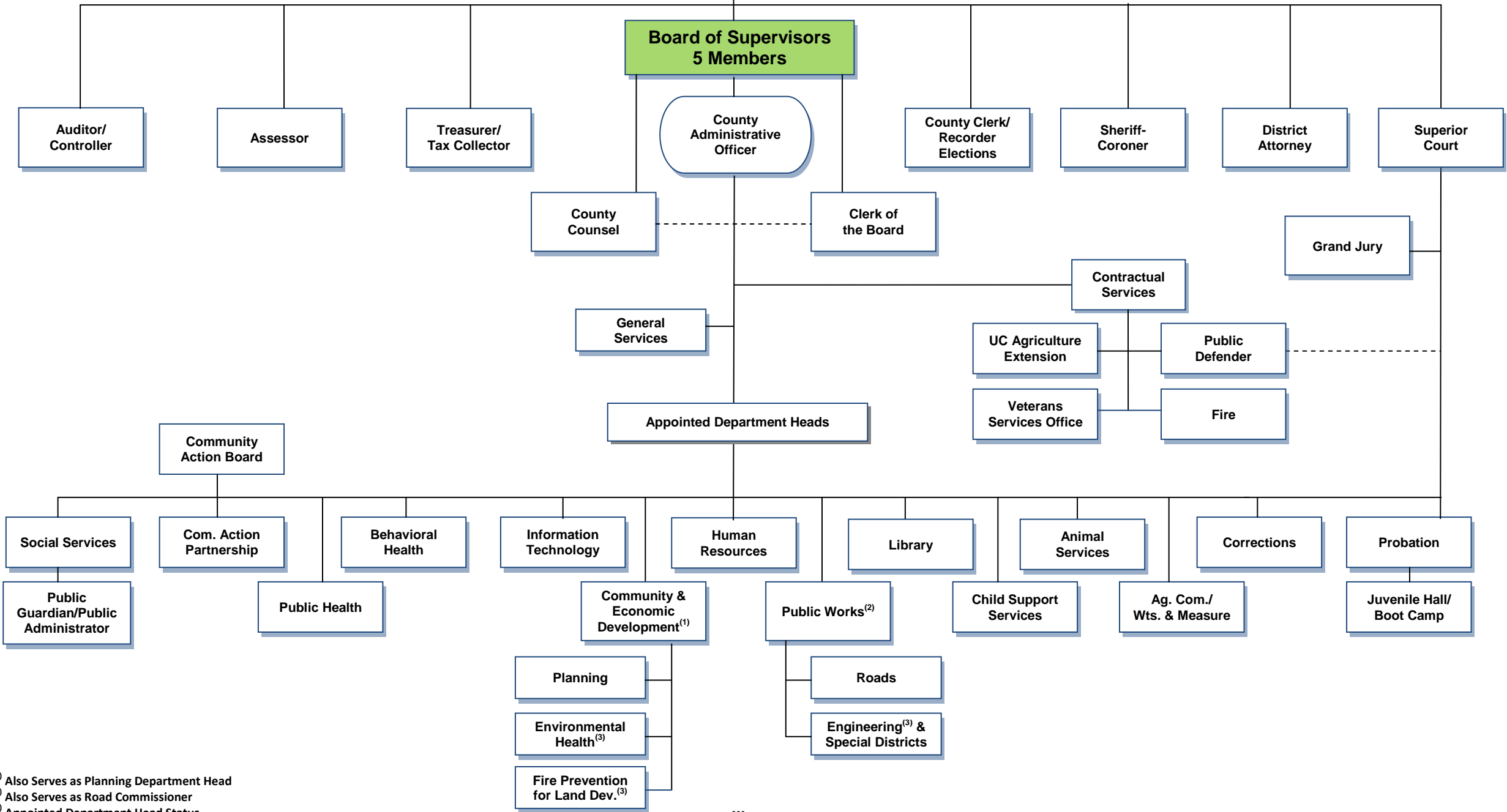
(in millions)





MADERA COUNTY GOVERNMENT ORGANIZATION CHART

ELECTORATE



(1) Also Serves as Planning Department Head
 (2) Also Serves as Road Commissioner
 (3) Appointed Department Head Status

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2014-15**

Budget Units (Grouped By Units)	Actual Expenditures 2012-13	Board of Supervisors Approved Expenditures 2013-14	Department Request 2014-15	CAO Recommendation 2014-15	Increase (Decrease) 2013-14/2014-15
<u>GENERAL</u>					
LEGISLATIVE & ADMINISTRATIVE:					
00100 Board of Supervisors	1,248,210	1,352,003	1,358,005	1,358,005	6,002
00210 Administrative Management / Purchasing	560,159	636,005	737,875	737,875	101,870
TOTAL LEGISLATIVE & ADMINISTRATIVE	1,808,369	1,988,008	2,095,880	2,095,880	107,872
FINANCE:					
00310 Auditor-Controller	1,379,588	1,391,149	1,443,202	1,443,202	52,053
00400 Assessor	2,014,583	2,095,106	2,284,056	2,075,724	(19,382)
00500 Treasurer-Tax Collector	720,983	770,737	935,534	885,534	114,797
TOTAL FINANCE	4,115,154	4,256,992	4,662,792	4,404,460	147,468
COUNSEL:					
00700 County Counsel	1,057,744	747,863	675,645	675,645	(72,218)
PERSONNEL:					
00800 Human Resources	656,116	871,904	996,202	996,202	124,298
ELECTIONS:					
03330 Elections	554,552	717,043	697,203	697,203	(19,840)
PROPERTY MANAGEMENT:					
01310 Resource Management Agency-Administration	209,167	-	-	-	-
01311 General Services	219,316	360,219	251,696	251,696	(108,523)
01315 Engineering	944,148	1,375,128	1,730,296	1,730,296	355,168
01320 Bldg. Operations	366,830	376,620	323,128	323,128	(53,492)
01330 Bldg. Maintenance	1,012,648	1,043,192	1,027,263	1,027,263	(15,929)
01340 Special Districts Services	2,158,306	2,482,016	2,480,576	2,480,576	(1,440)
15010 Madera County Flood Control Fund	311,101	1,470,454	2,446,440	2,446,440	975,986
01360 Grounds Maintenance	269,725	295,942	310,110	310,110	14,168
01700 Utilities	693,677	712,553	654,572	654,572	(57,981)
TOTAL PROPERTY MANAGEMENT	6,184,918	8,116,124	9,224,081	9,224,081	1,107,957

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2014-15**

Budget Units (Grouped By Units)	Actual Expenditures 2012-13	Board of Supervisors Approved Expenditures 2013-14	Department Request 2014-15	CAO Recommendation 2014-15	Increase (Decrease) 2013-14/2014-15
OTHER GENERAL:					
00230 Insurance	2,311,153	2,705,783	3,205,473	3,205,473	499,690
02100 Central Services	448,447	551,826	604,114	604,114	52,288
02150 311 Customer Service Center	307,674	188,495	203,977	203,977	15,482
00240 Information Technology	1,654,142	1,962,348	2,763,481	2,763,481	801,133
02200 Special Payments	2,194,994	2,259,909	2,409,079	2,409,079	149,170
TOTAL OTHER GENERAL	6,916,410	7,668,361	9,186,124	9,186,124	1,517,763
TOTAL GENERAL FUNCTION	21,293,263	24,366,295	27,537,927	27,279,595	2,913,300
<u>PUBLIC PROTECTION</u>					
JUDICIAL:					
03700 Child Support Services	2,818,876	3,036,985	2,996,045	2,996,045	(40,940)
03510 District Attorney	2,076,632	2,654,882	2,786,886	2,719,071	64,189
03530 District Attorney - COPS	98,204	104,662	105,880	105,880	1,218
03540 District Attorney - Rape Prosecution Grant	116,755	130,403	114,876	114,876	(15,527)
03544 District Attorney - DUI Program	126,104	149,998	149,598	149,598	(400)
03545 District Attorney - Crime Prosecution Unit	95,075	91,864	107,570	107,570	15,706
03548 District Attorney - DA-FED Vert Pros	55,068	127,871	142,496	142,496	14,625
03550 District Attorney - Welfare Fraud	825,706	1,028,386	1,026,464	1,026,464	(1,922)
02300 Trial Court Operations (Gen Fund Contri.)	1,414,100	1,491,326	1,471,987	1,471,987	(19,339)
03400 Grand Jury	71,511	71,700	71,700	71,700	-
03600 Public Defender	2,543,568	2,411,746	2,548,416	2,548,416	136,670
TOTAL JUDICIAL	10,241,599	11,299,823	11,521,918	11,454,103	154,280
POLICE PROTECTION:					
04000 Sheriff-Coroner	9,244,365	9,436,131	9,894,070	9,894,070	457,939
04021 Sheriff - CalEMA Homeland Security 2009-0019	78,272	-	-	-	-
04022 Sheriff - CalEMA Homeland Security 2011-077	131,740	133,610	-	-	(133,610)
04023 Sheriff - EMPG Emergency Planning	302,911	384,345	393,827	393,827	9,482
04025 Sheriff - CalEMA SHSGP 2012-SS-00123	-	169,468	-	-	(169,468)

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2014-15**

Budget Units (Grouped By Units)		Actual Expenditures 2012-13	Board of Supervisors Approved Expenditures 2013-14	Department Request 2014-15	CAO Recommendation 2014-15	Increase (Decrease) 2013-14/2014-15
04026	Sheriff - CalEMA Homeland Security 2010-0085	130,654	86,150	-	-	(86,150)
04030	Sheriff - Bass Lake Operations	159,201	182,117	225,920	225,920	43,803
04046	Sheriff - Fed-Cannibas Eradication	85,140	97,000	105,000	105,000	8,000
04050	Sheriff - COPS (SLESF)	198,704	213,045	205,881	205,881	(7,164)
04054	Sheriff - Chukchansi Indian Casino	510,275	556,799	579,052	579,052	22,253
04062	Sheriff - Rural Crime Prevention Task Force	241,721	272,240	283,561	283,561	11,321
04064	Sheriff - Civil Division	362,641	488,209	499,635	499,635	11,426
04066	Sheriff - Off Highway	2,023	113,000	95,000	95,000	(18,000)
04070	Sheriff - Anti-Drug Program	390,948	437,343	422,505	422,505	(14,838)
04071	Sheriff - CAL-MMET	201,582	216,558	215,049	215,049	(1,509)
04072	Sheriff - JAG Grant	18,290	30,000	30,000	30,000	-
04074	Sheriff - Court Security	1,117,273	1,401,030	1,463,077	1,463,077	62,047
04075	Sheriff - Gang Task Force	244,958	-	-	-	-
04090	Sheriff - OCJP NET Project	46,579	40,000	58,300	58,300	18,300
TOTAL POLICE PROTECTION		13,467,277	14,257,045	14,470,877	14,470,877	213,832
DETENTION & CORRECTION						
04610	Department of Corrections	11,185,180	12,126,090	12,734,854	12,481,972	355,882
04720	Juvenile Hall	4,080,807	4,299,520	4,394,685	4,394,685	95,165
04700	Probation	3,091,130	3,277,615	3,354,287	3,354,287	76,672
04713	Probation - CCP Training	66,430	48,414	-	-	(48,414)
04714	Probation - CCP Planning	4,710	119,545	192,752	192,752	73,207
04785	Probation - Crime Prevention Act of 2000	247,116	507,728	430,838	430,838	(76,890)
04787	Probation - Youth Offender Block Grant	327,011	481,156	481,156	481,156	-
04788	Probation - Proud Parenting Grant	116,499	139,242	139,242	139,242	-
14370	Probation - Community Corrections SB 678	1,163,221	1,097,358	1,216,597	1,216,597	119,239
61332	Probation - Public Safety Realignment (AB 109)	2,001,729	4,078,509	4,341,308	4,341,308	262,799
TOTAL DETENTION & CORRECTION		22,283,833	26,175,177	27,285,719	27,032,837	857,660
FIRE PREVENTION:						
05000	Fire Prevention	4,209,194	4,629,716	4,780,950	4,780,950	151,234
05010	Fire-Chukchansi Indian Casino	512,696	690,771	706,243	706,243	15,472
TOTAL FIRE PREVENTION		4,721,890	5,320,487	5,487,193	5,487,193	166,706

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2014-15**

Budget Units (Grouped By Units)	Actual Expenditures 2012-13	Board of Supervisors Approved Expenditures 2013-14	Department Request 2014-15	CAO Recommendation 2014-15	Increase (Decrease) 2013-14/2014-15
PROTECTIVE INSPECTION:					
05410 Ag. Commissioner/Sealer of Wts. & Measures	1,222,918	1,477,928	1,489,224	1,489,224	11,296
01375 Fire Prevention - Land Development	156,521	183,007	227,149	227,149	44,142
01370 Building Inspection	983,965	1,271,755	1,222,964	1,222,964	(48,791)
TOTAL PROTECTIVE INSPECTION	2,363,404	2,932,690	2,939,337	2,939,337	6,647
OTHER PROTECTION:					
03300 County Clerk-Recorder	691,013	667,823	669,254	669,254	1,431
05900 Planning	1,390,610	1,588,658	1,617,592	1,611,143	22,485
06100 Local Agency Formation Commission Contri	44,751	44,682	39,840	39,840	(4,842)
06000 Animal Services	834,770	896,024	986,532	983,532	87,508
06200 Predatory Animal Control	56,646	56,646	57,213	57,213	567
11200 Fish and Game	3,221	5,000	5,000	5,000	-
TOTAL OTHER PROTECTION	3,021,011	3,258,833	3,375,431	3,365,982	107,149
TOTAL PUBLIC PROTECTION FUNCTION	56,099,014	63,244,055	65,080,475	64,750,329	1,506,274
<u>PUBLIC WAYS AND FACILITIES</u>					
PUBLIC WAYS:					
11800 Roads & Bridges	15,174,266	16,327,897	16,716,504	16,716,504	388,607
63860 Road (Transit)	395,826	3,673,302	2,575,973	2,575,973	(1,097,329)
TOTAL PUBLIC WAYS FUNCTION	15,570,092	20,001,199	19,292,477	19,292,477	(708,722)
<u>HEALTH & SANITATION</u>					
HEALTH:					
06901/2 Behavioral Health Services	13,650,663	14,968,876	19,189,830	19,189,830	4,220,954
06810 Health	10,715,466	12,516,564	10,308,315	10,308,315	(2,208,249)
07000 RMA - Environmental Health	1,036,491	1,119,042	1,288,455	1,288,455	169,413
TOTAL HEALTH	25,402,620	28,604,482	30,786,600	30,786,600	2,182,118

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2014-15**

Budget Units (Grouped By Units)	Actual Expenditures 2012-13	Board of Supervisors Approved Expenditures 2013-14	Department Request 2014-15	CAO Recommendation 2014-15	Increase (Decrease) 2013-14/2014-15
SANITATION:					
11100 Refuse Disposal Liner Fund	5,504,548	6,776,397	6,980,925	6,980,925	204,528
TOTAL SANITATION	5,504,548	6,776,397	6,980,925	6,980,925	204,528
TOTAL HEALTH & SANITATION FUNCTION	30,907,168	35,380,879	37,767,525	37,767,525	2,386,646
<u>PUBLIC ASSISTANCE</u>					
ADMINISTRATION:					
07510 Department of Social Services	20,024,253	24,972,029	26,724,942	26,724,942	1,752,913
GENERAL RELIEF:					
07520 General Relief	1,092,206	1,157,394	1,157,394	1,157,394	-
07530 ASSISTANCE PROGRAMS:					
Aid for CalWORKS	20,039,934	21,000,000	21,000,000	21,000,000	-
Foster Care	5,186,411	5,300,000	6,500,000	6,500,000	1,200,000
Aid for Adopted Children	1,621,514	2,800,000	2,000,000	2,000,000	(800,000)
Cal-Learn	5,784	20,000	20,000	20,000	-
GAIN Support Services (Welfare to Work)	480,916	800,000	700,000	700,000	(100,000)
In-Home Supportive Service	4,966,239	4,124,048	3,121,349	3,121,349	(1,002,699)
CalWORKS Child Care	135,833	400,000	400,000	400,000	-
Kin Gap	63,118	220,000	220,000	220,000	-
Cash Assistance Program for Immigrants	16,646	30,000	32,000	32,000	2,000
Housing Assistance/Transitional Program	127,920	150,000	150,000	150,000	-
TOTAL ASSISTANCE PROGRAMS	32,644,315	34,844,048	34,143,349	34,143,349	(700,699)
VETERANS SERVICE/PUBLIC GUARDIAN:					
08020 Public Guardian	100,873	246,898	354,114	354,114	107,216
08010 Veterans Service	108,568	120,363	136,210	136,210	15,847

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2014-15**

Budget Units (Grouped By Units)	Actual Expenditures 2012-13	Board of Supervisors Approved Expenditures 2013-14	Department Request 2014-15	CAO Recommendation 2014-15	Increase (Decrease) 2013-14/2014-15
OTHER ASSISTANCE:					
08200 Community Action Partnership	134,366	142,290	169,156	169,156	26,866
TOTAL PUBLIC ASSISTANCE FUNCTION	54,003,708	61,483,022	62,685,165	62,685,165	1,202,143
<u>EDUCATION</u>					
09110 Library	971,489	959,316	1,094,711	1,052,195	92,879
09200 Agricultural Extension Service	41,257	72,824	71,100	71,100	(1,724)
TOTAL EDUCATION FUNCTION	1,012,746	1,032,140	1,165,811	1,123,295	91,155
TOTAL FINANCING REQUIREMENT	<u>178,885,991</u>	<u>205,507,590</u>	<u>213,529,380</u>	<u>212,898,386</u>	<u>7,390,796</u>
<u>APPROPRIATIONS FOR CONTINGENCIES</u>					
Appropriations for Contingencies-General	-	2,624,416	2,424,416	2,424,416	(200,000)
Establish Reserve for I.T. System/Asset Replacement	-	850,908	-	-	(850,908)
GRAND TOTAL BUDGET REQUIREMENTS	178,885,991	208,982,914	215,953,796	215,322,802	6,339,888

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

<u>Budget Classification</u>	Actual Revenues 2011-12	Actual Revenues 2012-13	Board of Supervisors Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
<u>TAXES</u>					
610100 Property Taxes - Current Secured	15,539,979	15,718,503	16,398,350	9,235,861	16,928,228
610102 Property Taxes - Current Secured RDA SA Other Dist	-	14,667	-	-	-
610200 Property Taxes - Current Unsecured	462,527	454,966	421,000	248,329	421,000
610300 Property Taxes - Prior Secured	192,382	(7,525)	50,000	-	40,000
610400 Property Taxes - Prior Unsecured	81,617	48,274	20,000	-	30,000
610500 Property Taxes - Current Secured - VLF Swap	13,796,996	14,127,292	14,678,256	7,393,511	15,156,698
610502 Property Taxes - In-Lieu VLF-Supplemental	70,999	107,467	72,000	17,627	85,000
610503 Property Taxes - VLF - Unitary	36,562	36,653	-	203	-
610600 Property Taxes - Supplemental Current	105,669	53,567	40,000	20,183	55,000
610700 Property Taxes - Supplemental Prior	33,956	5,121	25,000	-	5,500
610801 Sales & Use Tax	4,716,253	5,080,671	4,896,000	2,831,465	4,350,000
610808 Sales & Use Tax Compensation Fund (Sales Tax Swap)	1,840,350	1,670,543	1,735,694	826,270	1,650,305
610901 Hotel and Motel	2,617,429	2,044,176	1,902,500	1,289,566	2,005,000
610902 Documentary Stamp	484,846	481,138	500,000	403,470	525,000
610903 Race Horse Tax	867	503	850	342	1,000
610906 Aircraft	126,650	89,685	110,000	66,551	110,000
Total Taxes	40,107,082	39,925,701	40,849,650	22,333,378	41,362,731
<u>LICENSES, PERMITS AND FRANCHISES</u>					
620100 Animal Licenses	47,812	48,905	50,000	31,010	63,000
620200 Business Licenses	98,471	90,960	90,000	98,190	122,000
620300 Construction Permits	507,442	454,103	601,000	602,497	750,000
620500 Zoning Permits	77,603	57,437	85,000	36,926	95,000
620600 Franchises, Garbage, Utilities & Cable TV	1,282,784	1,439,703	1,385,000	168,891	1,450,000
620700 Other Licenses and Permits	132,110	138,145	132,451	120,110	175,400
620701 Boat Licenses	135,581	129,703	182,117	74,913	225,920
620704 Environmental Health Permits	785,085	837,029	854,584	804,507	879,575
620705 Burial Permits-Indigent	1,886	1,954	1,000	1,326	1,600
620706 Auto Theft Deterrent Fees (DUI)	90,483	147,270	110,000	58,413	110,000
620707 Ag Preserve Permits	1,100	-	500	-	-
620710 Grading Permits	32,753	26,409	36,000	28,601	36,000
Total Licenses, Permits and Franchises	3,193,110	3,371,618	3,527,652	2,025,384	3,908,495
<u>FINES, FORFEITURES AND PENALTIES</u>					
630101 County Share of State Fines	37,543	33,948	32,000	23,403	32,000
630204 Criminal	644,843	714,077	685,000	594,253	730,000

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
630221 PC 1463.14 Drug Analysis Fine	186	189	120	202	120
630222 State-County Share of Penalty PC 1464	239,026	221,873	240,000	171,565	210,000
630223 PC 1203.4 Change Plea	-	2,626	1,000	6,620	2,000
630227 RMA Code Enforcement Fines/Fees	19,856	24,254	28,000	16,670	35,000
630228 Juvenile Supervision/Service Fees	39,406	25,879	22,500	29,167	45,000
630229 Juvenile Boot Camp W&I 903/094	17,620	15,479	7,500	17,689	23,000
630230 Juvenile Probation Supervision W&I 602	3,741	1,692	3,500	557	1,500
630231 Juvenile Record Seal W&I 781	448	-	-	-	-
630301 Judgements and Damages	-	400	-	-	-
630300 Forfeitures & Penalties	-	-	14,000	25	250
630306 Restitution Fine Rebate 10%	28,365	21,909	20,000	18,638	20,000
630307 Other Fines	18,716	17,036	12,000	8,355	53,000
630308 Restitution to County Departments	306	-	-	244	-
630320 Bad Check Penalties	2,578	2,217	2,000	1,372	2,000
630400 Penalties/Cost Delinquent Taxes	9,196	4,791	230	-	230
630401 Cost of Tax Collection	93,710	97,780	45,000	26,850	45,000
630402 County Redemption Fees	16,430	15,745	17,000	8,040	17,000
630403 Penalties & Interest on Taxes	162,191	146,754	6,000	2,143	6,000
630404 Tax Loss Reserve Excess	1,900,000	-	1,800,000	-	2,400,000
Total Fines, Forfeitures and Penalties	3,234,161	1,346,649	2,935,850	925,793	3,622,100
<u>REVENUE FROM USE OF MONEY & PROPERTY</u>					
640101 Interest	164,288	75,199	100,000	29,619	80,000
640103 Interest on Property Tax Collection	2,546	(1,950)	-	-	-
640300 Rents and Concessions	17,767	17,173	3,500	3,693	33,500
640302 Bldg/Improvement Rentals	25,524	26,980	50	14,325	150
640303 Others Rents/Concessions	4,518	12,515	4,200	12,455	14,200
Total Revenue from Use of Money & Property	214,643	129,917	107,750	60,092	127,850
<u>INTERGOVERNMENTAL REVENUES</u>					
State					
650302 Motor Vehicle In-Lieu Tax 1984	-	120,766	-	-	-
650307 VLF Health Realignment CMSP	2,882,147	2,882,147	2,882,147	-	-
650800 St. Admin Public Assistance	475,000	-	-	-	-
650804 CalWORKS Admin TANF	1,113,065	1,453,169	1,302,010	766,891	1,376,816
650810 Social Services Admin	1,622,564	2,272,461	1,288,491	1,095,935	1,374,792
650811 Welfare to Work Admin-Assistance	30,084	(67,617)	149,136	16,365	158,101
650901 CalWORKS (AFDC)	11,577,836	11,104,626	8,799,000	6,571,221	8,799,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
650902 Adopted Children	38,174	(49,303)	1,122,800	-	-
650905 Foster Care	1,092,919	(1,869)	1,492,050	-	-
650909 Welfare to Work (GAIN)	12,159	10,662	120,800	2,384	105,700
650910 Public Assistance - Realignment	4,974,248	5,416,986	5,283,240	4,465,706	5,895,375
650911 Emotionally Disturbed Children	(4,395)	4,393	-	-	-
650914 St. Cal Learn	500	1,100	1,240	2,234	1,240
650915 CalWorks Child Care	2,662	2,058	50,000	(1,029)	50,000
650916 Kin Gap	143,923	150,979	37,400	153,452	37,400
650917 Cash Assist for Immigrants	12,485	17,260	30,000	31,472	32,000
650921 Housing Assistance/Transitional Housing Program	-	-	150,000	-	150,000
651101 Health - Admin. - California Children Services	13,378	15,462	33,573	6,307	19,162
651102 Health - Therapy - California Children Services	160,938	158,734	110,000	81,945	164,308
651103 Health - Realignment - California Children Services	426,436	378,399	191,679	204,434	190,686
651105 Health - Medi-Cal-California Children Services	117,148	109,487	226,416	55,597	292,855
651106 Health - Healthy Families	35,292	13,551	15,527	(1,535)	17,837
651107 Health - CCS MTU Reimbursement	-	-	215,000	-	201,308
651301 Behavioral Health - Small Counties Emergency Grant	78,150	105,800	29,120	51,950	45,855
651306 Behavioral Health - Realignment	2,771,340	2,809,441	2,322,248	3,133,392	3,506,470
651307 Behavioral Health - Jail-Realignment	51,000	51,000	51,000	38,250	51,000
651309 Behavioral Health - Managed Care	1,023,994	-	-	-	-
651310 Behavioral Health - EPSDT	808,000	-	-	-	-
651320 Behavioral Health - Other Revenue	-	-	11,973	-	11,973
651323 Behavioral Health - Drug Court	64,795	(19)	-	-	-
651326 Behavioral Health - Service Act (Prop 63)	5,780,083	4,867,570	4,513,263	3,097,887	6,069,388
651330 Behavioral Health - AB 3632	69,644	-	-	-	-
651400 Health - TB Control	11,605	27,236	27,146	-	50,526
652108 Health - AIDS Program	52,489	51,602	55,252	28,779	-
652110 Health - Tobacco Education	70,544	95,999	-	-	-
652111 Health - Child Health and Disability Program-Admin.	324,402	284,028	333,272	111,791	142,974
652112 Health - Foster Care	83,731	89,043	93,917	45,272	132,459
652113 Health - Realignment	2,113,345	2,263,426	2,804,333	3,034,000	2,554,850
652115 Health - Immunization Subvention Project	49,158	49,156	49,157	(335)	47,683
652116 Health - AIDS Drugs	1,000	-	-	-	-
652118 Health - Community Challenge Grant	60,816	-	-	-	-
652120 Health - Adolescent Family Life Program	239,906	163,992	-	55,601	-
652123 Health - Chlamydia Grant	6,798	6,789	6,798	1,605	6,798
652126 Health - Aides Surveillance	18,545	15,555	18,798	7,981	17,289
652201 Agricultural Administration	283,347	163,631	167,150	11,073	179,650
652202 Agriculture-Detection Trapping	105,754	89,616	100,000	80,415	100,600

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
652203 Agriculture-Pesticide	375,112	411,215	400,000	-	441,715
652204 Agricultural G-W Sharpshooter	162,075	85,920	130,000	73,417	101,500
652503 State-Prison Crime Reimbursement - DA	110,720	125,589	131,864	91,131	150,000
652505 Public Asst. - Crim Justice Sys - Realignment	447,568	529,925	500,000	429,433	525,000
652507 Probation TANF (Juvenile Probation Camp Funds)	25,378	854	550,000	-	575,000
652508 St Proud Parenting Program	78,735	146,023	139,242	-	139,242
652800 Veterans Affairs	25,330	28,351	25,000	39,022	42,500
652900 Homeowners' Property Tax Relief	225,690	221,185	218,721	112,656	220,045
654005 Child Care Food Program-Juvenile Hall	6,004	486	-	-	-
654007 Correctional Training-SB 924	23,511	158,115	107,014	32,781	128,514
654008 Custody-Care Subsistence	11,370	57,222	-	-	-
654010 Child Support IV D Incentive	992,828	958,414	1,909,455	693,332	1,007,067
654012 Fire Equipment Reimbursement	160,933	128,449	125,000	88,423	125,000
654013 Volunteer Fire Assistance Program	64,900	39,051	45,000	86,907	75,000
654017 Integrated Waste Management	20,113	36,127	18,400	18,334	18,324
654020 Library-Public Library Funds	-	-	25,000	-	50,000
654022 State Mandated Costs	13,649	10,458	10,000	9,503	10,000
654025 Sales Tax (Public Safety)	6,697,107	7,011,824	6,936,000	4,184,416	7,186,000
654026 State-POST Reimbursement	1,540	7,827	5,000	4,525	5,000
654027 State Reimburse Election Costs	788	4,174	500	604	7,000
654028 State-Financial Assistance	162,000	162,000	162,000	162,000	162,000
654040 DA - Workers' Compensation Fraud Grant	5,990	-	-	-	-
654043 DA - Statutory Rape Grant	47,852	-	127,871	-	-
654045 SLESF - Department of Corrections	-	-	50,000	-	20,000
654046 SLESF - Sheriff (COPS)	-	-	140,000	-	150,000
654XXXX State Juvenile Re-entry Grant	-	-	20,000	-	-
654XXXX Planners Advance Strategy Grant	-	-	22,500	-	-
654057 Sheriff - Rural Crime Prevention Task Force	98,676	-	-	1,470	-
654064 State Off Hwy Vehicle	27,222	-	113,000	55,082	95,000
654079 State - Waste Tire Enforcement	244,640	215,072	290,000	37,783	195,000
654092 State - Hazardous Materials Prep Grant	807	3,314	-	-	-
654509 State - Indian Gaming Special District for Fire & Sheriff	100,229	41,327	-	-	-
654511 State-Abandoned Vehicle Fee	-	134,434	-	5,897	85,000
654512 State - Cal-MMet Grant	98,125	9,186	216,558	1,462	215,049
654522 State- BSARF Fees 10%	1	-	-	-	-
654526 State-Emergency Local Hazard Grant	63,190	-	-	-	-
654530 Plan & Tech Assist. Grant	19,250	17,380	-	-	-
654531 08CDBG HSNB Rehab Pub Fac	-	46,521	-	(9,487)	-
654532 River West Madera Grant	86,965	53,536	405,100	72,383	55,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
654533 State-CERS Grant	12,133	3,913	27,812	14,384	-
Federal					
655000 Fed. Admin Public Assistance	2,025,000	-	-	-	
655006 Social Services - Administration	8,745,864	9,372,387	10,893,510	6,409,306	11,534,337
655007 CalWorks Administration	1,295,793	1,163,332	5,134,018	563,800	5,413,341
655008 Cal Learn Administration-Assistance	32,649	-	-	13,056	-
655009 Welfare to Work Administration-Assistance	2,729,861	2,282,882	1,938,503	1,391,600	2,055,025
655101 CalWorks (AFDC)	6,853,470	7,639,102	11,676,000	6,834,804	11,676,000
655102 Foster Care	997,642	1,122,968	1,370,250	1,691,460	1,694,250
655103 Foster Care Emergency Assistance	3,652	60,841	-	344,467	-
655104 Adopted Children	1,230,958	1,278,849	1,302,000	964,531	930,000
655105 Food Stamp WKFARE	-	49,413	-	-	-
655106 Welfare to Work Gain	2,244	2,526	679,200	(654)	594,300
655110 Cal Learn	6,800	1,500	18,760	6,065	18,760
655111 CalWorks Child Care	48,879	111,379	350,000	29,007	350,000
655112 Kin Group	(1,273)	22,841	145,200	41,643	145,200
655202 CCS Medi-Cal Administration	221,126	415,001	397,561	95,390	442,634
655203 Health -Health Families	83,936	48,004	57,671	18,404	66,252
655205 Health CACTI	79,845	228,392	253,000	129,636	158,613
655206 Health CNEP	73,094	143,707	443,544	(346)	500,684
655207 Health AFLP	-	-	183,247	-	126,884
655600 Grazing Fees	306	270	-	-	-
655800 In-Lieu Tax	833,458	906,086	700,000	-	725,000
656001 Behavioral Health - Medi-Cal	1,995,464	2,384,855	2,414,854	2,227,464	2,946,653
656003 Behavioral Health - Alcohol/Drug Medi-Cal	-	22,162	11,081	105	41,081
656005 Behavioral Health - Alcohol/Drug/Perinatal	568,109	604,849	871,518	687,777	1,034,325
656006 Behavioral Health - McKinney-Path	36,018	45,112	39,800	19,590	36,893
656008 Behavioral Health - SAMHSA	205,731	230,308	230,308	177,580	230,308
657000 Other	-	29,573	-	79,121	456,060
657001 Community Services	179,676	134,366	142,290	72,356	169,156
657002 Custody/Care Subsistence	-	192	5,000	-	-
657003 IV D Child Support-Administration	1,927,255	1,860,450	1,014,543	1,345,879	2,003,716
657006 Forest Services Reimb Dep Sheriff	74,990	50,210	94,500	81,654	99,000
657007 Fed - Health Aids Grant	-	19,448	-	-	-
657008 Health - Administration - MCH	409,016	683,810	829,613	191,381	945,569
657010 Health - Administration - Senior Citizens	31,942	24,211	24,081	2,580	-
657011 Health - WIC	1,521,430	1,710,214	1,816,216	828,344	1,811,416
657013 Child Care Food Program-Juvenile Hall	81,340	98,136	82,000	59,982	82,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
657016 Title IV E Probation Recovery	172,631	189,206	225,000	181,387	225,000
657020 EPA Grant	-	788,895	-	-	-
657024 FEMA & OES Grant	67,194	128,980	167,173	94,089	167,000
657025 Health - AIDS Grant (Ryan White)	97,517	78,743	76,469	25,146	77,605
657037 MC Childhood Lead Poison	84,581	69,111	84,942	(28,909)	85,137
657043 Fed - Health Aids Grant	-	-	-	-	47,122
657044 Health - Targeted Case Management	32,951	30,610	-	-	-
657081 Justice Assistance Grant	-	42,181	30,000	-	30,000
657082 US Marshals Services	-	1,760	-	-	-
657084 Department of Corrections SCAAP	-	-	85,000	111,625	110,000
657086 Federal - Anti-Drug Grant	165,580	126,732	116,000	24,344	116,000
657090 Health - Bio Preparedness	199,968	(53,076)	-	(16,187)	-
657091 Health - HRSA	308,562	(41,202)	-	14,750	-
657095 JAG - ARRA	113,229	-	-	-	-
657107 HAVA Grant	-	2,440	-	-	-
657111 Homeland Security Grant	315,107	661,586	385,228	-	-
657115 ARRA ADA Grant	161,012	-	-	-	-
657120 JAGB Agress Rpl. Grant	36,409	-	-	-	-
657122 Cannibus Eradication	55,000	76,020	-	(446)	-
657123 Fed - Vertical Prosecution Grant	-	30,069	-	-	-
657125 Health AIDS	-	-	2,000	2,000	2,000
657126 Fed - High Speed Rail	-	23,583	-	-	-
657127 NSP3 Grant	-	244,236	-	-	345,000
657129 Fed - Safe Drinking Water Grant	-	-	-	-	160,000
659001 Other Gov't Agencies	-	1,291	-	13,979	-
659005 Other Governmental-Boot Camp Program	89,750	80,000	80,000	40,125	80,000
659008 Children & Families Com (Prop 10) (Health)	375,507	616,810	518,044	153,374	534,948
659010 Other Governmental-RDA Pass Thru	1,281,920	1,294,979	1,237,465	724,766	1,264,980
659018 IHSS Public Authority	57,943	43,977	62,000	-	62,000
659024 Chukchansi Gaming Problems	30,218	-	-	(33,471)	-
659030 City/Chowchilla Prison Annex	201,296	431,330	200,000	-	-
659046 DA Chukchansi Grant	25,000	-	-	-	37,500
Total Intergovernmental Revenue	85,371,090	83,390,845	93,322,562	54,967,052	93,199,800
<u>CHARGES FOR CURRENT SERVICES</u>					
660100 Assessment and Tax Collection Fees	43,781	58,281	53,000	53,773	45,000
660101 Property Tax Administration Fee	503,604	436,557	503,000	-	483,000
660102 Supplemental Tax Fee	95,999	82,489	100,000	25,523	80,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
660103 Property Characterization Fee	13,211	14,694	22,500	9,694	17,000
660230 Parcel Merger Fee	-	460	-	-	-
660231 Business Improvement District	-	-	2,500	-	5,000
660234 Local Ag. Preserve Assessment (AB 1265)	800,077	737,886	700,000	461,239	680,000
660300 Auditing and Accounting Fees	79,845	88,157	301,593	688	184,000
660500 Elections Services	24,552	77,232	19,700	28,385	14,500
660600 Legal Services	20,443	30,846	43,550	18,144	57,500
660610 Public Defender - Juvenile Cases	39,966	55,074	36,000	33,266	50,000
660801 Engineering Services	9,468	10,775	89,000	5,482	32,000
660802 Engineering Plan Check Fees	299,460	228,782	387,000	327,022	340,000
660803 Engineering Services-Special Districts	1,688,075	1,541,604	1,937,260	904,848	1,716,840
660805 Planning Services	275,562	299,574	350,000	188,466	360,000
660806 Engineering Services - Development Review Fees	28,128	31,024	30,000	21,699	12,000
660807 Strong Motion Inst Fees 95%	6,501	5,720	3,000	8,468	13,000
661000 Agricultural Services	364,465	326,710	365,360	343,686	353,547
661100 Civil Process Services	1,743	2,068	1,500	1,354	1,500
661101 Sheriff - Civil Process Service Fees	53,225	52,600	120,000	37,265	86,000
661201 General Court Fees	207,782	174,163	200,000	201,296	235,000
661203 Family Court Services Reimbursement	1,165	1,146	500	194	500
661301 Public Guardian Fees	51,338	55,837	75,100	76,455	80,000
661400 Humane Services	150,623	208,434	232,000	192,953	245,000
661500 Law Enforcement Services	60,428	79,727	88,000	27,242	88,000
661501 Booking Fee (City)	4,638	-	-	-	-
661502 Booking Fees-County Arrests	1,074	647	-	374	-
661601 Recording Fees-Clerk, Health, Recorder	580,197	686,903	637,000	429,508	588,500
661801 Health Lab Fees	28,804	16,431	41,610	10,340	14,140
661802 Environmental Health Fee	50,807	97,487	95,000	44,149	85,510
661810 Clinic Fees	5,945	20,216	45,871	28,073	32,990
661811 Behavioral Health - Private Pay, Ins.	28,259	18,250	35,000	13,102	35,050
661812 Insurance Pay	8,213	6,027	5,050	2,880	5,000
661813 Behavioral Health - Medicare	67,104	65,949	10,000	42,698	20,000
661816 Inmate Medical Co Pay	6,642	5,151	-	-	-
662000 California Children Services	463	540	500	512	-
662101 Landfill Surcharges	1,156,531	-	-	-	-
662303 Juvenile Hall Maintenance	39	10	-	-	-
662304 Work Furlough Program	4,945	5,644	5,000	3,621	5,000
662305 Foster Care Reimbursement	114,549	114,160	95,000	64,880	95,000
662500 Library Services	38,019	37,815	41,688	25,779	41,200
662510 Lost Book Collections	2,978	6,722	1,620	800	672

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
662696 Formation Fees	300	300	300	300	600
662700 Other Charges for Services	290	3,860	300	692	200
662701 Board of Supervisors Services	-	23	-	-	-
662704 Copies	13,556	17,708	16,514	11,624	16,358
662705 Coroner's Fees	5,614	7,724	5,000	4,208	7,000
662709 Mental Health Monitoring Fees	25,250	23,706	35,000	10,101	25,000
662712 Fire Cost Recovery	2,860	490	3,000	280	3,000
662714 Mediation-Dissolution/Marriage	3,595	3,800	3,500	2,795	3,800
662715 Nuisance Abatement	39,331	42,702	30,000	34,502	40,000
662716 Collection Fees-Probation	13,178	11,115	12,000	9,799	15,000
662717 Alternate Sentencing Fees	27,866	32,673	25,500	16,522	25,750
662718 Drug Screening-Probation	4,861	3,804	4,500	2,079	3,000
662719 Electronic Monitoring-Probation	652	1,364	761	1,272	1,500
662720 Probation Services	172,234	158,770	165,000	105,211	165,000
662721 Administrative Collection Fees [PC 1205(d)]	107,485	102,489	98,000	68,817	101,500
662722 Public Defender Fees	112,217	118,478	100,000	83,947	120,000
662723 Services to Other Agencies	581,049	591,836	773,140	364,615	719,731
662725 Welfare Repay-Administrative Fees	3,873	3,966	2,000	1,198	2,000
662726 Reimbursement of Burials	13,073	12,350	10,000	6,322	7,500
662728 Vision/Dental Administrative Fee	824	624	-	414	-
662735 Probation Services Reports	60,397	55,308	55,000	38,278	55,000
662765 Sheriff-Reimburse Indian Casino	452,073	524,620	602,175	300,359	627,235
662766 Fire-Reimburse Indian Casino	503,105	492,234	688,971	214,057	701,971
662780 Special District Ad.	519,959	536,655	544,756	283,081	763,736
662800 INTRAFUND Revenue	208,746	155,244	270,508	692	369,812
662801 INTRAFUND Revenue-Cost Plan	2,256,529	1,986,466	1,416,183	7,674	752,632
662802 INTRAFUND - Computer Services	15,001	10,978	58,247	-	41,808
662804 LAFCO - Reimbursement for County Services	15,780	15,590	30,000	8,069	35,000
662910 Daily Jail Confinement	40,110	19,488	25,000	18,815	25,000
Total Charges for Current Services	12,118,456	10,616,157	11,649,257	5,229,581	10,731,582
<u>MISCELLANEOUS REVENUE</u>					
670000 Intrafund Revenue	-	-	-	-	3,510,779
671001 Welfare Repayments	61,598	55,065	36,000	97,048	37,000
671002 Interim Assistance Reimbursement-GA	38,742	31,266	40,000	37,049	65,000
671003 Welfare - Cancelled Warrants	883	2,763	-	-	-
671004 Welfare CalWorks Reimbursement	-	-	55,000	-	55,000
671005 Welfare General Assistance Repay	1,205	751	500	419	500

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2011-12	Actual Revenues 2012-13	Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
672000 Other Sales	10,524	6,632	10,927	2,348	7,550
672002 Sale of Seized Property	13,867	25	-	766	-
673000 Misc - Other	74,829	110,292	59,880	1,082,007	23,388
673100 Unclaimed Money	1,456	1,375	-	-	-
673101 Prisoner's and Miscellaneous Unclaimed	-	1,765	-	-	-
673200 Employee Witness/Jury Fees	1,961	2,438	4,500	2,240	5,500
673300 Contributions and Donations	8,745	8,002	-	152,000	2,000
673302 Health - Flu Donations	7,952	92	-	-	-
673319 Chukchansi Tribe Contribution	40,000	-	-	-	-
673323 Ca Endowment Grant	-	-	-	-	61,083
673324 Kaiser Math Grant	35,000	-	-	-	-
673327 Kaiser Health Grant	42,430	47,752	41,740	36,881	-
673328 Private Non Profit Grant	-	22,178	-	-	-
673406 Jail Inmate Welfare Trust 6051	-	85,963	230,936	-	93,936
673410 Seized Funds & Property Trust (6166 & 6167)	52,959	46,539	137,000	-	163,300
673412 Emergency Medical Services Funds Trust	41,422	-	-	-	-
673437 D.A. Seized Funds - Trust 5776	13,140	44,884	3,000	-	5,000
673440 Vital Records Improvement Program Trust 1313	-	-	4,920	-	-
673442 Child Support Interest Revenue from Trust Accounts	-	-	6,000	-	6,000
673800 Prior Year Cancelled Warrants	2,405	5,457	350	-	350
673900 Other Miscellaneous	328,349	132,114	5,000	7,821	5,000
673903 Miscellaneous Reimbursement	85,222	213,562	19,230	46,602	15,897
673904 Misc Reimbursement - Salaries /Benefits	216,486	556,135	977,131	418,776	1,381,739
673910 Misc Reimbursement - Insurance	53,486	5,499	-	206	-
673918 Misc Reimbursement - Medical	1,152	1,129	-	592	-
673920 Misc Reimbursement - Other	653,173	41	-	-	-
Total Miscellaneous Revenue	1,786,986	1,381,719	1,632,114	1,884,755	5,439,022
<u>OTHER FINANCING SOURCES</u>					
680103 Sale of Fixed Assets	17,094	21,376	2,000	45,887	7,000
Operating Transfers In:					
680200 Operating Transfers In	7,254,549	14,624,898	15,309,860	3,457,452	16,965,949
680201 Operating Transfers In - SA 22	-	184,338	-	-	-
680215 Local Enforcement Agency Funds-Trust 0114	50,000	50,000	70,000	-	70,000
680231 Criminal Justice Facilities Trust	150,000	135,300	205,000	-	150,000
680234 Fire Assessment - CSA 22 - Zone B	181,523	-	195,000	-	195,000
680248 Modernization (Operating Transfer In-Trust 1346)	110,280	76,053	106,150	66,520	93,537
680249 Micrographics (Operating Transfer In-Trust 1345)	35,828	15,918	17,100	5,407	19,500

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

Budget Classification	Actual Revenues 2011-12	Actual Revenues 2012-13	Board of Supervisors Approved Revenues 2013-14	9-Month Actual 2013-14	CAO Recommended 2014-15
680251 Vital Health Statistics (OTI) (Recorder) (Trust 1367)	4,446	4,446	5,000	-	6,000
680264 Sheriff Small Counties AB 443	338,000	450,000	375,000	-	375,000
680268 Planning GP Upgrade	-	-	40,000	-	40,000
680271 OTI LC 4850	125,000	125,000	125,000	-	125,000
680350 Cash Flow Loan	921,465	-	-	-	-
680523 Loan Repayment By RDA to General Fund	40,500	30,000	41,246	-	20,000
Total Other Financing Sources	9,228,685	15,717,329	16,491,356	3,575,266	18,066,986
TOTAL REVENUE	<u>155,254,213</u>	<u>155,879,935</u>	<u>170,516,191</u>	<u>91,001,301</u>	<u>176,458,566</u>
FUND BALANCE	-	-	2,050,000	-	2,050,000
RELEASE OF DESIGNATED FUND BAL - Public Safety	-	-	1,153,787	-	-
PREVIOUS YEARS RESIDUAL AVAILABLE FUND BALANCE	-	-	1,834,019	-	2,531,489
GRAND TOTAL	155,254,213	155,879,935	175,553,997	91,001,301	181,040,055

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	760,114	812,782	796,558	796,558
710103 Extra Help	8,729	3,600	16,590	16,590
710200 Retirement	232,550	254,146	267,336	267,336
710300 Health Insurance	98,929	97,566	96,566	96,566
710400 Workers' Compensation Insurance	3,596	4,933	4,075	4,075
TOTAL SALARIES & EMPLOYEE BENEFITS	1,103,917	1,173,027	1,181,125	1,181,125
SERVICES & SUPPLIES				
720300 Communications	9,218	10,900	10,900	10,900
720600 Insurance	7,459	6,041	9,240	9,240
720800 Maintenance - Equipment	2,462	17,000	17,000	17,000
721100 Memberships	30,463	34,975	35,125	35,125
721300 Office Expense	16,176	6,000	6,000	6,000
721400 Professional & Specialized Services	21,886	28,200	28,200	28,200
721500 Publications & Legal Notices	4,576	6,000	6,000	6,000
721600 Rents & Leases - Equipment	10,368	12,700	15,255	15,255
721900 Special Departmental Expense	3,600	4,000	4,000	4,000
722000 Transportation & Travel	38,086	53,160	45,160	45,160
TOTAL SERVICES & SUPPLIES	144,293	178,976	176,880	176,880
TOTAL - BOARD OF SUPERVISORS	1,248,210	1,352,003	1,358,005	1,358,005

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.

In 2012, the Chief Clerk of the Board became the Filing Officer for the Statement of Economic Interests Form 700. In the 2012-13 filing year, the Clerk of the Board staff processed approximately 400 Forms, creating significant impact to the annual workload. Administering the Form 700 filings has placed additional pressure on current staff and significantly lessened the ability of the Department to function as it did at previous staffing levels.

WORKLOAD

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Board Agendas Prepared	39	42	45
AAB/Other Miscellaneous Committees (items performed separately)	420	445	450
Planning Matters	44	54	56
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	3	4	6
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	85	90	85
Agenda Items (each item performed separately):	1028	1040	1050
Action Summaries, Minute Orders			
Ordinances	19	20	20
Resolutions	201	228	220
Contracts, Insurance Certificates, Bonds Processed	918	930	935
Appointments to Committees	55	44	50

BOARD OF SUPERVISORS

WORKLOAD (continued)

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Scanned Pages	33,996	35,000	35,500
Index/Imaged Items	1369	1400	1420
Claims Filed	5	6	8
Litigation Filed	30	35	35
Information Request Research (Hours)	2,610	2,700	2,650
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	57	65	65
Board and Other Miscellaneous Meetings Clerked	60	70	70
Form 700 Filings	412	412	412

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Board of Equalization Findings	\$ 400	\$ 600	\$ 600
Form 700 Fines	0	100	100
Film Permits	0	100	100
Photocopy Charges	232	150	150
Misc Revenue	11,317	300	300
Travel Reimbursement	<u>854</u>	<u>2,700</u>	<u>2,700</u>
Total Revenue	\$12,803	\$3,950	\$3,950

STAFFING

	2013-14 Authorized		2014-15 Recommended	
	<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** (\$796,558) are recommended reduced \$16,224 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$16,590) is recommended increased \$12,990 for the monthly meeting allowance for Assessment Appeal Board Members, previously funded under the Transportation & Travel Account (722000) and current extra help staffing costs.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$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 Chambers, all government center conference rooms, and the training room is provided through a time and materials only agreement. Aging equipment in the Board Chambers is requiring replacement; however, replacement is not requested for funding at this time.
- 721100** **Memberships** (\$35,125) is recommended increased \$150 for the dues of County Supervisors' Association of California (CSAC) (\$19,539), Regional Council of Rural Counties (RCRC) (\$11,875), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,685), County Clerk Association (\$375), National Forest Counties and School Coalition (\$276), 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** (\$28,200) is recommended unchanged to fund County Code Supplements (\$6,000) and video streaming services (\$22,200).
- 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 increased \$2,555 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 reduced \$8,000 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 2014-15. 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.

AAB Members receive a meal allowance and are reimbursed from this account if the AAB meetings go into the lunch hour.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	397,685	442,163	497,031	497,031
710103 Extra Help	0	9,900	5,000	5,000
710200 Retirement	110,043	134,884	158,624	158,624
710300 Health Insurance	32,441	43,186	46,603	46,603
710400 Workers' Compensation Insurance	6,892	2,102	1,932	1,932
TOTAL SALARIES & EMPLOYEE BENEFITS	547,061	632,235	709,190	709,190
SERVICES & SUPPLIES				
720300 Communications	2,041	3,080	3,080	3,080
720600 Insurance	242	115	80	80
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	800	800	800
721300 Office Expense	3,821	7,950	7,950	7,950
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	234	10,225	10,225	10,225
721900 Special Departmental Expense	2,578	0	0	0
722000 Transportation & Travel	3,395	3,300	5,250	5,250
TOTAL SERVICES & SUPPLIES	13,098	26,770	28,685	28,685
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	-23,000	0	0 *
TOTAL INTRAFUND TRANSFER	0	-23,000	0	0
TOTAL - ADMINISTRATIVE MANAGEMENT	560,159	636,005	737,875	737,875

* 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.

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.

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II/Senior*	1			1	
Assistant County Administrative Officer	0		2**	0	
Buyer II or Senior Buyer	0	1		1	
Central Services Assistant	0		1***	0	
Central Services Worker	0		1***	0	
Chief Assistant County Administrative Officer	0		1**	0	
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	0	1		1	
Purchasing Assistant I/II or Buyer I/II	<u>1</u>	<u>–</u>	<u>–</u>	<u>0</u>	<u>1</u>
Total	5	3	5	6	2

Note:

*Represents the expansion of the Administrative Analyst Classification to include the Senior Level.

**Represents administrative reorganization as approved by your Board on July 9, 2013, which became effective September 1, 2013.

***One (1) vacant Central Services Assistant position was eliminated as one (1) position was allocated in the Central Services Budget (02100). In addition, the vacant Central Services Worker position was recommended to be transferred to the Central Services Budget, remaining unfunded/vacant, as it was the more appropriate budget organization to reflect the allocation for this particular position.

ADMINISTRATIVE MANAGEMENT / PURCHASING

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$497,031) are recommended increased \$54,868 based on recommended staffing.
- 710103 **Extra Help** (\$5,000) is recommended reduced \$4,900 to address critical needs and to assist in administrative services during peak workload periods.
- 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 increased \$1,950 for anticipated out-of-County travel, private mileage reimbursement, and training costs.

ADMINISTRATIVE MANAGEMENT / PURCHASING

INTRAFUND/INTERFUND REVENUE

\$71,770 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 implementation and coordination of the County's Safety Program and Injury and Illness Prevention Program (IIPP) and the processing of Workers Compensation and General Liability claim forms. 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	777,739	899,371	842,800	842,800
710103 Extra Help	96,118	78,400	50,000	50,000
710105 Overtime	3,382	2,300	2,300	2,300
710200 Retirement	236,138	262,220	258,865	258,865
710300 Health Insurance	120,180	134,325	130,000	130,000
710400 Workers' Compensation Insurance	4,630	6,643	5,994	5,994
710500 Other Benefits	1,200	0	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	1,239,388	1,383,259	1,291,159	1,291,159
SERVICES & SUPPLIES				
720300 Communications	2,446	3,160	2,500	2,500
720600 Insurance	270	168	243	243
720800 Maintenance - Equipment	2,177	1,200	1,800	1,800
721100 Memberships	420	2,250	1,500	1,500
721300 Office Expense	23,661	38,561	25,000	25,000
721400 Professional & Specialized Services	109,124	96,183	110,000	110,000
721600 Rents & Leases - Equipment	0	1,750	1,000	1,000
722000 Transportation & Travel	2,103	9,618	10,000	10,000
TOTAL SERVICES & SUPPLIES	140,201	152,890	152,043	152,043
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	-145,000	0 *	0 *
TOTAL - AUDITOR-CONTROLLER	1,379,588	1,391,149	1,443,202	1,443,202

* 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.

AUDITOR-CONTROLLER

COMMENTS

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

WORKLOAD

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</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	6,300	0

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Acct Fees for MDs,SAs,Courts, Other Funds	\$76,293	\$98,561	\$137,000
Property Tax Administration Fee	21,232	17,000	23,000
Refunds & Reimbursements	0	0	0
Direct Assessments	10,000	10,000	10,000
DIF 4% Admin for Report Preparation	10,000	20,000	10,000
RDA Dissolution Costs	0	20,000	0
Agreed-Upon Procedures RDA (Gallina)	0	19,000	0
ISF Accounting Charges	20,000	20,000	20,000
Accounting/Payroll Assistance – LAFCO	2,000	2,000	2,000
Intrafund Revenues	0	0	130,000
Accounts Payable Assistance for First 5	2,400	2,400	5,000
Total	<u>\$141,925</u>	<u>\$208,961</u>	<u>\$337,000</u>

AUDITOR-CONTROLLER

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant-Auditor I/II	3	1	4*	
Accounting Technician I/II/Senior	2	2	3	1
Administrative Analyst I/II/Senior	0		1*	
Assistant Auditor-Controller	1		1	
Auditor-Controller	1		1	
Deputy Auditor-Controller	1		0*	
General Accounting Supervisor	0	1	0	1
Office Assistant I/II or Account Clerk I/II	2	2	2	2
Payroll Technician	2		2	
Senior Accountant Auditor	1		0	1*
Supervising Accountant-Auditor or Property Tax Manager*	<u>2</u>	<u>-</u>	<u>2</u>	<u>-</u>
Total Permanent	15	6	16	5

*Reflects Departmental Reorganization and staffing reduction as approved by Board of Supervisors on March 4, 2014.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$842,800) are recommended reduced \$56,800 based on cost of recommended staff. It is anticipated that some current vacant positions will be held vacant for half the year to achieve salary savings.
- 710103** **Extra Help** (\$50,000) is recommended reduced \$28,400 based on current permanent staffing allocations.
- 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.
- 710500** **Other Benefits** (\$1,200) is recommended to fund costs associated with bilingual pay as per applicable bargaining unit memorandums of understanding.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,500) is recommended reduced \$660 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 increased \$600 based on actual costs due to increased maintenance of copiers and printers.
- 721100** **Memberships** (\$1,500) is recommended reduced \$750 for the following memberships: County Auditors' Association, CPA license for the Auditor-Controller staff, and California CPA Education Foundation.
- 721300** **Office Expense** (\$25,000) is recommended reduced \$13,561 for printed forms, Central Duplicating costs, general office supplies, computer supplies, and subscriptions.
- 721400** **Professional & Specialized Services** (\$110,000) is recommended increased \$13,817 for the following expenditures:
- | | |
|-----------|--|
| \$ 37,375 | Multi-year consultant contract for property tax admin fee, Cost Allocation Plan and SB90 claims. |
| 45,000 | SunGard/Bi-Tech - Software Maintenance of the IFAS Accounting System. |
| 4,000 | Computer systems consultant to assist in resolving remaining issues with IFAS software conversion and CDD reports. |
| 15,425 | Outside consultants to assist with Annual Audited Financial Statements. |
| 8,200 | Annual updates for BNA depreciation and Pfx Engagement software. |
- 721600** **Rents & Leases - Equipment** (\$1,000) is recommended reduced \$750 based on actual costs for the copy machine lease.
- 722000** **Transportation & Travel** (\$10,000) is recommended increased \$382 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.

INTRAFUND TRANSFERS/REVENUE

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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,296,156	1,317,924	1,383,396	1,302,304
710103 Extra Help	115,577	67,171	51,064	20,930
710105 Overtime	0	3,600	3,600	0
710200 Retirement	339,384	362,634	423,332	394,606
710300 Health Insurance	185,543	198,498	241,396	196,333
710400 Workers' Compensation Insurance	26,214	34,722	28,798	28,798
715000 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	1,964,074	1,984,549	2,131,586	1,942,971
SERVICES & SUPPLIES				
720300 Communications	2,467	6,000	6,000	5,000
720600 Insurance	491	316	458	458
720700 Juries/Witnesses/Interpreters	163	0	0	0
720800 Maintenance - Equipment	2,599	10,000	13,470	5,000
721100 Memberships	520	520	520	520
721300 Office Expense	13,696	28,700	20,000	13,000
721400 Professional & Specialized Services	17,719	31,853	63,347	71,617
721600 Rents & Leases - Equipment	1,137	15,168	20,558	17,158
722000 Transportation & Travel	11,715	18,000	28,117	20,000
TOTAL SERVICES & SUPPLIES	50,508	110,557	152,470	132,753
TOTAL - ASSESSOR	2,014,583	2,095,106	2,284,056	2,075,724

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Secured Roll Assessments	57,108	57,161	57,500
Unsecured Roll Assessments	5,602	5,465	5,500
Supplemental Roll Assessments	5,303	4,753	5,228
Deeds Processed	8,071	5,963	6,063
Parcel Splits	64	36	44
Exemptions (Veteran, Religious, Welfare)	1,997	750	800
Homeowner Exemptions Processed	1,256	1,300	1,400
Map Pages Changed	142	295	325
Map Sales	426	659	660
Mandatory Audits Accomplished	57	43	37
Non-Mandatory Audits Accomplished	3	3	3
Ag Preserve & Farmland Security Zone Parcels	4,330	4,337	4,345
Airplanes Assessed	160	179	177
Boats Assessed	1,946	2,271	2,050
Business Statements	4,711	3,970	4,000
Farm Statements	2,082	2,090	2,100
Address Changes	3,572	2,500	2,500
Building Permits (New Construction)	968	500	525
Board Order Changes Processed	4,320	4,500	4,800
Letters of Changed Value Mailed	4,320	4,500	4,800
Supplemental Notices Mailed	5,303	3,726	4,098
Appraiser Parcel Visits	300	200	250
Assessment Appeals	314	150	175
Assessed Value Notices	11,877	15,000	15,000
Agricultural Insert to Property Statement	2,082	2,210	2,250
Agricultural Preserve Questionnaire	2,010	2,332	2,350
Mobile Homes (Secured/Unsecured)	1,251	3,000	4,000
State Board of Equalization Tax Rate Area Changes	768	12	14
Acreage Changes	20	16	20
Proposition 8 Declines in Value	14,964	14,710	12,100

ASSESSOR

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Copy Sales	\$ 1,345	\$ 1,500	\$ 1,500
Property Characteristic Sales	14,694	8,000	12,000
Property Tax Administration	364,509	400,000	420,000
Miscellaneous	<u>478</u>	<u>0</u>	<u>0</u>
Total	\$381,026	\$409,500	\$433,500

STAFFING

	2013-14 Authorized		2014-15 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	9	3	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	0	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

Note:

*It is recommended to unfund one Assessment Clerk I/II or Assessment Technician position.

**It is recommended to fund the Chief Appraiser position to provide a smooth transition for the newly elected Assessor.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,302,304) are recommended reduced \$15,620 based on the cost of recommended staff.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$20,930) is recommended reduced \$46,241 to provide assistance for statement processing during March-June and to backfill vacancies when necessary.
- 710105** **Overtime** (\$0) is not recommended, a reduction of \$3,600.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended reduced \$1,000 based on current and projected expenditures.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$5,000) is recommended reduced \$5,000 based on present cost of maintenance agreements and equipment, including the Lektriever file towers (\$2,520), Lektriever software support (\$1,000), maintenance on the Drafting Map Plotter (\$1,200), and other maintenance needs.
- 721100** **Memberships** (\$520) is recommended unchanged to allow the Department to participate in the California Assessors' Association.
- 721300** **Office Expense** (\$13,000) is recommended reduced \$15,700 based on projected expenditures for printed forms, Central Duplicating costs, general office supplies, and drafting material.
- 721400** **Professional & Specialized Services** (\$71,617) is recommended increased \$39,764 based on anticipated costs. This account provides the following expenditures:

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

\$10,350	<u>Property Statement</u> for printing, collating, processing and mailing by our mail service.
11,000	<u>California Counties Cooperative Exchange Program</u> for eleven audit exchanges at \$1,000 per exchange.
1,210	<u>Agreement for Petroleum and Geothermal Property Sales Study</u> with Harold Bertholf, Inc.
3,250	<u>Imageport Software License</u> for receipt of imaged documents from the Recorder's Office.
1,900	<u>Standard Data Record (SDR) Viewer</u> 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 (\$400).
60	<u>Real-time Access to DMV</u> to determine boat ownership and valuations.
1,000	<u>Real Estate Research Corp. and Loop Net</u> for special valuation research.
1,900	<u>Marshall-Swift Commercial Valuation Library</u> for the cost guide required for Assessors to be used by appraisal staff. This cost was previously budgeted under the equipment account.
40,553	<u>Contract Employee Services</u> for specialized skills required by the department.
394	<u>POSSE/Oracle permit processing</u> – department's share of licensing fee.

721600 **Rents & Leases - Equipment** (\$17,158) is recommended increased \$1,990 for the leasing of vehicles from Central Garage (\$2,000) based on approximately 4,400 miles per year at 45 cents per mile, and for the lease of the department's network copier and production printers (\$9,768). This account also includes appropriations to lease six desktop computers, four laptops, and six monitors to begin replacing outdated equipment in the department; the cost of replacement is spread over three years (\$3,335 per year) through a contract lease program with an option to purchase for a minimal cost at the end of three years.

722000 **Transportation & Travel** (\$20,000) is recommended increased \$2,000 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 2014-15**

Department:

**TREASURER-
TAX COLLECTOR (00500)**

Function:

General

Activity:

Finance

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	385,384	387,662	477,079	477,079
710103 Extra Help	52,474	76,829	35,612	35,612
710200 Retirement	109,266	116,803	149,458	149,458
710300 Health Insurance	61,735	58,931	77,498	77,498
710400 Workers' Compensation Insurance	1,536	2,022	1,615	1,615
715000 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	611,595	643,447	742,461	742,461
SERVICES & SUPPLIES				
720300 Communications	1,473	1,400	1,400	1,400
720600 Insurance	118	68	102	102
720800 Maintenance - Equipment	10,457	10,500	12,000	12,000
721100 Memberships	200	200	350	350
721300 Office Expense	28,814	15,000	17,000	17,000
721400 Professional & Specialized Services	55,907	90,910	151,421	101,421
721500 Publications & Legal Notices	8,665	5,500	5,500	5,500
721600 Rents & Leases-Equipment	376	288	300	300
721900 Special Department Expenses	58	0	0	0
722000 Transportation & Travel	3,320	3,424	5,000	5,000
TOTAL SERVICES & SUPPLIES	109,387	127,290	193,073	143,073
TOTAL - TREASURER-TAX COLLECTOR	720,983	770,737	935,534	885,534

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 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
<u>TAX COLLECTOR</u>			
Transient Occupancy Tax Billing Statements	328	400	340
Business Improvement District Billing Statements	328	400	340
Business License Renewals	2,349	2,500	2,500
Secured Tax Statements	55,470	55,297	57,000
Current Secured Reminders	4,247	4,200	4,300
Delinquent Secured Notices	3,236	2,719	3,000
Unsecured Tax Statements	3,102	3,168	3,500
Supplemental Tax Statements	3,434	4,214	4,300
Notice of Impending Powers to Sell	129	370	90
Parcels Published for Sale	18	34	45
Parcels Sold	5	15	10
Annual Unsecured Lien Notices	797	696	800
Unsecured Liens Active	135	165	200
Mobile Home Tax Clearances	172	150	150
Returned Items and Refunds	1,875	2,000	2,000
Active 4-Pay Part Pay Payment Plans – All Other	240	289	300
Active 5-pay Payment Plans – Secured Taxes	687	829	850

TREASURER-TAX COLLECTOR

WORKLOAD (continued)

<u>TREASURER</u>	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Credit Card Transactions	966	1,800	2,000
Cash Receipts (Permits)	7,903	9,104	9,500
Auditor Warrants Processed	27,398	28,000	29,000
County Payroll Warrants	4,018	4,000	4,000
County Welfare Warrants	12,667	12,000	15,000

WORK PROGRAM

Journal Entries (Book Transfers)			
School Entries	384	356	350
Auditor Entries	104	116	100
Welfare Entries	97	102	100
Investment Transactions (SYMPRO)	255	204	250
Bank Transfers (Wire)	320	352	350
Returns (NSF)	174	200	200
Treasury Deposits	209	274	275
Tax Collector Deposits	235	274	300

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Licenses, Permits & Franchises	16,600	10,900	20,000
Charges for Services	104,892	108,770	90,000
Miscellaneous Revenues	3,274	2,090	13,798
Services to other Agencies	377,508	460,048	573,386
Operating Transfers In	<u>0</u>	<u>0</u>	<u>25,000</u>
Total	502,274	581,808	722,184

The Licenses & Permits includes the Business Improvement Tax, Transient Occupancy Tax, and Business License Administrative cost reimbursement. 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 \$25,000 reflects reimbursement of costs related to the tax sale of delinquent properties from the Delinquent Tax Recovery Fund (6821).

TREASURER-TAX COLLECTOR

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Treasurer-Tax Collector	1			1	
Account Clerk II – Tax Collector	2	1		4	
Accountant Auditor I	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	8	1	1	10	1

The Account Clerk II permanent position will be fully funded through the Treasury Admin Fees and the other is an unfilled position already allocated for the Tax Collector.

Department Head Comments

The Treasury department is now working with a huge volume of work all of which has developed from changes initiated by both the Auditor's office and the Hemming Morse report. We need to be diligent with our permanent resources and can no longer rely on extra help alone so I am proposing to hire, as permanent staff, both existing Extra Help persons one working as an Account Clerk II in the Tax Collector's office and the other I propose to promote to an Account Clerk II for the Treasury.

*The Administrative Analyst position although recommended to be eliminated for fiscal year 14-15 is not an option. It has become necessary over the last several months to reinstate the position based on technical and administrative demands of both the Treasurer and Tax Collector offices. The current administrative staff (Dan) is not enough to conduct concentrated one-on-one training of new personnel caused by turnover of long term employees and carryout his new duties as the Assistant.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$477,079) is recommended increased \$89,417 based on recommended staffing levels and includes the conversion of two extra help positions to permanent status.

TREASURER-TAX COLLECTOR

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$35,612) is a recommended reduced \$41,217 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, file maintained payment agreements, credit card processing. Costs associated from the annual defaulted property tax sale are recoverable estimated at \$23,298.
- 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 increased \$1,500 to provide maintenance for a typewriter, printers, fax machines, and telephones. The following service contracts are included: Treasury vault, NCR and Canon Scanner/Processors; these service contracts are treasury related and will be recovered from Treasury Administration fees.
- 721100** **Memberships** (\$350) is recommended increased \$150 for membership in the California Association of County Treasurers and Tax Collectors.
- 721300** **Office Expense** (\$17,000) is recommended increased \$2,000 based on actual expenditures 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 computer monitors.
- 721400** **Professional & Specialized Services** (\$101,421) is recommended increased \$10,511 based on proposed changes in banking**. All Treasury and Software maintenance costs are recovered through the Treasury Administration fees except for Tax Collector costs listed below totaling \$11,071.

TREASURER-TAX COLLECTOR

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued)

<u>Tax Collector</u>	<u>Recommended</u>
Constable/Collections	\$ 500
Megabyte Public Web Service	4,412
Pre-Sort Center	6,000
DMV On-Line	60
POSSE	99
<u>Treasury (All Recoverable)</u>	
Banking Services**	\$45,000
Audit of Investment Portfolio	3,000
Financial Advisor Services	4,000
Wells Fargo Tobacco Fund Trustee	3,000
Wells Fargo Custodial Bank	10,000
Brinks Courier Service	9,000
<u>Software Maintenance (Treasury)</u>	
Financial Management (Sympro)	\$ 7,200
Check Handling RT/Lawrence	7,000
Check 21 Modual R/T Lawrence	<u>2,150</u>
TOTAL	\$101,421

**NOTE: Banking service expenses for the Treasury Department fluctuate depending on the amount of cash the County has deposited at the bank. The Treasurer-Tax Collector may, at mid-year, request additional adjustments from unanticipated revenue to cover these services.

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 for the use of County vehicles when attending out-of-town training and conferences.
- 722000** **Transportation & Travel** (\$5,000) is recommended increased \$1,576 to reimburse private mileage 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	483,331	326,199	216,321	216,321
710103 Extra Help	7,547	57,321	60,273	60,273
710200 Retirement	137,105	98,798	66,485	66,485
710300 Health Insurance	48,796	46,753	36,459	36,459
710400 Workers' Compensation Insurance	2,763	2,605	2,334	2,334
TOTAL SALARIES & EMPLOYEE BENEFITS	679,542	531,676	381,872	381,872
SERVICES & SUPPLIES				
720300 Communications	2,961	3,300	3,200	3,200
720600 Insurance	140	87	121	121
720800 Maintenance - Equipment	532	500	500	500
721100 Memberships	7,482	5,500	6,650	6,650
721300 Office Expense	23,365	26,000	25,000	25,000
721400 Professional & Specialized Services	339,448	174,000	252,502	252,502
721600 Rents & Leases - Equipment	615	800	800	800
722000 Transportation & Travel	3,659	6,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	378,202	216,187	293,773	293,773
TOTAL - COUNTY COUNSEL	1,057,744	747,863	675,645	675,645

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. In addition, review of Bail Bond motions and responses, to include managing and tracking the collection and payment of Bail Bonds on behalf of the Madera Superior Court.

WORKLOAD

	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
<u>Legal and Other Documents</u>		
Contracts/MOUs/PAAAs	400	300
Legal Opinions	50	50
Ordinances	100	50
Resolutions	300	200
Legal Review	50	70
Public Records Requests	50	50
Subpoenas	50	40
Miscellaneous (Lot Lines, Parcel Maps, OODs)	100	50
Disciplines/Grievances	60	77
Bail Bond Motions	150	150
<u>Litigation Handled In-House</u>		
Probate/LPS Cases	150	150
Child Welfare Cases	400	350
Property Tax Appeals	650	500
Tort and Civil Rights Cases	33	0
Personnel/Discrimination Cases	4	4
Condemnation Cases	0	1
CEQA/Land Uses Cases	12	12
Zoning Violations	3	3
Business/Contract	1	1
Other	1	1

COUNTY COUNSEL

WORKLOAD (continued)

	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
<u>Litigation Handled by Outside Counsel</u>		
Tort and Civil Rights Cases	7	8
Personnel/Discrimination Cases	8	4
Other	1	2

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant County Counsel	0		1*	0	
County Counsel	1**			1**	
County Counsel Office Manager	0		1*	0	
Deputy County Counsel I/II/III	2*	2		2	2
Legal Secretary I/II or Legal Assistant	0		2*	0	
Program Assistant	1*			1	
Office Assistant I/II	<u>1*</u>			<u>0</u>	<u>1</u>
Total Permanent	<u>5</u>	<u>2</u>	<u>4</u>	<u>4</u>	<u>3</u>

*Represents administrative reorganization approved by your Board on July 9, 2013, to become effective September 1, 2013.

**The County Counsel Position will be filled with a retired annuitant on an extra help basis through December 31, 2014.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$216,321) is recommended reduced \$109,878 based on recommended staffing.
- 710103** **Extra Help** (\$60,273) is recommended increased \$2,952 to offset a portion of the cost of the (retired annuitant) County Counsel Position. Additionally, this account will fund the cost of a retired annuitant to complete proceedings related to an employment issue which will be reimbursed through charges to the County Department receiving the services.
- 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** (\$3,200) is recommended reduced \$100 based on current and projected usage and costs.

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

720800 **Maintenance - Equipment** (\$500) is recommended unchanged based on current and projected maintenance costs for all office equipment within this Department.

721100 **Memberships** (\$6,650) is recommended increased \$1,150 based on actual costs for membership in the County Counsel Association, State Bar Association's Public Law and Labor Section, the annual State Bar of California dues for the Attorneys in this Office, and the Law Office Management/Technology Section of the State Bar. This account also provides funds for participation in the County Counsels' Association Electronic Communication System, and membership in a Paralegal Assistant Association.

721300 **Office Expense** (\$25,000) is recommended reduced \$1,000 for copying costs, supplies, legal book updates, and other periodic literature subscriptions.

721400 **Professional & Specialized Services** (\$252,502) is recommended increased \$78,502 based on the following functions:

Transcripts, Court Reporters' Fees, Witness Fees	\$ 1,900
Estimated Use Charges for Shared Legal Research System	8,000
CSAC Litigation Coordinator Program	2,100
Payments for Outside Attorneys	162,000
Contract County Counsel	78,502

721600 **Rents & Leases - Equipment** (\$800) is recommended unchanged based on current usage of vehicles from the Central Garage.

722000 **Transportation & Travel** (\$5,000) is recommended reduced \$1,000 based on current and projected costs for lodging, meals, and individual mileage costs for staff to attend meetings, out-of-County court hearings, seminars, and continuing legal education.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	444,316	580,045	626,007	626,007
710103 Extra Help	24,961	20,000	15,000	15,000
710200 Retirement	133,707	163,175	184,591	184,591
710300 Health Insurance	86,778	105,668	75,813	75,813
710400 Workers' Compensation Insurance	1,643	1,988	1,802	1,802
TOTAL SALARIES & EMPLOYEE BENEFITS	691,405	870,876	903,213	903,213
SERVICES & SUPPLIES				
720300 Communications	1,225	1,200	1,200	1,200
720600 Insurance	171	98	139	139
720800 Maintenance - Equipment	290	500	500	500
721100 Memberships	650	650	650	650
721300 Office Expense	10,919	12,000	12,000	12,000
721400 Professional & Specialized Services	42,199	78,080	60,000	60,000
721500 Publications & Legal Notices	13,576	12,000	12,000	12,000
721600 Rents & Leases - Equipment	1	0	0	0
721900 Special Departmental Expense	857	1,500	1,500	1,500
722000 Transportation & Travel	4,824	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	74,711	111,028	92,989	92,989
INTRAFUND REVENUE				
770100 Intrafund Transfer	-110,000	-110,000	0 *	0 *
TOTAL - HUMAN RESOURCES	656,116	871,904	996,202	996,202

* 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 Department's areas of responsibilities include recruitment and examinations for Department Heads and those positions in the Classified Service; 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 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>Recruitment/Testing</u>			
Announcements	60	79	75
Applications Evaluated	1,563	1,600	1,550
Written Exams	10	10	8
Oral Exams	20	24	22
Bilingual Exams	2	1	2
Eligible Lists	65	78	75
Promotional Eligible Lists	40	40	40
Executive Recruitment	1	1	1
Eligible Lists and Add'l Names Certified to Departments	124	174	160
<u>Personnel Transactions</u>			
New Hires – Permanent	58	75	75
New Hires - Extra Help	83	85	85
Promotions	88	100	100
Separations	108	100	100
Separations – Extra Help	120	50	50
Overtime Calculations	6,782	6,962	8,314
<u>Civil Service Commission</u>			
Regular and Special Meetings	12	14	12

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
<u>Labor Relations</u>			
Meet and Confer	43	95	60
<u>Employee/Organizational Issues</u>			
Department Consultation	105	125	125
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	7,200	8,000	8,500
Deferred Compensation Forms	1,728	1,836	1,836
Voluntary Benefit and Life Insurance Forms/Changes	975	936	1,004
Employee Inquiries about Benefits	3,500	3,500	3,500
Protected Leave Monitoring (i.e. FMLA)	960	1638	2000
<u>Reception</u>			
Phone Calls	9,100	9,100	9,100

STAFFING

	2013-14 Authorized*			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</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	
Human Resources Director	0		1	0	
Deputy County Administrative Officer – HR/Operations	1			1	
Office Assistant I/II	2			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
Program Assistant I/II	1	1		3*	
Senior Personnel Analyst, or Personnel Analyst I/II	1			1	
Total Permanent	<u>10</u>	<u>3</u>	<u>1</u>	<u>10</u>	<u>3</u>

HUMAN RESOURCES & OPERATIONS

STAFFING (continued)

*Represents administrative reorganization as approved by your Board on July 9, 2013, which became effective September 1, 2013.

**It is recommended to convert one (1) Office Assistant I/II position to Program Assistant I/II.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$626,007) are recommended increased \$45,962 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$15,000) is recommended reduced \$5,000 for the Civil Service Commission meeting compensation (\$7,500), and to fund administrative resources required for the department's employee benefits function, specifically to assist in a consultative role regarding all legislative issues associated with the Affordable Care Act, as well as contractual issues related to open enrollment and the County's Benefit Programs (\$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.
- 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. It is anticipated that computer equipment will need to be replaced in the upcoming year.

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$60,000) is recommended reduced \$18,080 based on anticipated expenditures for the continuing need of the County's Chief Negotiator, Counsel to the Civil Service Commission, and investigation fees for complaints of discrimination, harassment, etc. Specifically, this account includes funding for testing materials (\$10,000); legal counsel for the Civil Service Commission (\$7,500); Unemployment Administration Program (\$950); continued membership in the Employee Relations Consortium through Liebert Cassidy Whitmore to participate in a wide range of employee training subjects (\$4,500); expert consult through Liebert Cassidy Whitmore for complex labor issues (\$5,000); the estimated cost of a negotiator to represent the County in labor relations negotiations (\$27,050); and the use of outside investigators/counselors for investigating discrimination, harassment, and/or hostile work environment allegations (\$5,000).
- 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).

INTRAFUND TRANSFERS/REVENUE

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.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department:

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

Function:

General

Activity:

Elections

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	201,932	217,197	217,197	217,197
710103 Extra Help	9,340	15,000	20,000	20,000
710105 Overtime	0	0	1,000	1,000
710200 Retirement	60,285	64,634	68,013	68,013
710300 Health Insurance	34,623	40,174	38,156	38,156
710400 Workers' Compensation Insurance	720	1,245	873	873
710500 Other Benefits	600			
TOTAL SALARIES & EMPLOYEE BENEFITS	307,500	338,250	345,239	345,239
SERVICES & SUPPLIES				
720300 Communications	1,732	2,500	2,500	2,500
720600 Insurance	109	43	64	64
720800 Maintenance - Equipment	3,123	4,000	4,000	4,000
721100 Memberships	200	250	200	200
721300 Office Expense	17,584	25,000	20,000	20,000
721400 Professional & Specialized Services	45,519	58,300	59,000	59,000
721500 Publications & Legal Notices	2,831	3,000	3,000	3,000
721700 Rents & Leases - Buildings	553	700	700	700
721900 Special Departmental Expense	171,112	280,000	257,000	257,000
722000 Transportation & Travel	4,288	5,000	5,500	5,500
TOTAL SERVICES & SUPPLIES	247,052	378,793	351,964	351,964
TOTAL - ELECTIONS	554,552	717,043	697,203	697,203

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 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
November 2012 (major – 98 precincts)	Fed/state general		
November 2013 (minor – 1 precinct)		UDEL	
June 2014 (major – 106 precincts)		State/federal/local	
November 2014 (major – 106 precincts)			Gubernatorial General

This workload schedule as projected for 2014-15 does not reflect any unforeseen special elections called by the Governor or by any jurisdiction in the county.

REVENUE (totals by category – in dollars)

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
State reimbursements (mailings, postage, etc.)	\$ 4,174	\$ 723	\$ 2,000
Help American Voters Act reimbursements (Sec 261 & 271)	2,440	0	5,000
Election-related revenues – candidate filing fees	225	21,219	200
Election-related revenues – candidate statements	6,648	14,510	5,000
Election-related revenue – agency payments	70,360	255	7,800
Penalties/fines – late filing	0	150	50
Election sales/services provided	<u>0</u>	<u>1,600</u>	<u>1,500</u>
TOTALS:	\$83,847	\$38,457	\$21,550

ELECTIONS

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>		<u>2014-15 Recommended</u>	
	<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	<u>3.0</u>	<u>1.0*</u>	<u>3.0</u>	<u>1.0*</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).

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$217,197) are recommended unchanged based on the cost of recommended staffing.
- 710103** **Extra Help** (\$20,000) is recommended increased \$5,000 for extra-help to augment regular staff for the 2014 election.
- 710105** **Overtime** (\$1,000) in funding is recommended due to the shortage of staff during the two elections scheduled for 2014, and the possibility of staff requesting to receive monetary payout for hours accrued above the limit.
- 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.

SERVICES & SUPPLIES (continued)

- 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.
- 721100** **Memberships** (\$200) is recommended reduced \$50 to provide membership in the California Association of Clerks and Election Officials (CACEO) for four Elections division staff at \$50 each. The additional membership from the previous year is no longer necessary.
- 721300** **Office Expense** (\$20,000) 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** (\$59,000) is recommended increased \$700 for 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 1/01/14, which is estimated at 53,000. The HART contract rate reflects a 4% increase after April 2014.
- 721500** **Publications & Legal Notices** (\$3,000) is recommended unchanged for mandated legal notices published in adjudicated county newspapers for a November 2014 Gubernatorial general election and publications for voter outreach.
- 721700** **Rents & Leases - Building** (\$700) is recommended unchanged for the rental of polling places for the November 2014 Gubernatorial General election.
- 721900** **Special Departmental Expense** (\$257,000) is recommended reduced \$23,000 for 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). General election costs are typically lower than those of a primary.
- 722000** **Transportation & Travel** (\$5,500) is recommended increased \$500 based on anticipated costs. This travel is vital in order 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	129,204	142,961	105,794	105,794
710103 Temporary Salaries	0	60,000	0	0
710200 Retirement	35,562	37,457	31,195	31,195
710300 Health Insurance	7,783	10,650	16,474	16,474
710400 Workers' Compensation	0	551	633	633
TOTAL SALARIES & EMPLOYEE BENEFITS	172,549	251,619	154,096	154,096
SERVICES & SUPPLIES				
720300 Communications	230	500	500	500
721300 Office Expense	628	600	600	600
721400 Professional & Specialized Services	38,326	120,000	90,000	90,000
721600 Rents & Leases - Equipment	7,583	2,000	6,000	6,000
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	46,767	123,600	97,600	97,600
INTRAFUND TRANSFER				
770100 Intrafund Transfer *	0	-15,000	0	0
TOTAL INTRAFUND TRANSFER	0	-15,000	0	0
TOTAL - GENERAL SERVICES	219,316	360,219	251,696	251,696

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

GENERAL SERVICES

COMMENTS

On May 24, 2011, the Board of Supervisors approved, in concept, a new budget organization, RMA-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</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Charges for Current Services (Grants Management)	\$ 0	\$ 75,000	\$25,000
Interfund Revenue (Capital Projects)	<u>2,284</u>	<u>80,000</u>	<u>16,000</u>
Total Revenue	\$2,284	\$155,000	\$41,000

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Assistant Engineer*	0	1	0		1
Facilities/Grounds Coordinator, or Senior Administrative Analyst**	0	1	1		
General Services Manager	1		0	1	
Program Assistant I/II/Senior	<u>1</u>		<u>1</u>		
Total Permanent	2	2	2	1	1

Notes

* It is recommended to eliminate the Assistant Engineer position as it is not needed within this budget organization.

**It is recommended to flexibly staff the Facilities/Grounds Coordinator position with a Senior Administrative Analyst to manage the County's service contracts, provide oversight of the Building and Grounds Maintenance staff and other General Services related items, such as property inventory, lease tracking, etc.

GENERAL SERVICES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$105,794) are recommended reduced \$37,167 based on the recommended staffing level.
- 710103** **Temporary Salaries** (\$0) is not recommended, a reduction of \$60,000.
- 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** (\$500) is recommended unchanged based on actual and projected expenditures for office and cellular telephone service.
- 721300** **Office Expense** (\$600) is recommended unchanged for office supplies.
- 721400** **Professional & Specialized Services** (\$90,000) is recommended reduced \$30,000 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** (\$6,000) is recommended increased \$4,000 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	415,209	513,511	750,824	750,824
710103 Extra Help	205,228	284,260	325,383	325,383
710105 Overtime	1,010	0	0	0
710200 Retirement	161,878	227,071	326,407	326,407
710300 Health Insurance	84,863	138,450	140,732	140,732
710400 Workers' Compensation Insurance	1,369	18,404	16,248	16,248
TOTAL SALARIES & EMPLOYEE BENEFITS	869,557	1,181,696	1,559,594	1,559,594
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	214	50	50	50
720300 Communications	3,385	5,000	4,000	4,000
720600 Insurance	160	100	570	570
720800 Maintenance - Equipment	0	132	132	132
721100 Memberships	1,273	2,400	2,400	2,400
721300 Office Expense	6,878	4,200	5,000	5,000
721314 Computer Equipment	0	0	3,000	3,000
721400 Professional & Specialized Services	45,287	160,000	130,000	130,000
721426 Software	0	0	4,000	4,000
721500 Publications & Legal Notices	85	300	300	300
721600 Rents & Leases - Equipment	11,785	12,000	12,000	12,000
721800 Small Tools & Instruments	71	250	250	250
721900 Special Departmental Expense	3,391	6,000	6,000	6,000
722000 Transportation & Travel	2,063	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	74,591	193,432	170,702	170,702
TOTAL - ENGINEERING	944,148	1,375,128	1,730,296	1,730,296

ENGINEERING

COMMENTS

In April 2002, the Board of Supervisors approved an ordinance creating a Resource Management Agency (RMA). The Engineering Department is one of the five (5) departments in the agency. On January 15, 2013, the Board of Supervisors approved the transfer of responsibility for Building Inspections (budget organization 01370) to the forthcoming Community and Economic Development Department under the direction of the Planning Director, and placed the Engineering Division under the umbrella of the forthcoming Public Works Department under the direction of 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Permits	\$ 26,862	\$ 36,000	\$ 36,000
Intergovernmental Revenue	3,655	0	0
Charges for Current Services	14,435	11,000	15,000
Miscellaneous (includes Salary/Benefit Reimbursement)	<u>552,892</u>	<u>849,590</u>	<u>1,385,739</u>
Total Revenue	\$597,780	\$896,590	\$1,436,739

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>		<u>2014-15 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant County Engineer	0	1	0	1
Assistant Engineer	3		3	
County Engineer	1		1	
Engineer III	0		2*	
Office Services Supervisor I/II	1		1	
Program Assistant I/II	2		2	
Senior Civil Engineer	<u>1</u>	-	<u>2**</u>	-
Total Permanent	8	1	11	1

STAFFING (continued)

*It is recommended to fund two (2) Engineer III positions to manage special districts and grant projects. These positions will be fully reimbursed by Special Districts and grants.

**It is recommended to fund a Senior Civil Engineer position to manage Solid Waste Operations. This position will be fully reimbursed by the Refuse Disposal – Liner Fund.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$750,824) are recommended increased \$237,313 based on the cost of recommended staffing.

710103 **Extra Help** (\$325,383) is recommended increased \$41,123 based on the cost of using extra-help civil engineers and Engineering Aides to work on grant funded projects, as well as the addition of an extra help to assist in monitoring duties at the Fairmead Landfill and provide oversight and staff coverage on Saturdays at the Landfill. The cost of these positions are fully reimbursed to the County from Grant Funds, Special Districts, and Solid Waste.

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 reduced \$1,000 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** (\$2,400) is recommended unchanged for membership in the California Land Surveyors' Association (\$250) and the County Engineers Association (\$350), CSAC (\$350), Environmental Services Joint Powers Authority (ESJPA) (\$250), and Regional Water Management Group (RWMG) (\$1,200).
- 721300** **Office Expense** (\$5,000) is recommended increased \$800 for office supplies based on the current and projected staffing levels.
- 721314** **Computer Equipment** (\$3,000) is recommended to fund purchase of new computers and monitors based on the current and projected staffing levels.
- 721400** **Professional & Specialized Services** (\$130,000) is recommended reduced \$30,000 to fund the continued need for an outside surveyor, and for engineering and construction services (\$15,000).
- 721426** **Software** (\$4,000) This account also funds 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** (\$12,000) is recommended unchanged for the copy machine lease (\$5,700) for this Department and rental of vehicles from the Central Garage.
- 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720500 Household Expense	-30	5,000	2,000	2,000
720502 Household Expense - Refuse Disposal	0	1,100	0	0
721400 Professional & Specialized Services	500,352	526,500	321,128	321,128
721900 Special Departmental Expense	1,024	850	0	0
TOTAL SERVICES & SUPPLIES	501,346	533,450	323,128	323,128
TOTAL - BUILDING OPERATIONS	501,346	533,450	323,128	323,128
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-134,517	-156,830	0 *	0 *
TOTAL INTRAFUND TRANSFERS	-134,517	-156,830	0	0
GRAND TOTAL - BUILDING OPERATIONS	366,830	376,620	323,128	323,128

*This is now reflected as revenue in the budget narrative.

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.

SERVICES & SUPPLIES

- 720500** **Household Expense** (\$2,000) is recommended reduced \$3,000 for any miscellaneous cleaning supplies and paper products that may be needed which are not required under the current janitorial contract.
- 720502** **Household Expense - Refuse Disposal** (\$0) is not recommended, a reduction of \$1,100.
- 721400** **Professional & Specialized Services** (\$321,128) is recommended reduced \$205,327 based on costs associated with the County's new janitorial contract. The total cost of the contract is \$475,467, of which \$174,614 is billed directly to the following subvented Departments: Behavioral Health Services, Child Support, Public Health, Social Services, and Welfare Fraud. The janitorial budget includes the janitorial services for the Grand Jury's rental space. Based on the provisions of the Memorandum of Joint Occupancy with the Administrative Office of the Courts, for 2014-15, this budget will reflect the County's share of cost billed by the Court (32%) for janitorial services in the former County Government Center.
- 721900** **Special Departmental Expense** (\$0) is not recommended, a reduction of \$850. As per the County's new janitorial contract, fingerprinting of janitorial staff is a responsibility of the vendor and no longer borne by the County.

REVENUE

\$8,175 of this budget will be charged to the Household Expense accounts of Road Division for its share of janitorial costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	511,187	488,711	439,285	439,285
710103 Temporary Salaries	40,348	0	0	0
710105 Overtime	6,121	0	0	0
710200 Retirement	143,974	133,198	129,532	129,532
710300 Health Insurance	96,996	106,742	89,705	89,705
710400 Workers' Compensation Insurance	34,192	56,537	47,019	47,019
TOTAL SALARIES & EMPLOYEE BENEFITS	832,817	785,188	705,541	705,541
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	3,893	5,200	5,200	5,200
720300 Communications	5,350	5,700	5,700	5,700
720500 Household Expense	308	1,300	1,300	1,300
720600 Insurance	1,828	1,354	2,072	2,072
720800 Maintenance - Equipment	16,669	13,500	13,500	13,500
720900 Maintenance - Structures & Grounds	85,772	125,000	125,000	125,000
720905 Maintenance - Structures & Grounds-Jail	47,017	32,000	32,000	32,000
721300 Office Expense	5,547	1,200	1,200	1,200
721400 Professional & Specialized Services	93,937	90,000	93,000	93,000
721600 Rents & Leases - Equipment	27,357	28,000	28,000	28,000
721800 Small Tools & Instruments	1,097	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	835	3,500	3,500	3,500
721900 Special Departmental Expense	13,434	6,850	6,850	6,850
722000 Transportation & Travel	389	400	400	400
TOTAL SERVICES & SUPPLIES	303,433	318,004	321,722	321,722
TOTAL - BUILDING MAINTENANCE	1,136,251	1,103,192	1,027,263	1,027,263

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
INTRAFUND TRANSFERS				
770100 Intrafund Transfer *	-123,603	-60,000	0	0
TOTAL INTRAFUND TRANSFERS	-123,603	-60,000	0	0
GRAND TOTAL - BUILDING MAINTENANCE	1,012,648	1,043,192	1,027,263	1,027,263

*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>	Actual 2012-13	Estimated 2013-14	Projected 2014-15
Intrafund/Interfund Revenue	\$123,602	\$60,000	\$60,000

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

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Building Crafts & Maintenance Supervisor	1			1	
Building Crafts & Maintenance Worker I/II	5		5*	5	
Heating & Air-Conditioning Maintenance Specialist	1	1		1	1
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>—</u>	<u>2</u>	<u>1</u>
Total Permanent	9	2	5	9	2

*Elimination of five (5) Building Crafts & Maintenance Worker I/II was effective September 30, 2013.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$439,285) are recommended reduced \$49,426 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.

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 (12 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.
- 720905** **Maintenance - Structures & Grounds - Jail** (\$32,000) is recommended unchanged to purchase numerous maintenance items which will be required for the Jail facility.
- 721300** **Office Expense** (\$1,200) is recommended unchanged to purchase office and computer supplies.
- 721400** **Professional & Specialized Services** (\$93,000) is recommended increased \$3,000 for preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities. Included in this budget is \$13,500 for the annual window cleaning of the exterior windows at the County Government Center, \$4,800 for Fire system testing for 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** (\$3,500) is recommended unchanged 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 at RMA (\$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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2012-13	BOARD APPROVED EXPENDITURES 2013-14	DEPARTMENT REQUEST 2014-15	CAO RECOMMENDED 2014-15
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,030,166	1,173,816	1,196,874	1,196,874
710103 Extra Help	109,634	43,682	22,614	22,614
710105 Overtime	48,591	60,000	60,000	60,000
710106 Stand-By Pay	33,194	40,000	40,000	40,000
710200 Retirement	297,134	331,829	354,655	354,655
710300 Health Insurance	193,715	255,600	234,276	234,276
710400 Workers' Compensation Insurance	95,310	149,526	119,927	119,927
TOTAL SALARIES & EMPLOYEE BENEFITS	1,807,745	2,054,453	2,028,346	2,028,346
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	5,539	7,550	7,550	7,550
720300 Communications	6,938	10,000	10,000	10,000
720500 Household Expense	638	1,000	1,000	1,000
720600 Insurance	41,883	34,013	57,680	57,680
720800 Maintenance - Equipment	-3,459	17,000	30,000	30,000
720900 Maintenance - Structures & Grounds	506	500	500	500
721000 Medical, Dental & Lab Supplies	249	1,500	1,500	1,500
721100 Memberships	3,848	5,000	5,000	5,000
721300 Office Expense	7,822	8,000	8,000	8,000
721314 Computer Equipment	0	0	8,000	8,000
721400 Professional & Specialized Services	108,773	120,000	120,000	120,000
721500 Publications & Legal Notices	898	1,000	1,000	1,000
721600 Rents & Leases - Equipment	167,523	160,000	160,000	160,000
721800 Small Tools & Instruments	294	7,500	7,500	7,500
721900 Special Departmental Expense	4,728	3,500	4,500	4,500
722000 Transportation & Travel	850	4,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	347,031	380,563	427,230	427,230

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2012-13</u>	BOARD APPROVED EXPENDITURES <u>2013-14</u>	DEPARTMENT REQUEST <u>2014-15</u>	CAO RECOMMENDED <u>2014-15</u>
FIXED ASSETS				
740300 Equipment	3,530	47,000	25,000	25,000
TOTAL FIXED ASSETS	3,530	47,000	25,000	25,000
TOTAL - SPECIAL DISTRICTS SERVICES	2,158,306	2,482,016	2,480,576	2,480,576

SPECIAL DISTRICTS DIVISION

COMMENTS

This budget is administered under the jurisdiction of the forthcoming Public Works Department, Special Districts Division. It allocates funds for expenses pertaining to salaries and wages for field and administrative staff, equipment expenses, administrative overhead, and indirect costs associated with operation of County Maintenance Districts and Service Areas. These Districts and Service Areas primarily 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 County Maintenance Districts and 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 cost-of-living adjustment when rates have been increased is helping to ensure rates keep pace with expenses. Changes in fee collection policy and enforcement will help stabilize the revenues in all Districts' budgets.

<u>REVENUE</u>	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
District Revenue (660803)	\$1,541,604	\$1,937,260	\$1,716,158
Administrative Service Fee (662780)	536,655	544,756	763,736
Indirect Related Revenue (662801)	<u>221,325</u>	<u>230,000</u>	<u>230,000</u>
Total Revenue	\$2,299,584	\$2,712,016	\$2,710,576
<u>EXPENSES</u>			
Expenditures	\$2,158,306	\$2,482,016	\$2,480,576
Indirect Costs (Budgeted)	<u>230,000</u>	<u>230,000</u>	<u>230,000</u>
Total Cost	\$2,388,306	\$2,712,016	\$2,710,576
Deficit	(\$88,722)**		

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

SPECIAL DISTRICTS DIVISION

REVENUE (continued)

Note:

- *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 will be fully implemented in the 2014-15 fiscal year. Implementation of this program and additional rate increases will resolve this deficit to the General Fund.
- **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>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Account Clerk I/II	1	1
Administrative Analyst I/II	1	1
Licensed Utility Worker I/II, or Utility Worker	15	15
Senior Account Clerk	0	1*
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	24

*It is recommended to add a Senior Account Clerk in order to manage 6,400 customer accounts with the implementation of the new billing system starting July 1, 2014, as well as to act as liaison between the County and the billing company.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,196,874) are recommended increased \$23,058 based on the cost of recommended staff.

SPECIAL DISTRICTS DIVISION

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$22,614) is recommended reduced \$21,068 to fund an Extra Help Account Clerk I/II in order to adequately perform new customer and Accounts Payable duties, as well as to help prepare for the move to the Government Center.
- 710105** **Overtime** (\$60,000) is recommended unchanged based on current expenditures and added demands of SRF, Proposition 84, USDA and EPA projects. 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.
- 710106** **Stand-by Pay** (\$40,000) is recommended unchanged to provide for two field staff (one in the mountain area and one in the valley area) to be on stand-by and ready to respond to alarms and emergencies after hours, nights, weekends, and holidays to ensure district coverage 24 hours per day, seven days per week.
- 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** (\$7,550) is recommended unchanged for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 720300** **Communications** (\$10,000) is recommended unchanged 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. 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.
- 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.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance – Equipment** (\$30,000) is recommended increased \$13,000 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.
- 721000** **Medical, Dental & Laboratory Supplies** (\$1,500) is recommended unchanged for first aid and safety supplies for the field shops, county vehicles, and the District office. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721100** **Memberships** (\$5,000) is recommended unchanged 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** (\$8,000) is recommended unchanged for office supplies. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721314** **Computer Equipment** (\$8,000) is recommended for new computer equipment: six desktop computers for the three District shops (two at each) (\$6,000) and two desktop computers for District's office staff (\$2,000). This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721400** **Professional & Specialized Services** (\$120,000) is recommended unchanged for the following services: Engineering (\$50,000), public outreach (\$5,000) and emergency and other services (\$65,000). These 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.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$160,000) is recommended unchanged for the rental of 21+ vehicles from Central Garage. These vehicles are driven a total of 290,000 miles during the year in servicing the Districts. This account is reimbursed by all Districts based on miles driven while servicing each District.
- 721800** **Small Tools & Instruments** (\$7,500) is recommended unchanged 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** (\$4,500) is recommended increased \$1,000 based on current and projected expenses for employees' State Sewer and Water Certifications and costs associated with employees' class A and B Driver's License testing and endorsements. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 722000** **Transportation & Travel** (\$5,000) is recommended increased \$1,000 based on current and projected 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** (\$25,000) is recommended reduced \$22,000 for the purchase of two fire hydrant water meters (\$6,000), a trailer to store and transport emergency response equipment and signs (\$5,000), and network services for the Oakhurst Wastewater Treatment Plant (\$14,000). 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2012-13</u>	BOARD APPROVED EXPENDITURES <u>2013-14</u>	DEPARTMENT REQUEST <u>2014-15</u>	CAO RECOMMENDED <u>2014-15</u>
Beginning Balance	359,189	324,675	438,100 *	438,100
REVENUES				
610100 Cur Sec Prop Tax	138,972	137,989	160,000	160,000
610200 Cur Unsecured	1,459	1,460	1,460	1,460
610300 Prior Secured	-74	100	100	100
610400 Prior Unsecured	477	500	500	500
610600 Cur	532	530	530	530
610700 Prior	51	50	50	50
640101 Interest	1,478	950	1,500	1,500
652900 ST - H/O Prop Tax	2,184	2,200	2,200	2,200
654535 ST - Grant	286,708	970,000	1,810,000	1,810,000
659010 RDA Pass Thru	31,212	32,000	32,000	32,000
SUBTOTAL REVENUES	462,999	1,145,779	2,008,340	2,008,340
TOTAL REVENUES	822,188	1,470,454	2,446,440	2,446,440
SALARIES & EMPLOYEE BENEFITS				
710103 Temporary Salaries	0	6,000	6,000	6,000
710200 Retirement	0	459	500	500
TOTAL SALARIES & EMPLOYEE BENEFITS	0	6,459	6,500	6,500
SERVICES & SUPPLIES				
720100 Agriculture	3,966	1,500	1,500	1,500
721400 Professional & Specialized Services	299,853	626,000	2,086,000	2,086,000
721427 Property Tax Admin	3,978	6,000	6,000	6,000
721433 Outside Attorney's & Other Experts	2,352	20,000	20,000	20,000
721900 Special Departmental Expense	0	4,000	4,000	4,000
721901 Special Departmental Expense - Sandbags	0	5,000	5,000	5,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

SERVICES & SUPPLIES (continued)				
722000 Transportation and Travel	953	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	311,101	665,000	2,125,000	2,125,000
OTHER EXPENSES				
740300 Equipment	0	0	80,000	80,000
780100 Appropriation for Contingency	0	798,995	234,940	234,940
TOTAL OTHER EXPENSES	0	798,995	314,940	314,940
TOTAL - FLOOD CONTROL SERVICES	311,101	1,470,454	2,446,440	2,446,440

This is not a General Fund Budget

*Represents the Estimated Projected Fund Balance in June 30, 2014; the balance is subject to change due to expenses that may be accrued to June 30, 2014, which have not yet been processed.

FLOOD CONTROL SERVICES

COMMENTS

Under the budgetary control of the Department of Engineering, 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.

In 2008-09, the Flood Control Services budget began to fund a \$100 stipend per meeting for the members of the Madera County Water Advisory Commission (per Board resolution) and \$20,000 compensation for legal representation when required by the Commission.

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 **Extra Help** (\$6,000) is recommended unchanged to fund the \$100 meeting per diem per member to compensate the Madera County Water Advisory Commission, as per Board resolution. This expense was previously budgeted in the Professional and Specialized Services account.

710200 **Retirement** reflects the County's anticipated contribution to Social Security.

SERVICES & SUPPLIES

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

721400 **Professional & Specialized Services** (\$2,086,000) is recommended increased \$1,460,000 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 (\$150,000); perform levee repairs on Ash Slough, Berenda Slough and Fresno River as part of DWR FSRP Grant (\$800,000); and provide administrative support to the Water Advisory Commissioners (\$6,000).

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.

FLOOD CONTROL SERVICES

SERVICES & SUPPLIES (continued)

- 721433** **Outside Attorney's & Other Experts** (\$20,000) is recommended unchanged to provide funding for legal representation when required by the Commission.
- 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. This also provides for the Water Advisory Commissioners' mileage reimbursement.

OTHER EXPENSES

- 740300** **Equipment** (\$80,000) is recommended for purchase of mower head.
- 780100** **Appropriation for Contingency** (\$234,940) is recommended reduced \$564,055 to be appropriated for contingency.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	171,589	166,254	154,529	154,529
710200 Retirement	41,708	46,770	45,566	45,566
710300 Health Insurance	29,818	35,961	32,090	32,090
710400 Workers' Compensation Insurance	20,268	26,860	22,366	22,366
TOTAL SALARIES & EMPLOYEE BENEFITS	263,383	275,845	254,551	254,551
SERVICES & SUPPLIES				
720100 Agricultural	442	3,500	2,500	2,500
720200 Clothing & Personal Supplies	1,285	3,000	2,000	2,000
720300 Communications	1,796	2,000	2,000	2,000
720500 Household Expense	1,330	1,700	1,000	1,000
720600 Insurance	3,432	2,597	3,959	3,959
720800 Maintenance - Equipment	6,159	10,500	10,500	10,500
720900 Maintenance - Structures & Grounds	3,185	5,000	5,000	5,000
721100 Memberships	0	100	100	100
721300 Office Expense	231	500	500	500
721400 Professional & Specialized Services	140	0	10,000	10,000
721600 Rents & Leases - Equipment	11,905	15,100	13,000	13,000
721800 Small Tools & Instruments	1,895	3,100	2,500	2,500
721900 Special Departmental Expense	900	2,000	1,500	1,500
722000 Transportation & Travel	0	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	32,700	50,097	55,559	55,559
TOTAL - GROUNDS MAINTENANCE	296,084	325,942	310,110	310,110
INTRAFUND TRANSFER				
770100 Intrafund Transfer *	-26,359	-30,000	0	0
TOTAL INTRAFUND TRANSFERS	-26,359	-30,000	0	0
GRAND TOTAL - GROUNDS MAINTENANCE	269,725	295,942	310,110	310,110

* 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Intrafund/Interfund Revenue	\$26,359	\$30,000	\$25,000

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

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>		<u>2014-15 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Grounds/Flood Control Maintenance Supervisor	1		1	
Grounds/Flood Control Maintenance Worker I/II	2	5	2	5
Senior Grounds/Flood Control Maintenance Worker	<u>1</u>	<u>—</u>	<u>1</u>	<u>—</u>
Total Permanent	4	5	4	5

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$154,529) are recommended reduced \$11,725 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.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES

- 720100** **Agriculture** (\$2,500) is recommended reduced \$1,000 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 reduced \$1,000 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 \$700 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 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** (\$500) is recommended unchanged for shop office supplies.
- 721400** **Professional & Specialized Services** (\$10,000) is recommended for annual power cleaning of the Government Center Garage Facility, including pressure washing of the exterior walls, stairwells, and access roadway, and vacuum sweeping of all garage floor decks.
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended reduced \$2,100 based on current and projected expenses 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 reduced \$600 based on current and projected expenses for the small tools needed to do routine landscape maintenance county-wide.
- 721900** **Special Departmental Expense** (\$1,500) is recommended reduced \$500 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
722100 Utilities	693,677	712,553	654,572	654,572
TOTAL SERVICES & SUPPLIES	693,677	712,553	654,572	654,572
 TOTAL - UTILITIES	693,677	712,553	654,572	654,572

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** (\$654,572) is recommended reduced \$57,981 based on actual and projected expenditures. This budget provides appropriations to cover costs primarily associated with the Government Center and parking structure and the RMA building. The Road Department budget is allocated approximately 25% of the utility costs related to the RMA building. Once the departments in the RMA building relocate to the Government Center Third Floor, it is projected that the increase in utility costs for the Government Center will be fully offset by the elimination of costs for the RMA building. In addition, once located in the Government Center, the Road Department will be allocated 7.25% of the utility costs for the Government Center.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department:

**LEGAL/INSURANCE
(00230)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	88,811	115,630	124,452	124,452
710200 Retirement	23,233	31,808	36,609	36,609
710300 Health Insurance	12,448	13,632	12,881	12,881
710400 Workers' Compensation Insurance	224	431	366	366
TOTAL SALARIES & EMPLOYEE BENEFITS	124,717	161,501	174,308	174,308
SERVICES & SUPPLIES				
720600 Insurance	12	9	15	15
720601 Insurance Premiums	176,643	205,000	215,000	215,000
720602 Unemployment Insurance	274,094	375,000	325,000	325,000
720605 Employer Share Retiree Health Insurance	2,429,170	2,650,000	2,450,000	2,450,000
720606 Insurance Administrative Fees	33,477	40,000	40,000	40,000
720800 Maintenance - Equipment	0	250	250	250
721300 Office Expense	0	500	500	500
721600 Rents & Leases - Equipment	373	200	200	200
721900 Special Departmental Expense	19,451	0	0	0
722000 Transportation & Travel	0	200	200	200
TOTAL SERVICES & SUPPLIES	2,933,219	3,271,159	3,031,165	3,031,165
TOTAL - INSURANCE	3,057,936	3,432,660	3,205,473	3,205,473
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-746,783	-726,877	0	0
TOTAL INTRAFUND TRANSFER	-746,783	-726,877	0	0
GRAND TOTAL - INSURANCE	2,311,153	2,705,783	3,205,473	3,205,473

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.

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Deputy County Administrative Officer – Legal/Risk Services	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$124,452) are recommended increased \$8,822 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.
- 720601** Insurance Premiums (\$215,000) are recommended increased \$10,000 for the premium costs of the following policies: Property Insurance, which includes Terrorism and Sabotage, Boiler and Machinery Insurance (\$199,000); Pollution (\$6,000); Crime Bond (\$8,000); and Cyber Liability (\$2,000)
- 720602** Unemployment Insurance (\$325,000) is recommended reduced \$50,000 based on the current year's (2013-14) experience. This budget reimburses the State for unemployment benefits paid to eligible recipients previously employed by the County.

SERVICES & SUPPLIES (continued)

- 720605** **Employer-Share Retiree Health Insurance** (\$2,450,000) is recommended reduced \$200,000 for the County's share of retirees' health insurance premiums as required by the Public Employees' Retirement System (PERS) Health Benefits Program. AB 2566, effective January 1, 2008, changed the computation for the annual increase to the County's share of retirees' (annuitants) health insurance premium. For 2009-10, the County was required to contribute up to an additional \$100 per month for each retiree participating in the PERS Health Benefit Program unless the County's contribution reached the same level of contribution for each covered health plan as an active employee. As of January 2010, the County was paying 100 percent of the single retiree's premiums for most of the covered plans. As of February 1, 2014, there were 490 retirees participating in the PERS Health Benefits Program.
- 720606** **Insurance Administrative Fees** (\$40,000) is recommended unchanged based on current actual costs.
- 720800** **Maintenance - Equipment** (\$250) is recommended unchanged for maintenance of the microcomputer.
- 721300** **Office Expense** (\$500) is recommended unchanged based on anticipated activity of the County Safety Program and accident investigations.
- 721600** **Rents & Leases - Equipment** (\$200) is recommended unchanged for the rental of Central Garage vehicles.
- 722000** **Transportation & Travel** (\$200) 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.

\$85,194 of the combined premiums for Property and Pollution coverage will be charged to the Insurance Premium accounts of Road Department (\$5,039), Social Services (\$6,265), Public Health (\$3,312), Behavioral Health Services (\$3,674), Child Support (\$835), and various Maintenance and Special Districts (\$66,069); and \$1,006,982 will be charged to the Employer-Share Retiree Health Insurance accounts of the subvented departments of Public Health (\$136,712), Social Services (\$392,730), Behavioral Health Services (\$127,400), Child Support (\$70,200), Road Department (\$200,000), Central Garage (\$20,140), and Courts (\$59,800) for their share of the County's contribution towards the retirees' health insurance premiums.

**RECOMMENDED 2014-15 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 2014-15 claim values, an additional \$2,100,000 is recommended to be added to the fund. To fund the estimated 2014-15 claims values, it is recommended that \$1,967,430 be contributed from the General Fund, \$131,401 from the Road Fund, and \$1,169 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 2014-15 claim values, an additional \$1,100,000 is recommended to be added to the fund. To fund the estimated 2014-15 claims values, it is recommended that \$910,335 be contributed from the General Fund, \$122,880 from the Road Fund, \$66,720 from Special Districts, and \$65 from Central Garage.

NOTE: The Estimated Fund Expenses for the Workers' Compensation and Liability programs for 2014-15 are shown on the following page.

LEGAL/INSURANCE

The following is detail regarding the estimated and actuarial recommended fund balances, including requested fund expenditures supporting Workers' Compensation and Liability:

	<u>Workers' Compensation</u>	<u>Liability</u>
<u>RECOMMENDED ACTUARIAL FUNDING</u>		
Estimated Fund Balance as of 6/30/14	\$7,049,632	\$817,109
Actuarial's Recommended Fund Balance as of 6/30/14	8,188,000	803,000
Estimated Fund Excess (or Deficit)	(1,138,368)	14,109
 Recommended Fund Contribution for 2014-15	 2,100,000	 1,100,000
Less: Road Department Contribution	(131,401)	(122,880)
Less: Central Garage Contribution	(1,169)	(65)
Less: Districts Contribution	(0)	(66,720)
 RECOMMENDED GENERAL FUND CONTRIBUTION	 \$1,967,430	 \$ 910,335
Combined Total Recommended General Fund Contribution	 <u>\$2,877,765</u>	
 <u>ESTIMATED FUND EXPENSES FOR 2014-15</u>		
Judgment & Damages	2,200,000	400,000
Professional and Legal Services	0	600,000
Excess Insurance Authority Premiums	750,000	600,000
Annual Actuary Studies	2,250	2,250
Adjustment Services	245,000	52,500
State Self-Insurance Assessment Premium	65,000	0
Hearing Tests	1,800	0
Hepatitis B Immunization	1,500	0
 Total Recommended Fund Expenses for 2014-15	 <u>\$ 3,265,550</u>	 <u>\$1,654,750</u>

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	28,638	28,638
710103 Extra Help	26,776	25,000	0	0
710200 Retirement	6,782	5,000	8,444	8,444
710300 Health Insurance	11,214	8,000	6,878	6,878
710400 Workers' Compensation	0	0	103	103
TOTAL SALARIES & EMPLOYEE BENEFITS	44,772	38,000	44,063	44,063
SERVICES & SUPPLIES				
720300 Communications	2,231	3,000	3,000	3,000
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	14,481	3,000	3,000	3,000
721301 Office Expense-Duplicating	399	1,800	1,800	1,800
721302 Office Expense-Postage	205,262	280,000	300,000	300,000
721303 Office Expense-Purchasing Agent Store	261	500	500	500
721400 Professional & Specialized Services	3,120	3,120	3,120	3,120
721426 Professional & Specialized Services - Software Main.	192,502	195,775	200,000	200,000
721600 Rents & Leases - Equipment	5,994	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,464	4,464	4,464	4,464
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	428,715	497,659	521,884	521,884
FIXED ASSETS				
740300 Equipment	0	38,167	38,167	38,167
TOTAL FIXED ASSETS	0	38,167	38,167	38,167
TOTAL - CENTRAL SERVICES	473,488	573,826	604,114	604,114
INTRAFUND TRANSFER				
77000 Intrafund Transfer	-25,041	-22,000	0 *	0 *
TOTAL INTRAFUND TRANSFER	-25,041	-22,000	0	0
GRAND TOTAL - CENTRAL SERVICES	448,447	551,826	604,114	604,114

*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.

REVENUE	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Operating Transfers In (Megabyte System)	\$ 0	\$ 0	\$38,167
Interfund/Intrafund Revenue	<u>25,331*</u>	<u>22,000*</u>	<u>50,000</u>
Total Revenue	\$25,331	\$22,000	\$88,167

*A portion of revenue derived from charges to sub-vented departments is reflected as an Intrafund Transfer on the budget appropriation form and is not included in this amount.

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1*	0	1
Central Services Worker	0	1	1**	0

*The Central Service Assistant position was filled with an extra help employee.

**It is recommended to permanently fill the Central Services Worker position.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$28,638) is recommended based on the cost of recommended staffing.

710103 **Extra Help** (\$0) is not recommended, a reduction of \$25,000.

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.

CENTRAL SERVICES

SALARIES & EMPLOYEE BENEFITS (continued)

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

SERVICES & SUPPLIES

720300 Communications (\$3,000) is recommended unchanged 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 (\$3,000) is recommended unchanged 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 increased \$20,000 based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area.

721303 Office Expense - Purchasing Agent Store (\$500) is recommended unchanged for the central purchasing of common office supplies which are then charged back to using Departments.

721400 Professional & Specialized Services (\$3,120) is recommended unchanged for mail courier services.

721426 Professional & Specialized Services-Software Maintenance (\$200,000) is recommended increased \$4,225 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 (\$4,464) is recommended unchanged for Central Services' portion of the leased storage facility shared with County Clerk-Recorder.

CENTRAL SERVICES

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

FIXED ASSETS

740301 **Fixed Assets** (\$38,167) is recommended for the purchase of an upgrade to the Megabyte Property Tax System to transition to the required Dot Net platform. The cost of this upgrade will be offset with available funds from the Property Tax Sale Proceeds Fund.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	132,385	111,833	98,551	98,551
710103 Extra Help	3,580	0	22,000	22,000
710200 Retirement	38,123	30,480	30,566	30,566
710300 Health Insurance	18,903	22,657	23,610	23,610
710400 Workers' Compensation Insurance	733	146	518	518
TOTAL SALARIES & EMPLOYEE BENEFITS	193,723	165,116	175,245	175,245
SERVICES & SUPPLIES				
720300 Communications	10,044	9,480	11,200	11,200
720600 Insurance	122	59	0	0
720800 Maintenance - Equipment	2,861	0	0	0
721300 Office Expense	10,284	1,500	1,000	1,000
721400 Professional & Specialized Services	68,687	18,360	13,052	13,052
721500 Publication & Legal Notices	475	0	0	0
721600 Rents/Leases - Equipment	0	1,980	1,980	1,980
721900 Special Departmental Expense	21,478	0	0	0
722000 Transportation & Travel	0	2,000	1,500	1,500
TOTAL SERVICES & SUPPLIES	113,951	33,379	28,732	28,732
INTRAFUND TRANSFER				
770100 Intrafund Transfer *	0	-10,000	0	0
TOTAL INTRAFUND TRANSFER	0	-10,000	0	0
TOTAL - 311 CUSTOMER SERVICE CENTER	307,674	188,495	203,977	203,977

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

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Collection Fees	\$ 2,600	\$ 3,000	\$ 2,500
Interfund/Intrafund Revenue	<u>14,863</u>	<u>10,000</u>	<u>32,200</u>
Total Revenue	\$17,463	\$13,000	\$34,700

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	2	1	2	1
Senior Program Assistant	<u>1</u>	-	<u>1</u>	-
Total Permanent Staff	3	1	3	1

311 CUSTOMER SERVICE CENTER

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$98,551) are recommended reduced \$13,282 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$22,000) is recommended to fund a part-time (30-hours per week) Program Assistant I to assist with taking walk-in utility payments and assist with the 311 call volume during peak hours. This cost is fully offset through revenues received from Special Districts for utility payment services.
- 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** (\$11,200) is recommended increased \$1,720 based on actual expenditures for the monthly telephone access for the 311 service center, and to fund the programming of an additional AT&T central office in outlying area of Madera County for 311 calls.
- 721300** **Office Expense** (\$1,000) is recommended reduced \$500 based on actual and projected costs for basic office expenses.
- 721400** **Professional & Specialized Services** (\$13,052) is recommended reduced \$5,308 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 Accurant (\$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 reduced \$500 for staff training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	969,198	1,398,288	1,349,606	1,349,606
710103 Extra Help	21,397	40,000	40,000	40,000
710105 Overtime	200	2,500	2,500	2,500
710106 Stand-By	17,919	20,000	20,000	20,000
710200 Retirement	271,458	392,035	408,133	408,133
710300 Health Insurance	131,385	180,331	174,140	174,140
710400 Workers' Compensation Insurance	23,451	32,656	28,132	28,132
TOTAL SALARIES & EMPLOYEE BENEFITS	1,435,008	2,065,810	2,022,511	2,022,511
SERVICES & SUPPLIES				
720300 Communications	89,748	114,500	112,800	112,800
720600 Insurance	41,578	33,630	51,390	51,390
720800 Maintenance - Equipment	143,915	197,500	224,500	224,500
721200 Sales Tax	4,237	2,380	2,380	2,380
721300 Office Expense	5,469	5,500	20,500	20,500
721400 Professional & Specialized Services	149,204	217,318	189,600	189,600
721600 Rents & Leases - Equipment	587	20,000	20,000	20,000
721909 Property Tax	1,855	700	700	700
722000 Transportation & Travel	21,036	34,000	46,000	46,000
722002 Shipping	589	3,000	2,500	2,500
TOTAL SERVICES & SUPPLIES	458,218	628,528	670,370	670,370
OTHER CHARGES				
730302 Rent	6,607	46,500	61,500	61,500
730502 Interest	0	9,100	9,100	9,100
TOTAL OTHER CHARGES	6,607	55,600	70,600	70,600
FIXED ASSETS				
740300 Equipment	45,642	25,000	0	0
TOTAL FIXED ASSETS	45,642	25,000	0	0
TOTAL - INFORMATION TECHNOLOGY	1,945,475	2,774,938	2,763,481	2,763,481
770100 Intrafund Transfer	-291,333	-812,590	0	0
GRAND TOTAL - INFORMATION TECHNOLOGY	1,654,142	1,962,348	2,763,481	2,763,481

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 2014-15 include:

- Virtual Server Implementation
- Continued leveraging of CRM to automate manual processes
- ESRI Geographic Information Systems Website Replacement
- Assist in Human Resource and Financial System upgrade/replacement
- Migrate County email to hosted cloud
- Implement Virtual Desktop technology

DEPARTMENT WORK PROGRAM

	<u>Actual</u> <u>2103-14</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,500	1,515	1,500
Support for Help Desk (# of Calls)	9,724	8,600	9,800
Supported and maintained Servers	97	64	40
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	106	50	450
Ordered, configured & installed peripheral devices	54	68	68
Implemented Major Projects	27	63	44
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>2013-14</u>	Projected <u>2014-15</u>
Intrafund/Interfund Revenue	\$348,351	\$975,837*	\$1,054,156
Operating Transfer In	<u>45,000</u>	<u>65,000</u>	<u>0</u>
Total	\$393,351	\$1,040,837	\$1,054,156

*(Increase of over \$600,000 due primarily to increase in labor offsets from Department of Social Services)

STAFFING

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

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<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	6	1	5	2
Director of Information Technology	1		1	
Information Systems Supervisor, or Assistant Director of Information Technology	2		2	
Information Technology Systems Analyst I/II *	8*	1	8	2
Office Assistant I/II	0	1	0	1
Senior Information Technology Analyst	0	1	1	
Senior Network Engineer	<u>1</u>		<u>1</u>	
Sub-Total	<u>20</u>	<u>4</u>	<u>20</u>	<u>5</u>

*(5) Information Technology Systems Analyst I/II added as a result of consolidation from Department of Social Services.

INFORMATION TECHNOLOGY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,349,606) are recommended reduced \$48,682 based on the recommended staffing level.
- 710103** **Extra Help** (\$40,000) is recommended unchanged which is completely offset by support revenue from Behavioral Health Services.
- 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** (\$112,800) is recommended reduced \$1,700, reflecting decreases in incremental costs of data and voice circuits. This account provides funding for the Department's on-going telephone and fax needs (\$1,000); monthly charges for 15 cell phone and three wireless devices (\$7,000); and operating cost of the Wide-Area Network (\$104,800), which will be partially offset by charges to sub-vented Departments (\$56,026).
- 720600** **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$224,500) is recommended increased \$27,000. This account provides funds for the repair of computers and diagnostic equipment (\$15,000); maintenance of Wide-Area Network equipment (\$135,581); and Peripheral systems maintenance (\$73,919). Charges to sub-vented departments will partially offset these costs (\$148,894).
- 721200** **Sales Tax** (\$2,380) is recommended unchanged to pay sales tax on capital lease equipment.

INFORMATION TECHNOLOGY

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$20,500) is recommended increased \$15,000 for the following: backup tapes (\$2,500), domain registration (\$500), and Microsoft Technet subscriptions (\$500) and standard office supplies (\$2,000) and Info-Tech Research Group subscription (\$15,000).
- 721400** **Professional & Specialized Services** (\$189,600) is recommended reduced \$27,718. Charges to sub-vented departments will partially offset these costs (\$128,972).
- \$ 24,000 External Consulting Services and Support
 - \$ 40,000 Microsoft Annual Support Pack
 - \$ 6,000 Help Desk software annual fee
 - \$ 24,000 Anti-Virus software updates annual fee
 - \$ 30,000 Annual Backup Software maintenance fee (Commvault)
 - \$ 5,000 What's Up Gold Network Monitoring SW Maintenance
 - \$ 6,000 SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
 - \$ 100 Provisio Software, network documentation suite
 - \$ 10,500 Citrix Xen App maintenance renewal
 - \$ 34,000 LaserFiche software annual fee
 - \$ 6,500 Network Monitoring and Security
 - \$ 3,500 RSA Remote Access
- 721600** **Rents & Leases - Equipment** (\$20,000) is recommended unchanged to provide funding for anticipated server leasing beginning mid-fiscal year.
- 721909** **Property Tax** (\$700) is recommended unchanged to pay property tax on capital lease equipment.
- 722000** **Transportation & Travel** (\$46,000) is recommended increased \$12,000 to provide additional staff training on network cloud based implementation projects as well as consolidated server training.
- 722002** **Shipping** (\$2,500) is recommended reduced \$500 and is used to pay shipping costs on capital lease equipment.

OTHER CHARGES

730302 **Rent** (\$61,500) is recommended increased \$15,000 to pay rent on capital lease equipment.

730502 **Interest** (\$9,100) is recommended unchanged and is used to pay interest on capital lease equipment.

FIXED ASSETS (\$0) No fixed assets are recommended for 2014-15.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department:

**SPECIAL PAYMENTS
(02200)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721200 Miscellaneous Expense	62,674	164,894	314,864	314,864
721400 Professional & Specialized Services	343,161	283,295	283,295	283,295
TOTAL SERVICES & SUPPLIES	405,834	448,189	598,159	598,159
OTHER CHARGES				
730300 Retire Other Long-Term Debt	965,000	0	0	0
730500 Retire Long Term Debt-Govt. Center Project	713,919	1,677,032	1,676,232	1,676,232
730700 Judgments & Damages	51,484	51,886	51,886	51,886
731305 Contributions to Other Agencies	58,757	82,802	82,802	82,802
TOTAL OTHER CHARGES	1,789,160	1,811,720	1,810,920	1,810,920
TOTAL - SPECIAL PAYMENTS	2,194,994	2,259,909	2,409,079	2,409,079

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** (\$314,864) is recommended increased \$149,970 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 also provides for any unanticipated salary/benefit rate changes that may occur during the fiscal year.

721400 **Professional & Specialized Services** (\$283,295) is recommended unchanged to provide funds for the following items:

 \$131,035 - 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

OTHER CHARGES

730500 **Retire Long-Term Debt - Government Center** (\$1,676,232) is recommended reduced \$800 to provide funds for the ninth of a 20-year payment plan for the Government Center (principal \$1,040,000 and interest \$636,232).

730700 **Judgments & Damages** (\$51,886) is recommended unchanged to provide funds for the third 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 2014-15, 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2012-13</u>	BOARD APPROVED EXPENDITURES <u>2013-14</u>	DEPARTMENT REQUEST <u>2014-15</u>	CAO RECOMMENDED <u>2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,590,315	1,593,387	1,559,647	1,559,647
710103 Extra Help	89,608	90,000	76,300	76,300
710105 Overtime	0	5,000	5,000	5,000
710107 Premium Pay	5,100	5,100	5,100	5,100
710200 Retirement	435,126	445,895	475,689	475,689
710300 Health Insurance	303,193	330,742	275,865	275,865
710400 Workers' Compensation Insurance	11,628	17,520	9,824	9,824
TOTAL SALARIES & EMPLOYEE BENEFITS	2,434,969	2,487,644	2,407,425	2,407,425
SERVICES & SUPPLIES				
720300 Communications	26,904	35,200	25,000	25,000
720500 Household Expense	14,039	18,975	18,975	18,975
720600 Insurance	5,405	4,374	6,683	6,683
720601 General Insurance	684	556	556	556
720605 Employer Share Retiree Insurance	63,388	70,490	70,200	70,200
720800 Maintenance - Equipment	8,751	5,000	9,400	9,400
720900 Maintenance - Structures & Grounds	10,979	9,200	11,000	11,000
721100 Memberships	7,030	9,425	9,425	9,425
721300 Office Expense	33,102	40,000	40,000	40,000
721400 Professional & Specialized Services	84,899	215,458	205,000	205,000
721600 Rents & Leases - Equipment	0	0	15,000	15,000
721900 Special Departmental Expense	16,891	16,535	17,253	17,253
722000 Transportation & Travel	6,753	10,000	10,000	10,000
722100 Utilities	22,956	32,000	30,000	30,000
TOTAL SERVICES & SUPPLIES	301,780	467,213	468,492	468,492
OTHER CHARGES				
730302 Retire - Capital Lease	49,033	54,541	54,541	54,541
730502 Interest - Capital Lease	33,094	27,587	27,587	27,587
TOTAL OTHER CHARGES	82,127	82,128	82,128	82,128
770000 Intrafund Expenses	0	0	38,000	38,000
TOTAL INTRAFUND EXPENSES	0	0	38,000	38,000
TOTAL - CHILD SUPPORT SERVICES	2,818,876	3,036,985	2,996,045	2,996,045

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 2014-15, 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:

	<u>Currently Receiving Assistance</u>	<u>Formerly Received Assistance</u>	<u>Never Received Assistance</u>	<u>Total</u>
October 2012	2,102	3,075	1,369	6,546
October 2013	2,034	2,900	1,248	6,182
January 2014	1,957	2,790	1,193	5,940

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 <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
(A) State - Child Support Administration	\$958,414	\$1,037,323	\$1,007,067
(B) Federal - Child Support Administration	1,857,181	2,001,628	2,003,716
(C) Interest Revenue from Fund Accounts	0	6,000	6,000
(D) Additional Federal Revenue	0	58,188	0
(E) Excess Incentive Fund (5591)	0	29,976	25,149
Intrafund Revenue	<u>0</u>	<u>0</u>	<u>14,064</u>
	\$2,815,595	\$3,133,115	\$3,055,996*

***Note:** The Department offsets its share of the Countywide Cost Allocation Plan. The actual amount for FY 2014-15 is to be determined and is estimated at the prior year level of \$59,951.

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II	0	2	0	2	
Administrative Assistant	1	0	1	0	
Child Support Assistant I/II	9	2	9	2	
Child Support Assistant III	2	1	2	1	
Child Support Special Programs Coordinator	2	1	0	0	3*
Child Support Program Manager	0	0	2*	0	
Child Support Specialist I/II	14	1	15	0	
Child Support Specialist III	4	1	3	2	
Child Support Supervisor	0	1	0	1	
Deputy Director of Child Support Services	0	1	0	1	
Deputy District Attorney I/II/III/Senior	1	1	2	0	
Director of Child Support Services	1	0	1	0	
District Attorney Criminal Investigator	0	1**	0	1**	
Office Assistant I/II	1	5	0	6	
Personnel Technician I/II or Office Assistant I/II	0	0.5	0	0.5	
Program Secretary	0	1	0	1	
Staff Services Analyst I (General)	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u> </u>
Total Permanent	35	19.5	35	18.5	3

CHILD SUPPORT SERVICES

STAFFING (continued)

*Reflect 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 2014-15, this position will not be filled or funded.

In FY 2013-14, the Department's Deputy District Attorney (DDA) retired. The Department has operated with one DDA for several years, although two DDAs have remained a part of our position allocation. It is recommended that two DDAs be funded in Fiscal Year 2014-15. As the previous attorney was a Senior DDA, our Department would be able to hire two DDAs at the I/II level for approximately \$27,000 more per year. Having two DDAs would allow us more flexibility and coverage in the court room. As it is a requirement to have an Attorney represent our Department in court, it would be beneficial to have coverage for absences and additional support in the court room.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,559,647) are recommended reduced \$33,740 based on cost of recommended staff.
- 710103** **Extra Help** (\$76,300) is recommended reduced \$13,700 for extra-help staff which is fully funded for extra projects. In 2014-15, 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.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$25,000) is recommended reduced \$10,200 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 garbage disposal costs.
- 720600** **Insurance** is the Department's contribution to the County's Self-Insured Liability Program.
- 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 reduced \$290 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 increased \$4,400 for maintenance of office and computer equipment, and vehicles.
- 720900** **Maintenance - Structures and Grounds** (\$11,000) is recommended increased \$1,800 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** (\$205,000) is recommended reduced \$10,458 based on decreased system support necessary for our program. Projected expenses are as follows:

Genetic Testing/Paternity Declarations	\$ 22,307
Service of Process	64,693
County IT Staff Support	105,547
ADT Security/Credit Reporting/Other	12,453

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$15,000) is recommended to fund copier contract, including lease of three copiers and copy charges.
- 721900** **Special Departmental Expense** (\$17,253) is recommended increased \$718 based on increases in the property taxes for the facility.
- 722000** **Transportation & Travel** (\$10,000) is recommended unchanged for attendance at meetings, training sessions, and conferences. This account also provides funds for State computer training.
- 722100** **Utilities** (\$30,000) is recommended reduced \$2,000 based on expenditures in FY 2012-13 and expected expenditures in FY 2013-14. This account is used to fund gas, electricity and water utility costs for the Child Support building.

OTHER CHARGES

- 730302** **Retire- Capital Lease** (\$54,541) is recommended unchanged.
- 730502** **Interest- Capital Lease** (\$27,587) is recommended unchanged.

INTRAFUND EXPENSES

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

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	950,885	1,402,198	1,430,190	1,330,190
710103 Extra Help	264,185	86,161	194,221	194,221
710105 Overtime	4,331	5,000	5,000	5,000
710200 Retirement	299,721	420,573	453,905	428,905
710300 Health Insurance	138,729	259,328	202,974	202,974
710400 Workers' Compensation Insurance	110,980	161,762	161,762	138,077
710500 Other Benefits	1,140	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	1,769,970	2,335,022	2,448,052	2,299,367
SERVICES & SUPPLIES				
720300 Communications	3,781	5,300	8,500	8,500
720600 Insurance	105,034	152,640	152,640	233,510
720702 Witness Fees	750	1,500	1,500	1,500
720800 Maintenance-Equipment	815	1,000	1,000	1,000
721100 Memberships	8,345	10,520	10,520	10,520
721300 Office Expense	77,339	34,100	39,024	39,024
721400 Professional & Specialized Services	37,615	30,150	40,000	40,000
721600 Rents & Leases - Equipment	40,815	42,900	42,900	42,900
721900 Special Departmental Expense	17,702	16,000	16,000	16,000
721910 Juvenile Justice Commission	0	2,000	2,000	2,000
721912 Special Departmental Expense - POST Training	0	2,000	3,000	3,000
722000 Transportation & Travel	14,467	21,750	21,750	21,750
TOTAL SERVICES & SUPPLIES	306,662	319,860	338,834	419,704
TOTAL - DISTRICT ATTORNEY	2,076,632	2,654,882	2,786,886	2,719,071

DISTRICT ATTORNEY

COMMENTS

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

WORKLOAD

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
FILES OPENED*	7,953	7,600	7,900
CONSOLIDATED COURTS			
Juvenile Petitions	611	550	550
Jury Trials	75	83	85
Felonies Filed	1,702	1,600	1,700
Misdemeanors Filed	3,026	2,900	3,000

* In December 2009, the District Attorney instituted direct filing of misdemeanor driving-without-a-license cases. These cases are now direct-filed to the court by the law enforcement agencies. While the filing is no longer the responsibility of the DA's office, prosecutor's still make appearances on these cases within traffic court, impacting attorney workload. In Fiscal Year 2012-13, there were 2,124 direct-filed cases. As of December 2013, there have been 1,041 direct-filed cases in the 2013-14 Fiscal Year.

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Bad Check Restitution	\$2,323	\$2,000	\$2,000
Cancel Warrants	218	150	150
Miscellaneous reimbursement & Refunds	1,590	130	380
DA Seized Funds (Consumer Protection or Other)	7,333	12,250	5,000
Asset Forfeiture	44,884	47,750	5,000
AB 109*	0	39,100	40,000
Total	\$56,348	\$101,380	\$52,530

DISTRICT ATTORNEY

*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 \$40,000) 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.

OUT-OF-COUNTY TRIAL COST ESTIMATE

During the 2014-15 Fiscal Year, the District Attorney is anticipating a homicide trial that will require a change of venue and added travel expenses. The County Administrative Office acknowledges this potential; however additional funding is not recommended as part of the budget. If additional travel expenses are actually incurred during the 2014-15 Fiscal Year and exceed the budgeted allocations, the District Attorney will be advised to request a mid-year budget adjustment.

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>		<u>2014-15 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II	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	9.50	.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	0.00	1.00
Office Assistant I/II	1.00		1.00	
Office Services Supervisor I/II, or Senior Legal Secretary	1.00		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⁽⁵⁾</u>		<u>1.00⁽⁵⁾</u>	
Total Permanent	<u>22.85</u>	<u>1.26</u>	<u>22.85</u>	<u>1.26</u>

(1) 0.25 of the Administrative Analyst position is funded in the District Attorney-Welfare Fraud budget.

(2) 0.60 of the Assistant District Attorney position is funded in the District Attorney – COPS budget (03530).

(3) 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) The department is authorized for three Supervising Deputy District Attorneys, which historically have been underfilled with DDA I positions.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,330,190) are recommended reduced \$72,008 based on the cost of recommended staff. Salary and Benefit savings of \$125,000 is included and reflects anticipated savings due to normal attrition and associated time required for recruitment, background check and ultimate selection to fill a vacancy.
- 710103** **Extra Help** (\$194,221) is recommended increased \$108,060 based on current actual costs for Extra Help staff and the need to add a part-time Senior Deputy District Attorney and full-time Investigative Assistant/Student Assistant. Additional staff is needed to take the Gang Homicide cases which require voluminous prosecution packages involving research and case preparation beyond regular cases. We are requesting the investigative assistant position be flex staffed between the Investigative Assistant or Student Assistant positions which will allow the District Attorney to hire the most appropriate person for the position.
- 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 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** (\$8,500) is recommended increased \$3,200 based on current actual costs for cell phones for the investigators and office phones for staff (\$5,000) and the need to install radios for three District Attorney Criminal Investigator vehicles (\$3,500).
- 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.

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$10,520) are recommended unchanged based on actual expenses for membership in the California District Attorneys' Association for the District Attorney (\$2,755), all Deputy District Attorneys (\$2,980), Fresno-Madera Chiefs' Association (\$200), and payment of the California State Bar dues for each Attorney in the Department (\$4,585), as required in the MOU.
- 721300** **Office Expense** (\$39,024) is recommended increased \$1,500 for general office supplies, copying costs, maintaining legal periodicals and books, and the purchase of printed forms.
- 721400** **Professional & Specialized Services** (\$40,000) is recommended increased \$9,850 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). This does not reflect increases necessary to cover the rising costs of pathology and pathologist's testimony at trial.
- 721600** **Rents & Leases – Equipment** (\$42,900) is recommended unchanged for the leasing of five vehicles from Central Garage (\$38,100) and for rental of a copy machine (\$4,800) based on prior year expenses. The five vehicles are used by the investigators in performance of their duties and average 7,300 miles per month.
- 721900** **Special Departmental Expense** (\$16,000) is recommended unchanged for witness expenses, CD and DVD media, photographic services, prison and court records, investigator's 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 increased \$1,000 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** (\$21,750) is recommended unchanged 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 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	71,546	75,386	75,365	75,365
710200 Retirement	18,765	20,619	22,200	22,200
710300 Health Insurance	7,450	8,075	7,710	7,710
710400 Workers' Compensation Insurance	168	254	275	275
TOTAL SALARIES & EMPLOYEE BENEFITS	97,928	104,334	105,550	105,550
SERVICES & SUPPLIES				
720600 Insurance	6	4	6	6
721100 Memberships	270	324	324	324
TOTAL SERVICES & SUPPLIES	276	328	330	330
TOTAL - DISTRICT ATTORNEY- CITIZENS' OPTION FOR PUBLIC SAFETY	98,204	104,662	105,880	105,880

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State Realignment	\$40,177	\$47,210	\$50,000
General Fund Contribution	<u>58,027</u>	<u>57,390</u>	<u>55,880</u>
Totals	\$98,204	\$104,600	\$105,880

STAFFING

	2013-14 <u>Authorized</u>	2014-15 <u>Recommended</u>
<u>Permanent</u> Assistant District Attorney	0.60	0.60

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$75,365) are recommended reduced \$21 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	80,534	89,861	80,157	80,157
710200 Retirement	21,029	24,578	23,636	23,636
710300 Health Insurance	12,416	13,575	8,723	8,723
710400 Workers' Compensation Insurance	301	342	309	309
TOTAL SALARIES & EMPLOYEE BENEFITS	114,281	128,356	112,825	112,825
SERVICES & SUPPLIES				
720600 Insurance	24	7	11	11
721100 Memberships	450	540	540	540
721400 Professional & Specialized Services	2,000	0	0	0
722000 Transportation & Travel	0	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	2,474	2,047	2,051	2,051
TOTAL - DISTRICT ATTORNEY-STATUTORY RAPE VERTICAL PROSECUTION	116,755	130,403	114,876	114,876

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. With the 2014-15 fiscal year, this budget is funded entirely by the General Fund.

WORKLOAD

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Files Opened	40	45	50
Child Forensic Interview Team interviews	67	70	70

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
State Grant	\$ 0	\$ 0	\$ 0
General Fund Contribution	<u>116,755</u>	<u>90,490</u>	<u>114,876</u>
Total	\$116,755	\$90,490	\$114,876

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$80,157) are recommended reduced \$9,704 based on 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	46,076	61,363	69,102	69,102
710103 Extra Help	11,214	0	0	0
710200 Retirement	12,797	16,783	20,376	20,376
710300 Health Insurance	9,941	13,553	12,849	12,849
710400 Workers' Compensation Insurance	202	252	220	220
TOTAL SALARIES & EMPLOYEE BENEFITS	80,230	91,951	102,547	102,547
SERVICES & SUPPLIES				
720600 Insurance	11	7	11	11
721100 Memberships	450	540	540	540
721400 Professional & Specialized Services	44,560	56,000	45,000	45,000
722000 Transportation & Travel	853	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	45,874	58,047	47,051	47,051
TOTAL - DISTRICT ATTORNEY - DUI PROGRAM	126,104	149,998	149,598	149,598

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Program Cases	1,108	1,200	1,250

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
DUI/DMV Fees	\$147,270	\$110,000	\$110,000
County Costs (shortfall)	<u>0</u>	<u>12,582</u>	<u>39,598</u>
Total	\$147,270	\$122,582	\$149,598

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$69,102) are recommended increased \$7,739 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 reduced \$11,000 to provide for blood-drawing services. DUI fines partially offset this expense. The reduction is due, in part, to the addition of the OTS DUI Grant received by the District Attorney's office in October 2012. The OTS DUI grant pays for blood-draw and lab expenses for felony drug and alcohol DUI cases.

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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	66,070	63,623	70,809	70,809
710200 Retirement	17,589	17,402	20,880	20,880
710300 Health Insurance	6,896	7,503	12,850	12,850
710400 Workers' Compensation Insurance	381	634	410	410
TOTAL SALARIES & EMPLOYEE BENEFITS	90,936	89,162	104,949	104,949
SERVICES & SUPPLIES				
720600 Insurance	11	7	11	11
721100 Memberships	450	540	540	540
721300 Office Expense	2,350	485	400	400
722000 Transportation & Travel	1,328	1,670	1,670	1,670
TOTAL SERVICES & SUPPLIES	4,139	2,702	2,621	2,621
TOTAL - DISTRICT ATTORNEY-CRIME PROSECUTION UNIT	95,075	91,864	107,570	107,570

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Cases Referred	163	160	175
Program Cases Worked	441	425	440

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
State Reimbursement	\$86,014	\$110,000	\$120,000
County Cost (shortfall)	<u>9,061</u>	<u>0</u>	<u>0</u>
Total	\$95,075	\$110,000	\$120,000

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III/Senior	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$70,809) are recommended increased \$7,186 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 reduced \$85 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 2014-15**

Department:

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

Function:

Public Protection

Activity:

Judicial-Other

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	27,603	61,385	70,809	70,809
710103 Extra Help	6,754	24,422	27,533	27,533
710200 Retirement	7,865	16,789	20,883	20,883
710300 Health Insurance	3,568	7,137	7,136	7,136
710400 Workers' Compensation Insurance	418	418	415	415
TOTAL SALARIES & EMPLOYEE BENEFITS	46,208	110,151	126,776	126,776
SERVICES & SUPPLIES				
720300 Communications	60	720	720	720
720800 Maintenance - Equipment	2,048	1,000	0	0
721100 Memberships	0	550	550	550
721300 Office Expense	0	250	250	250
721400 Professional & Specialized Services	3,955	10,200	10,200	10,200
722000 Transportation & Travel	2,797	5,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	8,860	17,720	15,720	15,720
TOTAL - DISTRICT ATTORNEY - FED VERT PROS	55,068	127,871	142,496	142,496

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Program Cases	64	70	75

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
State Grant	\$59,642	\$122,800	\$142,496
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$59,642	\$122,800	\$142,496

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</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** (\$70,809) are recommended increased \$9,424 based on recommended staff.
- 710103 **Extra Help** (\$27,533) is recommended increased \$3,111 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.
- 720800 **Maintenance – Equipment** (\$0) is not recommended, a reduction of \$1,000.
- 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 reduced \$1,000 for training, transportation and travel for program staff.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	426,516	531,770	527,087	527,087
710103 Temporary Salaries	51,543	27,213	27,213	27,213
710105 Overtime	0	1,000	1,000	1,000
710200 Retirement	161,432	198,233	213,111	213,111
710300 Health Insurance	76,872	115,405	99,937	99,937
710400 Workers' Compensation Insurance	21,127	32,590	30,609	30,609
TOTAL SALARIES & EMPLOYEE BENEFITS	737,490	906,211	898,957	898,957
SERVICES & SUPPLIES				
720300 Communications	2,264	5,400	10,570	10,570
720500 Household Expenses	1,641	1,800	1,800	1,800
720600 Insurance	379	285	447	447
720800 Maintenance - Equipment	0	700	700	700
720900 Maintenance - Structures & Grounds	0	150	150	150
721100 Memberships	750	960	960	960
721300 Office Expense	2,483	3,000	3,000	3,000
721400 Professional & Specialized Services	1,302	1,500	1,500	1,500
721600 Rents & Leases - Equipment	32,053	45,000	45,000	45,000
721700 Rents & Leases - Buildings	25,200	25,200	25,200	25,200
721900 Special Departmental Expense	11,996	20,180	20,180	20,180
722000 Transportation & Travel	4,248	10,500	10,500	10,500
722100 Utilities	5,901	7,500	7,500	7,500
TOTAL SERVICES & SUPPLIES	88,216	122,175	127,507	127,507
TOTAL - DISTRICT ATTORNEY-WELFARE FRAUD	825,706	1,028,386	1,026,464	1,026,464

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

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Requests for Investigation	897	920	940
Referred for Prosecution	11	30	40

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Federal*	\$562,454	\$563,539	\$707,667
State*	186,201	187,846	270,000
County Cost	<u>77,051</u>	<u>49,547</u>	<u>48,797</u>
Total	\$825,706	\$800,932	\$1,026,464

*The Federal and State Government reimburse approximately 95% of the total cost of the Program.

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst	0.25		0.25	
Deputy District Attorney	0.50		0.50	
District Attorney	0.05*		0.05	
Chief Criminal Investigator	0.75		0.75	
Eligibility Worker III	1.00		1.00	
Program Assistant II	0.00	1.00	0.00	1.00
Welfare Investigator	<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** (\$527,087) are recommended reduced \$4,683 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** (\$10,570) is recommended increased \$5,170 based on current actual costs for cell phones for the investigators and office phones for staff (\$2,500) and the need to install radios for seven Welfare Fraud Investigator vehicles (\$8,070).
- 720500** **Household Expense** (\$1,800) is recommended unchanged for janitorial and rug service.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$700) is recommended unchanged for telephone and copy machine maintenance.
- 720900** **Maintenance - Structures & Grounds** (\$150) is recommended unchanged for building maintenance.
- 721100** **Memberships** (\$960) is recommended unchanged for Fraud Investigators dues (\$420), California Bar dues (\$400), 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department:

**TRIAL COURT
OPERATIONS (02300)**

Function:

Public Protection

Activity:

Judicial

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720900 Maintenance-Buildings & Improvements	72,945	33,500	34,000	34,000
722100 Utilities	51,881	63,415	68,500	68,500
TOTAL SERVICES & SUPPLIES	124,827	96,915	102,500	102,500
OTHER CHARGES				
731308 County Contribution to State Trial Court Trust	1,025,684	1,130,824	1,105,900	1,105,900
731315 Trial Court Funding - County Facilities Payment	263,589	263,587	263,587	263,587
TOTAL OTHER CHARGES	1,289,273	1,394,411	1,369,487	1,369,487
TOTAL - TRIAL COURT OPERATIONS	1,414,100	1,491,326	1,471,987	1,471,987

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 2014-15.

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 2014-15:

SERVICES & SUPPLIES

720900 Maintenance - Building & Improvements (\$34,000) is recommended increased \$500 from 2013-14. 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 2014-15 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 increased \$5,085 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** (\$1,105,900) is recommended reduced \$24,924 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>2012-13</u>	<u>Approved</u> <u>2013-14</u>	<u>Recommended</u> <u>2014-15</u>
Fines and Forfeitures	\$1,025,685	\$1,025,685	\$1,025,685
Share of Excess Fines	0	105,139	80,215
 COUNTY CONTRIBUTION TO TRIAL COURT TRUST FUND	 \$1,025,685	 \$1,130,824	 \$1,105,900

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 2014-15**

Department: **GRAND JURY
(03400)**
Function: **Public Protection**
Activity: **Judicial**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720300 Communications	1,159	1,250	1,250	1,250
721300 Office Expense	2,295	3,000	3,000	3,000
721400 Professional & Specialized	3,063	500	500	500
721700 Rents & Leases-Buildings	12,600	12,600	12,600	12,600
721900 Special Departmental Expense	20,157	20,600	20,600	20,600
722000 Transportation & Travel	32,237	33,750	33,750	33,750
TOTAL SERVICES & SUPPLIES	71,511	71,700	71,700	71,700
TOTAL - GRAND JURY	71,511	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 <u>Rate</u>
Regular Meetings	\$20
Committee Meetings	\$10

For 2014-15, the Grand Jury has requested a budget in the amount of \$71,700, unchanged from the 2013-14 fiscal year. Meetings and Mileage reimbursement at 56 cents per mile are the largest estimated expenditures. The following is the proposed budget submitted by the Grand Jury for 2014-15:

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 2013-14 fiscal year. If, during the 2014-15 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721400 Prof. & Specialized Services-Contracts	2,128,568	2,211,746	2,298,416	2,298,416
721433 Prof. & Specialized Services-Outside Attorneys	388,518	150,000	150,000	150,000
721434 Prof. & Specialized Services-Capital Cases	26,482	50,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	2,543,568	2,411,746	2,548,416	2,548,416
TOTAL - PUBLIC DEFENDER	2,543,568	2,411,746	2,548,416	2,548,416

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Dependency Case Reimbursements	\$39,965	\$36,000	\$50,000
AB 109 – Public Defender Revocation	<u>0</u>	<u>0</u>	<u>40,000</u>
Total	\$39,965	\$36,000	\$90,000

SERVICES & SUPPLIES

721400 **Professional & Specialized Services - Contracts** (\$2,298,416) is recommended increased \$86,670 based on contract provisions. This amount represents the following expenditures:

- Contract for all Public Defender Services - \$2,253,416
- 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.

Note: During the 2014-15 fiscal year, it is anticipated that the final homicide case requiring a change of venue will create additional expenses for outside attorneys, which is not included in this recommended budget. If the actual expenses for outside attorneys exceed appropriations, County Administration will request a transfer from contingencies.

SERVICES & SUPPLIES (continued)

721434 **Professional & Specialized Services - Capital Cases** (\$100,000) is recommended increased \$50,000, based on the number of special circumstance cases assigned to outside public defense attorneys during the 2013-14 fiscal year; these cases are pending trial. This amount represents the estimated cost to provide legal defense for “Special Circumstance Cases,” previously referred to as “Capital Cases,” which may go to trial during the 2014-15 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. Payments are made to the attorneys based on established milestones; it is anticipated that a portion of the milestone payments will be made in the 2014-15 fiscal year, and the remaining payments will be made in the 2015-16 fiscal year. If actual expenses for these cases exceed appropriations in the 2014-15 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 2014-15**

Department: **SHERIFF-CORONER
(04000)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,205,682	4,390,677	4,406,020	4,406,020
710103 Extra Help	48,779	121,000	101,000	101,000
710105 Overtime	232,453	165,000	165,000	165,000
710106 Standby & Night Premium	17,689	14,000	14,000	14,000
710110 Uniform Allowance	41,122	41,450	43,000	43,000
710200 Retirement	1,461,302	1,577,282	1,627,493	1,627,493
710300 Health Insurance	596,416	700,029	620,000	620,000
710400 Workers' Compensation Insurance	397,913	510,587	406,595	406,595
710500 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	7,002,556	7,520,025	7,383,108	7,383,108
SERVICES & SUPPLIES				
720300 Communications	99,097	105,000	113,000	113,000
720305 Microwave Radio Services	124,997	129,557	115,000	115,000
720500 Household Expense	3,664	1,000	4,500	4,500
720600 Insurance	329,723	278,699	391,112	391,112
720800 Maintenance - Equipment	86,104	64,000	68,000	68,000
720900 Maintenance - Buildings & Improvements	0	0	12,000	12,000
721100 Memberships	4,208	6,350	6,350	6,350
721300 Office Expense	137,457	20,000	25,000	25,000
721400 Professional & Specialized Services	535,589	410,000	500,000	500,000
721600 Rents & Leases - Equipment	779,571	722,000	722,000	722,000
721700 Rents & Leases	0	0	360,000	360,000
721900 Special Departmental Expense	102,717	94,500	104,000	104,000
721912 POST Training	16,375	0	0	0
722000 Transportation & Travel	22,307	60,000	65,000	65,000
TOTAL SERVICES & SUPPLIES	2,241,809	1,891,106	2,485,962	2,485,962
FIXED ASSETS				
740300 Equipment	0	25,000	25,000	25,000
TOTAL FIXED ASSETS	0	25,000	25,000	25,000
TOTAL - SHERIFF-CORONER	9,244,365	9,436,131	9,894,070	9,894,070

SHERIFF-CORONER

COMMENTS

The Sheriff is responsible for the enforcement of State and County laws, the prevention of crime, and apprehension of criminals in the unincorporated areas of the County, 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, identification, records, and criminal warrant 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

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Revenue from Fees, Intergovernmental Services & Reimbursement	\$195,027	\$370,000	\$240,000
Criminal Justice Facility Funds	0	0	180,000
Other Financing Sources (Rural Small Counties Fund)	<u>450,000</u>	<u>375,000</u>	<u>375,000</u>
Total Funding	\$645,027	\$745,000	\$795,000

STAFFING

<u>Permanent (excluding positions funded by Grants)</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</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		2	
Administrative Assistant	1		1	
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	32	11
Identification Specialist or Identification Technician	2		2	

SHERIFF-CORONER

STAFFING (continued)

<u>Permanent (continued)</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Program Assistant I/II	6	0.75	6	0.75	
Property & Evidence Technician	2		2		
Senior Program Assistant	1		1		
Sheriff-Coroner	1		1		
Sheriff's Business Manager	1		1		
Sheriff's Public Information Officer	1		1		
Sheriff's Lieutenant	3		3		
Sheriff's Office Supervisor	1		0		1
Sheriff's Sergeant	9	1	9	1	
Supervising Communications Dispatcher	0	1	0	1	
Undersheriff	<u>1</u>		<u>1</u>		
Total Permanent	<u>74.75</u>	<u>15.75</u>	<u>74.75</u>	<u>15.75</u>	<u>1</u>

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$4,406,020) are recommended increased \$15,343 based on the cost of recommended staff. Salary and Benefit savings of \$150,000 are included and reflects anticipated savings due to normal attrition and associated time required for recruitment, background check and ultimate selection to fill a vacancy.
- 710103** **Extra Help** (\$101,000) is recommended reduced \$20,000 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** (\$165,000) is recommended unchanged based on current expenditures for covering open shifts created by injury or illness, unusual or significant criminal events, court appearances or special events.

SALARIES & EMPLOYEE BENEFITS (continued)

- 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** (\$43,000) is recommended increased \$1,550 based on recommended staffing levels and prior year expenditures to provide uniform allowance for employees.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$113,000) is recommended increased \$8,000 based on current year expenditures for telephone costs of this Department, CLETS Terminal warrant communications lines, telephone service at the Oakhurst substations and for the Live Scan Fingerprint System. This account funds wireless computer connections from patrol vehicles to the network system.
- 720305 **Microwave Radio Services** (\$115,000) is recommended reduced \$14,557 as the Department's contribution to the Internal Service Fund is based on the number of radios in this Department utilizing the County's microwave radio network.
- 720500 **Household Expense** (\$4,500) is recommended increased \$3,500 for refuse disposal and household supplies at the Sheriff's headquarters.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$68,000) is recommended increased \$4,000 based on current expenditures for Software Maintenance for the Computer Aided Dispatch program, and maintenance of all other equipment.
- 720900 **Maintenance – Buildings & Improvements** (\$12,000) is recommended for special costs associated with occupancy of the new Sheriff Administration building.

SERVICES & SUPPLIES (continued)

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	CAL Law Enforcement Assn. of Records(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** (\$25,000) is recommended increased \$5,000 based on current expenditures and projected need for general office supplies and equipment.

721400 **Professional & Specialized Services** (\$500,000) is recommended increased \$90,000 for the following technical services:

- Psychological evaluations for new deputies, reserves, and promotions \$ 10,000
- Everbridge Notification and Alert Services 35,000
- Miscellaneous expenses - Polygraphs, backgrounds, sexual assault exams, etc. 10,000
- Pathologist special reports, mortuary services (estimated coroner cases per year - 550) and other medical services for the Department (Autopsy expenses continue to increase) 445,000

721600 **Rents & Leases - Equipment** (\$722,000) is recommended unchanged for the following:

- Vehicle rental cost from Central Garage at current mileage rate \$670,000
- Copy Machine rental charge (Central Services) 46,600
- Rental for Pistol Range, Marksmanship Training (12 days use) 5,400

721700 **Rents & Leases** (\$360,000) is recommended for lease payments on the new Sheriff Administration Building beginning January 1, 2015. Half of the cost associated with the lease payment (\$180,000) will be offset with Criminal Justice Facility Funds.

721900 **Special Departmental Expense** (\$104,000) is recommended increased \$9,500 based on current expenditures to fund small items used or consumed in operations by the Sheriff's Department:

SHERIFF-CORONER

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

<u>Description</u>	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Deputy Sheriff Reserves	\$11,000	\$15,000
Search and Rescue	3,000	3,000
Special Weapons and Tactics Team	4,000	4,000
Diving Team / Rescue Equipment & Supplies	2,500	2,500
Volunteer Citizens on Patrol	5,000	5,000
Dept Consumable Supplies/Equipment (Safety Equip, Armory, Ident, Coroner)	30,500	30,500
Ammunition	30,000	36,000
K-9 Program, K-9 care (6 Dogs) equipment, supplies, Insurance	5,000	4,500
Crime Prevention / Neighborhood Watch Program	1,000	1,000
Sheriff's Business Office Expenses	1,500	1,500
Informant Funds (Vice Operations)	<u>1,000</u>	<u>1,000</u>
Total	<u>\$94,500</u>	<u>\$104,000</u>

722000 Transportation & Travel (\$65,000) is recommended increased \$5,000 based on training needs of new hires, promoted staff and current year expenditures.

FIXED ASSETS

740301 Fixed Assets (\$25,000) is recommended unchanged for Sheriff's Office System improvements which will be offset by contributions from the Sheriff's Rural Small Counties fund, as follows:

Automation and Information Systems Upgrade Project (\$10,000) is recommended for the purchase of equipment and IT systems which enhance operations of the Department.

Building Facilities and Improvements (\$7,500) is recommended for purchase of systems/appliances that enhance operations.

New Office/Fleet Management Improvements (\$7,500) is recommended to allow purchases of equipment or fleet systems needed in the relocation of the Sheriff's Operations in FY 2014-15.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	174,686	218,585	219,286	219,286
710105 Overtime	2,397	3,500	3,500	3,500
710110 Uniform Allowance	1,064	1,200	1,200	1,200
710200 Retirement	55,762	76,500	79,833	79,833
710300 Health Insurance	24,024	31,230	29,508	29,508
710400 Worker's Compensation	1,000	1,000	1,000	1,000
TOTAL SALARIES & EMPLOYEE BENEFITS	258,933	332,015	334,327	334,327
SERVICES & SUPPLIES				
720300 Communications	5,697	7,360	8,000	8,000
720305 Microwave Radio Services	3,000	5,000	6,000	6,000
720800 Maintenance - Equipment	0	1,000	1,000	1,000
721300 Office Expense	9,572	1,950	1,000	1,000
721400 Prof & Spec Svs	0	0	4,000	4,000
721600 Rents & Leases - Equipment	0	500	500	500
721601 Rents & Leases - Vehicle Mileage	12,986	11,000	15,000	15,000
721900 Special Departmental Expense	5,026	11,520	10,000	10,000
722000 Transportation & Travel	7,696	14,000	14,000	14,000
TOTAL SERVICES & SUPPLIES	43,978	52,330	59,500	59,500
TOTAL - SHERIFF-EMPG - EMERG PLANNING	302,911	384,345	393,827	393,827

SHERIFF – EMPG – EMERG PLANNING

COMMENTS

This budget includes funding for the Office of Emergency Services (OES) under Org Key 04023. The California OES provides pass-through funds from the Federal Emergency Management Agency to support proactive planning for all disaster hazards. The Emergency Management Performance Grant (EMPG) has been awarded continuously for over 28 years to allow staff and officials to prepare the Emergency Management Plan, Equipment Resource Inventories, 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.

The EMPG award requires an equal match of local money provided by the General Fund. The Sheriff has offered to provide additional funds of up to \$50,000 (Rural Counties Sheriff) for the amount over and above the required 50% General Fund match to offset the cost of the Lieutenant assigned to this budget.

REVENUE

	<u>Actual</u> 2012-13	<u>Estimated</u> 2013-14	<u>Projected</u> 2014-15
EMPG – Grant	\$128,980	\$167,173	\$167,000
Small Rural Counties Contribution	50,000	25,654	50,000
General Fund Contribution	<u>123,931</u>	<u>167,173</u>	<u>176,827</u>
Total Funding	\$302,911	\$360,000	\$393,827

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
<u>Permanent</u>		
Emergency Services Coordinator	1	1
Program Assistant I/II	1	1
Sheriff's Sergeant	0.33	0.33
Lieutenant	<u>1</u>	<u>1</u>
Total Permanent	3.33	3.33

SHERIFF – EMPG – EMERG PLANNING

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$219,286) are recommended increased \$701 based on the cost of the recommended staffing.
- 710105** **Overtime** (\$3,500) is recommended unchanged for overtime expenses which may occur during Emergency Response.
- 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 increased \$640 based on current and projected expenses.
- 720305** **Microwave Radio Services** (\$6,000) is recommended increased \$1,000 to fund the unit's contribution to the Internal Service Fund based on the number of assigned radios assigned utilizing 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 reduced \$950 based on projected need.
- 721400** **Professional & Special Services** (\$4,000) is recommended for the annual satellite data services expense.
- 721600** **Rents & Leases – Equipment** (\$500) is recommended unchanged based on projected expenses.
- 721601** **Rents & Leases – Vehicle Mileage** (\$15,000) is recommended increased \$4,000 based on current year expenditures. These funds are utilized to reimburse the Central Garage for vehicles used by the Coordinator and Sheriff Lieutenant.
- 721900** **Special Departmental Expense** (\$10,000) is recommended reduced \$1,520 to provide small tools and equipment needed for the planning program, as well as the promotion/marketing of the Emergency Notification System.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$14,000) is recommended unchanged for the Coordinator and staff to attend regional planning meetings and state/federal-level training. The funds may be used for out-of-state travel.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **SHERIFF-BASS LAKE
OPERATIONS (04030)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
Bass Lake Boat Fees
CAO
RECOMMENDED
2014-15

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	56,292	61,442	61,308	61,308
710103 Extra Help	41,410	50,000	50,000	50,000
710105 Overtime	507	5,800	800	800
710110 Uniform Allowance	637	600	600	600
710200 Retirement	31,009	24,480	25,298	25,298
710300 Health Insurance	5,358	5,060	5,000	5,000
710400 Workers' Compensation Insurance	1,735	2,186	1,009	1,009
TOTAL SALARIES & EMPLOYEE BENEFITS	136,948	149,568	144,015	144,015
SERVICES & SUPPLIES				
720305 Microwave Radio Services	3,000	1,000	3,000	3,000
720600 Insurance	86	49	146	146
720601 Insurance Premium	466	800	800	800
720800 Maintenance - Equipment	15,425	18,000	18,000	18,000
720900 Maintenance - Structures & Grounds	900	2,500	2,500	2,500
721300 Office Expense	2,376	2,800	2,800	2,800
721600 Rents & Leases - Equipment	0	6,900	4,159	4,159
721900 Special Departmental Expense	0	500	500	500
TOTAL SERVICES & SUPPLIES	22,253	32,549	31,905	31,905
FIXED ASSETS				
740300 Equipment	0	0	50,000	50,000
TOTAL FIXED ASSETS	0	0	50,000	50,000
TOTAL - SHERIFF-BASS LAKE OPERATIONS	159,201	182,117	225,920	225,920

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 eight months of the year and performs duties related to Search and Rescue and emergency services operations for the Office of Emergency Services for four months.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Boat Licenses	\$129,702	\$165,000	\$225,920
General Fund Contribution	<u>30,000</u>	<u>0</u>	<u>0</u>
Total Funding	\$159,202	\$165,000	\$225,920

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

STAFFING

	2013-14 <u>Authorized</u>	2014-15 <u>Recommended</u>
<u>Permanent</u> Sheriff-Sergeant	0.67	0.67

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$61,308) are recommended reduced \$134 based on recommended staffing.
- 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 reduced \$5,000 based on lake service needs.
- 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.

SHERIFF - BASS LAKE OPERATIONS

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

720305 Microwave Radio Services (\$3,000) is recommended increased \$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 the County boats operated at Bass Lake.

720800 Maintenance - Equipment (\$18,000) is recommended unchanged based on operating and maintaining two (2) patrol boats and two (2) 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; existing boats will need replacement within 12 months. A replacement boat is included in the FY 2014-15 budget and is identified in Fixed Assets.

720900 Maintenance - Structures and Grounds (\$2,500) is recommended unchanged to maintain facilities and equipment.

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 reduced \$2,741 for the rental of vehicles from the Central Garage.

721900 Special Departmental Expense (\$500) is recommended unchanged for the purchase of life jackets, rope bumpers, first aid supplies, chairs, fire extinguishers, etc.

FIXED ASSETS

740301 Fixed Assets – Equipment (\$50,000) is recommended to purchase a replacement enforcement boat with funds in the Bass Lake Boating Fee Fund (6133).

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710103 Extra Help	264	7,000	0	0
710105 Overtime	50,500	43,000	45,000	45,000
TOTAL SALARIES & EMPLOYEE BENEFITS	50,764	50,000	45,000	45,000
SERVICES & SUPPLIES				
721900 Special Departmental Expense	23,875	30,000	49,500	49,500
722000 Transportation & Travel	10,501	8,000	10,500	10,500
TOTAL SERVICES & SUPPLIES	34,376	38,000	60,000	60,000
FIXED ASSETS				
740300 Equipment	0	9,000	0	0
TOTAL FIXED ASSETS	0	9,000	0	0
TOTAL - SHERIFF- FED DOM CANNABIS ERAD	85,140	97,000	105,000	105,000

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 6 years.

REVENUE

	Actual 2012-13	Estimated 2013-14	Projected 2014-15
DCESP Federal Funds	\$76,020	\$67,241	\$105,000
County General Fund Contribution	9,120	0	0
Total	\$85,140	\$67,241	\$105,000

SALARIES & EMPLOYEE BENEFITS

710303 **Extra Help** (\$0) is not recommended, a reduction of \$7,000.

710105 **Overtime** (\$45,000) is recommended increased \$2,000 to pay the cost of assigned Deputy Sheriffs working the program on an overtime basis.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$49,500) is recommended increased \$19,500 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** (\$10,500) is recommended increased \$2,500 for training and travel for assigned deputies working on the program.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	117,042	118,558	122,566	122,566
710105 Overtime	7,474	13,500	10,500	10,500
710106 Stand-by Pay	0	0	986	986
710107 Premium Pay	0	0	1,000	1,000
710110 Uniform Allowance	1,800	1,800	1,800	1,800
710200 Retirement	47,098	47,924	50,576	50,576
710300 Health Insurance	17,184	18,823	17,786	17,786
710400 Workers' Compensation Insurance	8,084	12,426	646	646
TOTAL SALARIES & EMPLOYEE BENEFITS	198,683	213,031	205,860	205,860
SERVICES & SUPPLIES				
720600 Insurance	21	14	21	21
TOTAL SERVICES & SUPPLIES	21	14	21	21
TOTAL - SHERIFF- CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)	198,704	213,045	205,881	205,881

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State COPS SLESF Funds	\$116,803	\$140,000	\$150,000
General Fund Contribution	<u>81,901</u>	<u>73,000</u>	<u>55,881</u>
Total Funding	\$198,704	\$213,000	\$205,881

STAFFING

	2013-14 <u>Authorized</u>	2014-15 <u>Recommended</u>
Deputy Sheriff I/II	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$122,566) are recommended increased \$4,008 based on the cost of recommended staffing.
- 710105** **Overtime** (\$10,500) is recommended reduced \$3,000 based on current year expenditures.
- 710106** **Stand-By Pay** (\$986) is recommended based on current year expenditures.
- 710107** **Premium Pay** (\$1,000) is recommended 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	309,576	331,971	337,399	337,399
710105 Overtime	6,736	18,900	22,000	22,000
710106 Standby & Night Premium	1,020	1,500	1,500	1,500
710110 Uniform Allowance	4,575	4,600	4,600	4,600
710200 Retirement	122,979	131,792	139,224	139,224
710300 Health Insurance	47,428	48,764	54,119	54,119
710400 Workers' Compensation Insurance	827	1,319	1,189	1,189
TOTAL SALARIES & EMPLOYEE BENEFITS	493,141	538,846	560,031	560,031
SERVICES & SUPPLIES				
720300 Communications	456	800	800	800
720305 Microwave Radio Services	10,000	10,000	10,000	10,000
720600 Insurance	109	83	121	121
721601 Rents/Lse Co Vehicle	6,568	7,070	8,100	8,100
TOTAL SERVICES & SUPPLIES	17,133	17,953	19,021	19,021
TOTAL - SHERIFF-CHUKCHANSI CASINO	510,275	556,799	579,052	579,052

SHERIFF – CHUKCHANSI CASINO SERVICE

COMMENTS

This budget implements 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. The Tribal Government reimburses the County for the salary and benefit cost of five (5) Deputy Sheriff's positions assigned to this function in accordance with the MOU. The County General Fund is not reimbursed for operating expenses, training or equipment for the assigned Deputies. The MOU does authorize a 12% administrative fee to be added to the Salary/Benefit expense.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Service to Chukchansi Casino	\$552,564	\$554,000	\$627,235
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$552,564	\$554,000	\$627,235

Note: The projected program revenue in this budget exceeds anticipated expenses. This occurs because the MOU allows a 12% administrative fee. It is calculated that the administrative fee will be \$67,204 in the coming year, which is added to the expected Salary/Benefit expenses of \$560,031. The total revenue of Salary & Benefits plus administrative fee is equal to \$627,235.

STAFFING

	2013-14 <u>Authorized</u>	2014-15 <u>Recommended</u>
<u>Permanent</u> Deputy Sheriff I/II	5	5

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$337,399) are recommended increased \$5,428 based on the cost of recommended staff.

710105 **Overtime** (\$22,000) is recommended increased \$3,100 based on current year experience.

710106 **Standby & Night Premium** (\$1,500) is recommended unchanged.

SHERIFF – CHUKCHANSI CASINO SERVICE

SALARIES & EMPLOYEE BENEFITS (continued)

- 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.
- 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 increased \$1,030 to lease vehicles from the Central Garage.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	111,424	122,795	123,000	123,000
710105 Overtime	11,411	4,000	5,000	5,000
710110 Uniform Allowance	1,667	1,800	1,800	1,800
710200 Retirement	44,855	48,935	50,606	50,606
710300 Health Insurance	19,487	23,654	21,299	21,299
710400 Workers' Compensation Insurance	24,486	33,048	47,305	47,305
TOTAL SALARIES & EMPLOYEE BENEFITS	213,329	234,232	249,010	249,010
SERVICES & SUPPLIES				
720300 Communications	2,131	2,200	2,200	2,200
720305 Microwave Radio Services	2,000	2,000	4,000	4,000
720600 Insurance	200	161	251	251
720800 Maintenance - Equipment	0	300	0	0
721100 Memberships	0	50	100	100
721300 Office Expense	1,600	200	700	700
721600 Rents & Leases - Equipment	22,113	32,047	26,000	26,000
721900 Special Departmental Expense	89	250	500	500
722000 Transportation & Travel	259	800	800	800
TOTAL SERVICES & SUPPLIES	28,391	38,008	34,551	34,551
TOTAL - SHERIFF-RURAL CRIME PREVENTION TASK FORCE	241,721	272,240	283,561	283,561

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 will be used to offset the General Fund Contribution in 2014-15.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State RCTF Funding	\$170,000	\$255,000	\$283,561
General Fund Contribution	<u>71,721</u>	<u>0</u>	<u>0</u>
Total Funding	\$241,721	\$255,000	\$283,561

STAFFING

	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
<u>Permanent</u> Deputy Sheriff I/II	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$123,000) are recommended increased \$205 based on the cost of recommended staff.
- 710105** **Overtime** (\$5,000) is recommended increased \$1,000 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 increased \$2,000 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.
- 720800 Maintenance - Equipment (\$0) is not recommended, a reduction of \$300.
- 721100 Memberships (\$100) is recommended increased \$50 for membership in the California Rural Crime Prevention Task Force.
- 721300 Office Expense (\$700) is recommended increased \$500 for expendable/consumable supplies.
- 721600 Rents & Leases - Equipment (\$26,000) is recommended reduced \$6,047 based on current year expenditures.
- 721900 Special Departmental Expense (\$500) is recommended increased \$250 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	170,019	240,088	271,576	271,576
710103 Extra Help	1,803	5,000	2,000	2,000
710105 Overtime	12,320	4,000	8,000	8,000
710106 Standby & Night Premium	360	500	500	500
710110 Uniform Allowance	2,175	2,250	2,700	2,700
710200 Retirement	80,008	87,671	103,664	103,664
710300 Health Insurance	42,589	52,901	37,771	37,771
710400 Workers' Compensation Insurance	4,000	12,252	12,398	12,398
TOTAL SALARIES & EMPLOYEE BENEFITS	313,274	404,662	438,609	438,609
SERVICES & SUPPLIES				
720300 Communications	413	2,200	1,900	1,900
720305 Microwave Radio Services	1,000	3,000	3,000	3,000
720600 Insurance	100	47	426	426
721300 Office Expense	3,178	3,500	3,500	3,500
721400 Professional & Specialized Services	4,557	6,500	6,500	6,500
721600 Rents & Leases - Equipment	38,780	65,300	43,500	43,500
721900 Special Departmental Expense	229	0	700	700
722000 Transportation & Travel	1,111	3,000	1,500	1,500
TOTAL SERVICES & SUPPLIES	49,367	83,547	61,026	61,026
TOTAL - SHERIFF-CIVIL DIVISION	362,641	488,209	499,635	499,635

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	Estimated	Projected
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Civil Processing Fees (Includes 1205d)	\$93,245	\$160,000	\$130,000
General Fund Contribution	<u>269,396</u>	<u>235,000</u>	<u>369,635</u>
Total Funding	\$362,641	\$395,000	\$499,635

STAFFING

	2013-14	2014-15
	<u>Authorized</u>	<u>Recommended</u>
<u>Permanent</u>		
Deputy Sheriff I or II	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** (\$271,576) are recommended increased \$31,488 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$2,000) is recommended reduced \$3,000 to provide coverage for vacation/sick relief and other services.
- 710105** **Overtime** (\$8,000) is recommended increased \$4,000 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 increased \$450 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** (\$1,900) is recommended reduced \$300 based on projected expenditures.
- 720305 **Microwave Radio Services** (\$3,000) is recommended unchanged to pay program's share of the Internal Service Fund for use of radios on the Microwave 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 Siron License.
- 721600 **Rents & Leases - Equipment** (\$43,500) is recommended reduced \$21,800 based on current and projected expense 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 increased \$700 for small tools and equipment.
- 722000 **Transportation & Travel** (\$1,500) is recommended reduced \$1,500 to fund training of assigned staff and reimbursement of private mileage cost.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	47,000	50,000	50,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	47,000	50,000	50,000
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	0	9,800	10,000	10,000
721900 Special Departmental Expense	1,563	12,200	12,000	12,000
722000 Transportation & Travel	460	8,000	8,000	8,000
TOTAL SERVICES & SUPPLIES	2,023	30,000	30,000	30,000
FIXED ASSETS				
740300 Equipment	0	36,000	15,000	15,000
TOTAL FIXED ASSETS	0	36,000	15,000	15,000
TOTAL - SHERIFF- OFF HWY VEH ENFRC PROGRAM	2,023	113,000	95,000	95,000

SHERIFF – OFF HWY VEHICLE ENFRC GRANT

COMMENTS

This budget provides appropriations for the Sheriff's Off-Highway Vehicle (OHV) Enforcement Grant under Org Key 04066. The work is supported by a grant from the California State Parks, Off-Highway Motor Vehicle Recreation (OHMVR) program. The purpose of the funding is to provide safety services to OHV enthusiasts. The funds also support enforcement of laws regulating the operation of OHVs. The OHMVR program also funds the purchase of vehicles and equipment, allowing the Department to sustain the OHV safety effort. The OHMVR program will pay for fixed overtime costs on a reimbursement basis.

The OHMVR grant requires an inkind match of 25%. Most of the match will be incurred by documenting the administrative/staff service hours dedicated to this program. The balance of the match will be provided by unreimbursed Deputy and volunteer service hours towards OHV objectives.

<u>REVENUE</u>	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
OHMVR Grant	\$ 0	\$40,000	\$95,000
General Fund Contribution	<u>2,023</u>	<u>0</u>	<u>0</u>
Total Funding	\$2,023	\$40,000	\$95,000

SALARIES & EMPLOYEE BENEFITS

710105 Overtime (\$50,000) is recommended increased \$3,000 based on program commitments for Deputy Sheriff Overtime labor on OHV enforcement.

SERVICES & SUPPLIES

721306 Equipment <FA Limit (\$10,000) is recommended increased \$200 for equipment purchases less than \$5000.

721900 Special Departmental Expense (\$12,000) is recommended reduced \$200 for repairs, vehicle parts, safety gear and other special program items.

722000 Transportation & Travel (\$8,000) is recommended unchanged for travel costs to participate in OHMVR meetings/Training.

SHERIFF – OFF HWY VEHICLE ENFRC GRANT

FIXED ASSETS

740300 **Equipment** (\$15,000) is recommended for the purchase of three (3) motorcycles and accessories to assist with OHV enforcement and search and rescue.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	246,064	271,615	259,147	259,147
710105 Overtime	6,241	5,000	5,000	5,000
710110 Uniform Allowance	900	900	900	900
710200 Retirement	79,304	88,774	89,068	89,068
710300 Health Insurance	45,315	52,672	50,319	50,319
710400 Workers' Compensation Insurance	4,214	5,266	4,947	4,947
TOTAL SALARIES & EMPLOYEE BENEFITS	382,038	424,227	409,381	409,381
SERVICES & SUPPLIES				
720305 Microwave Radio Services	6,000	6,000	6,000	6,000
720600 Insurance	24	16	24	24
721400 Professional and Specialized Services	2,000	2,000	2,000	2,000
721900 Special Departmental Expense	885	3,100	3,100	3,100
722000 Transportation & Travel	0	2,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	8,909	13,116	13,124	13,124
TOTAL - SHERIFF-ANTI-DRUG ABUSE GRANT	390,948	437,343	422,505	422,505

SHERIFF-ANTI-DRUG ABUSE GRANT

COMMENTS

The Byrne Anti-Drug Abuse (Byrne ADA) Grant budget, Org Key 04070, funds County 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.

Federal Byrne ADA funds are administered by the Board of State Community Corrections (BSCC), which sub-grants to this County. A County General Fund cash match is not required; however, the expense of this program exceeds the offered funds. Your Board has elected to fund the difference in past years. Reimbursement is provided quarterly from federal funds.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State/Federal Funding	\$126,732	\$112,000	\$116,000
AB109 DA augmentation	0	0	0
General Fund Contribution	<u>264,216</u>	<u>325,000</u>	<u>306,505</u>
Total Funding	\$390,948	\$437,000	\$422,505

STAFFING

	2013-14 <u>Authorized</u>	2014-15 <u>Recommended</u>
<u>Permanent</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** (\$259,147) are recommended reduced \$12,468 based on the cost of recommended staffing levels.
- 710105 **Overtime** (\$5,000) is recommended unchanged based on current expenditures.
- 710110 **Uniform Allowance** (\$900) is recommended unchanged to provide uniform expense payment to safety employees.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720305 **Microwave Radio Services** (\$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** (\$2,000) is recommended unchanged based on current year expenditures for Audit services.
- 721900 **Special Departmental Expense** (\$3,100) is recommended unchanged for small tools and equipment needed for this program.
- 722000 **Transportation & Travel** (\$2,000) is recommended unchanged based on current expenditures to attend mandated state program training.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	99,133	113,831	116,854	116,854
710105 Overtime	20,429	12,000	17,000	17,000
710106 Standby & Night Premium	55	300	300	300
710110 Uniform Allowance	1,625	1,800	1,860	1,860
710200 Retirement	41,178	45,515	48,218	48,218
710300 Health Insurance	10,153	19,310	7,136	7,136
710400 Workers' Compensation Insurance	394	243	381	381
TOTAL SALARIES & EMPLOYEE BENEFITS	172,967	192,999	191,749	191,749
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	4,933	8,000	6,000	6,000
721300 Office Expense	10,799	500	2,000	2,000
721900 Special Departmental Expense	7,689	1,500	2,000	2,000
722000 Transportation & Travel	1,193	7,759	7,500	7,500
TOTAL SERVICES & SUPPLIES	28,615	23,559	23,300	23,300
TOTAL - SHERIFF-CAL-MMET GRANT	201,582	216,558	215,049	215,049

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

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
CAL-MMET - 2011 Realignment	\$220,605	\$202,000	\$215,049
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	\$220,605	\$202,000	\$215,049

STAFFING

	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Deputy Sheriff I/II	2	2

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$116,854) are recommended increased \$3,023 based on recommended staffing.
- 710105** **Overtime** (\$17,000) is recommended increased \$5,000 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** (\$1,860) is recommended increased \$60 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** (\$6,000) is recommended reduced \$2,000 based on current year expenditures for maintenance and repairs to existing equipment and fuel for two vehicles.

721300 **Office Expense** (\$2,000) is recommended increased \$1,500 for small equipment and consumable office supplies.

721900 **Special Departmental Expense** (\$2,000) is recommended increased \$500 based on current year experience.

722000 **Transportation & Travel** (\$7,500) is recommended reduced \$259 to fund anticipated training costs

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	18,290	30,000	30,000	30,000
TOTAL SERVICES & SUPPLIES	18,290	30,000	30,000	30,000
TOTAL - SHERIFF-JSTC ASSTNC PROGRAM	18,290	30,000	30,000	30,000

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
US DOJ JAG Block Grant	\$49,703	\$19,615	\$30,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$49,703	\$19,615	\$30,000

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$30,000) is recommended unchanged for the purchase of equipment and operating supplies for the Sheriff's office.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **SHERIFF-COURT SECURITY
(4074)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	644,483	769,025	841,798	841,798
710103 Extra Help	37,650	9,000	8,000	8,000
710105 Overtime	10,587	2,000	20,000	20,000
710106 Standby & Night Premium	1,055	500	500	500
710110 Uniform Allowance	8,800	10,800	12,600	12,600
710200 Retirement	246,408	306,413	347,360	347,360
710300 Health Insurance	91,708	101,627	110,467	110,467
710400 Workers' Compensation Insurance	52,634	63,707	65,094	65,094
TOTAL SALARIES & EMPLOYEE BENEFITS	1,093,325	1,263,072	1,405,819	1,405,819
SERVICES & SUPPLIES				
720300 Communications	223	1,200	2,500	2,500
720305 Microwave Radio Services	7,000	12,000	16,000	16,000
720600 Insurance	371	258	258	258
721300 Office Expense	6,847	3,500	3,500	3,500
721900 Special Departmental Expense	9,507	111,000	25,000	25,000
722000 Transportation & Travel	0	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	23,948	137,958	57,258	57,258
TOTAL - SHERIFF- COURT SECURITY	1,117,273	1,401,030	1,463,077	1,463,077

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 stability of these funds.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Court Security Services	\$1,117,273	\$1,396,870	\$1,463,077
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$1,117,273	\$1,396,870	\$1,463,077

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

STAFFING

	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
<u>Permanent</u>		
Deputy Sheriff I or II	11	11
Sheriff's Sergeant	<u>2</u>	<u>2</u>
Total Permanent Staff	13	13

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$841,798) are recommended increased \$72,773 based on recommended staffing level.
- 710103** **Extra Help** (\$8,000) is recommended reduced \$1,000 to provide coverage in unique situations, or staffing shortages due to vacation/sick leave.
- 710105** **Overtime** (\$20,000) is recommended increased \$18,000 to meet special security service needs of the courts.
- 710106** **Premium Pay** (\$500) is recommended unchanged based on current usage.

SHERIFF –COURT SECURITY

SALARIES & EMPLOYEE BENEFITS (continued)

- 710110 **Uniform Allowance** (\$12,600) 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** (\$2,500) is recommended increased \$1,300 to equip a second Sheriff's Sergeant supervisor.
- 720305 **Microwave Radio Services** (\$16,000) is recommended increased \$4,000 for the program's contribution to the Internal Service Fund based on the number of radios utilizing the Microwave Radio System.
- 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.
- 721900 **Special Departmental Expense** (\$25,000) is recommended reduced \$86,000 due to the elimination of appropriations for the purchase of a communications system included in the previous year's budget.
- 722000 **Transportation & Travel** (\$10,000) is recommended unchanged to provide for training and for private mileage reimbursement.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720300 Communications	10,995	7,500	7,500	7,500
720800 Maintenance - Equipment	440	6,500	6,500	6,500
721100 Memberships	0	450	300	300
721300 Office Expense	11,604	3,200	3,200	3,200
721400 Professional & Specialized Services	1,126	3,500	3,800	3,800
721500 Publications & Legal Notices	0	2,000	2,000	2,000
721602 Rents & Leases - Other Equipment	9,558	4,300	16,000	16,000
721900 Special Departmental Expense	4,339	5,550	4,000	4,000
722000 Transportation & Travel	8,518	7,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	46,579	40,000	58,300	58,300
TOTAL - SHERIFF-OCJP NET PROJECT	46,579	40,000	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

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Asset Forfeiture Funds (Revenue Acct 673410)	\$46,539	\$46,853	\$58,300
General Fund Contribution	<u>40</u>	<u>0</u>	<u>0</u>
Total Funding	\$46,579	\$46,853	\$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** (\$7,500) is recommended unchanged 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 reduced (\$150) based on current year expenditures to fund six (6) memberships in California Narcotic Officers Association.

- 721300** **Office Expense** (\$3,200) is recommended unchanged to provide for general office supplies.

- 721400** **Professional & Specialized Services** (\$3,800) is recommended increased \$300 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** (\$2,000) is recommended unchanged for funding of public legal notice requirements.

SERVICES & SUPPLIES (continued)

- 721602** **Rents & Leases - Other Equipment** (\$16,000) is recommended increased \$11,700 due to copier/lease expenses. The account also provides funds for lease of radio repeaters and other small equipment.
- 721900** **Special Departmental Expense** (\$4,000) is recommended reduced \$1,550 to provide special tools, equipment and supplies. Funding in this account may be used for drug “buy money.”
- 722000** **Transportation & Travel** (\$15,000) is recommended increased \$8,000 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	3,952,628	4,630,005	4,669,948	4,624,948
710103 Extra Help	59,766	105,000	105,000	60,000
710105 Overtime	275,939	100,000	150,000	100,000
710106 Standby & Night Premium	28,263	35,000	35,000	35,000
710110 Uniform Allowance	42,660	45,000	45,000	45,000
710200 Retirement	1,239,469	1,425,999	1,506,122	1,476,122
710300 Health Insurance	776,354	808,389	874,522	834,522
710400 Workers' Compensation Insurance	147,635	228,317	242,923	200,041
TOTAL SALARIES & EMPLOYEE BENEFITS	6,522,713	7,377,710	7,628,515	7,375,633
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	19,336	30,000	40,000	40,000
720300 Communications	9,309	11,500	15,000	15,000
720305 Microwave Radio Services	17,595	18,850	19,210	19,210
720500 Household Expense	79,679	90,000	100,000	100,000
720600 Insurance	154,416	156,138	215,916	215,916
720800 Maintenance - Equipment	42,459	110,000	133,820	133,820
721000 Medical, Dental & Lab Supplies	10,822	11,317	15,000	15,000
721100 Memberships	250	350	350	350
721300 Office Expense	19,459	20,000	20,000	20,000
721400 Professional & Specialized Services	46,159	36,000	58,400	58,400
721430 Prof. & Specialized - Inmate Medical Services	2,832,131	2,918,280	3,005,828	3,005,828
721431 Prof. & Specialized - Food Services	796,972	811,110	847,980	847,980
721601 Rents & Leases - County Vehicle	60,600	63,000	63,000	63,000
721602 Rents & Leases - Other Equipment	50,570	45,000	55,000	55,000
721800 Small Tools & Instruments	166	200	200	200
721900 Special Departmental Expense	12,599	15,000	15,000	15,000
722000 Transportation & Travel/Education	20,537	25,000	30,000	30,000
722001 Transportation - Prisoners	3,634	5,000	10,000	10,000
722100 Utilities	367,739	330,000	420,000	420,000
TOTAL SERVICES & SUPPLIES	4,544,433	4,696,745	5,064,704	5,064,704
OTHER CHARGES				
730115 Support & Care of Persons	69,630	15,000	5,000	5,000
731305 Contributions to Other Agencies	24,895	36,635	36,635	36,635
TOTAL OTHER CHARGES	94,525	51,635	41,635	41,635

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
FIXED ASSETS				
740300 Equipment	23,509	0	0	0
TOTAL FIXED ASSETS	23,509	0	0	0
TOTAL - DEPARTMENT OF CORRECTIONS	11,185,180	12,126,090	12,734,854	12,481,972

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. During FY 1978-79, operation of the Jail was transferred from the Sheriff-Coroner to the Department of Corrections. In FY 2010-11 the Department's Average Daily Population (ADP) was 366. In October of 2011, Assembly Bill 109 (AB 109) went into effect. The ADP for FY 2011-12 went up to 395. For FY 2012-13 the ADP grew to 440. The mid-year ADP for FY 2013-14 is 468. Based on the inmate population increases since the implementation of AB 109, the ADP for FY 2014-15 is projected at 475. Expenditures and staffing levels in this budget are reflective of maintaining a high ADP.

In 2010, Madera County received a \$30 Million award through Assembly Bill 900 (AB 900) to construct two housing units consisting of 144-beds, Central Plant, Administration and Training facility, and to renovate existing housing units and facility security systems. At the end of 2013, the AB 900 Phase I construction has been completed. New housing units are now occupied by inmates, and renovation of existing housing units is nearly complete. The Jail Transition Team is preparing to begin construction of the \$3 Million AB 900 Phase II Jail kitchen, commissary and maintenance building.

AB 109 legislation and prison realignment continues to impact Jail operations, including ADP, staffing, and services and supplies. With this, the number of inmate assaults on other inmates and staff has also 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 an eleven (11) year local sentence. AB 109 is expected to continue to impact Madera County and other county jails for many years to come.

WORKLOAD

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Average Daily Inmate Population	440	470	475
Bookings	5,381	5,450	5,500

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State - Custody and Care Reimbursement	\$57,222	\$20,000	\$20,000
State - Jail Mental Health Realignment	51,000	51,000	51,000
State - POST/STC Training Reimbursement	58,846	61,325	61,500
Federal - Custody and Care Reimbursement	192	0	0

DEPARTMENT OF CORRECTIONS

REVENUE (continued)

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Jail Inmate Welfare Trust	\$ 85,963	\$ 137,000	\$ 137,000
Booking Fees – Cities	88,000	108,405	110,000
SLESF	73,713	50,000	20,000
SCAAP	0	111,625	110,000
Community Service Fees	28,984	20,000	25,000
Daily Jail Incarceration Fee	19,488	26,000	25,000
AB 109	654,805	1,400,000	1,400,000
DNA Sample (Prop 69)	0	75,000	120,000
Technology Grant	0	93,936	93,936
Other Miscellaneous	<u>15,102</u>	<u>11,000</u>	<u>10,000</u>
Total	\$1,133,315	\$2,165,291	\$2,183,436

STAFFING

	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Account Clerk I/II	0	1	0	1
Accounting Technician I/II	1		1	
Administrative Assistant	1		1	
Assistant Corrections Director	0	1	1	
Building Crafts/Maint. Worker I/II	0		1*	
Correctional Corporal	10		10	
Correctional Lieutenant	2		2	
Correctional Officer I/II	74	9	76	7
Correctional Records Specialist I/II	6	1	6	1
Correctional Sergeant	7		7	
Corrections Director	1		1	
Office Assistant I/II	2	1	1	2
Personnel Technician I/II	2**		2**	
Program Assistant I/II	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total	107	14	111	11

* Conversion of Long-Term Extra Help Building Crafts/Maint. Worker to Permanent.

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

DEPARTMENT OF CORRECTIONS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$4,624,948) are recommended reduced \$5,057 based on recommended staffing. Salary and Benefit savings of \$210,000 are included and reflect anticipated savings due to normal attrition and associated time required for recruitment, background check, and selection to fill a vacancy.
- 710103** **Extra Help** (\$60,000) is recommended reduced \$45,000 due to the conversion of a long-term Extra Help Building Crafts and Maintenance Worker to permanent. Funds in this account finance the Jail Chaplin's salary and two (2) extra-help Office Assistant positions. These salaries will be reimbursed from the Inmate Welfare Fund (IWF) account, resulting in no cost to the General Fund. The Extra-Help Office Assistants will continue to assist with all inmate visitation responsibilities.
- 710105** **Overtime** (\$100,000) is recommended unchanged to cover temporarily vacant positions and address increases in the inmate population due to AB109. 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 2013-14, the department averaged five (5) Correctional Officers on extended CIDS leave for the entire 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** (\$35,000) is recommended unchanged. 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** (\$45,000) is recommended unchanged. 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.

DEPARTMENT OF CORRECTIONS

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

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

720200 **Clothing & Personal Supplies** (\$40,000) is recommended increased \$10,000 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.). The increase is primarily due to the AB109 inmate population increase.

720300 **Communications** (\$15,000) is recommended increased \$3,500 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** (\$19,210) is recommended increased \$360 for the Department's contribution to the Internal Service Fund based on the number of radios utilizing the County's microwave radio network.

720500 **Household Expense** (\$100,000) is recommended increased \$10,000 due to the jail expansion and maintenance of the facility and includes:

- A. Disinfecting cleaners and supplies for staff areas and inmate housing units.
- B. Replacement bedding, mattresses, pillows, sheets, blankets, pillowcases, mattress covers and towels.
- C. Household supplies, toilet paper, paper towels, laundry soap, bleach, floor wax, floor stripper, polishing/buffing disks, mops, handle and head replacement, mop buckets, wringers, stainless steel cleaner, brooms, garbage cans, plastic can liners, waste baskets, floor safety matting, toilet bowl brushes, etc.
- D. Refuse disposal service (720502), for which the Department pays approximately \$25,000 annually.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 720600** **Insurance** (\$215,916) is recommended increased \$59,778 for the Department's contribution to the County's Self-Insured Liability Program (\$109,366); and also includes an appropriation of \$106,550 to pay the annual premium for the County's Catastrophic Inmate Medical Insurance plan.
- 720800** **Maintenance - Equipment** (\$133,820) is recommended increased \$23,820 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 costs for the remaining 60% of the new Jail Management System; these costs are offset through a technology grant in the annual amount of \$93,936 for the next four years.
- 721000** **Medical, Dental & Laboratory Supplies** (\$15,000) is recommended increased \$3,683 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 AB109 inmate population increases and the required DNA swab samples from all felony inmates.
- 721100** **Memberships** (\$350) is recommended unchanged 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** (\$20,000) is recommended unchanged for all general office supplies, copy paper, and a number of various forms. This account also provides for computer equipment and minor office equipment and toner.
- 721400** **Professional & Specialized Services** (\$58,400) is recommended increased \$22,400 for the following:
- \$20,000 **Private Security Guard Service**: to guard inmates housed in the hospital, which is more economical than using Correctional Officers. Costs for this service increased \$8,000 from FY 2013-14 based on the actual cost of service.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

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

\$4,000 Drug Screening: for in-custody inmates and inmates participating in supervised release and county parole programs. Also, screening is conducted on inmates suspected of being under the influence of narcotics and/or engaging in importation of drugs into the facility. Costs for this service increased \$3,500 from FY 2013-14.

\$7,500 Psychological Examinations: as required by state law for all Correctional Officer applicants. An estimated 21 examinations will be given in 2014-15. Costs for this service increased \$4,700 from FY 2013-14 due to the projected number of Correctional Officer applicants.

\$10,000 Polygraph Examinations: administered to all Correctional Officer applicants. An estimated 70 examinations will be given in FY 2014-15. Per the agreement with the paleographer, the department is responsible for no shows at \$75 each. Costs for this service increased \$4,000 from FY 2013-14 due to projected number of correctional officer applicants.

\$11,900 Background Investigations: conducted on all Correctional Officer applicants. An estimated 17 examinations will be conducted in FY 2014-15. Costs for this service increased \$1,900 from FY 2013-14 due to projected number of correctional officer applicants.

\$5,000 Justice Benefits Inc.: prepares and assists Madera County DOC staff with Federal revenue enhancement activities related to State Criminal Alien Assistance Program (SCAAP), for which the County receives 1% of awards up to \$89,921; and 18% on any amount over that.

721430 **Inmate Medical Services** (\$3,005,828) is recommended increased \$87,548 as per a three percent contract increase and agreement for the contracted medical provider to pay for all HIV inmate medications. The department contracts with California Forensic Medical Group, Inc. for medical, dental and mental health services at an average base monthly cost of \$250,000. If Adult and Juvenile Quarterly ADP exceeds 500 combined, a per diem of \$5.20 will be assessed.

721431 **Food Service Contract** (\$847,980) is recommended increased \$36,870 due to current and projected inmate population increases related to AB109. Estimated number of meals in FY 2014-15 is 545,675 at \$1.554 per meal (including 8% sales tax).

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 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. Due to participation with TOPIC (Transportation of Prisoners in Cooperation) and utilization of the RCCC (Rio Cosumnes Correctional Center), the transportation of inmates by DOC staff over the years has been reduced.
- 721602** **Rents and Leases – Other Equipment** (\$55,000) is recommended increased \$10,000 to lease ten (10) new computers and funds the department's copier lease and other necessary equipment rentals.
- 721800** **Small Tools & Instruments** (\$200) is recommended unchanged for paint brushes, paint rollers, sandpaper, replacement of small hand tools, ladders, cleaning tools for weapons, screwdrivers, pliers, and 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** (\$15,000) is recommended unchanged for downloading in-custody audio evidence and DVD costs for downloading in-custody video evidence, including inmate assaults and other criminal activity; equipment related to the gathering of crime scene evidence; critical incident and inmate photos; flash drives for storing investigative data and training material (\$1,000). This account also provides for small equipment, badges, shoulder patches, belly chains, leg irons, handcuffs, replacement of broken restraint equipment, new and/ or replacement flashlights, hand held two-way radio battery packs and microphones, identification supplies, flashlight batteries, security key blanks, chemical agents, ammunition for firearms qualification, stands, targets, range fees, gun cleaning supplies, ear plugs, tape, shooting glasses (\$14,000).
- 722000** **Transportation and Travel** (\$30,000) is recommended increased \$5,000 to cover newly promoted Corporals' and Sergeants' 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 in 2014-15. All training related costs are offset by STC revenue.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

722000 Transportation and Travel (continued)

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 in 2014-15. 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 increased \$5,000. The transportation unit moves sentenced inmates to the primary reception center at North Kern State Prison in the southern Central Valley, occasionally DVI located in Tracy in the northern Central Valley, Patton and C.R.C located in San Bernardino, Metro and CIW in Los Angeles County, and Atascadero State Hospital in San Luis Obispo County. DOC transportation has also been impacted by the reduction of assistance from Los Angeles County transportation. This account funds per diem costs associated with this out-of-county travel.

722100 Utilities (\$420,000) is recommended increased \$90,000 based on the jail expansion and current gas, electricity, sewer and water utility services.

OTHER CHARGES

730115 Support and Care of Persons (\$5,000) is recommended reduced \$10,000. 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDE 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,689,522	2,099,584	1,996,767	1,996,767
710103 Extra Help	238,374	50,000	125,000	125,000
710105 Overtime	153,260	60,000	100,000	100,000
710106 Standby & Night Premium	6,487	7,000	7,000	7,000
710107 Bilingual Pay	0	1,440	1,440	1,440
710110 Uniform Allowance	19,350	21,600	21,600	21,600
710200 Retirement	718,522	754,660	767,400	767,400
710300 Health Insurance	292,548	349,431	333,315	333,315
710400 Workers' Compensation Insurance	33,863	53,279	48,712	48,712
TOTAL SALARIES & EMPLOYEE BENEFITS	3,151,925	3,396,994	3,401,234	3,401,234
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	10,027	12,000	15,000	15,000
720300 Communications	1,685	2,500	2,000	2,000
720500 Household Expense	32,950	30,000	40,000	40,000
720600 Insurance	1,398	915	816	816
720800 Maintenance - Equipment	4,607	6,500	6,500	6,500
720900 Maintenance - Structures & Grounds	693	1,000	1,000	1,000
721100 Memberships	35	35	35	35
721300 Office Expense	1,702	4,000	7,000	7,000
721400 Professional & Specialized Services	645,467	640,476	705,000	705,000
721600 Rents & Leases - Equipment	4,213	5,500	6,500	6,500
721800 Small Tools & Instruments	0	100	100	100
721900 Special Departmental Expense	9,553	3,500	3,500	3,500
722000 Transportation & Travel	2,269	1,000	1,000	1,000
722100 Utilities	186,783	195,000	205,000	205,000
TOTAL SERVICES & SUPPLIES	901,381	902,526	993,451	993,451

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDE 2014-15</u>
FIXED ASSETS				
740200 Buildings & Improvements	27,500	0	0	0
TOTAL FIXED ASSETS	27,500	0	0	0
TOTAL - JUVENILE HALL	4,080,807	4,299,520	4,394,685	4,394,685

JUVENILE HALL

COMMENTS

The Madera County Juvenile Hall 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 September 2009, the Juvenile Boot Camp program, formerly a stand alone budget (04770) and 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 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 unit.

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 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

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,996,767) are recommended reduced \$102,817 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$125,000) is recommended increased \$75,000 based on actual expenditures for extra help salary costs to help offset unfunded positions.
- 710105** **Overtime** (\$100,000) is recommended increased \$40,000 to more accurately reflect annual overtime cost.
- 710106** **Standby, Night Premium** (\$7,000) is recommended unchanged for the \$3.00 per shift, graveyard premium.
- 710107** **Bilingual Pay** (\$1,440) is recommended unchanged.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710110 **Uniform Allowance** (\$21,600) is recommended unchanged for the uniforms of the Juvenile Detention Officers and the Director.
- 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** (\$15,000) is recommended increased \$3,000 based on projected clothing cost related to a population increase.
- 720300 **Communications** (\$2,000) is recommended reduced of \$500 for the telephone cost of this Department, including the monthly line cost for the Live-Scan digital fingerprinting system.
- 720500 **Household Expense** (\$40,000) is recommended increased \$10,000 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 office equipment, and electronic and mechanical equipment. This account also provides funds for the maintenance contract for the Live-Scan digital fingerprint equipment.
- 720900 **Maintenance - Structures and Grounds** (\$1,000) is recommended unchanged for paint and painting equipment for inmate rooms, nursery stock, gardening supplies, and minor landscaping.
- 721100 **Memberships** (\$35) is recommended unchanged for membership in the California Association of Probation Institution Administrators.

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$7,000) is recommended increased \$3,000 to purchase five control station chairs that have not been replaced since 2002, chairs are occupied 24/7 by staff. Also included are current and projected expenditures for office supplies.
- 721400** **Professional & Specialized Services** (\$705,000) is recommended increased \$64,524 for the food service contract and medical services by contractual provider. This account also includes funding for electronic monitoring (house arrest), private security, background investigations, and psychological evaluations on prospective employees.
- 721600** **Rents & Leases - Equipment** (\$6,500) is recommended increased \$1,000 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, small tools, and garden equipment.
- 721900** **Special Departmental Expense** (\$3,500) is recommended unchanged for the purchase of radios, handcuffs, waist chains, pepper spray, and recreational equipment.
- 722000** **Transportation & Travel** (\$1,000) is recommended unchanged for registration fees for mandated training.
- 722100** **Utilities** (\$205,000) is recommended increased \$10,000 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,805,921	1,855,528	1,896,836	1,896,836
710103 Extra Help	62,903	0	0	0
710107 Premium Pay	2,237	2,900	2,500	2,500
710200 Retirement	636,037	645,420	714,490	714,490
710300 Health Insurance	339,223	356,775	367,200	367,200
710400 Workers' Compensation Insurance	28,768	41,931	41,329	41,329
TOTAL SALARIES & EMPLOYEE BENEFITS	2,875,089	2,902,554	3,022,355	3,022,355
SERVICES & SUPPLIES				
720300 Communications	10,719	14,000	14,000	14,000
720305 Microwave Radio Services	22,874	24,504	24,971	24,971
720600 Insurance	1,836	1,233	1,760	1,760
720800 Maintenance - Equipment	2,626	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	20,985	25,000	25,000	25,000
721100 Memberships	1,691	1,950	3,887	3,887
721300 Office Expense	24,829	18,450	18,000	18,000
721400 Professional & Specialized Services	88,002	110,800	116,000	116,000
721600 Rents & Leases - Equipment	40,973	48,940	48,000	48,000
721900 Special Departmental Expense	20,667	22,170	20,300	20,300
721905 SB 924 Training	41,804	47,014	47,014	47,014
722000 Transportation, Travel & Education	5,702	11,000	11,000	11,000
722001 Transport Prisoners/Wards of Court	554	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	283,260	327,061	331,932	331,932
OTHER CHARGES				
730100 Support & Care of Persons	0	48,000	0	0
TOTAL OTHER CHARGES	0	48,000	0	0

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2012-13</u>	BOARD APPROVED EXPENDITURES <u>2013-14</u>	DEPARTMENT REQUEST <u>2014-15</u>	CAO RECOMMENDED <u>2014-15</u>
FIXED ASSETS				
740200 Buildings & Improvements	10,271	0	0	0
TOTAL FIXED ASSETS	10,271	0	0	0
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-77,490	0	0	0
TOTAL - PROBATION	3,091,130	3,277,615	3,354,287	3,354,287

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

WORKLOAD

	Actual 2012-13	Estimated 2013-14	Projected 2014-15
Superior Court Investigations	1809	2086	2100
Juvenile Court Disposition	927	900	900
Juvenile Referrals	1596	1625	1625
<u>Caseload</u>			
Adult Caseload	3762	3858	4,050
Juvenile Caseload	794	620	620

Drug Test Analysis	7/1/12-6/30/13		7/1/13-1/7/2014	
	Tested	Positives	Tested	Positives
Adults	992	688 = 69.4%	391	297 = 76%
Juveniles	343	242 = 70.6%	126	94 = 74.6%

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	Funded	Unfunded	Funded	Unfunded
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	9	21.25
Deputy Probation Officer Supervisor	4		4	
Probation Technician I/II	1	2	1	2
Program Assistant I/II	6	1	6	1
Revenue Services Manager	1		1	
Senior Deputy Probation Officer	4	0	4	
Senior Program Assistant	<u>2</u>		<u>2</u>	
Total Permanent	34	<u>26.25</u>	34	<u>26.25</u>

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$1,896,836) are recommended increased \$41,308 based on recommended staffing.
- 710103 **Extra Help** (\$0) is not recommended, unchanged from the 2013-14 fiscal year.
- 710107 **Premium Pay** (\$2,500) is recommended reduced \$400 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** (\$14,000) is recommended unchanged 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** (\$24,971) is recommended increased \$467 for the Department's contribution to the Internal Service Fund for 2014-15 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 increased \$1,937 for the following:
 - Chief Probation Officers of California (\$3,387); In 2013, the methodology for County membership dues was changed by CPOC. Although there is an increase in dues, CPOC no longer charges for the TANF Consortium.

SERVICES & SUPPLIES (continued)

721100 Memberships (continued)

- 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 (\$18,000) is recommended reduced \$450 for general office supplies, subscriptions, law books, and costs related to the monthly billing process of the Probation Revenue Division.

721400 Professional & Specialized Services (\$116,000) is recommended increased \$5,200 for following contracted services and technical services:

- JBI, Inc Title IVE claiming (\$24,000)
- Automon Case Management System (\$40,296)
- Columbia Ultimate Collection System (\$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 (\$6,000). 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 reduced \$940 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 reduced \$1,870. 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.

SERVICES & SUPPLIES (continued)

- 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 2014-15.
- 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.
- 722001** **Transport Prisoners/Wards of Court** (\$1,000) is recommended unchanged for the costs required to transport juveniles.

OTHER CHARGES

- 730100** **Support & Care of Persons** (\$0) is not recommended, a reduction of \$48,000 for costs associated with delinquent juveniles committed by the Courts to the Department of Juvenile Justice (DJJ). Senate Bill 1021 requires Counties to pay \$24,000 for commitments to the DJJ which began on July 1, 2012. Since July 1, 2012, Madera County has not incurred any expense due to a juvenile commitment to DJJ.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **PROB-CCP
(04713) Training**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721300 Office Expenses	5,655	0	0	0
721900 Special Departmental Expenses	7,490	0	0	0
722000 Transportation & Travel	36,237	48,414	0	0
TOTAL SERVICES & SUPPLIES	49,382	48,414	0	0
FIXED ASSETS				
740300 Equipment	12,243	0	0	0
TOTAL FIXED ASSETS	12,243	0	0	0
INTRAFUND TRANSFER				
750000 Operating Transfers Out	4,805	0	0	0
TOTAL INTRAFUND TRANSFER	4,805	0	0	0
TOTAL - PROBATION-CCP (Training)	66,430	48,414	0	0

PROBATION –COMMUNITY CORRECTIONS PARTNERSHIP TRAINING 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 AB 109, funding was allocated to each county pursuant to percentages listed in section 30029(c) of the Government Code. The purpose of this funding is to cover costs of associated training pursuant to each county's approved plan to implement AB109. Madera County's appropriation for the three-year grant was \$119,125, which began September 2011, and ended June 2014.

This grant has now been completed.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720900 Maintenance - Buildings & Improvements	1,833	0	0	0
721300 Office Expense	497	5,000	5,000	5,000
721400 Professional & Specialized Services	2,380	114,545	187,752	187,752
TOTAL SERVICES & SUPPLIES	4,710	119,545	192,752	192,752
TOTAL - PROBATION-CCP (Planning)	4,710	119,545	192,752	192,752

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 an additional appropriations of \$100,000 in FY 2012-13 and FY 2013-14. 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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
CCP (Planning) Revenue (Fund 6132)	\$4,710	\$22,541	\$192,752

SERVICES & SUPPLIES

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

721400 **Professional & Specialized Services** (\$187,752) is recommended increased \$73,207 for services provided in the implementation of CCP Planning.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **PROB-CRIME PREVENTION
ACT OF 2000 (04785)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	142,754	261,064	204,071	204,071
710200 Retirement	55,755	104,817	84,208	84,208
710300 Health Insurance	31,990	54,574	41,888	41,888
710400 Worker's Compensation Insurance	628	668	651	651
TOTAL SALARIES & EMPLOYEE BENEFITS	231,127	421,123	330,818	330,818
SERVICES & SUPPLIES				
720300 Communications	477	1,000	600	600
720600 Insurance	180	105	176	176
721300 Office Expense	3,862	3,000	8,744	8,744
721400 Professional & Specialized Services	0	75,000	76,000	76,000
721600 Rents & Leases - Equipment	10,833	4,000	10,000	10,000
721900 Special Departmental Expense	208	2,500	2,500	2,500
722000 Transportation & Travel	430	1,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	15,989	86,605	100,020	100,020
TOTAL - PROBATION - CRIME PREVENTION ACT OF 2000	247,116	507,728	430,838	430,838

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 \$432,992 during the 2014-15 fiscal year which includes a 0.5% (\$2,154) 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

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State	\$248,847	\$432,728	\$432,992
Carry-Over Funds (Org# 61332)	<u>0</u>	<u>75,000</u>	<u>0</u>
Total Revenue	\$248,847	\$507,728	\$432,992

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy Probation Officer I/II/III	4		4	
Program Assistant		1		1
Senior Deputy Probation Officer	<u>1</u>	<u>—</u>	<u>—</u>	<u>1*</u>
Total Permanent	5	1	4	2

*It is recommended to unfund the Senior Deputy Probation Officer.

PROBATION - CRIME PREVENTION ACT OF 2000

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$204,071) is recommended reduced \$56,993 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** (\$600) is recommended reduced \$400 for the telecommunication charges of this Division.
- 720600 **Insurance** reflects the Department's contribution to the County's self-insured Liability Program.
- 721300 **Office Expense** (\$8,744) is recommended increased \$5,744 to purchase (20) software licenses to assist juvenile probationers with online educational enhancements and to provide necessary office supplies.
- 721400 **Professional & Specialized** (\$76,000) is recommended increased \$1,000 for contracted services with the Levante Foundation to provide literary skill and credit recovery programming.
- 721600 **Rents & Leases - Equipment** (\$10,000) is recommended increased \$6,000 for the use of vehicles from the Central Garage.
- 721900 **Special Departmental Expense** (\$2,500) is recommended unchanged to fund miscellaneous safety equipment.
- 722000 **Transportation & Travel** (\$2,000) is recommended increased \$1,000 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	185,137	223,368	199,483	199,483
710105 Overtime	4,784	0	0	0
710110 Uniforms	540	0	540	540
710200 Retirement	67,802	80,634	76,163	76,163
710300 Health Insurance	37,508	48,046	27,813	27,813
710400 Worker's' Compensation Insurance	595	845	710	710
TOTAL SALARIES & EMPLOYEE BENEFITS	296,366	352,893	304,709	304,709
SERVICES & SUPPLIES				
720300 Communications	1,195	4,000	3,113	3,113
720600 Insurance	215	215	215	215
721300 Office Expense	6,364	10,000	6,619	6,619
721400 Professional & Specialized Services	11,833	51,048	108,000	108,000
721600 Rents & Leases - Equipment	3,031	5,000	5,000	5,000
721900 Special Departmental Expense	1,501	10,000	11,000	11,000
722000 Transportation & Travel	4,523	18,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	28,663	98,263	148,947	148,947
INTRAFUND EXPENSE				
770000 Intrafund Transfer	1,982	30,000	27,500	27,500
TOTAL INTRAFUND TRANSFERS	1,982	30,000	27,500	27,500
TOTAL - PROBATION - YOUTHFUL OFFENDER GRANT	327,011	481,156	481,156	481,156

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

COMMENTS

This budget includes funding from the State's Youthful Offender Block Grant (YOBG) which was awarded for the first time during the 2007-08 fiscal year. The YOBG funding was put into place by the State as a result of SB 81 in September 2007, which disallowed certain commitments to the California Youth Authority (CYA). CYA now only accepts those juveniles who are convicted of crimes that are classified as violent, serious, or sex offenses. The YOBG funding is considered to be a backfill to offset the local cost of keeping juveniles who commit lower-level crimes in the County where the crime was committed. Recommended appropriations are based on program needs and projected grant allocations, which may vary from year to year. Any unexpended allocations will be rolled forward to the following year. There is no County General Fund contribution to this budget. Funding for this program is now under the 2011 Realignment.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
YOBG Grant Revenue	\$327,063	\$481,158	\$481,156

STAFFING

	2013-14 Authorized <u>Funded</u>	2014-15 Recommended <u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>			
Deputy Probation Officer I/II/III	2	2	
Juvenile Detention Officer III	1	1	
Probation Technician I/II	<u>2</u>	<u>1</u>	<u>1</u> *
Total	5	4	1

*It is recommended to unfund (1) Probation Technician I/II for FY 2014-15.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$199,483) are recommended reduced \$23,885 based on the cost of recommended staffing.

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

PROBATION - 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 (\$3,113) is recommended reduced \$887 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 (\$6,619) is recommended reduced \$3,381 based on anticipated expenditures for office supplies.

721400 Professional & Specialized Services (\$108,000) is recommended increased \$56,952 to provide for contracts with Big Brothers Big Sisters (\$25,000), Community Action Partnership of Madera County (\$36,000), CenCal Mentoring (\$32,000), and National Council on Crime Delinquency for juvenile assessments (\$15,000).

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

721900 Special Departmental Expense (\$11,000) is recommended increased \$1,000 for officer safety equipment.

722000 Transportation & Travel (\$15,000) is recommended reduced \$3,000 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 (\$27,500) is recommended reduced \$2,500 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720400 Food	0	4,000	0	0
721300 Office Expense	11,101	15,100	5,000	5,000
721400 Professional & Specialized Services	93,842	109,896	117,980	117,980
721900 Special Departmental Expense	3,281	872	6,505	6,505
722000 Transportation & Travel	8,275	9,374	9,757	9,757
TOTAL SERVICES & SUPPLIES	116,499	139,242	139,242	139,242
TOTAL - PROBATION - PROUD PARENTING PROGRAM GRANT	116,499	139,242	139,242	139,242

PROBATION –PROUD PARENTING PROGRAM GRANT

COMMENTS

On December 2, 2009, the California Department of Corrections and Rehabilitation, Corrections Standards Authority awarded the Madera County Probation Department the Proud Parenting Program grant for Fiscal Year 2009-10 with the potential of being a three-year grant. At the conclusion of the three-year period, grantees were given the opportunity to apply for an additional three-year grant.

On May 10, 2012, the California Department of Corrections and Rehabilitation, Board of State and Community Corrections (BSCC), which was formerly the Corrections Standards Authority (CSA), originally awarded the Madera County Probation Department the Proud Parenting Program grant in the amount of \$100,000 for FY 2012-13, which was later increased to \$139,242.

The purpose of the Proud Parenting Program grant is to help break the cycle of intergenerational delinquency by strengthening parenting knowledge and skills. The Proud Parenting Program includes a Life Skills Educational Component that addresses issues juveniles face in their daily lives, including parenting issues for teen parents; a Mentoring Component that connects juveniles at the Court Day School Program and Boot Camp with mentors; Parenting Classes/Workshops that address parenting issues for teens and their parents; and Mentoring and Family Activities that foster positive relationships between the teens and their parents, mentors, and the community. There is no fiscal impact to the County General Fund as all equipment, contracts, services and supplies are completely funded by the Proud Parenting Program Grant.

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Proud Parenting Program Grant Revenue	\$146,023	\$139,242	\$139,242

SERVICES & SUPPLIES

- 720400** **Food** (\$0) is not recommended, a reduction of \$4,000 for program events; these costs are included in the Transportation and Travel line item for FY 2014-15.
- 721300** **Office Expense** (\$5,000) is recommended reduced \$10,100 for necessary office supplies.
- 721400** **Professional & Specialized Services** (\$117,980) is recommended increased \$8,084 for contracted Curriculum Facilitator, Mentoring Coordinator, and Recreational Leadership program services.

PROBATION –PROUD PARENTING PROGRAM GRANT

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$6,505) is recommended increased \$5,633 for mentor background checks.

722000 **Transportation and Travel** (\$9,757) is recommended increased \$383 for training and participant field trip costs.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	551,213	663,704	755,866	755,866
710103 Extra Help	10,779	29,014	0	0
710200 Retirement	194,601	241,811	266,100	266,100
710300 Health Insurance	108,301	132,929	130,731	130,731
TOTAL SALARIES & EMPLOYEE BENEFITS	864,894	1,067,458	1,152,697	1,152,697
SERVICES & SUPPLIES				
720300 Communications	5,543	3,600	3,600	3,600
720600 Insurance	300	300	300	300
720800 Maintenance - Equipment	125	0	0	0
721300 Office Expense	10,609	2,500	5,000	5,000
721400 Professional & Specialized Services	259,218	2,500	10,000	10,000
721600 Rents & Leases - Equipment	12,447	12,000	20,000	20,000
721900 Special Departmental Expense	7,700	5,000	15,000	15,000
722000 Transportation & Travel	2,386	4,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	298,327	29,900	63,900	63,900
TOTAL - PROBATION -CCPIA	1,163,221	1,097,358	1,216,597	1,216,597

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 to 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
CCCPI (SB678) Revenue	\$1,546,016	\$1,097,358	\$1,216,597

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
Administrative Assistant	1	1
Deputy Chief Probation Officer	1	1
Deputy Probation Officer I/II/III	7	7
Probation Technician I/II	4	4
Program Assistant I/II	<u>1</u>	<u>1</u>
Total	14	14

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$755,866) are recommended increased \$92,162 based on the cost of recommended staffing.
- 710102** **Extra Help** (\$0) is not recommended, a reduction of \$29,014; the Extra Help Program Assistant I/II was replaced by a permanent position.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.

PROBATION – COMMUNITY CORRECTIONS PERFORMANCE INCENTIVE ACT OF 2009

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 increased \$2,500 for general office supplies.
- 721400** **Professional & Specialized Services** (\$10,000) is recommended increased \$7,500 for anticipated contractual services. This account will fund background checks and evaluations on potential employees.
- 721600** **Rents & Leases - Equipment** (\$20,000) is recommended increased \$8,000 for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$15,000) is recommended increased \$10,000 for miscellaneous safety equipment and ammunition required for officers carrying weapons to maintain weapon proficiency.
- 722000** **Transportation & Travel** (\$10,000) is recommended increased \$6,000 for officer training and travel.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	267,450	797,642	720,856	720,856
710105 Overtime	296	12,000	12,000	12,000
710200 Retirement	103,351	309,795	283,812	283,812
710300 Health Insurance	43,645	128,687	126,000	126,000
TOTAL SALARIES & EMPLOYEE BENEFITS	414,742	1,248,124	1,142,668	1,142,668
SERVICES & SUPPLIES				
720300 Communications	1,948	7,500	5,000	5,000
720600 Insurance	2,500	2,500	2,500	2,500
721300 Office Expense	24,119	15,000	7,500	7,500
721400 Professional & Specialized Services	630,097	1,264,600	1,426,855	1,426,855
721600 Rents & Leases - Equipment	3,410	30,000	48,000	48,000
721900 Special Departmental Expense	9,912	50,000	48,000	48,000
TOTAL SERVICES & SUPPLIES	671,986	1,369,600	1,537,855	1,537,855
OPERATING TRANSFER OUT				
750000 Operating Transfer Out	915,000	1,460,785	1,660,785	1,660,785
TOTAL OPERATING TRANSFER OUT	915,000	1,460,785	1,660,785	1,660,785
TOTAL - PROBATION - AB109	2,001,729	4,078,509	4,341,308	4,341,308

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
LCC (AB 109) Revenue	\$3,441,561	\$4,078,509	\$4,341,308

STAFFING

	<u>2013-14 Authorized</u>	<u>2014-15 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	6
Deputy Probation Officer Supervisor	0	1*
Deputy Sheriff I/II	0	1**
Program Assistant I/II	1	1
Senior Deputy Probation Officer	<u>1</u>	<u>1</u>
Total	10	12

PROBATION – LOCAL COMMUNITY CORRECTIONS

STAFFING (continued)

In September 2013, CCP authorized funding of one Deputy Sheriff position. On October 1, 2013, your Board approved the additional allocation. In October 2013, CCP authorized funding of one DPO Supervisor position. On December 3, 2013, your Board approved the additional allocation.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$720,856) are recommended reduced \$76,786 based on the cost of recommended staffing which has been approved by the CCP Executive Committee.
- 710105** **Overtime** (\$12,000) is recommended unchanged to provide funds for overtime primarily related to the Gang Task Force.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended reduced \$2,500 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** (\$7,500) is recommended reduced \$7,500 for general office supplies.
- 721400** **Professional & Specialized Services** (\$1,426,855) is recommended increased \$162,255 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 increased \$18,000 for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$48,000) is recommended reduced \$2,000 for miscellaneous safety equipment and ammunition required to maintain weapon proficiency for officers carrying weapons.

OPERATING TRANSFERS

- 750000** **Operating Transfer Out** (\$1,660,785) is recommended increased \$200,000 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	212,432	231,002	237,124	237,124
710103 Extra Help	9,910	10,000	10,000	10,000
710104 Temporary Salaries - PCF	138,385	195,000	195,000	195,000
710200 Retirement	70,435	77,854	69,921	69,921
710300 Health Insurance	20,442	22,691	21,440	21,440
710400 Workers' Compensation Insurance	46,617	68,653	61,157	61,157
TOTAL SALARIES & EMPLOYEE BENEFITS	498,221	605,200	594,642	594,642
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	22,923	25,000	25,000	25,000
720300 Communications	13,408	15,000	15,000	15,000
720305 Microwave Radio Services	61,583	66,974	67,228	67,228
720500 Household Expense	17,581	16,000	16,000	16,000
720600 Insurance	1,110	1,143	1,534	1,534
720800 Maintenance - Equipment	323,542	350,000	350,000	350,000
720900 Maintenance - Structures & Grounds	18,835	23,000	23,000	23,000
721100 Memberships	15,231	12,000	12,000	12,000
721300 Office Expense	10,450	9,500	9,500	9,500
721400 Professional & Specialized Services	36,407	45,800	45,800	45,800
721460 Professional & Spec. CDF Contract	3,038,799	3,302,949	3,464,096	3,464,096
721500 Publications & Legal Notices	1,062	1,200	1,200	1,200
721600 Rents & Leases - Equipment	380	3,000	3,000	3,000
721700 Rents & Leases - Building	31,726	33,000	33,000	33,000
721800 Small Tools & Instruments	2,377	3,000	3,000	3,000
721900 Special Departmental Expense	47,273	46,200	46,200	46,200
722000 Transportation & Travel	719	750	750	750
722100 Utilities	67,568	70,000	70,000	70,000
TOTAL SERVICES & SUPPLIES	3,710,974	4,024,516	4,186,308	4,186,308
TOTAL - FIRE PREVENTION	4,209,194	4,629,716	4,780,950	4,780,950

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 sixteen (16) fire stations, approximately 165 volunteers, 30 permanent-paid personnel, and eight (8) seasonal personnel. Currently, the department has six (6) full-time paid fire stations: Station #1 - Madera, Station #3 - Madera Acres, Station #12 – Oakhurst, and Station #19 - Bonadelle, which are funded entirely by Madera County; funding for all personnel costs for Station #8 - Indian Lakes is provided by the Picayune Rancheria of Chukchansi Indians through a Memorandum of Understanding (MOU); and Children’s Hospital of Central California funds two-thirds of the personnel and service costs at Station #9 - Rolling Hills through the County Service Area 22 - Zone B. The County provides an engine to the California Department of Corrections and Rehabilitation (CDCR) at the Central California Women's Facility (CCWF) through a cooperative agreement. In return, CDCR staffs the engine with operators and inmate firefighters and provides fire protection services to a portion of Madera County. Station #2 - Chowchilla, Station #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 contract 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 (2) principal agreements which constitute the contract for services: (1) Schedule "A" Contract (PRC-4142), and (2) Schedule "A" Amador Contract (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 sixty (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 (4) 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:

	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Suppression Cost Collection	\$ 490	\$3,000	\$3,000
Federal, State & Local Reimbursement	167,500	210,000	200,000
Madera County Weed Abatement	42,702	69,900	40,000
CSA 22 Zone of Benefit "B"	184,339	195,000	195,000
Other Reimbursement/Miscellaneous	<u>48,956</u>	<u>0</u>	<u>0</u>
Total	<u>\$443,987</u>	<u>\$477,900</u>	<u>\$438,000</u>

The Madera County Fire Department also generates revenue through two other sources, which are not included in this budget; these are Fire Mitigation Fees and College Contract Fees, both of which are contained within separate funds.

COMMENTS (continued)

IV. STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Account Clerk II	0	1	1	
Office Assistant II	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 CONTRACT

The CAL FIRE contract FY 2014-15 includes the following items:

- The current staff benefit rate for CAL FIRE Peace Officer/Firefighter (POF) staff is 70.09%; this is an estimate, up from the FY 2013-2014 final rate of 65.73%.
- The current staff benefit rate for CAL FIRE POF Extended Duty Week Compensation (EDWC) staff is 33.32%; this is an estimate, up from the FY 2013-14 final rate of 32.40%.
- The current CAL FIRE administrative rate is 11.97%; this is an estimate, up slightly from the FY 2013-14 final rate of 11.49%.

FIRE PREVENTION

COMMENTS (continued)

VI. WORKLOAD

<u>STATIONS</u>	<u>CY 2010*</u>	<u>CY 2011*</u>	<u>CY 2012*</u>	<u>CY 2013*</u>
<u>Battalion 13 (Madera Battalion)</u>				
Station #1 Madera (Company 1) CAL FIRE Staffed	999	924	935	1,148
Station #2 Chowchilla (Company 2)	340	369	404	449
Station #3 Madera Acres (Company 3) CAL FIRE Staffed	788	790	745	914
Station #4 Dairyland (Company 4)	1	158	0	0
Station #5 Central California Women's Facility (Company 5) CCWF Staffed	334	370	302	462
Station #9 Rolling Hills (Company 9) CAL FIRE Staffed	200	256	257	273
Station #19 Bonadelle (Company 19) CAL FIRE Staffed	637	598	436	762
<u>Battalion 4214 (Ahwahnee Battalion)</u>				
Station #12 Oakhurst (Company 12) CAL FIRE Staffed	578	536	428	772
Station #14 Bass Lake (Company 14)	211	99	148	199
Station #15 Raymond (Company 15)	88	78	107	120
Station #16 Ahwahnee (Company 16)	203	90	155	269
Station #18 Cedar Valley (Company 18)	162	68	98	139
<u>Battalion 4215 (Coarsegold Battalion)</u>				
Station #8 Indian Lakes (Company 8) (Casino) CAL FIRE Staffed	588	641	659	619
Station #10 Yosemite Lakes Park (Company 10)	317	147	282	370
Station #11 North Fork (Company 11)	273	81	216	283
Station #13 Coarsegold (Company 13)	221	259	256	260
Station #17 O'Neals (Company 17)	<u>88</u>	<u>103</u>	<u>122</u>	<u>154</u>
TOTAL FOR COUNTY STATIONS	6,028	5,567	5,550	7,193

FIRE PREVENTION

COMMENTS (continued)

VI. WORKLOAD (continued)

AMADOR Stations (Amador coverage period only)	<u>CY 2010</u>	<u>CY 2011*</u>	<u>CY 2012*</u>	<u>CY 2012*</u>
Ahwahnee CAL FIRE	28	188	151	204
Bass Lake CAL FIRE	122	138	118	152
Rancheria CAL FIRE	122	160	138	160
Raymond CAL FIRE	<u>3</u>	<u>28</u>	<u>66</u>	<u>83</u>
TOTAL FOR CAL FIRE STATIONS	275	514	473	599
TOTAL FOR ALL STATIONS	6,303	6,081	6,023	7,792

*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

**Estimated 12-Month
Employee Salary & Staff Benefit Cost
(Includes Salary, EDWC & Benefits – not Admin)
2014-15**

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>	<u>Recommended</u>
(1) Captain	Station #1 Madera - Company 1	\$ 141,829
(2) Engineers	Station #1 Madera - Company 1	244,524
(1) Captain	Station #3 Madera Acres - Company 3	141,829
(2) Engineers	Station #3 Madera Acres - Company 3	244,524
(1) Captain	Station #9 Rolling Hills - Company 9	141,829
(2) Engineers	Station #9 Rolling Hills - Company 9	244,524
(1) Captain	Station #12 Oakhurst - Company 12	141,829
(2) Engineers	Station #12 Oakhurst - Company 12	244,524
(1) Captain	Station #19 Bonadelle - Company 19	141,829
(2) Engineers	Station #19 Bonadelle - Company 19	244,524

FIRE PREVENTION

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

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>	<u>Recommended</u>
(2) Battalion Chief	B13 and Administrative BC	334,315
(1) Captain	Madera – Training (Effective 1-1-15)	70,915*
(2) Communication Operators	Mariposa - Emergency Command Center	171,710
(1) Office Technician (half-time)	Mariposa - Support Services	32,482
(1) Office Assistant (half-time)	Mariposa - Support Services	<u>28,123</u>
TOTAL CAL FIRE STAFFING COST (Not including AMADOR & Station #8 Costs)		\$2,569,310

*Includes 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.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$237,124) are recommended increased \$6,122 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$10,000) is recommended unchanged for approximately five (5) to six (6) 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** (\$25,000) 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 approximately 165 volunteers and 30 permanent staff. To completely outfit individuals with the required CAL-OSHA clothing, the cost is approximately \$3,000 each.
- 720300** **Communications** (\$15,000) is recommended unchanged for all telephone costs at fourteen (14) stations and Headquarters, cell phone service, internet, and wireless data transfer.
- 720305** **Microwave Radio Services** (\$67,228) is recommended increased \$254 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** (\$350,000) is recommended unchanged 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 - \$320,000 to purchase fuel, oil, tires, batteries, parts, repairs, etc.
 - Equipment Maintenance - \$15,000 to maintain pumps, generators, fire fighting and office equipment, and breathing apparatus
 - Mobile Radio and Pager - \$12,000 to maintain mobile radios and pagers
 - Vehicle Rebuilding - \$3,000 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** (\$12,000) is recommended unchanged 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** (\$45,800) is recommended unchanged for the following services:

Weed Abatement Program (\$30,000) is recommended unchanged to contract for the removal of weeds; the costs are reimbursed by the property owners.

Automatic-Aid-Firebaugh Contract (\$7,800) is recommended unchanged to pay the Firebaugh Fire Department on a per-call basis for the Eastside Acres area.

Paid Call Firefighter Physical (\$8,000) is recommended unchanged for respiratory exams and physicals.

721460 **Professional & Specialized – CDF Contract** (\$3,464,096) is recommended increased \$161,147, due primarily to partial year funding of a Training Fire Captain position and fluctuating benefit rates. As per the following accounts.

<u>CAL FIRE Contract* (SCHEDULE A)</u>	<u>2011-12 Authorized</u>	<u>2012-13 Authorized</u>	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Permanent Salaries & Benefits	\$1,660,313	\$1,781,612	\$1,811,775	\$1,909,205
HAZMAT Premium Pay Differential	24,377	25,395	25,854	26,534
EDWC Payment (Planned Overtime)	606,630	619,703	635,298	660,110
Uniform Allowance	23,362	23,411	23,934	25,144
Overtime (Unplanned)	29,421	29,421	29,421	29,421
Travel Expense/Training/Office Expense/Utilities	11,260	11,285	11,285	11,285
Paid Call Firefighters	0	0	0	0
Administration Fee	281,701	286,694	291,566	318,605

FIRE PREVENTION

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued)

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Authorized</u>	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
<u>CAL FIRE Contract* (SCHEDULE A)</u>				
Amador –FF staffing, Command Support Unplanned OT (Including Administrative Charge)	(4 Stations) <u>452,855</u>	(4 Stations) <u>466,798</u>	(4 Stations) <u>473,816</u>	4 Stations) <u>483,792</u>
TOTAL CAL FIRE CONTRACT (Not including Station #8)	\$3,089,919	\$3,244,319	\$3,302,949	\$3,464,096

RECAP OF State CAL FIRE Schedule A Contract:

Permanent Salaries & Benefits (\$1,909,205) are recommended increased \$97,430 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 (\$26,534) is recommended increased \$680.

EDWC Payment (\$660,110) is recommended increased \$24,812 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

Uniform Allowance (\$25,144) is recommended increased \$1,210 for uniform allowance for CAL FIRE personnel.

Overtime – Unplanned (\$29,421) is recommended unchanged based on projected CAL FIRE overtime.

Travel, Training and Office Expense (\$11,285) is recommended unchanged for relief operators' mileage between stations, training conferences for permanent staff, and incidental office expense.

Administration Charge (\$318,605) is recommended increased \$27,039 for the various administrative costs the State incurs in the operation of CAL FIRE contracts which includes Statewide Pro Rata and CAL FIRE Indirect Costs. The 2014-15 preliminary administration charge is 11.97%.

SERVICES & SUPPLIES (continued)

RECAP OF State CAL FIRE Schedule A Contract (continued):

Amador Stations and Support Command Cost (\$483,792) is recommended increased \$6,066. 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). An 11.97% 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** (\$3,000) is recommended unchanged for the rental of copiers and oxygen cylinder bottles.

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** (\$46,200) is recommended unchanged for firefighting supplies based on prior year expenditures. The general breakdown is as follows:

Fire-Fighting Supplies - \$22,000 to purchase general supplies including ladders, nozzles, air tanks, foam, pagers, axes, valves, etc. Many of these items need to be replaced annually due to normal wear and damage.

Medical Aid Supplies - \$4,000 to purchase supplies to restock kits, supplies to protect against communicable disease, and supplies for the automated external defibrillators.

Food - \$3,300 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 - \$6,500 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.

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

Fire Hose - \$6,000 to purchase replacement hose.

Hazardous Materials and Confined Space Certificates and Specialized Equipment - \$4,400 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 (\$70,000) is recommended unchanged based on projected need for utilities at fourteen (14) stations and Headquarters.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	288	5,000	5,000	5,000
720300 Communications	1,626	1,800	1,800	1,800
720500 Household Expense	1,018	3,000	3,000	3,000
720800 Maintenance - Equipment	23,389	32,000	32,000	32,000
720900 Maintenance - Structures & Grounds	1,307	2,000	2,000	2,000
721300 Office Expense	496	1,300	1,300	1,300
721400 Professional & Specialized Services	471,462	628,971	644,443	644,443
721800 Small Tools & Instruments	0	400	400	400
721900 Special Departmental Expense	3,200	7,000	7,000	7,000
722100 Utilities	9,909	9,300	9,300	9,300
TOTAL SERVICES & SUPPLIES	512,696	690,771	706,243	706,243
TOTAL - FIRE - CHUKCHANSI INDIAN CASINO	512,696	690,771	706,243	706,243

FIRE - CHUKCHANSI INDIAN CASINO

COMMENTS

In May 2003, the Madera County Fire Department started providing additional fire services that included both personnel and equipment for the Chukchansi Gold Resort and Casino service area. This increased level of service was made possible through an MOU (Memorandum of Understanding) between the County of Madera and Picayune Rancheria of Chukchansi Indians. A new fire station, Indian Lakes Fire Station #8, was completed near the Casino site in FY 2006-07. The cost of the staffing and related expenses for this fire service was to be reimbursed by the Chukchansi Tribe, plus a 12% administrative charge, which is subject to employee compensation adjustments authorized by the State. On February 14, 2007, a new MOU was entered into between the County of Madera and Picayune Rancheria of Chukchansi Indians. That MOU provided for continued fire services to the Casino and the immediate area; however, it only provided for the reimbursement of salaries and employee staff benefits, and not services and supplies.

The expenditures for this budget were not listed in a separate budget until FY 2005-06.

WORKLOAD

<u>Station</u>	<u>CY 2010</u>	<u>CY 2011</u>	<u>CY 2012</u>	<u>CY 2013</u>
Station #8 Indian Lakes (Company 8) Casino Incidents	588	641	659	619

REVENUE

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Chukchansi Indian Tribe and SB 621 Funds	\$545,165*	\$505,617*	\$671,204*	\$701,971*

***Note:** This revenue amount includes a 12% administrative fee and does not include reimbursement for expenditures for services and supplies.

FIRE - CHUKCHANSI INDIAN CASINO

STAFFING – CAL FIRE (Schedule A Staff)

<u>CAL FIRE Classification</u>	<u>Station</u>	Estimated 12-Month Employee Salary & Benefit Cost (Includes Salary, EDWC & Staff Benefits Only)	
		2013-14	2014-15
		<u>Approved</u>	<u>Recommended</u>
(1) Captain	Indian Lakes #8 (Company 8 - Casino)	\$138,958	\$141,829
(2) Engineer	Indian Lakes #8 (Company 8 - Casino)	\$239,588	\$244,524
(2) Fire Fighter I	Indian Lakes #8 (Company 8 - Casino)	<u>\$175,339</u>	<u>\$178,133</u>
TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES		\$553,885	\$565,133

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. To completely outfit individuals with the required CAL-OSHA clothing, the cost is approximately \$3,000 each.

720300 **Communications** (\$1,800) is recommended unchanged for all telephone costs at Station #8.

720500 **Household Expense** (\$3,000) is recommended unchanged for the cost of consumable household supplies and is for replacement of items such as dishes, cooking utensils, towels, sheets, other household expenses, and refuse disposal.

720800 **Maintenance - Equipment** (\$32,000) is recommended unchanged 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 - \$16,000 for rebuild projects as allowed, and for additional vehicle maintenance.

Vehicle Maintenance - \$12,000 to purchase fuel, oil, tires, batteries, parts for repairs, etc.

Equipment Maintenance - \$3,000 to maintain pumps, generators, fire fighting and office equipment, and breathing apparatus.

Mobile Radio and Pager - \$1,000 to maintain mobile radios and pagers.

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

- 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 supplies and minor computer supplies and equipment.
- 721400** **Professional & Specialized Services** (\$644,443) is recommended increased \$15,472 for the salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charge for five CAL FIRE firefighters as follows:

CAL FIRE (Schedule A for Chukchansi Indian Casino)

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Authorized</u>	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
Permanent Salaries & Benefits	\$371,146	\$392,559	\$399,421	\$409,597
EDWC Payment (Planned Overtime)	143,541	150,672	154,463	155,536
Uniform Allowance	5,348	5,360	5,360	5,510
Overtime (Unplanned)	4,906	4,906	4,906	4,906
Administrative Charge	<u>62,783</u>	<u>63,707</u>	<u>64,821</u>	<u>68,893</u>
TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES	\$587,724	\$617,204	\$628,971	\$644,443

RECAP OF State CAL FIRE Schedule A Contract:

Permanent Salaries & Benefits (\$409,597) are recommended increased \$10,176 for CAL FIRE staffing for Station #8 Indian Lakes.

EDWC Payment (\$155,536) is recommended increased \$1,073 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

Uniform Allowance (\$5,510) is recommended increased \$150 to provide the uniform allowance for CAL FIRE personnel.

Overtime (Unplanned) (\$4,906) is recommended unchanged based on projected CAL FIRE overtime.

SERVICES & SUPPLIES (continued)

RECAP OF State CAL FIRE Schedule A Contract (continued)

Administration Charge (\$68,893) is recommended increased \$4,072 for the various administrative costs the State incurs in the operation of CAL FIRE contracts which includes Statewide Pro Rata and CAL FIRE Indirect Costs. The 2014-15 preliminary administration charge is 11.49%. (Although the administrative charge has decreased, the increase in cost is due to the new rates for staff benefits.)

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

721900 **Special Departmental Expense** (\$7,000) is recommended unchanged for fire fighting supplies. The general breakdown is:

Fire-Fighting Supplies - \$4,500 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 - \$500 to purchase items to restock kits, items to protect against communicable disease, and supplies for the automated external defibrillators.

Food - \$500 to purchase food to feed firefighters on extended fires when employees and/or volunteers are working through meal times.

Training Programs & Supplies - \$500 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 - \$500 to purchase supplies and gear.

722100 **Utilities** (\$9,300) is recommended unchanged for utilities at Station #8.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	699,940	836,913	840,631	840,631
710103 Extra Help	104,650	128,552	128,552	128,552
710106 Standby & Night Premium	0	250	250	250
710200 Retirement	199,935	242,144	256,289	256,289
710300 Health Insurance	111,887	136,500	133,699	133,699
710400 Workers' Compensation Insurance	2,921	3,905	3,519	3,519
TOTAL SALARIES & EMPLOYEE BENEFITS	1,119,333	1,348,264	1,362,940	1,362,940
SERVICES & SUPPLIES				
720100 Agricultural	8	7,500	3,750	3,750
720200 Clothing & Personal Supplies	0	250	250	250
720300 Communications	4,256	3,000	3,000	3,000
720500 Household Expense	0	50	50	50
720600 Insurance	1,492	1,114	1,621	1,621
720800 Maintenance - Equipment	5,375	5,500	5,500	5,500
721000 Medical, Dental & Lab Supplies	78	100	100	100
721100 Memberships	2,650	2,650	2,650	2,650
721300 Office Expense	6,747	4,000	8,863	8,863
721400 Professional & Specialized Services	1,760	15,000	6,000	6,000
721600 Rents & Leases - Equipment	64,844	61,000	65,000	65,000
721800 Small Tools & Instruments	42	500	500	500
721900 Special Departmental Expense	6,658	7,500	12,000	12,000
722000 Transportation & Travel	2,413	5,000	7,000	7,000
722020 Central Garage Services	7,262	16,500	10,000	10,000
TOTAL SERVICES & SUPPLIES	103,585	129,664	126,284	126,284
TOTAL - AG. COMMISSIONER/WTS & MEASURES	1,222,918	1,477,928	1,489,224	1,489,224

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, vegetables, and eggs; 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>2012-13</u>	Man-hours Estimated <u>2013-14</u>	Man-hours Projected Need <u>2014-15</u>
Pest Detection*	3,863	5,800	5,126
Integrated Pest Control	5	20	20
Pest Management**	3,770	5,400	5,040
Pest Exclusion	2,011	3,000	2,941
Pesticide Use Enforcement	10,155	11,600	10,983
Nursery and Seed Inspection	88	150	125
F & V, Egg Quality Control, Organic Producers	32	300	284
Apiary Inspections	86	50	50
Crop Statistics	220	560	525

*Includes Pest Detection Trapping Program (Extra Help)

**Includes GWSS Trapping Program (Extra Help)

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

WORKLOAD - WEIGHTS & MEASURES

<u>Category Work</u>	Man-hours Actual <u>2012-13</u>	Man-hours Estimated <u>2013-14</u>	Man-hours Projected Need <u>2014-15</u>
Device Inspections, Service Agents	2,267	3000	2764
Weighmaster Program	13	5	32
Petroleum	84	30	113
Quantity Control	25	2	12

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
State - Agricultural Administration	\$163,630	\$225,000	\$179,650
State - Agricultural Pest Trapping	89,615	109,034	100,600
State - Pesticide	411,215	375,000	441,715
State - Agriculture-Glassy-Winged Sharpshooter	85,920	169,105	101,500
Agricultural Services	326,710	311,500	353,547
Sales and Other	<u>5,188</u>	<u>13,100</u>	<u>8,500</u>
TOTAL	\$1,082,278	\$1,202,739	\$1,185,512

STAFFING

	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Agricultural and Standards Inspector I/II/III/Senior, Or Agricultural Standards Technician	9	3	9	3
Agricultural Commissioner/Sealer	1		1	
Assistant Agricultural Commissioner	1		0	1
Deputy Agricultural Commissioner	1	1	2	
Administrative Analyst I/II	1		1	
Program Assistant I/II	<u>2</u>		<u>2</u>	
Total Permanent	15	4	15	4

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$840,631) is recommended increased \$3,718 based on the cost of recommended staff.
- 710103** **Extra Help** (\$128,552) is recommended unchanged to account for the expenditure for Extra Help employees who perform insect trapping activities associated with State contracts.
- 710106** **Standby & Night Premium** (\$250) is recommended unchanged 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** (\$3,750) is recommended reduced \$3,750 based on current inventory of gas cartridges, which are resold at cost to growers for squirrel control. These costs are fully recovered when the items are sold.
- 720200** **Clothing & Personal Supplies** (\$250) is recommended unchanged for protective clothing, gloves, aprons, masks, etc. to ensure compliance with State safety regulations.
- 720300** **Communications** (\$3,000) is recommended unchanged 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** (\$5,500) is recommended unchanged for repair 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** (\$2,650) is recommended unchanged for 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** (\$8,863) is recommended increased \$4,863 for five replacement computers and general office supplies, copier usage, computer hardware and software, and small furniture.
- 721400** **Professional & Specialized Services** (\$6,000) is recommended reduced \$9,000 based on an anticipated reduction of device testing by Merced County for FY 2014-15, and for expenses related to administrative hearings, and other services as required.
- 721600** **Rents & Leases - Equipment** (\$65,000) is recommended increased \$4,000 for the rental of vehicles from Central Garage, and for the copy machine lease. Approximately \$8,500 of this expense is recovered through a state trapping contract.
- 721800** **Small Tools & Instruments** (\$500) is recommended unchanged for various hand tools and inspection equipment used by this Department.
- 721900** **Special Departmental Expense** (\$12,000) is recommended increased \$4,500 for the purchase of a specialty service truck bed, 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 increased \$2,000 based on 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** (\$10,000) is recommended reduced \$6,500. 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. These vehicles will be driven approximately 33,000 miles in 2014-15. The Department expects to recover approximately \$8,500 of this expense from the GWSS trapping contract. The 2014-15 recommended budget estimate reflects the minimum anticipated expenditure for this account.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department:

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

Function:

Public Protection

Activity:

Protective Inspection

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	78,249	88,308	88,308	88,308
710103 Extra Help	22,699	40,000	69,000	69,000
710200 Retirement	33,107	31,255	42,195	42,195
710300 Health Insurance	7,436	8,114	7,685	7,685
710400 Workers' Compensation	254	371	388	388
TOTAL SALARIES & EMPLOYEE BENEFITS	141,744	168,048	207,576	207,576
SERVICES & SUPPLIES				
720300 Communications	1,205	1,600	1,700	1,700
720600 Insurance	3,730	3,059	4,623	4,623
721100 Memberships	300	175	300	300
721300 Office Expense	4,754	3,000	2,200	2,200
721600 Rents & Leases - Equipment	4,788	6,000	8,500	8,500
721800 Small Tools & Instruments	0	375	500	500
722000 Transportation & Travel	0	750	1,750	1,750
TOTAL SERVICES & SUPPLIES	14,777	14,959	19,573	19,573
TOTAL - FIRE PREVENTION FOR LAND DEVELOPMENT	156,521	183,007	227,149	227,149

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 forthcoming 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

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Fees, Permits, Fines, etc.	\$80,653	\$75,000	\$131,000

STAFFING

	<u>2013-14 Authorized</u>		<u>2014-15 Recommended</u>	
	<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 (\$88,308) are recommended unchanged based on the cost of recommended staffing.
- 710103** Extra Help (\$69,000) is recommended increased \$29,000 to provide an additional 40-hour per week Extra Help Fire Prevention Officer position in addition to the current 20-hour per week Extra Help clerical and 20-hour per week Extra Help Fire Prevention Officer. The Extra Help Fire Prevention Officers will 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** (\$1,700) is recommended increased \$100 based on the projected communications costs of this Division.

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

721100 **Memberships** (\$300) is recommended increased \$125 for the estimated membership requirements needed for Division personnel to attend code training, which is a State-mandated training.

721300 **Office Expense** (\$2,200) is recommended reduced \$800 to provide for general office supplies and one (1) new desktop computer.

721600 **Rents & Leases - Equipment** (\$8,500) is recommended increased \$2,500 based on current and projected mileage and rental costs for vehicles from the Central Garage.

721800 **Small Tools & Instruments** (\$500) is recommended increased \$125 to purchase safety and measurement equipment.

722000 **Transportation & Travel** (\$1,750) is recommended increased \$1,000 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	532,210	616,790	611,896	611,896
710103 Extra Help	117,878	149,034	52,440	52,440
710200 Retirement	161,092	208,299	184,441	184,441
710300 Health Insurance	75,371	78,476	108,273	108,273
710400 Workers' Compensation Insurance	33,210	65,823	95,231	95,231
TOTAL SALARIES & EMPLOYEE BENEFITS	919,761	1,118,422	1,052,281	1,052,281
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	157	350	350	350
720300 Communications	4,184	7,920	7,920	7,920
720600 Insurance	6,227	4,908	658	658
720800 Maintenance - Equipment	0	300	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	625	860	860	860
721200 Miscellaneous Expense	1,339	0	0	0
721300 Office Expense	3,998	11,000	11,000	11,000
721400 Professional & Specialized Services	0	82,000	87,000	87,000
721500 Publications & Legal Notices	272	700	700	700
721600 Rents & Leases - Equipment	40,916	32,000	43,000	43,000
721800 Small Tools & Instruments	0	500	500	500
721900 Special Departmental Expense	300	750	6,350	6,350
722000 Transportation & Travel	6,188	12,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	64,204	153,333	170,683	170,683
TOTAL - BUILDING INSPECTION	983,965	1,271,755	1,222,964	1,222,964

COMMENTS

The Building Division, under the jurisdiction of the forthcoming 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 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.

BUILDING INSPECTION

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.

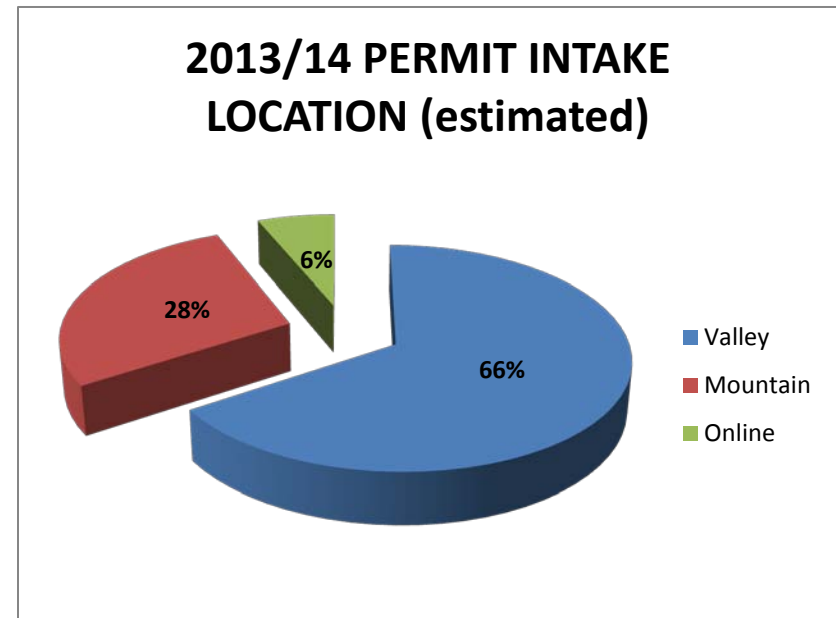
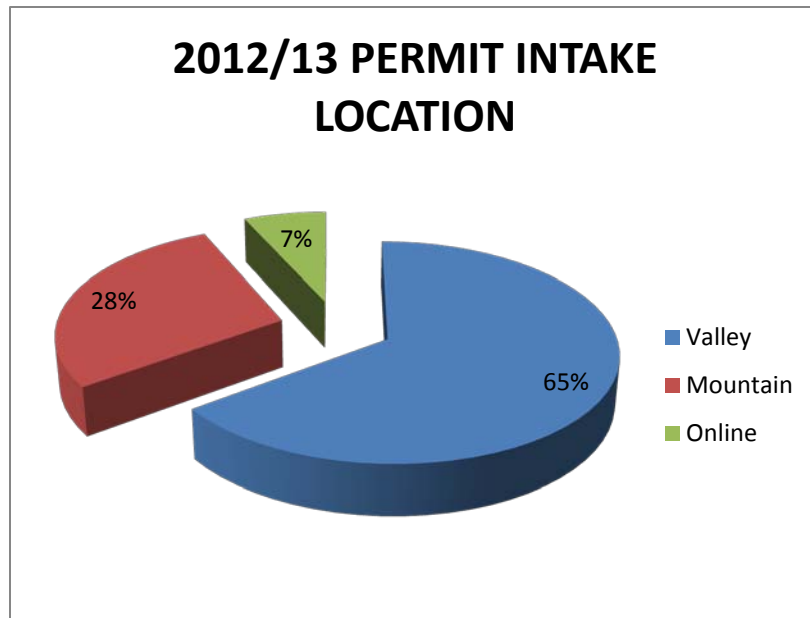
WORKLOAD

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Commercial Structure	185	186	185
Demo Permits	57	60	60
Electrical Permit	218	155	160
Mechanical Permit	34	25	30
Mobile Home Permit	21	30	30
OTC (Over the Counter) Permit	660	884	900
Plan Check	425	435	450
Plumbing Permit	35	20	20
Reroof Permit	345	247	300
Single Family Residence – Additions/Remodel	301	280	300
Single Family Residence – New Only	71	45	60
Swimming Pool Permit	15	23	20
Inspections	9,627	9,491	10,250

BUILDING INSPECTION

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 2012-13	Estimated 2013-14	Projected 2014-15
Construction Permits	\$454,079	\$750,000	\$750,000
Other License & Permits	1,425	860	800
Engineering Services	10,775	7,000	7,000
Plan Check Fees	228,782	500,000	340,000
Engineering Services – Development Review	22,205	10,000	0
Strong Motion Inst Fee	0	10,000	10,000
Miscellaneous	479	0	0
Total Revenue	\$717,745	\$1,277,860	\$1,107,800

BUILDING INSPECTION

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official	1		1	
Building Inspector I/II	3	2	3	2
Office Assistant I/II	0		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	10	3	11	3

*It is recommended to add one (1) Office Assistant I/II to assist the Division in addressing the increased clerical need.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$611,896) are recommended reduced \$4,894 based on the cost of recommended staffing.

710103 **Extra Help** (\$52,440) is recommended reduced \$96,594 to continue funding one Building Inspector II who has been assisting the division due to increased permit activities, and the continuation of the inspections at the Jail Expansion project and other County projects. Two permanent vacant Building Inspector positions were filled in 2013-14, reducing the need for extra help 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 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.

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 increased \$5,000 to fund the use of outside contractors for specialized plan checking for which staff does not have the necessary expertise, as well as the technical support services from Computronix for the maintenance of the POSSE database; the annual licensing increased 2% in the 2013-14 Fiscal Year.
- 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 increased \$11,000 to lease vehicles from the Central Garage, and for the Division's share of the copy machine lease. The new copy machine monthly charge is \$134.60, or \$1,615.20 annually. The division has six vehicles, five trucks and one Jeep. From July 1 through December 31, 2013, the Building Division's mileage equaled 38,256; an estimated annual usage is 76,512 miles or \$41,316.

BUILDING INSPECTION

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$500) is recommended unchanged based on current and projected staffing levels and building inspection activity.
- 721900** **Special Departmental Expense** (\$6,350) is recommended increased \$5,600 for building maintenance and security and \$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 new 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 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	390,558	355,705	351,265	351,265
710103 Extra Help	3,587	11,000	31,000	31,000
710200 Retirement	98,457	107,686	107,546	107,546
710300 Health Insurance	66,186	98,269	70,993	70,993
710400 Workers' Compensation Insurance	2,048	2,645	1,943	1,943
715000 Other Benefits	600	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	561,436	575,305	562,747	562,747
SERVICES & SUPPLIES				
720300 Communications	2,564	3,300	3,300	3,300
720600 Insurance	165	43	132	132
720800 Maintenance - Equipment	652	6,000	5,000	5,000
721100 Memberships	975	975	1,075	1,075
721300 Office Expense	14,264	14,000	20,000	20,000
721400 Professional & Specialized Services	93,614	45,000	50,000	50,000
721600 Rents & Leases - Equipment	0	4,200	5,000	5,000
721700 Rents & Leases - Buildings	10,419	12,000	12,000	12,000
722000 Transportation & Travel	6,923	7,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	129,577	92,518	106,507	106,507
TOTAL - COUNTY CLERK-RECORDER	691,013	667,823	669,254	669,254

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>Recorder</u>			
Births scanned/indexed	1,867	1,600	1,700
Deaths scanned/indexed	562	900	900
Marriages registered/scanned/indexed	721	850	850
Maps recorded	41	12	20
Microfilming daily records (frames)	131,808	0	0
Scanned/indexed/verified (frames)	--	130,000	135000
Recorded and Filed Documents	36,283	36,000	37,500
Copies prepared (plain, certified, and no fee)	4,519	4,500	4,800
Certified copies of birth, death, marriage records	5,910	6,000	6,000
Certified copies for Veterans services	75	55	75
CD w/data or images (copied for sale)	185	200	200
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	-	30,000	30,000
<u>County Clerk</u>			
Certified copies – confidential marriages	20	24	20
Marriage licenses issued (public and confidential)	760	850	850

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Fictitious Business Statements filed	729	800	825
Fictitious business statement renewal notices	918	900	925
Notary oaths administered/bond filed	93	25	30
Civil Marriages performed	367	375	375
Notices of Determination/exemption filed	57	60	65
Documents acknowledged/copies prepared	143	100	125
Registration of legal document assistants/process servers	8	12	12

REVENUE

<u>Recorder Division</u>	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Recording fees/copies	\$ 618,449	\$ 600,000	\$ 550,000
Documentary transfer tax	481,138	500,000	525,000
Recorder's Modernization funds	76,053	111,659	93,537
Recorder's Micrographics funds	15,918	14,000	19,500
Vital Records Improvement Program funds	4,446	5,000	6,000
Social Security Truncation funds	8,136	0	21,750
Mediation/Dissolution of Marriages	<u>3,775</u>	<u>3,800</u>	<u>3,800</u>
Total:	\$1,207,915	\$1,234,459	\$1,219,587
<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	\$ 52,176	\$ 52,000	\$ 52,000
 Total:	 <u>\$ 52,176</u>	 <u>\$ 52,000</u>	 <u>\$ 52,000</u>
 Total Revenue:	 \$1,260,091	 \$1,286,459	 \$1,271,587

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</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		2.0*	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		5.0	1.0
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>5.5</u>	<u>2.0</u>	<u>7.5</u>	<u>3.5</u>

Note: *On June 18, 2013, the Board of Supervisors approved a reorganization within the County Clerk/Recorder’s Office which included the addition of a Clerk-Recorder Division Manager position and eliminated two Assistant County Clerk-Recorder positions. This position will be reimbursed from the Recorder Modernization Fund at 60% of salary/benefits, leaving the county share at 40%.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$351,265) are recommended reduced \$4,440 based on additional savings realized as a result of the prior year reorganization.

- 710103** **Extra Help** (\$31,000) is recommended increased \$20,000 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, covering peaks in workload, to mitigate existing staff shortages and to 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,300) is recommended unchanged based on actual expenditures.
 Note: 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 reduced \$1,000 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** (\$1,075) is recommended increased \$100 for memberships in the California Association of Clerks and Election Officials (\$375) and the County Recorders' Association (\$700 and is reimbursed from the Modernization Fund).
- 721300** **Office Expense** (\$20,000) is recommended increased \$6,000 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. The Clerk-Recorder is in the process of an equipment update to match business and software requirements which necessitates an increased appropriation.
- 721400** **Professional & Specialized Services** (\$50,000) is recommended increased \$5,000 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 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 increased \$800 for the department's copier lease and use of County Fleet vehicles.
- 721700** **Rents & Leases - Buildings** (\$12,000) is recommended unchanged 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 (\$4,500, fully reimbursed from Recorders Modernization Fund).

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$10,000) is recommended increased \$3,000 for the required travel to annual conferences and New Law workshops for both Clerk and Recorder; and 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 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	572,426	655,657	664,433	664,433
710103 Extra Help	145,148	165,000	135,000	135,000
710105 Overtime	4,195	0	0	0
710200 Retirement	180,455	187,563	245,639	245,639
710300 Health Insurance	68,346	81,824	83,167	83,167
710400 Workers' Compensation Insurance	10,107	15,585	15,585	9,045
TOTAL SALARIES & EMPLOYEE BENEFITS	980,676	1,105,629	1,143,824	1,137,284
SERVICES & SUPPLIES				
720200 Clothing and Personal Supplies	0	0	3,200	3,200
720300 Communications	3,703	3,500	6,000	6,000
720305 Microwave Radio Services	5,279	5,279	5,762	5,762
720600 Insurance	304	250	250	341
720800 Maintenance - Equipment	1,144	1,200	1,200	1,200
721300 Office Expense	7,418	6,000	6,000	6,000
721400 Professional & Specialized Services	348,779	370,100	395,400	395,400
721500 Publications & Legal Notices	5,569	6,000	6,000	6,000
721600 Rents & Leases - Equipment	15,239	20,000	26,200	26,200
721900 Special Departmental Expense	5,612	13,000	7,756	7,756
721969 Special Departmental Expense - Graffiti Abatement	3,657	5,000	5,000	5,000
722000 Transportation & Travel	13,229	52,700	11,000	11,000
TOTAL SERVICES & SUPPLIES	409,934	483,029	473,768	473,859
TOTAL - PLANNING	1,390,610	1,588,658	1,617,592	1,611,143

COMMENTS

Under the jurisdiction of the forthcoming 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 Planning 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), preparing reports and recommendations 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 Planning 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 through December 31, 2014, as approved by the Board of Supervisors on March 25, 2014.

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Conditional Use Permits/Variances	36	20	20
General Plan Amendments	3	6	4
Rezoning	11	22	20
Parking and Development Review	6	0	0
Site Plan Review	0	0	0
Specific Plans	0	1	1
Mining Permits	0	0	0
Variances (Setbacks)	10	12	10
Zoning Permits	10	12	10
Lot Line Adjustments	21	40	35
Parcel Maps	9	15	12
Subdivisions	2	1	2
House Numbers	68	86	80
Zoning Violations	1,018	1100	1,200
Citations/Request for Complaints	272	450	400
Rezoning Appeals	1	1	1
General Plan Amendment Appeals	0	0	0
Review Building Permits	394	446	450
Review Business Licenses	411	486	500
Public Hearings	6	6	8
Commission Meetings	13	12	12
Environmental Committee Meeting	20	24	20
Negative Declarations	22	28	25
Distressed Homes Registration	396	112	100

PLANNING

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Zoning Permits	57,437	85,000	95,000
Code Enforcement Fines and Fees	24,254	25,000	35,000
Planning Services	299,574	265,000	360,000
Business Licenses	8,490	18,000	25,000
LAFCO-Reimb for County Services	15,589	25,000	35,000
General Plan Update Trust Fund	12,477	25,000	40,000
State – Waste Tire Enforcement Grant	215,072	100,000	195,000
State – Abandon Vehicles Grant	134,433	180,000	85,000
Planning and Technical Assistant Grant	17,380	0	0
10 CDBG Housing Rehab and Public Facility	46,521	0	0
NSP-3 CDBG Grant	244,236	0	345,000
River West-Madera	37,543	0	0
River Vista-Madera	15,993	48,940	55,000
Professional Planners Advancement Strategy Grant	22,178	22,500	0
GIS Database Rose Foundation Grant	0	5,000	0
Other Miscellaneous Revenue	564	692	0
Other Sales	88	0	0
PY Cancel Warrants	177	0	0
Total	<u>\$1,152,006</u>	<u>\$800,132</u>	<u>\$1,270,000</u>

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Code Enforcement Officer I/II	2		2	
Planner I/II/III	3	4	3	4
Planning Director	1		1	
Planning Technician, or Planning Aide	0	1	0	1
Senior Planner	3		3	
Senior Program Assistant	<u>0</u>	<u>—</u>	<u>0</u>	<u>—</u>
Total Permanent	10	5	10	5

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$664,433) are recommended increased \$8,776 based on the cost of recommended staffing.
- 710103 **Extra Help** (\$135,000) is recommended reduced \$30,000 to provide additional staff resources when necessary to meet project deadlines, and to provide extra help staff to assist Code Enforcement in enforcing state laws regarding the storage, handling and disposal of waste tires (one and one-half positions (1.5) funded from the Waste Tire Enforcement Grant and the Abandon Vehicle Grant). The merge of Planning and Building has increased the clerical responsibilities; the division is utilizing two extra help, retired annuitants 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** (\$3,200) is recommended for safety helmets, steel-toed boots, and rain gear which will be funded by the Waste Tire Enforcement Grant.
- 720300 **Communications** (\$6,000) is recommended increased \$2,500 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 \$3,564) will be funded by the Waste Tire Enforcement Grant.
- 720305 **Microwave Radio Services** (\$5,762) is recommended increased \$483 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 \$450 for binding machine maintenance and \$650 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.
- 721400** **Professional & Specialized Expense** (\$395,400) is recommended increased \$25,300 to contract with consultants for grants including the River Vista-Madera (\$45,400), Grant Support Services (\$5,000), and NSP3 CDBG Grant (\$345,000).
- 721500** **Publications & Legal Notices** (\$6,000) is recommended unchanged for legal notices for land use permit applications and California Environmental Quality Act (CEQA) public hearing notices.
- 721600** **Rents & Leases - Equipment** (\$26,200) is recommended increased \$6,200 to lease vehicles from the Central Garage, and the Division's share of the copy machine lease. The new copy machine is larger to accommodate the Planning Division's increased copy activity and presentation materials. The monthly charge is \$683 plus printing color and over the maximum included in the contract averaging an additional \$250 per month or a total for the year of \$11,196.00. The Division has four vehicles, two sedans, one SUV and one pickup. From July 1 through December 31, 2013, the Planning Division mileage equaled 13,049; a 12 month estimate is 26,098 miles, or \$13,455.18. A portion of the mileage (up to \$14,000) will be funded by the Waste Tire Enforcement Grant.
- 721900** **Special Departmental Expense** (\$7,756) is recommended reduced \$5,244 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 \$2,056 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. An additional \$2,500 is being requested for Planning's share of the RMA Building expense including rugs, security, cameras, parking lot maintenance, and Zak's security. Also included is \$700 for the Planning Division's share of IT maintenance of the POSSE server.
- 721969** **Special Departmental Expense - Graffiti Abatement** (\$5,000) is recommended unchanged to fund a contractual service provided by City of Madera to abate graffiti in the unincorporated areas of the County in close proximity to the City of Madera.
- 722000** **Transportation & Travel** (\$11,000) is recommended reduced \$41,700 due to completion of the training grant. This account funds 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; these expenses will be funded by the grant.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
OTHER CHARGES				
731305 Contributions to Other Agencies	44,751	44,682	39,840	39,840
TOTAL OTHER CHARGES	44,751	44,682	39,840	39,840
TOTAL - LOCAL AGENCY FORMATION COMMISSION	44,751	44,682	39,840	39,840

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 \$32,000.

OTHER CHARGES

731305 Contributions to Other Agencies (\$39,840) is recommended reduced \$4,842. This represents the County's estimated share of LAFCO's budget.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	258,349	383,192	383,806	383,806
710103 Extra Help	151,899	70,680	70,680	70,680
710105 Overtime	11,894	11,500	11,500	11,500
710106 Standby Pay	5,586	6,400	6,400	6,400
710110 Uniform Allowance	1,080	2,200	2,200	2,200
710200 Retirement	106,693	112,745	118,624	118,624
710300 Health Insurance	81,482	85,660	88,075	85,075
710400 Workers' Compensation Insurance	76,421	72,764	132,591	132,591
TOTAL SALARIES & EMPLOYEE BENEFITS	693,405	745,141	813,876	810,876
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	350	500	500	500
720300 Communications	6,150	9,000	9,000	9,000
720305 Microwave Radio Services	13,196	14,137	14,406	14,406
720500 Household Expense	8,455	12,500	12,500	12,500
720600 Insurance	1,372	876	856	856
720800 Maintenance - Equipment	2,029	5,000	5,000	5,000
720900 Maintenance - Buildings	0	0	0	0
721100 Memberships	120	270	270	270
721200 Miscellaneous Expense	0	0	0	0
721300 Office Expense	6,635	7,000	7,000	7,000
721400 Professional & Specialized Services	40,262	28,000	29,524	29,524
721500 Publications & Legal Notices	265	500	500	500
721600 Rents & Leases - Equipment	29,591	40,000	40,000	40,000
721900 Special Departmental Expense	32,939	32,000	32,000	32,000
722000 Transportation & Travel	0	1,100	1,100	1,100
TOTAL SERVICES & SUPPLIES	141,365	150,883	152,656	152,656
FIXED ASSETS				
740200 Bldg & Improvements	0	0	20,000	20,000
TOTAL FIXED ASSETS	0	0	20,000	20,000
TOTAL - ANIMAL SERVICES	834,770	896,024	986,532	983,532

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
License Fees:	\$ 48,904	\$ 50,000	\$ 63,000
▪ \$50.00 or \$8.00 if dog is altered			
▪ \$8.00 or \$4.00 if dog is altered (Senior Discount)			
Humane Services:	208,434	215,000	245,000
Rents/Concessions:	4,200	4,200	4,200
Fixed Assets:			<u>20,000</u>
Total:	<u>\$261,538</u>	<u>\$269,200</u>	<u>\$332,200</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>	2013-14 Authorized		2014-15 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** (\$383,806) is recommended increased \$614 based on cost of recommended staffing.
- 710103** **Extra Help** (\$70,680) is recommended unchanged based on actual expenditures to backfill staff on medical leave and to provide adequate services for the community and its animals.
- 710105** **Overtime** (\$11,500) is recommended unchanged based on actual and projected expenditures and emergency call outs.
- 710106** **Standby Pay** (\$6,400) is recommended unchanged based on actual and projected expenditures.
- 710110** **Uniform Allowance** (\$2,200) is recommended unchanged based on actual and projected expenses for a monthly allotment per officer.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

ANIMAL SERVICES

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** (\$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** (\$9,000) is recommended unchanged to accommodate the use of laptops by officers in the field and other telecommunication costs of this Department.

720305 **Microwave Radio Services** (\$14,406) is recommended increased \$269 to reflect the department's share of microwave radio service fees based on the number of radios utilizing the County's microwave radio network.

720500 **Household Expense** (\$12,500) is recommended unchanged 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** (\$5,000) is recommended unchanged 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.

721400 **Professional & Specialized Services** (\$29,524) is recommended increased \$1,524 due to an increase for contractual service to remove animal remains two times per week. 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.

ANIMAL SERVICES

SERVICES & SUPPLIES (continued)

- 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** (\$40,000) is recommended unchanged for use of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$32,000) is recommended unchanged to provide for the cost of license tags, animal food, euthanasia drugs, and miscellaneous supplies.
- 722000** **Transportation & Travel** (\$1,100) is recommended unchanged based on actual and projected expenses for staff to attend various seminars on new laws and procedures and to attend training programs. There is a great need to certify additional staff for euthanasia, arrest, and citation capabilities.

FIXED ASSETS

- 740200** **Fixed Assets** (\$20,000) is recommended to engineer and repair the deteriorating wall at the Animal Shelter.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	56,646	56,646	57,213	57,213
TOTAL SERVICES & SUPPLIES	56,646	56,646	57,213	57,213
TOTAL - PREDATORY ANIMAL CONTROL	56,646	56,646	57,213	57,213

PREDATORY ANIMAL CONTROL

COMMENTS

This budget funds the costs to control predatory animals by providing animal damage management on properties within Madera County. 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 rate of \$56,646 for 2013-14, with the provision of furloughs to make up the difference between the requested and approved amounts. For 2014-15, USDA submitted a proposed contract for 1,600 hours or approximately nine months for a total cost of \$57,213 which is recommended in this budget. The annual cost for Trapper Services is \$74,641, which would result in an increase of \$17,995 over the recommended level. Any increase in funding is a Board policy decision and can be determined at final budget hearings. The amount of hours provided for trapper services will be based on the approved level of funding.

WORKLOAD

	<u>7/1/11 – 6/30/12</u>	<u>7/1/12 – 6/30/13</u>
ACRES WORKED	15,507	4,512
PROPERTIES WORKED	640	732
SPECIALIST HOURS	1,801	1,688
SPECIALIST IN COUNTY	3	2
DAMAGE REPORTED	\$376,030	\$95,771
ANIMALS REMOVED	208	198
TECHNICAL ASSISTANCE PROJECTS	68	36

SERVICES & SUPPLIES

721400 Professional and Specialized Services (\$57,213) are recommended increased \$567 for contractual predatory animal trapping services provided by the Animal Damage Control Section of the United States Department of Agriculture.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	3,221	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	3,221	5,000	5,000	5,000
TOTAL - FISH AND GAME	3,221	5,000	5,000	5,000

FISH AND GAME

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 2014-15 is projected at \$4,200. At the end of the 2012-13 fiscal year, the cash balance for the Fish and Game Fund was \$9,769.45. As of May 31, 2014, the Fund had a balance of \$9,670.25.

SERVICES & SUPPLIES

721900 Special Departmental Expense (\$5,000) is recommended unchanged for the 2014-15 fiscal year.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	3,638,600	3,703,198	4,014,470	4,014,470
710103 Extra Help	0	0	69,172	69,172
710105 Overtime	16,463	20,000	20,000	20,000
710107 Premium Pay	240	240	240	240
710200 Retirement	967,810	1,020,325	1,200,059	1,200,059
710300 Health Insurance	669,480	727,648	685,368	685,368
710400 Workers' Compensation Insurance	154,138	155,377	131,401	131,401
710500 Other Benefits	159	500	500	500
TOTAL SALARIES & EMPLOYEE BENEFITS	5,446,890	5,627,288	6,121,210	6,121,210
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	21,973	20,000	20,000	20,000
720300 Communications	33,195	35,000	32,894	32,894
720305 Microwave Radio Services	93,255	99,903	101,803	101,803
720500 Household Expense	23,832	32,000	33,500	33,500
720600 Insurance - Liability	301,857	80,480	122,880	122,880
720601 Insurance - Other	4,128	4,128	11,733	11,733
720605 Employer's Share of Retiree's Insurance	195,208	200,000	200,000	200,000
720800 Maintenance - Equipment	666,006	600,000	600,000	600,000
720900 Maintenance - Structures & Grounds	8,859	14,000	16,000	16,000
721000 Medical, Dental & Lab Supplies	267	250	250	250
721100 Memberships	2,893	3,000	3,000	3,000
721206 Refund/Overcharges	23,485	1,000	1,000	1,000
721300 Office Expense	46,976	22,000	28,000	28,000
721400 Professional & Specialized Services	3,592,359	5,122,198	4,871,817	4,871,817
721500 Publications & Legal Notices	3,544	5,600	5,600	5,600
721600 Rents & Leases - Equipment	148,680	200,000	200,000	200,000
721700 Rents & Leases - Structures & Grounds	22,447	38,000	38,000	38,000
721800 Small Tools & Instruments	22,068	25,000	25,000	25,000
721900 Special Departmental Expense	3,005,249	2,428,050	1,081,953	1,081,953
722000 Transportation & Travel	13,070	15,000	16,000	16,000
722100 Utilities	105,471	103,000	107,000	107,000
TOTAL SERVICES & SUPPLIES	8,334,821	9,048,609	7,516,430	7,516,430

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
OTHER CHARGES				
730800 Right of Ways	2,431	25,000	30,000	30,000
731401 Intrafund Expense	911,396	900,000	911,396	911,396
TOTAL OTHER CHARGES	913,827	925,000	941,396	941,396
FIXED ASSETS				
740300 Equipment	420,527	727,000	1,217,000	1,217,000
TOTAL FIXED ASSETS	420,527	727,000	1,217,000	1,217,000
INTRAFUND TRANSFER				
750100 Operating Transfers Out-Gen Fund	58,200	0	0	0
750121 Operating Transfers Out-Capital Projects	0	0	920,468	920,468
TOTAL INTRAFUND TRANSFER	58,200	0	920,468	920,468
TOTAL - ROADS AND BRIDGES	15,174,266	16,327,897	16,716,504	16,716,504

ROADS AND BRIDGES

COMMENTS

The Madera County Road Department typically maintains, repairs, and reconstructs roads and bridges 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 southeastern 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 Department Budget in order to simplify the accounts of Transit funds, projects, and issues. Refer to Road Transit Budget (Org 63860) for specific details.

REVENUE

	2012-13	2013-14	2014-15
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610802 SB 325 Gas Sales Tax	\$ 1,245,061	\$ 1,443,841	\$ 1,599,071
610805 LTF Pedestrian & Bicycle Projects	0	0	38,493
620400 Road Privileges and Permits	131,794	119,588	125,000
640101 Interest	25,235	17,551	20,000
640304 Federal - Hwy Row Rental	1,020	1,399	1,000
650201 Highway Users Tax - 2104 and 2106	3,666,570	5,810,543	4,919,278
650202 Highway Users Tax - 2105 (Proposition 111)	1,181,060	1,199,972	1,300,136
652700 State Disaster Relief Cal-EMA	291,804	0	0
654030 State Transit Assistance	0	1,000	0
654035 ISTEAs Exchange Funds – Federal*	926,748	463,374	463,374
655500 Forest Reserve Title I	253,839	253,839	250,000
657040 Federal Funded Bridges (Eng. Services Refunds)	155,224	1,081,335	2,916,147

ROADS AND BRIDGES

REVENUE (continued)

	2012-13	2013-14	2014-15
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
657046 HSIP – Lanes Bridge	15,562	0	0
657056 Federal - Transit Admin (FTA) Amtrak	0	317,687	0
657103 CMAQ	1,834	99,428	1,651,960
657121 Federal - ARRA	0	130,720	0
657126 Federal - High Speed Rail	65,891	0	0
659020 ISTE A Exchange from Madera County Transportation Committee**	580,032	778,010	500,000
661702 Road and Street Services – MCTA	131,359	53,402	0
661703 Road and Street Services (District #5)	150,000	145,000	145,000
661704 Road and Street Services (Service Areas, Maintenance Districts)	1,827,461	529,151	700,000
661706 Roads Street Intrafund/Other Services	361,612	260,068	250,000
661708 Measure T Reimbursement	1,710,718	173,794	0
662696 Formation Fees	1,506	450	0
672000 Other Sales (Sale of Maps)	2,772	1,923	2,000
673000 Miscellaneous Refunds & Revenues	42,325	1,944	15,000
673800 PY Cancel Warrants	155	0	0
673903 Misc Riemb & Refund	602	214	0
673920 Misc Reimbursement-Other	17,713	0	0
680100 Sales of Fixed Assets, Other Sales and Fee	22,248	0	0
Sub-Total	<u>\$12,810,145</u>	<u>\$12,884,233</u>	<u>\$14,896,459</u>
Cash Balance			<u>1,820,044</u>
TOTAL	<u>\$12,810,145</u>	<u>\$12,884,233</u>	<u>\$16,716,503</u>

*ISTEA (Intermodal Surface Transportation Efficiency Act) Exchange Funds represents approximately 110% of previous FAS (Federal Aid Secondary) funds.

**ISTEA Exchange from Madera County Transportation Committee - MCTC reallocates ISTE A funds to member agencies based on population.

ROADS AND BRIDGES

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Administrative Analyst I/II	1	1
Administrative Assistant	1	1
Assistant Engineer*	4	2
Associate Civil Engineer or Engineer I/II/III*	1	2
Deputy Road Commissioner	2	2
Development Services Engineer	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*	0	1
Real Property Agent	1	1
Road Commissioner	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
Survey Party Chief or Assistant Engineer	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

STAFFING (continued)

*It is recommended to reallocate two (2) Assistant Engineer positions to add one (1) Associate Civil Engineer or Engineer I/II/III and to add one (1) Program Manager; both positions are necessary to facilitate capital improvement projects.

RECAP OF MAJOR EXPENDITURE ACCOUNTS:

- 720300** **Communications** (\$32,894) is recommended reduced \$2,106 based on current expenditures and a reduction 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** (\$101,803) is recommended increased \$1,900 and represents the Department's contribution to the Internal Service Fund for 2014-15 based on the number of radios in this Department utilizing the County's Microwave Radio Network.
- 720601** **Insurance - Other** (\$11,733) is recommended increased \$7,605 based on current year costs for Property and Pollution Insurance. Property insurance was not previously included in this account.
- 720800** **Maintenance - Equipment** (\$600,000) is recommended unchanged based on current year and projected expenditures for all equipment repairs, parts, fuels, tires, and overhauls. This account also provides funds for maintenance of office equipment, mobile radios, and other types of maintenance and repair, as well as the Wide Area Network Maintenance cost.
- 721400** **Professional & Specialized Services** (\$4,871,817) is recommended reduced \$250,381 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** (\$200,000) is recommended unchanged based on projected expenditures to rent/lease equipment when County-owned equipment breaks down, or when it is more economical to rent equipment than to purchase equipment.
- 721900** **Special Departmental Expense** (\$1,081,953) is recommended reduced \$1,346,097 for the purchase of all road construction materials, asphalt, concrete, various road oils, rock, sand, and dirt. This account will be adjusted at Final Budget based on the ending cash balance.

RECAP OF MAJOR EXPENDITURE ACCOUNTS (continued):

731401 **Intrafund Expense** (\$911,396) is recommended increased \$11,396 based on the prior year's Cost Allocation Plan. This report has been prepared by an outside consulting firm that allocates the County's pro-rata share of indirect expenses to this budget.

FIXED ASSETS

740300 **Equipment** (\$1,217,000) is recommended increased \$490,000 to purchase the following equipment:

- 1 **Sno-Way 29VHDSKD V PLOW (\$7,000)**- This is a snow plow that would be mounted to the department's skid steer loader. The plow is configured to operate in a v-shape, angle or u-shaped that will allow fast and efficient snow removal in the confined areas. This unit would be used County-wide.
This plow would be assigned to District #6 (11803)

- 1 **Weiler W330 Road Widener (\$140,000)** - This piece of equipment will be utilized to repair roadway shoulder erosion or subsidence in existing slopes in the county, as well as be utilized to pave selected shoulder projects to meet current and future California Air Resources regulations. This unit would be used County-wide.
This road widener would be assigned to District #6 (11803)

- 1 **4x2 Regular Cab Service Truck with Utility Service Body with Crane (\$115,000)** - This truck would be used by the mechanics shop. It would be equipped with the needed tools to complete the different repair and breakdowns on the vehicles and equipment at the different project sites throughout the county. It would replace a 1989 Ford Service Truck that does not meet California Air Resources Board On-Road Diesel Public Fleet program regulations.
This truck would be assigned to the Mechanics Shop (11804)
This item is a carryover from the 2013-2014 Budget

- 2 **10-yard Diesel Dump Trucks (\$300,000)** - These trucks would replace 1992 Ford Dump Trucks that do not meet California Air Resources Board On-Road Heavy-Duty Diesel-Fueled Public and Utility Fleets program regulations.
These trucks would be assigned to District #1 (11811) and District #3 (11813)

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

- 1 **Caterpillar 938K 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 Emission requirements for the In-Use Off-Road Diesel Vehicle Regulation.
This loader would be assigned County-wide (11804)
- 4 **¾ Ton LWB Regular Cab 4x4 Pickup Trucks (\$102,000)** \$25,500 each - 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 as follows: (1) District #1 (11811), (2) District #3 (11813), (1) District #6 (11803)
- 1 **¾ Ton LWB Regular Cab 4x2 Pickup Truck (\$23,000)** - This pickup would replace a 2001 Ford CNG pickup that has a tank that expires in November 2015. The pickup truck cannot be legally fueled up after the tank expiration date.
The pickup would be assigned to the Traffic Department
- 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 On-Road Heavy-Duty Diesel-Fueled Public and Utility Fleets program regulations.
This patch truck would be assigned to District #3 (11813)
- 1 **Tractor Loader (\$100,000)** - 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 In-Use Off-Road Diesel Vehicle regulations.
This tractor loader would be assigned County-wide (11804)
- 1 **SUV or Sedan (\$30,000)** - This vehicle would replace a 2001 CNG Honda Civic that has a CNG fuel tank that expires May 2016. The vehicle cannot be legally fueled up after the tank expiration date.
This vehicle would be assigned to Administration (11801)

INTRAFUND TRANSFER

- 750121 **Operating Transfer Out-Capital Project** (\$920,468) is recommended based on the department's proportional share of the completion of the third floor of the Government Center, as approved on February 4, 2014.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720300 Communications	4,868	3,500	3,500	3,500
720800 Maintenance - Equipment	926	4,000	4,000	4,000
721300 Office Expense	0	50	50	50
721400 Professional & Specialized Services	387,566	1,403,062	1,155,810	1,155,810
721500 Publications & Legal Notices	0	250	250	250
721900 Special Departmental Expense	0	12,449	28,850	28,850
722101 Gas & Electrical Utility	2,466	2,500	6,000	6,000
TOTAL SERVICES & SUPPLIES	395,826	1,425,811	1,198,460	1,198,460
FIXED ASSETS				
740200 Buildings and Improvements	0	1,183,929	849,276	849,276
740300 Equipment/Furniture	0	1,063,562	528,237	528,237
TOTAL FIXED ASSETS	0	2,247,491	1,377,513	1,377,513
TOTAL - ROAD (TRANSIT BUDGET)	395,826	3,673,302	2,575,973	2,575,973

ROAD (TRANSIT)

COMMENTS

The Transit Budget was established separately from the Road Department 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

	2012-13	2013-14	2014-15
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610810 LTF Madera County Connection	\$ 0	\$265,859	\$ 229,355
640101 Interest on Cash	2,675	2,253	1,500
654030 State - Transit Asst. / MCC	381,941	402,411	588,416
654517 Prop 1B – PTMISEA	19,539	0	1,194,276
654518 Prop 1B – Cal EMA	0	182,353	59,632
654537 ST-Cal EMA Grants	59,632	0	0
657055 Federal -Transit-Admin. FTA 5311	68,168	399,348	340,601
657056 State-Transit-Admin. Amtrak Shelter	0	0	0
673000 Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	\$531,955	\$1,252,224	\$2,413,780
Cash Balance			<u>162,193</u>
TOTAL	\$531,955	\$1,252,224	\$2,575,973

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,500) is recommended unchanged to provide funding for yellow-pages costs and AT&T white pages advertisement.

- 720800** **Maintenance – Equipment** (\$4,000) is recommended unchanged based on prior year expenditures.

- 721300** **Office Expense** (\$50) is recommended unchanged.

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$1,155,810) are recommended reduced \$247,252, as per the following:

Contract Consultant - Moy Services	\$ 70,810
Merced Transit	350,000
CAPMC	110,000
City of Madera (DAR)	192,000
City of Chowchilla (CATX)	100,000
Other Contract/Consultant Services	100,000

721500 **Publications & Legal Notices** (\$250) is recommended unchanged to provide funding for public notices for projects and miscellaneous hearings.

721900 **Special Departmental Expense** (\$28,850) is recommended increased \$16,401 based on projected expenses to provide supplies, materials and maintenance for transit projects.

722101 **Gas & Electrical Utility** (\$6,000) is recommended increased \$3,500 to provide funding for utility costs for the Amtrak Station and Advanced Flashing Beacons.

FIXED ASSETS

740200 **Buildings & Improvements** (\$849,276) is recommended reduced \$334,653, as per the following:

Shelter Improvement & Enhancements	\$262,610
Park & Ride Lots (2)	486,666
Bus Shelters	100,000

740301 **Equipment** (\$528,237) is recommended reduced \$535,325, as per the following:

Transit Security Enhancements	\$ 59,632
(1) Senior Bus	110,000
(2) MCC Buses	358,605

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

Department: **BEHAVIORAL HEALTH
SERVICES (06910,06920)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,244,127	5,954,393	6,372,540	6,372,540
710103 Extra Help	130,772	133,177	208,176	208,176
710105 Overtime	37,372	57,279	57,279	57,279
710106 Stand-by Pay	14,148	20,348	0	0
710107 Premium Pay	4,275	3,480	3,480	3,480
710200 Retirement	1,409,427	1,546,215	1,936,265	1,936,265
710300 Health Insurance	783,614	1,009,232	1,090,045	1,090,045
710400 Workers' Compensation Insurance	59,024	81,774	67,771	67,771
TOTAL SALARIES & EMPLOYEE BENEFITS	7,682,759	8,805,898	9,735,556	9,735,556
SERVICES & SUPPLIES				
720300 Communications	116,352	116,755	108,025	108,025
720305 Microwave Radio Services	21,114	22,619	23,050	23,050
720500 Household Expense	68,219	69,300	68,718	68,718
720600 Insurance	21,809	2,852	4,339	4,339
720601 Insurance - Other	2,969	29,803	29,803	29,803
720605 Employer Share Retiree Insurance	117,681	130,910	127,400	127,400
720800 Maintenance - Equipment	89,414	113,623	119,500	119,500
720900 Maintenance - Structures and Grounds	66,511	38,697	41,300	41,300
721000 Medical/Dental/Lab Supplies	6,786	38,640	38,840	38,840
721100 Memberships	8,486	16,790	19,793	19,793
721200 Miscellaneous Expense	70	0	0	0
721300 Office Expense	184,089	166,558	166,558	166,558
721400 Professional & Specialized Services	584,907	678,148	1,251,734	1,251,734
721406 Mental Health - Conservatorships	15,000	15,000	15,000	15,000
721416 Mental Health - Institute for Mental Disease	1,494,023	1,505,008	1,541,056	1,541,056
721417 Mental Health - Patients' Rights Advocate	15,309	16,848	16,848	16,848
721421 Mental Health-State Hospital	461,622	504,591	504,591	504,591
721422 Adult System of Care	16,497	796,115	1,304,730	1,304,730
721426 Software Maintenance/Modification	2,000	28,458	28,458	28,458
721445 SD/MC Hospital Expense	1,258,435	804,490	2,218,150	2,218,150
721446 Managed Care Network	543,612	582,000	582,000	582,000
721448 KV Support/Administration	342,825	305,223	388,963	388,963

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

Department: **BEHAVIORAL HEALTH SERVICES (06910,06920)**
 Function: **Health & Sanitation**
 Activity: **Health**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES (continued)				
721456 Professional & Specialized Services - IT	6,208	69,957	46,141	46,141
721468 Professional & Specialized Services - Unidentified	2,778	60,084	60,084	60,084
721500 Publications & Legal Notices	10,675	4,455	4,455	4,455
721600 Rents & Leases - Equipment	73,262	79,163	79,222	79,222
721700 Rents & Leases - Building	200,513	162,278	160,105	160,105
721900 Special Departmental Expense	18,733	28,355	28,030	28,030
721909 Property Taxes	1,152	42,944	42,944	42,944
722000 Transportation & Travel	22,467	39,869	39,869	39,869
722005 Reimbursement - Employee Cars	0	0		
722100 Utilities	59,359	76,405	70,464	70,464
TOTAL SERVICES & SUPPLIES	5,832,878	6,545,938	9,130,170	9,130,170
OTHER CHARGES				
730300 Retire Other L-T Debt	0	0		
730500 Interest Other L-T Debt	0	0		
731001 Building Deprecation	0	58,740	61,836	61,836
TOTAL OTHER CHARGES	0	58,740	61,836	61,836
FIXED ASSETS				
740200 Buildings & Improvements	428,671	0		
740300 Equipment	202,998	170,494	169,568	169,568
TOTAL FIXED ASSETS	631,670	170,494	169,568	169,568
INTRAFUND TRANSFER				
770100 Intrafund Transfer - Revenue	-496,643	-684,194	0	0
770100 Intrafund Transfer - Expense	0	72,000	92,700	92,700
TOTAL INTRAFUND TRANSFER	-496,643	-612,194	92,700	92,700
TOTAL - BEHAVIORAL HEALTH SERVICES	13,650,663	14,968,876	19,189,830	19,189,830

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.
- School Based Prevention Programs which are contracted through Behavioral Health Services to community-based organizations (Madera County Office of Education, Kings View Ready Set Go (RSG), and Cornerstone Counseling Center) to provide alcohol and drug prevention services in county-operated schools.

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 2014-15, 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

BEHAVIORAL HEALTH SERVICES

COMMENTS (continued)

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

Innovation (INN) a new three year INNOVATION project, which was selected by a panel of Behavioral Health Advisory Board members and stakeholders after an extensive Request for Proposal process, was approved by the Madera County Board of Supervisors on May 13, 2014, to increase 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>	2012-13 <u>Actual Service Hours</u>	2013-14 <u>Estimated Service Hours</u>	2014-15 <u>Projected Service Hours</u>
Mental Health	47,181	48,088	62,235
Madera Access Point	1,322	1,352	3,789
AOD – with Drug Court	4,720	4,432	5,440
Yosemite Women’s Center (Perinatal Services)	<u>1,974</u>	<u>1,738</u>	<u>1,917</u>
TOTAL	55,197	55,610	73,381

BEHAVIORAL HEALTH SERVICES

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>		<u>2014-15 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant/Auditor I/II	1		1	
Account Clerk I/II or Accounting Technician I/II	1		1	
Accounting Technician I/II	1		1	
Administrative Analyst I/II	4.2	1.8	4.15	1.85
Administrative Assistant	3		3	
Assistant Behavioral Health Services Director	1		1	
Behavioral Health Program Supervisor or Supervising Mental Health Clinician	8.5	0.5	9.5	0.5
Behavioral Health Services Division Manager	2	1	3	
Central Services Worker	2		2	
Certified Alcohol & Drug Counselor	8	2	7	3
Director of Behavioral Health Services	1		1	
Health Education Coordinator	2		2	
Inpatient Nurse Liaison	1		1	
Licensed/Prelicensed Mental Health Clinician	34	0.5	34	5
Licensed/Prelicensed Mental Health Clinician, or Senior Mental Health Case Worker	0		4	1
Mental Health Caseworker I/II	17	5	20	2
Mental Health Crisis Worker or Prelicensed Mental Health Clinician	2		1	
Office Assistant I/II	6	2	7	1
Personnel Technician I/II or Accounting Technician I/II	1		1	
Prelicensed Mental Health Clinician or Senior Mental Health Caseworker	2		2	
Program Assistant I/II	11	4	12	3
Psychiatric Nurse or Registered Nurse I/II	2		2	
Quality Management Coordinator or Supervising Mental Health Clinician	0	1	0	0
Staff Services Manager I	1.5	0.5	1.5	0.5
Vocational Assistant - Driver	3		3	
Total Permanent	<u>115.20</u>	<u>18.3</u>	<u>124.15</u>	<u>17.85</u>

BEHAVIORAL HEALTH SERVICES

REVENUE

<u>Source</u>	<u>2014-15 Projected</u>
State - Mental Health (MH) Revenues before 2011	\$ 3,512,736
State - MH Mental Health Services Act (MHSA)	6,069,388
State – Mental Health Revenues 2011	4,120,086
State - MH Realignment Base/ (COWCAP, Jail & DSS 10%)	661,038
Federal - Mental Health & Alcohol and Other Drug (AOD) Revenues	1,301,526
Federal - MH & AOD Medi-Cal	2,987,734
Intrufund Revenue	688,617
Other Mental Health Revenues & Fees	130,905
County Matching Funds	<u>11,973</u>
Total Behavioral Health Services Funding Required	\$19,484,003

Note to Auditor:

- The Department is recommending Realignment Revenue for FY 2014-15 of \$3,512,736 (Account #651306 & 680200) of which all is estimated to be received from the State during FY 2014-15.
- Additionally, \$351,274 is recommended from the Realignment Fund (Fund #61210 & 61337) as the “10%” of the base realignment for 2013-14 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 2014-15. 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 2014-15 is recommended to be transferred from the MH Realignment 2011 Fund (Fund #61210 or 61337) into the General Fund.
- Required General Fund cash match is \$11,973 (\$8,429 for mental health, \$1,431 for alcohol and drug programs, and \$2,113 for the perinatal program). This General Fund match is mandated by the State; Realignment funds cannot be used for this required County Match.
- The Department is requesting \$193,158 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.

BEHAVIORAL HEALTH SERVICES

REVENUE (continued)

Note to Auditor (continued):

- The Department is requesting \$294,173 from the Realignment 2011 fund to fund the County Administrative COWCAP derived from the Allocation Plan.
- The Intrafund revenue is to provide Behavioral Health Services to the Department of Social Services for the CALWORKS Program, transportation services for Foster Care Youth Services, Healthy Beginnings program, Medi-Cal Eligibility Administration position, and Probation Boot Camp Services.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$6,372,540) are recommended increased \$418,147 based on cost of recommended staffing.
- 710103** **Extra Help** (\$208,176) is recommended increased \$74,999 to fund the following positions to ensure the Department meets the State Mandates: 0.50 FTE Behavioral Health Program Supervisor, 0.50 FTE Staff Services Manager, 0.20 FTE Accountant/Auditor, 1.0 FTE Administrative Analyst I, and 1.0 FTE Behavioral Health Program Supervisor.
- 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** (\$0) is not recommended, a reduction of \$20,348. The Department has contracted with a vendor to provide the State Mandated after-hours services as approved by the Board of Supervisors in April 2014. Funding for this cost is included in the Adult System of Care line item (721422).
- 710107** **Premium Pay** (\$3,480) is recommended unchanged for special compensation matters, based on the actual use of bilingual staff and fewer deferred compensation payments.
- 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** (\$108,025) is recommended reduced \$8,730 based on estimated telephone service costs including projected cell phone expenses. The account includes \$39,675 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.
- 720305** **Microwave Radio Services** (\$23,050) is recommended increased \$431 for the Department's use of the County's Microwave Radio Service by the Chowchilla and Oakhurst locations.
- 720500** **Household Expense** (\$68,718) is recommended reduced \$582 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** (\$127,400) is recommended reduced \$3,510 for the Department's share of retiree health insurance.
- 720800** **Maintenance - Equipment** (\$119,500) is recommended increased \$5,877 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 10 vehicles with mileage over 140,000 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 increased \$2,603 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.
- 721000** **Medical/Dental/Lab** (\$38,840) is recommended increased \$200 based on current and projected usage for medication and laboratory testing for indigent and AB109 clients and any necessary lab expenses. Services for the AB109 population have increased, which is resulting in an increase in the medication for their treatment.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$19,793) is recommended increased \$3,003 based on the 2013-14 dues for the following memberships: the California Mental Health Directors Association (\$8,052), Mental Health Directors Association - Mental Health Services Act (\$600), County Alcohol and Drug Program Administrators (\$4,480), 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** (\$166,558) is recommended unchanged for general office supplies. This budget includes the additional signature pads for the client Anasazi system, replacement laptops and/or tablets within the Department. Due to fiscal restraints during the previous fiscal years, the Department hasn't been able to maintain the annual replacement plan.
- 721400** **Professional & Specialized Services** (\$1,251,734) is recommended increased \$573,586 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)** (\$1,541,056) is recommended increased \$36,048 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 this 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** (\$504,591) is recommended unchanged for the purchase of two (2) beds at the acute level in State Mental Health Hospitals.
- 721422** **Adult System of Care** (\$1,304,730) is recommended increased \$508,615 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 five to eight 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** (\$2,218,150) is recommended increased \$1,413,660 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. Fiscal Year 2014-15 is the first fiscal year for Wraparound Services in partnership with the Department of Social Services and Youth Probation. The State-mandated Manage Care Expense is related to psychiatric inpatient services.
- 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 DSS, 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** (\$388,963) is recommended increased \$83,740 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** (\$46,141) is recommended reduced \$23,816 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** (\$60,084) is recommended unchanged 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 increased \$59 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** (\$160,105) is recommended reduced \$2,173 for leased office space for the Mental Health staff located at the 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 reduced \$325 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** (\$42,944) is recommended unchanged for Madera Irrigation District taxes and the 7th Street site.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$39,869) is recommended unchanged for staff to attend conferences, meetings, and training seminars, and to reimburse private mileage expense. Due to National Reform, integrated services are mandated, and with the reorganization to the Department of Health Care Services, it is critical that the Department take advantage of all training and workshops during the transition.

722100 **Utilities** (\$70,464) are recommended reduced \$5,941 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 program 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 increased \$3,096 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 MHSAs programs (CSS, PEI, WET and INN) will not be charged for the initial remodel depreciation since the MHSAs program cost was directly charged to the MHSAs Capital Facilities and Technological Needs (CFTN) funds. However, the MHSAs 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** (\$169,568) is recommended reduced \$926 for the following fixed assets (there is no net-County cost associated with these assets):

1. **Vehicles** (R) (\$160,068) is recommended to replace seven (7) 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 (continued)

740300 Equipment (continued)

<u>Vehicle to be Replaced</u>	<u>Odometer</u>	<u>Replacement Vehicle</u>	
2001 Chevy Venture	167,274	Sedan	\$23,807
2002 Dodge Stratus	143,646	Sedan	\$23,807
1997 Ford Club Van	140,945	Sedan	\$21,159
2002 GMC Safari	133,182	Mini Van	\$26,370
2001 Chevy Venture	129,421	Sedan	\$23,407
1998 Chevy Cavalier	128,836	Sedan	\$20,759
2006 Chevy Malibu	122,464	Sedan	\$20,759

Each of the vehicles has over 122,000 miles. The Department currently has 14 vehicles over 120,000 miles and 8 vehicles over ten (10) years of age.

2. Sever (N) (\$9,500) is recommended to purchase a second server to be compatible with the new Department network design.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer-Revenue** (\$0) is not recommended, a reduction of \$684,194 for fiscal year 2014-15 as these intrafund transfers will now be recorded as intrafund revenue account 670000.

770100 **Intrafund Transfer-Expense** (\$92,700) is recommended increased \$20,700 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 2014-15**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,226,055	5,542,272	4,961,573	4,961,573
710103 Extra Help	432,291	301,900	439,587	439,587
710105 Overtime	4,726	0	0	0
710200 Retirement	1,186,944	1,535,426	1,585,256	1,585,256
710300 Health Insurance	709,848	1,000,987	941,032	941,032
710400 Workers' Compensation Insurance	16,637	26,443	23,529	23,529
TOTAL SALARIES & EMPLOYEE BENEFITS	6,576,501	8,407,028	7,950,977	7,950,977
SERVICES & SUPPLIES				
720300 Communications	23,784	68,021	75,652	75,652
720305 Microwave Radio Services	43,142	0	0	0
720500 Household Expense	66,433	83,445	82,260	82,260
720600 Insurance	10,813	1,404	2,066	2,066
720601 Insurance-Other	2,754	12,000	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	120,527	120,840	136,712	136,712
720800 Maintenance - Equipment	27,430	60,225	85,390	85,390
720900 Maintenance - Structures & Grounds	44,216	10,300	11,200	11,200
721000 Medical/Dental/Lab Supplies	98,122	167,001	70,116	70,116
721100 Memberships	11,056	12,000	11,585	11,585
721300 Office Expense	251,277	218,410	155,049	155,049
721400 Professional & Specialized Services	615,233	795,138	1,036,903	1,036,903
721407 Data Processing Services	20,125	65,335	62,000	62,000
721408 Professional & Specialized Services-CMSP	2,882,147	2,882,147	0	0
721500 Publications & Legal Notices	22,334	20,195	19,300	19,300
721600 Rents & Leases - Equipment	46,506	62,468	49,069	49,069
721700 Rents & Leases - Buildings	75,444	101,425	88,439	88,439
721900 Special Departmental Expense	196,753	108,661	164,179	164,179
722000 Transportation & Travel	60,430	82,029	88,418	88,418
722100 Utilities	0	6,090	132,000	132,000
TOTAL SERVICES & SUPPLIES	4,618,525	4,877,134	2,282,338	2,282,338

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
FIXED ASSETS				
740302 Equipment	8,598	0	15,000	15,000
TOTAL FIXED ASSETS	8,598	0	15,000	15,000
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	0	60,000	60,000	60,000
770101 Intrafund Transfer - Department of Social Services	-488,159	-827,598	0	0
TOTAL INTRAFUND TRANSFERS	-488,159	-767,598	60,000	60,000
TOTAL - PUBLIC HEALTH DEPARTMENT	10,715,466	12,516,564	10,308,315	10,308,315

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 services. The Public Health Department is funded by State Health Realignment, federal and state allocations, federal and state grants, private grants, and local fees.

Starting 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
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

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>Clinical Services</u>			
Immunizations (Child)	5,670	6,237	6,000
Tuberculin Skin Tests	5,135	5,649	5,000
Gonorrhea Treatment	3	3	3
Syphilis Treatment	13	14	15
Sexually-Transmitted Disease Treatments	88	97	107
TB Treatment (LTBI Rx's)	659	599	539
Chlamydia Treatment	23	25	28
Seniors Blood Panels	24	30	30
<u>Communicable Disease Control</u>			
Communicable Disease Investigations – TB	2,483	2,620	3,950
Communicable Disease Investigations – Other	3,139	3,410	3,455
Treatment of Active Disease/Dispensed Meds Encounters	326	360	402
<u>Student Nursing Visits</u>	170	120	80
<u>Case Management Home Visits</u>	5,830	6,820	7,000
<u>Examinations</u>			
Pre-Employment Exams	276	286	210
Chest X-Rays	---	757	460
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	350	226	250
Mycology (Fungus)	450	303	303
Mycobacteriology (TB)	1,000	160	175
Immunology (Syphilis serology)	400	125	150
Urinalysis Test	2,500	1,897	2,000
Water Test	1,400	1,132	1,200
Rabies	50	44	60
Urine Drug Testing	7,500	7,600	7,800

PUBLIC HEALTH DEPARTMENT

WORKLOAD (continued)

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
<u>Vital Statistics</u>			
Births	1,735	1,752	1,769
Deaths	830	849	872
Certified Copies Birth/Death Certificates	3,840	3,878	3,911
Animal Bite Reports	57	56	56
Confidential Morbidity Reports	1,561	1,580	1,602
<u>CHDP Program</u>			
Record Review, Tracking	21,000	25,500	27,500
Follow-Up	1,000	2,200	3,500
Training Sessions	20	18	18
<u>Foster Care Program</u> (Monthly Average)			
Probation (Monthly Average)	300	300	385
	15	15	5
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases	276	286	296
HIV/AIDS Deaths (Accumulative)	93	97	102
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	30	35	39
Emergency Services (Food & Medical Transportation – Ryan White)	18	25	27
Short Term Rental Assistance (HOPWA)	18	21	24
HIV/AIDS Medical Care	33	35	36
<u>Tobacco Education & Prevention Program Outreach</u>			
	80,000	80,000	80,000
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Average)	1,227	1,170	1,170
Monthly MTU Clinic Attendance	190	193	199
MTU Caseload	133	141	145
<u>Women, Infant and Children Program</u> (Monthly Average)			
	9,125	9,250	9,250

PUBLIC HEALTH DEPARTMENT

REVENUE

<u>Public Health Revenues</u>	Actual 2012-13	Estimated 2013-14	Projected 2014-15
Health - Laboratory Fees	\$ 16,202	\$ 41,610	\$ 14,140
CA Endowment Grant (<i>Private portion of O&E grant</i>)	0	0	61,083
Kaiser Grants	47,752	41,740	0
Health - Maternal Child Health – Federal	683,810	829,613	945,569
Health – Realignment	2,263,426	2,804,333	2,554,850
Childhood Lead Poisoning Prevention Funds	69,111	84,942	85,137
TB Prevention-State	27,236	27,146	50,526
Immunization Subvention Project Funds	49,157	49,157	47,683
Health - Vehicle License Fee - CMSP Realignment	2,882,147	2,882,147	0
Chlamydia Grant	6,789	6,798	6,798
Clinic Fees	20,215	45,871	32,990
Interfund Revenue – Cost Plan	618,218	618,218	240,632
Senior Citizens	24,211	24,081	0
State Healthy Families	13,551	15,527	17,837
State - California Children’s Services	662,641	777,168	868,319
Federal Healthy Families	48,004	57,671	66,252
Federal - California Children’s Services	415,001	397,561	442,634
State – AIDS (Surveillance)	67,157	74,050	17,289
Federal – AIDS (HOPWA, HCP, ADAP)	98,191	78,469	126,727
Tobacco Education	95,998	0*	0*
State - CHDP	284,028	333,272	142,974
Federal – Other (CHDP)	80,023	0	268,564
Foster Care	89,043	93,917	132,459
Adolescent Family Life	163,992	183,247	126,884
Community Transformation / Nutrition	372,099	696,544	659,297
Women, Infant, Child	1,710,214	1,816,216	1,811,416
Emergency Response Preparedness	(94,278)	0*	0*
Operating Transfer In-General Fund	367,252	635,886	604,274
Intrafund Revenue	0	0	987,791
Miscellaneous	66,673	4,920	0
Proposition 10 (MC Children Family Commission)	185,838	236,822	236,822
Total Revenue	\$11,333,701	\$12,856,926	\$10,548,947

REVENUE (continued)

*Revenues for these programs are now included under the appropriate revenue lines as follows:

- 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 now utilized to track revenues instead of the Intrafund Transfer account line which will be used only for expenses. Account line #670000 includes revenues for staff working in other county-funded programs such as: the Healthy Beginnings Program (\$312,431) funded through First 5; several programs funded through Department of Social Services (Cal Learn - \$200,000; Community Nutrition Expansion Program - \$192,577; Emergency Response Nurse - \$132,640; Drug Testing - \$40,000; and Foster Care program - \$110,143). MOUs between Public Health and DSS 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 \$2,554,850 of State Health Realignment funds for Fiscal Year 2014-15. The Department estimates that \$3.2M will be received from this revenue source (Account # 652113) which will result in an approximate increase of \$645,150 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.
- As of 1/1/2014, the CMSP Realignment, derived from Vehicle License Fees of \$2,882,147, is no longer received by the department due to a reallocation of Realignment Funds.

PUBLIC HEALTH DEPARTMENT

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</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		
Assistant Public Health Director	1		0		1 ⁽¹⁾
Deputy Public Health Director-Operations	0		1 ⁽¹⁾		
Deputy Public Health Director-Clinical and Nursing Services	0		1 ⁽²⁾		
Health Education Coordinator	1	1	3		
Health Education Specialist	6		6		
Lab Intern or Public Health Microbiologist	1		1		
Medical Secretary I/II	1		1		
Nurse Practitioner	1		0	1	
Nutritional Assistant I/II	18		14	3	1 ⁽³⁾
Nutritional Services Director	1		1		
Nutritionist or Nutritionist Intern	2		1	1	
Office Assistant I/II/III	3		2	1	
Office Services Supervisor I/II	1		0		1 ⁽⁴⁾
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		23.5 ⁽⁵⁾	1.5	
Public Health Laboratory Director	1		1		
Public Health Laboratory Technician I/II/Senior ⁽⁶⁾	1		2 ⁽⁶⁾		
Public Health Nurse I/II	12.25		12		0.25 ⁽⁷⁾
Public Health Nursing Director	1		0		1 ⁽²⁾
Public Health Officer (contract)	1		1		
Public Health Physician (contract)	1		1		
Registered Dietician	3		2		1 ⁽⁸⁾
Registered Nurse I/II or Licensed Vocational Nurse I/II	2		2		

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Senior Accounting Technician	1	1	2		
Senior Administrative Analyst	1		0		1 ⁽⁹⁾
Senior Nutritional Assistant	5	1	4	2	
Senior Program Assistant	1		1		
Senior Public Health Nurse	3		3		
Staff Services Manager	0		1 ⁽⁹⁾		
Therapy Assistant	1		1		
Total Permanent	115.75	3	110.5	9.5	6.25

Position Allocation Changes Justification:

- (1) The Assistant Public Health Director was reclassified to Deputy Director Operations in FY 2013-14 with approval of the Board.
- (2) The Public Health Nursing Director vacant position was reclassified to Deputy Director Clinical Services in FY 2013-14 with approval of the Board.
- (3) It is recommended to eliminate 1.0 FTE Nutrition Assistant I/II as it is no longer needed for program operations.
- (4) The Office Services Supervisor position was deleted, as approved on September 10, 2013.
- (5) It is recommended to increase the Public Health Education Assistant position by 2.5 FTE due to projected program requirements. 1.5 FTE of this increase is listed as unfunded at this time pending approval of grant applications in process.
- (6) It is recommended to increase the allocation for, and 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. If approved by the Board of Supervisors, the Human Resources Department will take the necessary actions to develop the new classifications.
- (7) It is recommended to eliminate .25 FTE of a Public Health Nurse I/II as it is no longer needed.
- (8) It is recommended to eliminate 1.0 FTE of a Registered Dietician as it is no longer needed.

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

(9) It is recommended to reclassify the vacant position of Senior Administrative Analyst to the classification of Staff Services Manager as part of the department's reorganization efforts. The reclassification will allow the department to unify fiscal services into one unit (currently operating as three separate units) to provide a more comprehensive response to program needs. This change is needed to proceed with the planned reorganization of this department to meet the needs of pursuing accreditation and the ability to bill third party payors for services.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$4,961,573) are recommended reduced \$580,699 based on cost of recommended staff.
- 710103** **Extra Help** (\$439,587) is recommended increased \$137,687 based on an increased need for 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$75,652) is recommended increased \$7,631 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720500** **Household Expense** (\$82,260) is recommended reduced \$1,185 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 for Public Health's share of the County's Medical Malpractice premium (\$9,000), and Property/Pollution Insurance (\$3,000).

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 720605** **Employer Share – Retiree’s Health Insurance** (\$136,712) is recommended increased \$15,872 based on current expenditures for the Department’s share of retirees’ medical insurance.
- 720800** **Maintenance - Equipment** (\$85,390) is recommended increased \$25,165 based on current expenditures for the maintenance of all office, x-ray and lab equipment, as well as computers. Funding is also included for maintenance of the Health on Wheels Van.
- 720900** **Maintenance - Structures and Grounds** (\$11,200) is recommended increased \$900 to reimburse the General Fund for work performed for the Health Department by the Building Maintenance and Grounds Divisions.
- 721000** **Medical, Dental & Laboratory Supplies** (\$70,116) is recommended reduced \$96,885 for 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** (\$11,585) are recommended reduced \$415 for memberships with the Health Officers Association of California, Maternal Child Health Directors, California Council of Local Health Nursing Directors, Conference of Health Executives Association of California, California Rural Health Association, National Association of City & County Health Officials, the American Public Health Association, Tobacco LLA Project Director’s Association, California Conference of Local Health Department Nutritionists, American Dietetic Association, National WIC Association, and California WIC Association.
- 721300** **Office Expense** (\$155,049) is recommended reduced \$63,361 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** (\$1,036,903) is recommended increased \$241,765 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, Accreditation costs including application fees and variety of start up costs for State & Federal billing, numerous emergency preparedness contracts with Madera County healthcare partners, AIDS Emergency Rental Assistance & Support, external lab fees, and various subcontracts required under the Department’s grant programs.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721407** **Data Processing Services** (\$62,000) is recommended reduced \$3,335 based on current expenditures for Information Technology charges for software support and Wide Area Network costs.
- 721408** **Professional & Specialized Services - CMSP** (\$0) is not recommended in this budget. The State provides the County with Realignment Funds which the County contributes to the County Medical Services Program. Starting in FY 13/14 those funds pass directly through to Department of Social Services and are no longer included in the Public Health Budget.
- 721500** **Publications & Legal Notices** (\$19,300) recommended reduced \$895 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** (\$49,069) is recommended reduced \$13,399 based on current expenditures for Central Garage vehicles, use of rental cars when County vehicles are not available, and costs for copier lease and maintenance agreements.
- 721700** **Rents & Leases - Building** (\$88,439) is recommended reduced \$12,986 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** (\$164,179) is recommended increased \$55,518 based on current expenditures and includes funds for cost of items such as Dial-A-Ride coupons for clients for transportation to medical care; required laboratory license fees and the California EPA fee for generation of toxic waste; professional staff licensing renewals; and a variety of educational materials for health department programs.
- 722000** **Transportation & Travel** (\$88,418) is recommended increased \$6,389 for the Department's travel to support required trainings and to reimburse staff mileage for use of personal vehicles in the course of work in compliance with the programs' scope of work.
- 722100** **Utilities** (\$132,000) is recommended increased \$125,910 for the department's cost for utilities for the Road 28 complex and other satellite clinics. This increase reflects a change in how utility costs are processed by passing them directly to the departments utilizing the service.

PUBLIC HEALTH DEPARTMENT

FIXED ASSETS

740301 **Equipment** (\$15,000) is recommended increased \$15,000 for the department's purchase of any equipment that exceeds the fixed asset limit associated with an electronic health record system required to pursue accreditation.

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.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer – Human Resources Department** (\$60,000) is recommended to reimburse the Human Resources Department for personnel services provided to the Public Health Department.

770101 **Intrafund Transfer - Department of Social Services** (\$0) is not recommended in this budget as it is now accounted for in the Intrafund Revenue category in the REVENUE section of this document.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **ENVIRONMENTAL
HEALTH (07100)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	518,140	612,375	658,930	658,930
710103 Extra Help	118,152	60,000	120,000	120,000
710105 Overtime	8,364	0	0	0
710106 Standby-HazMat Emergency Response	9,504	10,000	10,000	10,000
710200 Retirement	162,749	178,476	202,066	202,066
710300 Health Insurance	104,244	121,004	121,394	121,394
710400 Workers' Compensation Insurance	18,302	8,458	3,101	3,101
TOTAL SALARIES & EMPLOYEE BENEFITS	939,455	990,313	1,115,491	1,115,491
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	60	500	500	500
720300 Communications	4,867	6,000	6,000	6,000
720305 Microwave Radio Services	18,475	19,792	20,168	20,168
720600 Insurance	467	322	338	338
720800 Maintenance - Equipment	150	2,000	2,000	2,000
721000 Medical, Dental & Lab Supplies	0	200	200	200
721100 Memberships	540	735	1,690	1,690
721200 Miscellaneous Expense	975	0	0	0
721300 Office Expense	9,956	25,800	15,500	15,500
721400 Professional & Specialized Services	44,270	46,680	89,868	89,868
721500 Publications & Legal Notices	153	300	300	300
721600 Rents & Leases - Equipment	22,791	17,900	22,900	22,900
721900 Special Departmental Expense	1,830	2,000	4,000	4,000
722000 Transportation & Travel	4,399	6,500	9,500	9,500
TOTAL SERVICES & SUPPLIES	108,932	128,729	172,964	172,964
INTRAFUND TRANSFER				
770100 Intrafund Transfers Out	-11,896	0	0	0
TOTAL INTRAFUND TRANSFER	-11,896	0	0	0
TOTAL - ENVIRONMENTAL HEALTH	1,036,491	1,119,042	1,288,455	1,288,455

COMMENTS

Under the jurisdiction of the forthcoming 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, hazardous material control, housing, recreation areas, water supply, vector control, and related issues. 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 Primary Agency (LPA) for the Small Water Systems in Madera County. Funding for this Program is generated from new permits and annual 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, Hazardous Materials Management Plan, and Hazardous Material Inventory Statement.

- 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 provides this information to emergency rescue 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.

ENVIRONMENTAL HEALTH

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
CUPA	4.00	4.00	4.00
Land Use	1.25	1.25	1.25
Food	3.50	3.50	3.50
Water Systems	3.50	3.00	3.00
Waste Management – Liquid	2.25	1.00	1.00
Waste Management – Solid	1.00	1.00	1.00
Recreational Health (Pools, Spas)	0.75	0.75	0.75

ENVIRONMENTAL HEALTH

REVENUE

	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Environmental Health Fees	\$ 97,467	\$ 75,200	\$ 85,510
Environmental Health Permits	837,029	820,000	879,575
Integrated Waste Management Grant	36,127	18,400	18,324
Solid Waste Tipping Fee (LEA)	50,000	50,000	70,000
Hazardous Materials Emer. Prep. Grant	3,314	7,226	0
California Electronic Reporting System (CERS) Grant	3,912	20,000	0
FED-Safe Drinking Water Grant	0	125,000	160,000
Fines/Penalties	17,036	16,000	53,000
Misc Rev - Loan Repay by RDA (Mill Site)	30,000	30,000	20,000
Miscellaneous Revenue	<u>365</u>	<u>2,500</u>	<u>2,046</u>
Total	\$1,075,250	\$1,164,326	\$1,288,455

STAFFING

	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Environmental Health Director	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

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$658,930) are recommended increased \$46,555 based on the cost of recommended staffing.

ENVIRONMENTAL HEALTH

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$120,000) is recommended increased \$60,000 based on current expenses for two 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 2014-15 fiscal year. In addition, it is recommended to fund an additional extra help Environmental Health Specialist to ensure the Division meets its mandated CUPA inspections and transition to electronic reporting. 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 Integrated Waste Management 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** (\$20,168) is recommended increased \$376 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 Integrated Waste Management Grant will fund \$800 of the recommended amount.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.

ENVIRONMENTAL HEALTH

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$2,000) is recommended unchanged for the maintenance of office equipment, mobile radios, computers, and telephones. The Integrated Waste Management 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 increased \$955 due to an increase for membership 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** (\$15,500) is recommended reduced \$10,300 for tablet computers and all accessories necessary for field staff to conduct investigations, and will be funded by the CERS grant. This account also provides for office supplies, central duplicating costs, and printing of forms. The Integrated Waste Management Grant will fund \$5,400 of this account.
- 721400** **Professional & Specialized Services** (\$89,868) is recommended increased \$43,188 to complete the EnvisionConnect software upgrade, which will be funded by the Federal Drinking Water grant. This account also funds specialized laboratory analysis and the software maintenance license for EnvisionConnect. A breakdown of expenses follows:
- | | |
|-----------|--|
| \$ 2,000 | Wastewater/Water testing, food analysis, sewage sample testing and underground storage tank program; |
| \$ 37,868 | Software maintenance cost for Envision used Statewide for all required Environmental Health reports. |
| \$ 50,000 | Complete upgrade to EnvisionConnect |
- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged for public notices required under the new 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** (\$22,900) is recommended increased \$5,000 based on current and projected expenses for the rental of vehicles from Central Garage and for copy machine lease.

ENVIRONMENTAL HEALTH

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$4,000) is recommended increased \$2,000 for the Division's share of the RMA common area maintenance costs and other associated costs. This account also funds 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 Integrated Waste Management Grant will fund \$1,000 of the recommended amount for this account.
- 722000** **Transportation & Travel** (\$9,500) is recommended increased \$3,000 for travel to attend meetings, seminars, and conferences, and to reimburse private mileage costs. The Integrated Waste Management Grant will fund \$5,000 of this account.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **ENGINEERING (11100)**
 Function: **Liner Fund**
 Activity: **Refuse**
 Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2012-13</u>	BOARD APPROVED EXPENDITURES <u>2013-14</u>	DEPARTMENT REQUEST <u>2014-15</u>	CAO RECOMMENDED <u>2014-15</u>
BEGINNING FUND BALANCE	1,793,186	2,189,687	1,620,168 *	1,620,168
REVENUES				
620600 Franchise Fees	0	350,000	350,000	350,000
640101 Interest on Cash	9,446	18,000	18,000	18,000
640300 Rents & Concessions	16,900	16,200	20,400	20,400
662100 Sanitation/Landfill Surcharge	123,311	2,500	2,500	2,500
662101 Landfill Surcharges	3,561,704	4,200,010	4,969,857	4,969,857
TOTAL REVENUES	5,504,548	6,776,397	6,980,925	6,980,925
EXPENSES				
710400 Workers' Compensation Insurance	0	316	266	266
720200 Clothing and Personal Supplies	54	1,000	1,000	1,000
720300 Communications	8,703	10,000	12,000	12,000
720600 Insurance	20,000	20,000	15,582	15,582
720601 General Insurance	22,835	24,000	24,000	24,000
721100 Memberships	6,622	7,000	7,000	7,000
721200 Miscellaneous Expenses	539	0	0	0
721300 Office Expense	2,293	10,000	10,000	10,000
721314 Computer Equipment	0	0	1,500	1,500
721400 Professional & Specialized Services	2,410,020	3,328,659	4,016,533	4,016,533
721426 Software Maintenance	0	0	15,000	15,000
721433 Outside Attorneys & Other Experts	289,514	320,000	50,000	50,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	1	3,000	3,000	3,000
721800 Small Tools & Instruments	0	3,000	3,000	3,000
721900 Special Departmental Expense	215,909	291,632	363,344	363,344
722000 Transportation & Travel	8,058	10,000	10,000	10,000
722100 Utilities	8,978	12,000	23,640	23,640
731401 Interfund Expend - Cost Plan (A87)	0	350,000	350,000	350,000
740200 Buildings and Improvements	1,317	460,000	400,000	400,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **ENGINEERING (11100)**
 Function: **Liner Fund**
 Activity: **Refuse**
 Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2012-13</u>	BOARD APPROVED EXPENDITURES <u>2013-14</u>	DEPARTMENT REQUEST <u>2014-15</u>	CAO RECOMMENDED <u>2014-15</u>
EXPENSES (continued)				
780100 Appropriation for Contingency	2,509,703	1,925,590	1,674,860	1,674,860
TOTAL EXPENSES	5,504,548	6,776,397	6,980,925	6,980,925

* Represents the Estimated Fund Balance as of June 30, 2014; the balance is subject to change due to expenses that may be accrued to June 30, 2014, which have not yet been processed.

COMMENTS

The County of Madera has a contractual agreement with Redrock 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 Redrock 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.

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 2014-15 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, with a contract provision allowing the vendor to haul the City's waste to a landfill of its choosing because the City had elected not to renew its flow control agreement with Madera County. Currently, the City's vendor has not entered into a flow control agreement with County, instead utilizing Fresno County's Landfill.

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 projected tipping fees for 2014-2015 are \$45.58/ton for MSW, \$20.26/ton for Yard Waste and \$30.39/ton for Wood Waste.

REVENUE

This budget is 100% funded by landfill surcharges based on the current tipping fees, franchise fees, and rents received. The Valley Collection Franchise agreement with Redrock Environmental Group has a franchise fee of 6% of gross billings. (Revenues for this budget are reflected on the appropriation request.)

EXPENSES

- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 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 increased (\$2,000) 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.
- 721100** **Memberships** (\$7,000) is recommended unchanged for memberships in the Solid Waste Association of North America (\$500) and the Environmental Services Joint Powers Authority (\$6,500).
- 721300** **Office Expense** (\$10,000) is recommended unchanged to provide technical manuals, reproduction, office furniture, and miscellaneous office supplies to operate the scale house.
- 721314** **Computer Equipment** (\$1,500) is recommended to provide computers, monitors, printers, and computer related supplies to operate the scale house.
- 721400** **Professional & Specialized Services** (\$4,016,533) is recommended increased \$687,874 to provide for the following:
- \$2,692,813 Operation and services of the Fairmead Landfill by Redrock Environmental Group (\$2,592,813), and compaction incentives (\$100,000).
 - \$402,720 Operation and services of the North Fork Transfer Station by Redrock Environmental Group.
 - \$92,000 Disposal Cost of HHW Facility and Sharp Kiosks.

EXPENSES (continued)

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

- \$135,000 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 (\$125,000).
- \$260,000 Professional Services for Operation, maintenance, monitoring and reporting of the flare, leachate and landfill gas collection system.
- \$434,000 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. Some of these tasks are currently contracted out and may be extended until the County has fully transitioned into performing these services.

721426 **Software Maintenance** (\$15,000) is recommended to provide for licenses and maintenance of scale house software.

721433 **Outside Attorneys & Other Experts** (\$50,000) is recommended reduced \$270,000 to provide for outside attorney services.

721500 **Publications & Legal Notices** (\$200) is recommended unchanged 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** (\$3,000) is recommended unchanged for equipment rental cost for anticipated erosion control work at the closed North Fork and Ripperdan dump sites (\$250), and for use of vehicles from the Central Garage (\$2,750).

721800 **Small Tools & Instruments** (\$3,000) is recommended unchanged for landfill gas monitoring devices.

721900 **Special Departmental Expense** (\$363,344) is recommended increased \$71,712 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.

EXPENSES (continued)

721900 **Special Departmental Expense** (continued)

- \$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** (\$23,640) is recommended increased (\$11,640) 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.

731402 **Interfund A-87** (\$350,000) is recommended unchanged for the solid waste operations portion of the interfund expenditure cost plan.

740200 **Buildings and Improvements** (\$400,000) is recommended reduced \$60,000 for payment of infrastructure costs:

- \$100,000 Engineering design services for landfill masterplanning and liner expansion design.
- \$150,000 Installation of groundwater well.
- \$150,000 Installation of gas extraction monitoring wells, as needed to comply with regulatory requirements.

780100 **Appropriation for Contingency** (\$1,674,860) is the recommended appropriation for contingencies for future infrastructure, improvements, the lining requirement of future expansions, including permitting activities, acquisitions, design, construction and associated activities.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	9,563,976	11,199,607	11,406,948	11,406,948
710103 Extra Help	201,931	316,000	515,000	515,000
710105 Overtime	161,108	75,000	75,000	75,000
710106 Standby & Night Premium	71,287	60,000	60,000	60,000
710200 Retirement	2,601,432	3,032,286	3,403,859	3,403,859
710300 Health Insurance	1,660,578	1,796,348	1,807,934	1,807,934
710400 Workers' Compensation Insurance	210,851	295,595	262,606	262,606
TOTAL SALARIES & EMPLOYEE BENEFITS	14,471,163	16,774,836	17,531,347	17,531,347
SERVICES & SUPPLIES				
720300 Communications	297,398	429,000	429,000	429,000
720500 Household Expense	110,877	95,400	103,400	103,400
720600 Insurance	8,316	8,316	11,180	11,180
720601 General Insurance	5,132	7,251	7,251	7,251
720605 Employer-Share Retiree Health Insurance	367,837	392,730	392,730	392,730
720800 Maintenance - Equipment	39,360	96,000	96,100	96,100
720900 Maintenance - Structures & Grounds	151,736	160,000	188,246	188,246
721100 Memberships	43,474	57,568	60,568	60,568
721300 Office Expense	854,195	812,100	841,856	841,856
721400 Professional & Specialized Services	776,565	2,024,147	1,823,926	1,823,926
721500 Publications & Legal Notices	0	5,500	5,500	5,500
721600 Rents & Leases - Equipment	49,746	98,000	99,000	99,000
721700 Rents & Leases - Buildings	796,413	864,830	902,755	902,755
721900 Special Departmental Expense	1,708,852	2,313,626	2,560,575	2,560,575
722000 Transportation & Travel	77,930	100,000	110,000	110,000
722100 Utilities	142,494	202,225	225,208	225,208
TOTAL SERVICES & SUPPLIES	5,430,324	7,666,693	7,857,295	7,857,295

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
 Function: **Public Assistance**
 Activity: **Administration**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
FIXED ASSETS				
740300 Equipment	123,368	530,500	660,500	660,500
TOTAL FIXED ASSETS	123,368	530,500	660,500	660,500
INTRAFUND TRANSFERS				
770100 Intrafund Expense	-603	0	675,800	675,800
TOTAL INTRAFUND TRANSFER	-603	0	675,800	675,800
TOTAL - DEPARTMENT OF SOCIAL SERVICES- ADMINISTRATION	20,024,253	24,972,029	26,724,942	26,724,942

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 2014-15, it is anticipated the State will allocate approximately \$8,300,000 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 2014-15 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 2014-15, 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 \$204,633 in order to attract new employers 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 2014-15 fiscal year from the following sources:

	<u>2012-13</u> <u>Actual</u>	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
County of Madera	\$209,852	\$204,633	\$204,633
City of Madera	152,220	148,433	148,433
City of Chowchilla	26,542	25,881	25,881

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 2014-15 Social Services Administrative budget (estimated at \$62,000). 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 \$3,296,626 for fiscal year 2014-15 for Adult Protective Services and a variety of Child Welfare programs.

STAFFING

Due to the fluctuating caseloads, certain social services and eligibility functions are budgeted on an average principle called a “yardstick.” Actual number of positions are allocated quarterly by the County Administrative Office, as previously delegated by the Board of Supervisors. Although positions are allocated, the number of positions actually filled are limited by the availability of State and Federal funding.

Currently, there are 257 filled positions, of which two positions are assigned to IHSS activities for the IHSS Public Authority. For 2014-15, the Department will communicate staffing needs to your Board as they arise.

<u>Permanent</u>	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Account Clerk I/II	13	13
Accounting Technician I	2	2
Account Clerk Supervisor I/II	3	3
Administrative Analyst I/II	6	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	30 ⁽¹⁾	30 ⁽¹⁾
Employment & Training Worker I/II/III or Eligibility Worker I/II/III or Vocational Trainee, or Vocational Assistant	130 ⁽¹⁾⁽²⁾	130 ⁽¹⁾⁽²⁾

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

STAFFING (continued)

	<u>2013-14</u>	<u>2014-15</u>
	<u>Authorized</u>	<u>Recommended</u>
<u>Permanent</u>		
Legal Assistant	1	1
Office Assistant I/II/III	17	17 ⁽³⁾
Office Assistant Supervisor I/II	5	5
Personnel Assistant	1	1
Program Manager I	5	6
Program Manager Secretary	2	2
Information Systems Supervisor	1	0 ⁽⁴⁾
Social Worker I/II/III/IV	65 ⁽¹⁾	65 ⁽¹⁾
Social Worker Supervisor I/II	14	14
Staff Services Manager I – Fiscal	1	1
Information Systems Analyst	<u>1</u>	<u>0⁽⁴⁾</u>
Total	309	313
<u>IHSS Unit Funded by IHSS Public Authority</u>		
Employment Training Worker I/II/III	2	2
Office Assistant I/II	1	1
Program Manager I	<u>1</u>	<u>1</u>
Total	<u>4</u>	<u>4</u>
TOTAL PERMANENT ALLOCATED POSITIONS	<u>313</u>	<u>317</u>
Actual Filled Positions	217	257⁽⁵⁾

(1) Estimated Yardstick Allocation

(2) 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.

(3) No more than six (6) Office Assistant III positions at any one time.

(4) Represents the transfer of remaining Information Technology positions into the Information Technology budget.

(5) The figure represents the actual number of filled positions, which has been inaccurately reported for several years in the budget document.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$11,406,948) are recommended increased \$207,341 based on a recommended staffing level of 257 employees.
- 710103** **Extra Help** (\$515,000) is recommended increased \$199,000 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 (\$105,800).

Also included in this account is the Microwave Radio Services (\$46,100), which represents the Department's contribution to the Internal Service Fund for 2014-15 based on the number of radios in this Department utilizing the County's microwave radio network.

The IHSS Public Authority will pay \$1,322 as their share of cost for Communications.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

- 720500** **Household Expense** (\$103,400) is recommended increased \$8,000 based on the current contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay \$390 as their share of cost for Household Expense.
- 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 increased \$100 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 their share of cost for equipment maintenance.
- 720900** **Maintenance - Structures and Grounds** (\$188,246) is recommended increased \$28,246 for projected expenditures which includes 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 \$158 as their share of cost for Maintenance of Structures.
- 721100** **Memberships** (\$60,568) is recommended increased \$3,000 for memberships in the County Welfare Directors' Association (\$50,013); 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 (\$3,000); National Adult Protective Services Association (\$275); and the Central Valley Consortium (\$5,745).
- 721300** **Office Expense** (\$841,856) is recommended increased \$29,756 for office and photocopy supplies, mailing costs, and computer supplies. The increase in appropriations reflects the projected cost to purchase 26 Tablets/IPADS for Welfare to Work and Child Welfare staff who go out in the field to assist clients. The IHSS Public Authority will pay \$7,700 as their share of cost for Office Expense.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$1,823,926) is recommended reduced \$200,221 due in part to costs associated with services provided by other County Department staff is now budgeted as Intrafund Expense (770100). 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)	\$158,840
<u>Employee Assistance Plan</u> - Department contribution	5,000
<u>Ongoing Maintenance and Operation</u> - C-IV/Call Center Costs (County Share)	170,500
<u>IT Labor for Non-WAN Support</u> – As needed County Help Desk Costs	61,143
<u>Alarm Services - Chowchilla</u>	5,000
<u>Sierra Tel - Card Access System</u> - Ongoing Maintenance	100,000
<u>Annual IT</u> - Anti-Virus Upgrade, Software Licenses, IT Training, Training Software	162,000
<u>Email Storage Capacity</u> – charges for long-term email storage	12,000
<u>Office Professional Suite Upgrade</u> – will provide upgrade to the 2010 version for 115 employees receiving database information from the State.	33,500
<u>Internal Investigator</u> to be contracted to investigate personnel complaints relating to employee harassment and discrimination, as the need arises.	12,000
<u>Accurint</u> – this project will be used to purchase existing effective services, such as: US Search 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>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>Fire Extinguisher Training</u>	150
<u>Translation and Interpreting Services.</u>	32,000
<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.	15,900
<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>Security Guards</u> – To provide presence at offices and visitations.	64,480
<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

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<u>Educational Support for Dependent Youth (IV-E)</u>	\$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.	70,000
<u>CIV OBIEE Reporting Tool</u> – Management reports for state and federal requirements.	29,000
<u>“Fitness for Duty” Medical Exams</u> for employees-outside agency	7,500
<u>Fleet GPS Monitoring System</u> – To track and provide directions for staff in field.	7,560
<u>Video Conferencing</u> – GotoCorporate (100 users)	6,200
<u>Accucare</u> – Alcohol Severity Index Check/Assessment for Parents	3,500

CalWorks PROGRAMS

<u>Learning Disabilities</u> – Contract to assist customers with learning disabilities in their job readiness activities.	50,000
<u>Economic Development</u> – Madera County Economic Development Commission (EDC) to provide job creation and business expansion, including funds for marketing EDC.	204,633

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

CalWorks PROGRAMS (continued)

Vocational Education – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKS clients to be job-ready. \$250,000

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 their share of publication costs.

721600 Rents & Leases - Equipment (\$99,000) is recommended increased \$1,000 for the lease of twelve (12) copy machines (\$98,500) and miscellaneous rentals (\$500). This increase includes an additional scanner/printer for the Hearing/Appeals unit.

721700 Rents & Leases - Buildings (\$902,755) is recommended increased \$37,925 for lease of the following locations: 629 East Yosemite Ave (\$153,355); the Administration Office Building on 700 East Yosemite (\$165,660); 720 East Yosemite Avenue (\$381,975); the Oakhurst Office (\$84,282); the Chowchilla Office (\$71,559); shared space at Family Support (\$14,064); the facility on Lake Street (\$25,620); and rented storage space (\$6,240). The IHSS Public Authority will pay \$3,240 as their share.

721900 Special Departmental Expense (\$2,560,575) is recommended increased \$246,949. The IHSS Public Authority will pay \$1,000 as their share of costs. This account funds the following:

IRS Intercept Fee, Vital Statistics, and miscellaneous expenses. \$ 26,000

Mental Health Substance Abuse - Contract for mental health services for clients in the CalWORKS Program. 664,854

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

Special Departmental Expense (continued)

<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>Medi-Cal Screening</u> – MOU with Behavioral Health to provide activities associated with the Medi-Cal eligibility screening process on behalf of public assistance applicants and case eligibility management for continuing cases.	50,000
<u>Public Health Nurse</u> - Federal and State reimbursement for a Public Health Nurse assigned to Child Welfare to assess the health needs of children and to identify resources to care for any identified health needs and PT Emergency Response Nurse. Also, includes request for additional nurse for Adult Protective Services.	295,000
<u>Public Health - CalFresh Nutrition Education Program (CNEP) Snap Ed</u> – Education on proper nutrition	150,000
<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.	23,000
<u>Child Welfare Services</u> reimbursement of related costs.	265,000
<u>Foster Home Recruitment and Parent Program</u> which allocates funds for development and implementation of recruitment and training activities for Foster Homes.	7,000
<u>Preserving Safe and Stable Families</u>	96,000

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

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 (\$236,391). 687,921

Public Health	\$317,914
Behavioral Health	78,161
Office of Education	291,846

New Employee Physical Examinations – provided by the Public Health Department. 11,300

722000 **Transportation & Travel** (\$110,000) is recommended increased \$10,000 for anticipated training sessions, cost of gasoline, and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$1,000 as their share of costs.

722100 **Utilities** (\$225,208) is recommended increased \$22,983 to provide for the Department’s share of the County’s utility cost. The increase reflects the additional utility costs associated with added space in Madera, Oakhurst and Chowchilla. The IHSS Public Authority will pay \$638 as their share of cost for Utilities.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

FIXED ASSETS

740300 **Equipment** (\$660,500) is recommended increased \$130,000 to purchase the following fixed assets:

Vehicles

2 Compact Sedan – PRIUS (R) (\$47,500) to replace high mileage vehicles #418 and #432.

MEDS Security Related

10 Additional Door Access Equipment (N) (\$100,000)

Computer Equipment

1 Server (R) (\$25,000)
1 ADDC File Server Upgrade (N) (\$30,000)
1 Microwave Radio Implementation Project (N) (\$150,000)
1 Network Attached Storage (NAS) (N) (\$50,000)
1 NetBot Server Monitoring Equipment (N) (\$20,000)
1 Document Dropoff Kiosk (N) (\$18,000)
1 APS Case Management (N) (\$55,000)

Furniture

20 Workstations/Cubicles for additional staff (N) (\$100,000)

Building Maintenance

1 HVAC System @ 629 East Yosemite Ave Building (R) (\$50,000)
1 Install Peel & Paste Carpet @ 720 hallway (N) (\$15,000)

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

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	\$26,724,942	\$5,484,404	\$21,240,538
Department of Social Services - Public Assistance Programs	34,143,349	9,559,499	24,583,850
Department of Social Services - General Relief	<u>1,157,394</u>	<u>1,157,394</u>	<u>0</u>
TOTAL	\$62,025,685	\$16,201,297	\$45,824,388
Less Estimated DSS State Realignment for 2011-12		(\$5,200,000)	
Other Admin Revenue ⁽¹⁾		(274,000)	
Other Assist Revenue ⁽²⁾		(186,000)	
Other General Fund Revenue ⁽³⁾		(74,600)	
Transfer Health Realignment		(310,000)	
Transfer BHS State Realignment		(385,375)	
2011 Realignment Transfer In (Admin)		(3,296,626)	
2011 Realignment Transfer In (Assist)		<u>(2,646,850)</u>	
ESTIMATED COUNTY TOTAL NET COST		\$3,827,846	

⁽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 2014-15**

Department: **DEPT. OF SOCIAL SERVICES
GENERAL RELIEF (07520)**
Function: **Public Assistance**
Activity: **General Relief**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	204,770	210,560	210,560	210,560
721900 Special Departmental Expense	151,434	151,434	151,434	151,434
TOTAL SERVICES & SUPPLIES	356,204	361,994	361,994	361,994
OTHER CHARGES				
730100 Support and Care of Persons	475,603	535,000	535,000	535,000
731305 Contributions to Other Agencies	260,400	260,400	260,400	260,400
TOTAL OTHER CHARGES	736,003	795,400	795,400	795,400
TOTAL - DEPT. OF SOCIAL SERVICES - GENERAL RELIEF	1,092,206	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 cost trends. 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 2014-15**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
<u>OTHER CHARGES</u>				
730101 CalWORKS				
Federal	11,142,203	11,676,000	11,676,000	11,676,000
State	0	0	0	0
2011 Realignment	8,396,733	8,799,000	8,799,000	8,799,000
County	500,998	525,000	525,000	525,000
Total Aid for CalWORKS	20,039,934	21,000,000	21,000,000	21,000,000
730104 Foster Care				
Federal	1,400,331	1,370,250	1,694,250	1,694,250
State	0	0	0	0
2011 Realignment	1,524,805	1,492,050	1,844,850	1,844,850
County	2,261,275	2,437,700	2,960,900	2,960,900
Total Foster Care	5,186,411	5,300,000	6,500,000	6,500,000
730105 Welfare to Work				
Federal	408,298	679,200	594,300	594,300
State	72,618	120,800	105,700	105,700
County	0	0	0	0
Total Welfare to Work	480,916	800,000	700,000	700,000
730107 In-Home Supportive Service				
State	657,636	938,000	0	0
County	4,308,603	3,186,048	3,121,349	3,121,349
Total In-Home Supportive Service	4,966,239	4,124,048	3,121,349	3,121,349
730111 Aid For Adopted Children				
Federal	754,004	1,302,000	930,000	930,000
State	0	0	0	0
2011 Realignment	650,227	1,122,800	802,000	802,000
County	217,283	375,200	268,000	268,000
Total Aid For Adopted Children	1,621,514	2,800,000	2,000,000	2,000,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
<u>OTHER CHARGES (continued)</u>				
730118 Cal-Learn				
Federal	5,425	18,760	18,760	18,760
State	359	1,240	1,240	1,240
County	0	0	0	0
Total Cal-Learn	5,784	20,000	20,000	20,000
730119 CalWORKS Child Care				
Federal	118,854	350,000	350,000	350,000
State	16,979	50,000	50,000	50,000
County	0	0	0	0
Total CalWORKS Child Care	135,833	400,000	400,000	400,000
730125 KIN GAP				
Federal	41,658	145,200	145,200	145,200
State	10,730	37,400	37,400	37,400
County	10,730	37,400	37,400	37,400
Total KIN GAP	63,118	220,000	220,000	220,000
730126 Cash Assistance Program for Immigrants				
State	16,646	30,000	32,000	32,000
Total Cash Assistance for Immigrants	16,646	30,000	32,000	32,000
730129 Housing Assistance/ Transitional Housing Program				
State	127,920	150,000	150,000	150,000
Total Housing Asst/Transitional Housing Progr	127,920	150,000	150,000	150,000
TOTAL OTHER CHARGES	32,644,315	34,844,048	34,143,349	34,143,349
TOTAL - DEPARTMENT OF SOCIAL SERVICES- PUBLIC ASSISTANCE PROGRAMS	32,644,315	34,844,048	34,143,349	34,143,349

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 2014-15 is estimated at \$5,200,000.

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 2014-15 is estimated at \$1,844,850 and \$802,000, 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 2014-15, 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 2013-14 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 (\$6,500,000) are recommended increased \$1,200,000 from the 2013-14 fiscal year. County share is estimated at \$2,735,900. For 2014-15, 2011 Realignment is estimated at \$1,844,850, which is funded by sales tax revenue. County-only cases are estimated to cost \$225,000, for a total County cost of \$2,960,900.

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 reduced \$100,000 from 2013-14 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 at \$17,200,000, of which the County MOE share is \$3,121,349, a reduction of \$64,699.

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 we no longer 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 (\$2,000,000) are recommended reduced \$800,000 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. County share is estimated at \$268,000, a reduction of \$107,200; 2011 Realignment is estimated to be \$802,000, 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.

CaIWORKs CHILD CARE

Child care services are provided to CaIWORK'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 2013-14 fiscal year. For 2014-15, 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 2013-14.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS

Appropriations (\$32,000) are recommended increased \$2,000 based on caseload. This program is for non-citizens who entered the United States on or after August 22, 1996, and meet Federal definitions of a qualified alien. All Costs for this program are 100% State funded.

HOUSING ASSISTANCE/ TRANSITIONAL HOUSING PROGRAM

Appropriations (\$150,000) are recommended unchanged. This program is for emancipated youth exiting the Child Welfare System and is 100% State funded. Youths live with host families, and case management services are available to assist in the emancipation process. The goal is to provide participants with safe living environments while helping them learn safe life skills to achieve self-sufficiency.

TOTAL COUNTY COST OF DEPARTMENT OF SOCIAL SERVICES PUBLIC ASSISTANCE PROGRAMS

	<u>Estimated 2013-14</u>	<u>Recommended 2014-15</u>
County Share	\$17,975,198	\$18,358,499
Less:		
Other Revenue ⁽¹⁾	(\$186,000)	(\$186,000)
DSS 1991 Realignment	(\$4,600,000)	(\$5,200,000)
DSS 2011 Realignment	(\$11,413,850)	(\$11,445,850)
10% Transfer Health Realignment ⁽²⁾	(\$290,000)	(\$310,000)
10% Transfer BHS Realignment ⁽²⁾	<u>(\$393,240)</u>	<u>(\$385,375)</u>
NET COUNTY COST	\$1,092,108	\$831,274

(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 2014-15**

Department: **IHSS Public Authority
(77070)**
Function: **Public Assistance**
Activity: **Public Assistance**
Fund: **IHSS Public Authority**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SERVICES & SUPPLIES				
720300 Communications	1,900	1,322	1,322	1,322
720500 Household Expense	489	390	390	390
720601 General Insurance	14,211	16,850	16,850	16,850
720800 Maintenance - Equipment	300	300	300	300
720900 Maintenance - Structures & Grounds	204	158	158	158
721300 Office Expense	7,200	7,700	7,700	7,700
721400 Professional & Specialized Services	51,912	18,500	18,500	18,500
721500 Publications & Legal Notices	0	250	250	250
721700 Rents & Leases - Building	3,682	3,240	3,240	3,240
721900 Special Departmental Expense	1,000	63,000	1,000	1,000
722000 Transportation & Travel	2,000	1,000	1,000	1,000
722100 Utilities	622	638	638	638
TOTAL SERVICES & SUPPLIES	83,520	113,348	51,348	51,348
OTHER CHARGES				
730700 Judgements & Damages	0	10,000	10,000	10,000
TOTAL OTHER CHARGES	0	10,000	10,000	10,000
INTERFUND TRANSFER				
731401 Interfund Expense	750,000	938,000	62,000	62,000
TOTAL TRANSFERS	750,000	938,000	62,000	62,000
TOTAL - IHSS PUBLIC AUTHORITY	833,520	1,061,348	123,348	123,348

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 2014-15, the total cost of the IHSS Program will be \$17,200,000, of which the Madera County MOE is \$3,121,349.

The County is no longer invoiced for the providers' health benefits due to the implementation of the MOE, thus reducing the required appropriations by \$938,000 which were previously reimbursed 100%.

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

REVENUE

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Federal	\$594,974	\$413,089	\$50,901
State	779,483	396,889	48,905
Local	<u>5,085</u>	<u>23,542</u>	<u>23,542</u>
Total	<u>\$1,379,542</u>	<u>\$833,520</u>	<u>\$123,348</u>

SERVICES AND SUPPLIES

- 720300** **Communications** (\$1,322) is recommended unchanged 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** (\$390) is recommended unchanged 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** (\$158) is recommended unchanged for the pro-rated costs for building and grounds maintenance.
- 721300** **Office Expense** (\$7,700) is recommended unchanged for the estimated cost of office supplies, postage, subscriptions, and computer supplies.
- 721400** **Professional & Specialized Services** (\$18,500) is recommended unchanged. 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) are included. 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** (\$3,240) is recommended unchanged for shared costs for use of Social Services' facilities.

721900 **Special Departmental Expense** (\$1,000) is recommended reduced \$62,000 due to shifting the cost of Social Service professional services to the Interfund Expense account. 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** (\$638) is recommended unchanged 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** (\$62,000) is recommended reduced \$876,000 as there is no longer the requirement to fund the Health/Admin costs associated with IHSS. These funds were previously transferred to reimburse the General Fund Department of Social Services – Public Assistance Program Org 07530, where these costs were actually paid. The \$62,000 is to transfer costs associated with Social Service Department staff performing services on behalf of the Public Authority.

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**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	59,088	70,491	118,769	118,769
710103 Extra Help	0	1,900	1,900	1,900
710106 Standby & Night Premium	0	4,428	0	0
710200 Retirement	17,311	20,531	24,858	24,858
710300 Health Insurance	13,944	16,956	17,817	17,817
710400 Workers' Compensation Insurance	235	235	184	184
TOTAL SALARIES & EMPLOYEE BENEFITS	90,578	114,541	163,528	163,528
SERVICES & SUPPLIES				
720300 Communications	1,180	1,350	1,350	1,350
720600 Insurance	42	42	33	33
720800 Maintenance - Equipment	123	300	300	300
721100 Memberships	1,420	710	850	850
721300 Office Expense	2,410	3,155	3,303	3,303
721400 Professional & Specialized Services	15,650	17,500	20,000	20,000
721500 Publications & Legal Notices	266	200	200	200
721600 Rents & Leases - Equipment	1,644	2,100	2,400	2,400
721900 Special Departmental Expense	70	119,000	150	150
722000 Transportation & Travel	2,490	3,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	25,295	147,357	32,586	32,586
INTRAFUND TRANSFER				
770000 Intrafund Expense	-15,000	-15,000	158,000	158,000
TOTAL INTRAFUND TRANSFER	-15,000	-15,000	158,000	158,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	100,873	246,898	354,114	354,114

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Public Guardian Fees	\$56,459	\$75,100	\$80,000
Intrafund Revenue*	<u>0</u>	<u>0</u>	<u>15,000</u>
Total	\$56,459	\$75,100	\$95,000

*This reflects reimbursement for services provided to the Behavioral Health Department. This revenue was previously reflected as an Intrafund Transfer under budget appropriations.

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	0	1	1 ⁽¹⁾	0
Deputy Public Guardian	1	0	1 ⁽¹⁾	0
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	<u>0</u>	<u>1⁽²⁾</u>	<u>0</u>	<u>1⁽²⁾</u>
Total Permanent	2	2	3	1

(1) It is recommended to fund the Chief Deputy Public Guardian due to increasing caseload, and permanently fill the position.

(2) Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

STAFFING (continued)

Note: Administration of the Public Guardians office is managed by the DSS Director (4%), one DSS Deputy Director (2%), one Social Worker Supervisor Extra Help (90%), one Account Clerk Supervisor (5%), one Program Manager (2%), County Counsel staff, and one DSS Fiscal Analyst (6%). The level of staff support from DSS has been adjusted for fiscal year 2014-2015 based on the actual support claimed for the current Fiscal Year 2013-14.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$118,769) are recommended increased \$48,278 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.
- 710106** **Standby & Night Premium** (\$0) is recommended, a reduction of \$4,428 due to the Chief Deputy Public Guardian position no longer being filled by Social Services-Social Worker Supervisor who was eligible for premium 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** (\$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 increased \$140 for the actual cost for membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$3,303) is recommended unchanged and includes newspaper subscription (\$85) along with miscellaneous office expenses.
- 721400** **Professional & Specialized Services** (\$20,000) is recommended increased \$2,500 due to an increase in the monthly maintenance fees for PG Pro Software (\$18,000). Expenses also include Komodo Encryption of ACH email (\$36), Accurint Software - used for looking up relatives of conservatees (\$1,560), 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.
- 721600** **Rents & Leases - Equipment** (\$2,400) is recommended increased \$300 for the copier lease, and to utilize vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$150) is recommended reduced \$118,850 due to costs for DSS Salaries and Benefits are now being budgeted in Intrafund Transfers. This account funds a safety deposit box (\$60) for storing valuables belonging to Public Guardian clients and for miscellaneous expenses (\$90).
- 722000** **Transportation & Travel** (\$4,000) is recommended increased \$1,000 for the lodging and meals for out-of-County trips which include mandated certification trainings for staff.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$158,000) 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 2014-15**

Department: **VETERANS SERVICE OFFICE
(08010)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	36,712	42,468	44,591	44,591
710103 Extra Help	0	0	11,755	11,755
710200 Retirement	9,779	11,947	14,048	14,048
710400 Workers' Compensation Insurance	235	305	184	184
TOTAL SALARIES & EMPLOYEE BENEFITS	46,726	54,720	70,578	70,578
SERVICES & SUPPLIES				
720300 Communications	1,101	1,125	1,125	1,125
720600 Insurance	42	43	32	32
720800 Maintenance - Equipment	123	75	75	75
721100 Memberships	1,000	1,000	1,000	1,000
721300 Office Expense	838	1,100	1,100	1,100
721400 Professional & Specialized Services	54,564	57,300	57,300	57,300
721600 Rents & Leases - Equipment	1,044	1,500	1,500	1,500
722000 Transportation & Travel	3,130	3,500	3,500	3,500
TOTAL SERVICES & SUPPLIES	61,842	65,643	65,632	65,632
TOTAL - VETERANS SERVICE OFFICER	108,568	120,363	136,210	136,210

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, 2012 – June 30, 2013</u>		<u>July 1, 2013 – May, 31 2014</u>	
Total Claims Filed:	395	Total Claims Filed:	364
Monthly Payments*:	\$157,674	Monthly Payments*:	\$136,535
Retro Payments*:	\$1,863,577	Retro Payments*:	\$1,633,589

***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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Veterans Affairs Subvention – Annual	\$28,351	\$25,000	\$25,000
Veterans Affairs Subvention – ID Program Funding	<u>0</u>	<u>24,851</u>	<u>17,500*</u>
Total	\$28,351	\$49,851	\$42,500

***Note:** Reflects the projected carry-over of unused one-time funds received in fiscal year 2013-14 for the Department’s Veteran ID project.

STAFFING

<u>Permanent</u>	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</u> <u>Recommended</u>
Veterans Services Representative	1	1
Veterans Service Officer	<u>1*</u>	<u>1*</u>
Total Permanent	2	2

***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** (\$44,591) are recommended increased \$2,123 based on the cost of recommended staff.
- 710103** **Extra Help** (\$11,755) is recommended to provide for office staff to assist with implementing the new 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** (\$1,125) is recommended unchanged based on actual and projected expenditures.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$75) is recommended unchanged for maintenance of typewriters, calculators, and computers.
- 721100** **Memberships** (\$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** (\$57,300) is recommended unchanged for the contract with Fresno County for Veterans Services Officer services, as approved by the Board of Supervisors on October 2, 2012. The contract expires October 31, 2014; any requested increase in the contract amount will be brought to the Board for further direction. 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 2014-15**

Department: **COMMUNITY ACTION
PARTNERSHIP (08200)**
Function: **Public Assistance**
Activity: **Other Assistance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	94,147	98,854	103,797	103,797
710200 Retirement	36,317	34,851	46,110	46,110
710300 Health Insurance	3,903	8,164	599	599
710400 Workers' Compensation Insurance	0	421	362	362
TOTAL SALARIES & EMPLOYEE BENEFITS	134,366	142,290	150,868	150,868
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	0	0	18,288	18,288
TOTAL SERVICES & SUPPLIES	0	0	18,288	18,288
TOTAL - COMMUNITY ACTION PARTNERSHIP	134,366	142,290	169,156	169,156

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; 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).

STAFFING

Permanent

Community Action Director

2013-14
Authorized
1

2014-15
Recommended
1

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$103,797) are recommended increased \$4,943 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.

SALARIES & EMPLOYEE BENEFITS

721400 **Professional & Specialized Services** (\$18,288) are recommended 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **LIBRARY
(09110)**
Function: **Education**
Activity: **Library Services**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	433,199	389,556	460,034	412,270
710103 Extra Help	82,892	109,042	59,444	115,947
710200 Retirement	127,118	110,794	143,467	144,313
710300 Health Insurance	93,646	96,237	119,181	91,784
710400 Workers' Compensation Insurance	5,235	9,292	9,292	8,210
TOTAL SALARIES & EMPLOYEE BENEFITS	742,090	714,921	791,418	772,524
SERVICES & SUPPLIES				
720300 Communications	5,227	5,300	11,750	11,500
720500 Household Expense	2,856	2,800	2,678	2,678
720600 Insurance	662	393	393	260
720800 Maintenance - Equipment	314	600	500	2,500
721100 Memberships	71,917	71,064	79,374	79,374
721300 Office Expense	12,658	10,000	15,000	22,400
721400 Professional and Specialized	0	0	13,347	0
721600 Rents & Leases - Equipment	320	5,000	10,671	10,671
721700 Rents & Leases - Buildings	34,925	32,238	32,238	32,238
721800 Small Tools & Instruments	0	0	0	0
721900 Special Departmental Expense	17,748	25,000	25,000	25,000
722000 Transportation & Travel	244	1,000	1,000	2,050
722100 Utilities	82,528	91,000	111,342	91,000
TOTAL SERVICES & SUPPLIES	229,398	244,395	303,293	279,671
TOTAL - LIBRARY	971,489	959,316	1,094,711	1,052,195

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>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Public Library Funds (PLF) - Trust Fund	\$ 0	\$25,000	\$50,000
Fines & Fees (Library Services)	37,815	38,000	41,200
Copies	10,692	9,000	11,652
Lost Books	6,722	2,000	672
Contributions & Donations	0	1,989	2,000
Room Rental	125	50	150
Chukchansi Grant	0	0	\$37,500*
Miscellaneous Revenue	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$55,354	\$76,039	\$143,174

*The Library received a \$40,000 Chukchansi Grant to preserve tribal photos and documents in digital form. Of that, \$2,500 was expended in FY 2013-14, leaving a balance of \$37,500 for FY 2014-15.

STAFFING

<u>Permanent</u>	2013-14 Authorized			2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</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	4.75	2.25	2	5.75*	1.25
Senior Library Branch Assistant	1	1		1	1
Library Branch Assistant	<u>1</u>	<u>3</u>	<u> </u>	<u>1</u>	<u>3</u>
Total	9.75	7.25	2.0	10.75	6.25

**It is recommended to convert one (1.0) long-term extra help position to one (1.0) permanent Library Assistant position.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$412,270) are recommended increased \$22,714 to provide permanent staff at the Branches and the addition of one Library Assistant.
- 710103** **Extra Help** (\$115,947) is recommended increased \$6,905. The Chukchansi Grant will fund \$27,500 of the recommended amount.
- 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 increased \$6,200 based on actual expenditures.
- 720500** **Household Expense** (\$2,678) is recommended reduced \$122 based on actual expenditures 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 increased \$1,900 for the maintenance of a microfilm reader, inspection of the service elevator, and a replacement router.
- 721100** **Memberships** (\$79,374) is recommended increased \$8,310 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 (\$74,463) which is comprised of the following: Computer Operations (\$51,168); Delivery Services (\$1,602); Communications, Cataloguing and other (\$14,366); and a Technology Reserve Online Materials (\$7,327). Previously Fresno County covered the cost of the Service for the Blind, but will no longer do so.
- 721300** **Office Expense** (\$22,400) is recommended increased \$12,400 based on actual expenditures for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies. The Chukchansi Grant will fund \$9,400 of the recommended amount.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$10,671) is recommended increased \$5,671 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.
- 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** (\$2,050) is recommended increased \$1,050 due the travel associated with the Chukchansi Grant preservation project. The increase will be offset by the Grant.
- 722100** **Utilities** (\$91,000) is recommended unchanged. Savings from the County's Energy Savings Project should help offset any increases stemming from the addition of utilities previously covered by the North Fork and Oakhurst Fire Stations.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **AG. EXTENSION
SERVICE (09200)**
Function: **Education**
Activity: **Ag. Education**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	29,049	0	0
710103 Extra Help	20,891	0	0	0
710200 Retirement	2,954	8,723	0	0
710300 Health Insurance	0	10,650	0	0
710400 Workers' Compensation Insurance	224	224	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	24,069	48,646	0	0
SERVICES & SUPPLIES				
720300 Communications	824	1,187	1,100	1,100
720600 Insurance	81	81	0	0
720800 Maintenance - Equipment	1,000	1,000	0	0
721300 Office Expense	3,592	4,000	0	0
721400 Professional & Specialized Services	0	0	70,000	70,000
721600 Rents & Leases - Equipment	1,189	16,460	0	0
721900 Special Departmental Expense	691	1,450	0	0
TOTAL SERVICES & SUPPLIES	7,377	24,178	71,100	71,100
FIXED ASSETS				
740300 Equipment	9,811	0	0	0
TOTAL FIXED ASSETS	9,811	0	0	0
TOTAL - AGRICULTURAL EXTENSION SERVICE	41,257	72,824	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 2014-15.

STAFFING

County staffing is not included in this budget. All staffing associated with the Agricultural Extension Service is provided by the State.

<u>Permanent</u>	<u>2013-14 Authorized</u>	<u>2014-15 Recommended</u>
Administrative Assistant	1	0
Program Assistant I	0	0

SALARIES & EMPLOYEE BENEFITS

No salaries and benefits are recommended as all staffing for this program is provided by the State.

SERVICES & SUPPLIES

Services and Supplies are recommended based on the Multi-County Partnership Agreement.

- 720300** **Communications** (\$1,100) is recommended reduced \$87 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 2014-15**

Unit Title: **APPROPRIATIONS FOR CONTINGENCIES
(09900)**
Function: **General**
Activity: **Legislative & Administrative**
Fund: **General**

EXPENDITURE CLASSIFICATION

APPROPRIATIONS

<u>EXPENDITURE CLASSIFICATION</u>	<u>BUDGET 2010-11</u>	<u>BUDGET 2011-12</u>	<u>BUDGET 2012-13</u>	<u>BUDGET 2013-14</u>	<u>RECOMMENDED 2014-15</u>
780100 Appropriations for Contingencies - General	2,151,798	2,046,793	2,624,416	2,624,416	2,424,416
Reserve for Information Technology System/Asset Replacement	0	0	0	850,908	0

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 2014-15 Fiscal Year.

The 2014-15 Appropriations for Contingencies is recommended at \$2,424,416, which is reduced by \$200,000 from the previous year. A portion of this funding is anticipated to be required for the following purposes: to cover actual costs related to a change-of-venue homicide case being handled by the District Attorney's and Public Defender's Offices, which is not included in their departmental budget; impacts resulting from the implementation of the State Budget and associated trailer bills; annual leave payouts; and changes to the projected fund balance.

It is recommended that any additional revenues that may materialize or any budget reductions that may occur during the fiscal year be directed to the Appropriations for Contingencies budget. The amount budgeted is considerably low. A prudent contingency fund for a General Fund budget of \$181 million is 3%, or approximately \$5.4 million.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDATION 2014-15</u>
Beginning Fund Balance	2,362,476	2,169,693	1,806,146 *	1,806,146 *
<u>INCOME</u>				
662740 Charges for Mileage	1,467,407	1,533,138	1,503,083	1,503,083
OTHER INCOME				
640101 Interest	8,275	20,000	10,000	10,000
680103 Sale of Fixed Assets & Other Sales	19,688	40,000	40,000	40,000
680401 Miscellaneous & Other Services		1,000	1,000	1,000
673908 Other Income	3,157	1,000	1,000	1,000
662741 Vehicle Maintenance Charges	182,568	215,000	205,000	205,000
TOTAL INCOME	1,681,095	1,810,138	1,760,083	1,760,083
<u>EXPENSES</u>				
721930 Cost of Inventoried Material & Supplies Used	948,543	987,086	933,000	933,000
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	240,257	244,157	246,427	246,427
710200 Retirement	62,061	69,323	72,664	72,664
710300 Health Insurance	46,428	52,101	45,718	45,718
710400 Workers' Compensation	1,076	1,577	1,169	1,169
720200 Clothing & Personal Supplies	1,710	2,100	2,100	2,100
720300 Communications	1,119	1,200	1,400	1,400
720500 Household Expense	1,676	1,400	1,400	1,400
720600 Insurance	64	44	65	65
720605 Employer Share of Retiree Insurance	17,111	20,140	20,140	20,140
720800 Maintenance - Equipment	2,961	3,400	3,400	3,400
720900 Maintenance - Structures & Grounds	3,100	5,000	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	899	1,800	2,000	2,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDATION 2014-15</u>
OTHER OPERATING EXPENSES (continued)				
721400 Professional & Specialized Services	55,192	82,500	82,500	82,500
721600 Rents & Leases - Equipment	681	600	600	600
721800 Small Tools & Instruments	1,199	2,500	2,500	2,500
721900 Special Departmental Expense	2,244	25,025	6,500	6,500
722000 Transportation & Travel	0	900	900	900
722100 Utilities	11,078	16,000	16,000	16,000
731000 Depreciation	0	262,028	285,000	285,000
731400 Intrafund Transfer - Cost Plan	116,908	31,157	31,500	31,500
TOTAL EXPENSES	1,514,307	1,810,138	1,760,083	1,760,083
Income Over / (Under) Expenses	166,788	0	0	0
FIXED ASSETS				
740300 Equipment	407,229	576,765	692,621	692,621
TOTAL FIXED ASSETS	407,229	576,765	692,621	692,621

*Represents the Estimated Projected Fund Balance on June 30, 2014; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2014, 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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
Sedans	127	120	117
Sheriff Vehicles	65	66	66
Pickups, SUV's, Vans	129	129	128
Trucks	<u>2</u>	<u>0</u>	<u>0</u>
Total Vehicles	323	315	311

STAFFING

	<u>2013-14</u> <u>Authorized</u>	<u>2014-15</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** (\$1,503,083) is recommended reduced \$30,055, representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. Estimated miles to be traveled during 2014-15 are 2,939,009. It is recommended that the following Central Garage mileage rates be approved for 2014-15:

Sedan	45¢ per mile	Sheriff Vehicles	66¢ per mile
Pickups and Vans	54¢ per mile	Trucks	\$1.02 per mile

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2014, is 56¢ per mile, and will be readjusted by the IRS on January 1, 2015.

CENTRAL GARAGE

EXPENSES

721930 **Cost of Inventoried Materials & Supplies Used** (\$933,000) is recommended reduced \$54,086 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** (\$246,427) are recommended increased \$2,270 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 increased \$200 based on present cost experience.

720500 **Household Expense** (\$1,400) is recommended unchanged 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 increased \$200 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** (\$6,500) is recommended reduced \$18,525 to fund an Internet subscription for service manuals (\$1,500), and to purchase an updated vehicle diagnostic machine and scope (\$5,000).
- 722000** **Transportation & Travel** (\$900) is recommended unchanged for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for training.
- 722100** **Utilities** (\$16,000) is recommended unchanged based on present cost experience.
- 731000** **Depreciation** (\$285,000) is recommended increased \$22,972 to provide funds for equipment and vehicle replacement.
- 731400** **Intrafund Transfer** (\$31,500) is recommended increased \$343 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** (\$692,621) is recommended increased \$115,856 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	1997 Olds Sedan	132,000	-	Hybrid Sedan	\$22,500	Recommended
Ag Commission	1997 GMC Pickup	166,250	-	4x4 Pickup	\$19,000	Recommended
Ag Commission	1987 GMC 1Ton	115,000	-	4x4 1Ton Pickup	\$27,500*	Recommended
Corrections	2004 Chevy Sedan	157,000	-	Sedan	\$19,838	Recommended
Corrections	2003 Ford 1T Van	150,200	-	1T Van	\$27,000**	Recommended
District Attorney	1997 Olds Sedan	133,740	-	Sedan	\$19,783	Recommended
Special Districts	2007 ¾ Dodge P/up	159,967	-	¾ T 4x4 Pickup/Utility	\$23,000***	Recommended
Special Districts	1997 ¾ Ford P/up	158,180	-	Mini SUV	\$24,000	Recommended
Special Districts	2003 ¾ Chevy P/up	157,099	-	¾ T 4x4 Pickup	\$25,000	Recommended
Special Districts	1997 ¾ GMC P/up	151,200	-	¾ T 4x4 Pickup/Utility	\$23,000***	Recommended
Special Districts	2007 ¾ Dodge P/up	154,054	-	¾ T 4x4 Pickup/Utility	\$23,000***	Recommended
Sheriff	2009 Police SUV	148,000	-	Marked Pursuit PPU	\$54,000 #	Recommended
Sheriff	2008 Police Sedan	145,800	-	Marked Pursuit PPU	\$54,000 #	Recommended
Sheriff	2001 Police Sedan	148,315	-	SUV	\$31,000 #	Recommended
Sheriff	2010 Police SUV	158,759	-	Unmarked 4x4 Pickup	\$36,000 #	Recommended
Sheriff	2010 Police Sedan	145,600	-	Marked Police PPU	\$54,100 #	Recommended
Sheriff	2004 Police Sedan	156,400	-	Unmarked Police PPU	\$35,000 #	Recommended
Sheriff	2010 Police SUV	157,000	-	Marked Police PPU	\$54,000 #	Recommended
Sheriff	2006 Chevy 4x4	155,470	-	Unmarked 4x4 Pickup	\$36,000 #	Recommended
Sheriff	2009 Police Sedan	148,250	-	Marked Police PPU	\$54,000 ##	Recommended
Sheriff	2002 Police Sedan	148,200	-	SUV	\$31,000 ##	Recommended
Total Vehicles Recommended:			21	Total CG Funds Recommended: \$692,621		

FIXED ASSETS (continued)

740300 Equipment (continued)

*This amount will be increased (approximately \$4,500) due to the requirement of a utility bed and will be appropriated within the Ag Commissioners budget.

**This amount will be increased (approximately \$3,000) due to transfer costs of the Prisoner cage from the retired vehicle and will be appropriated within the Corrections budget.

***This amount will be increased (approximately \$7,000) due to additional costs associated with adding a 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.

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COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15

Department: **MICROWAVE RADIO SERVICES
(11300)**
Function: **General**
Activity: **Other General**
Fund: **Microwave Radio Fund**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
FUND BALANCE	182,131	241,993	256,650	256,650
 <u>INCOME</u>				
640101 Interest on Cash	1,215	0	1,200	1,200
662742 Microwave Radio Service Charges	514,661	551,203	560,555	560,555
TOTAL INCOME	515,876	551,203	561,755	561,755
 <u>EXPENSES</u>				
OPERATING EXPENSES				
720800 Maintenance - Equipment	68,910	79,398	84,326	84,326
721200 Misc Expense - Sales Tax	12,774	16,665	16,665	16,665
721400 Professional Specialized	27,228	9,000	5,000	5,000
721700 Rents & Leases - Building/Land	150,259	165,203	172,000	172,000
721909 Misc Expense - Property Tax	3,084	4,000	4,000	4,000
730302 Retire Capital Lease (Equipment)	217,509	214,237	214,237	214,237
731000 Depreciation	0	32,700	51,527	51,527
771400 Interfund Expenses	9,502	30,000	14,000	14,000
TOTAL OPERATING EXPENSES	489,266	551,203	561,755	561,755
 CONTINGENCIES				
780000 Contingencies	0	20,665	0	0
TOTAL CONTINGENCIES	0	20,665	0	0
TOTAL EXPENSES	489,266	571,868	561,755	561,755
 Income Over / (Under) Expenses			 0	 0
 Carryover Restricted for Capital Replacement			 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 2014-15, 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** (\$560,555) is recommended increased \$9,352. 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 2013-14 of \$256,650 which will be used to replace microwave assets when required.

EXPENSES

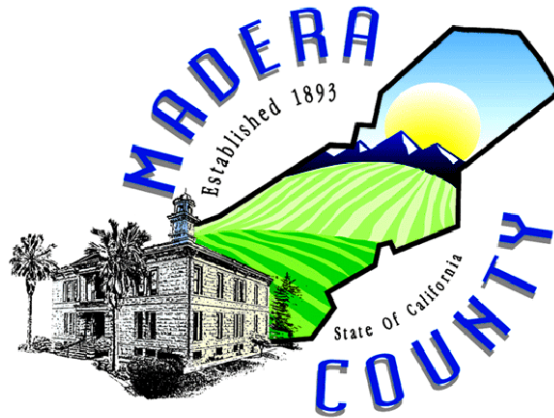
720800 **Maintenance - Equipment** (\$84,326) is recommended increased \$4,928 for contracted maintenance services from Fresno County and for battery replacements at two sites.

721200 **Miscellaneous Expenses – Sales Tax** (\$16,665) is recommended unchanged to pay for sales tax associated with the capital lease as requested by the Madera County Auditor Controller.

MICROWAVE RADIO SERVICES

EXPENSES (continued)

- 721400** **Professional & Specialized** (\$5,000) is recommended reduced \$4,000 for vendor support and engineering when required.
- 721700** **Rents & Leases - Building/Land** (\$172,000) is recommended increased \$6,797 and includes the costs for leasing existing tower space from private land owners.
- 721909** **Miscellaneous Expenses – Property Tax** (\$4,000) is recommended unchanged as requested by Madera County Auditor Controller 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 increased \$18,827 to reflect replacement of asset equipment this fiscal period.
- 710100** **Interfund Expenses** (\$14,000) is recommended reduced \$16,000 to appropriately assign labor expended from the Information 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 2013-14 and will be used to begin replacing donated equipment when required. These funds are not rate-affecting during this fiscal period.

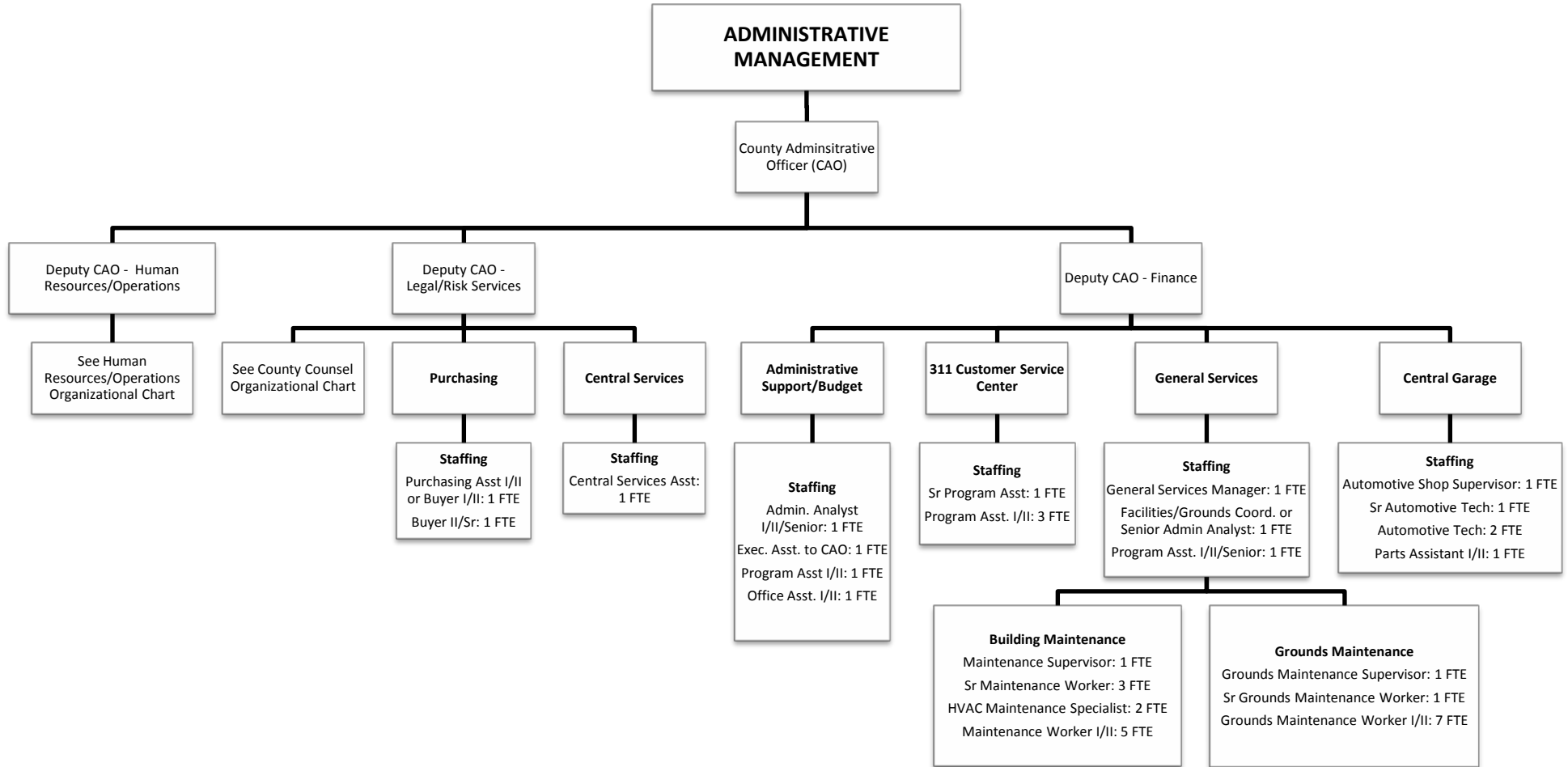


DEPARTMENTAL ORGANIZATIONAL CHARTS

The Departmental Organizational Charts contained in this document reflect the 2014-15 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.

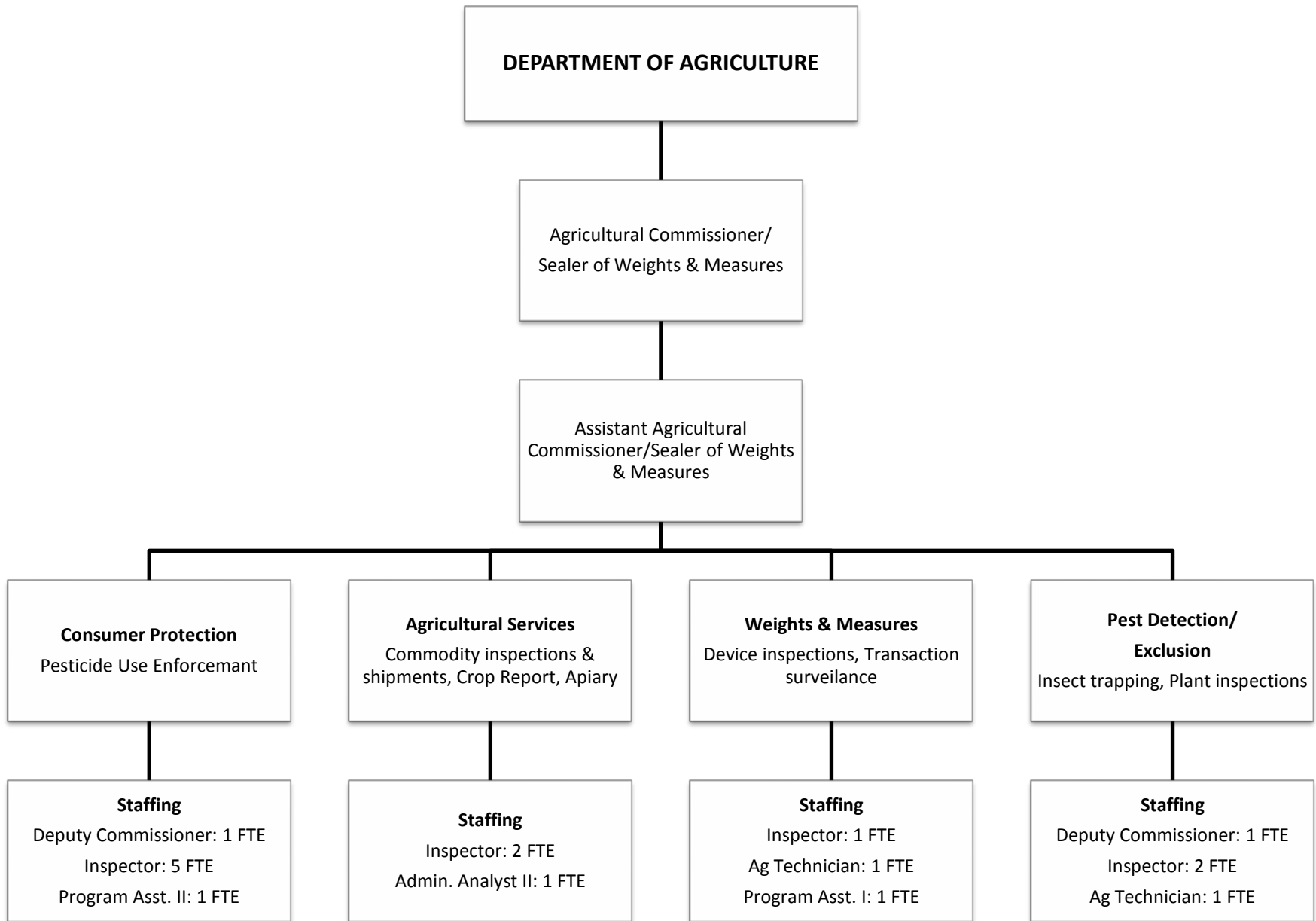
For more information on funded and unfunded positions, please refer to the specific departmental budget narrative.

Note: Organizational charts are presented in alphabetical order by department.

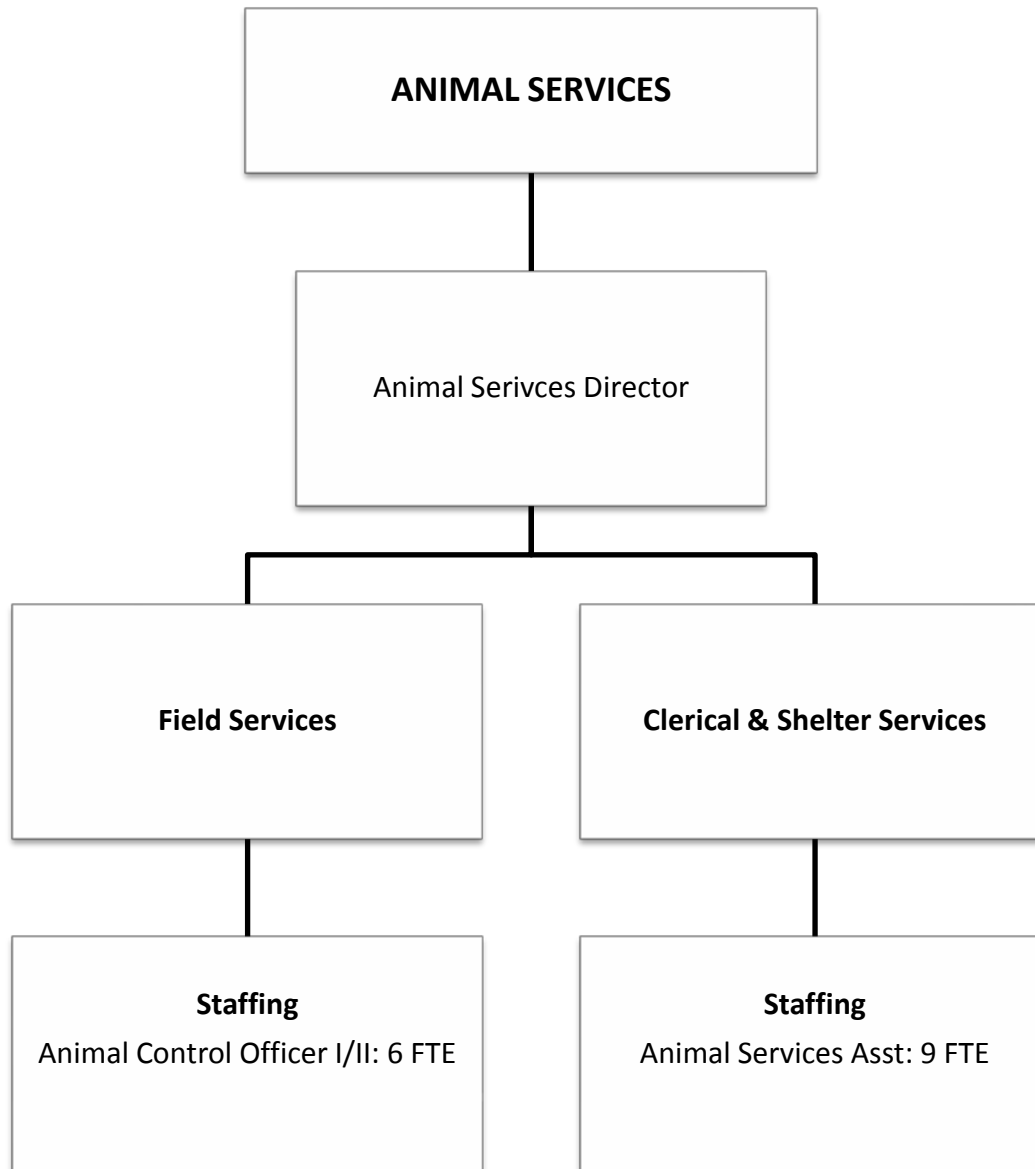


Total FTE: 42

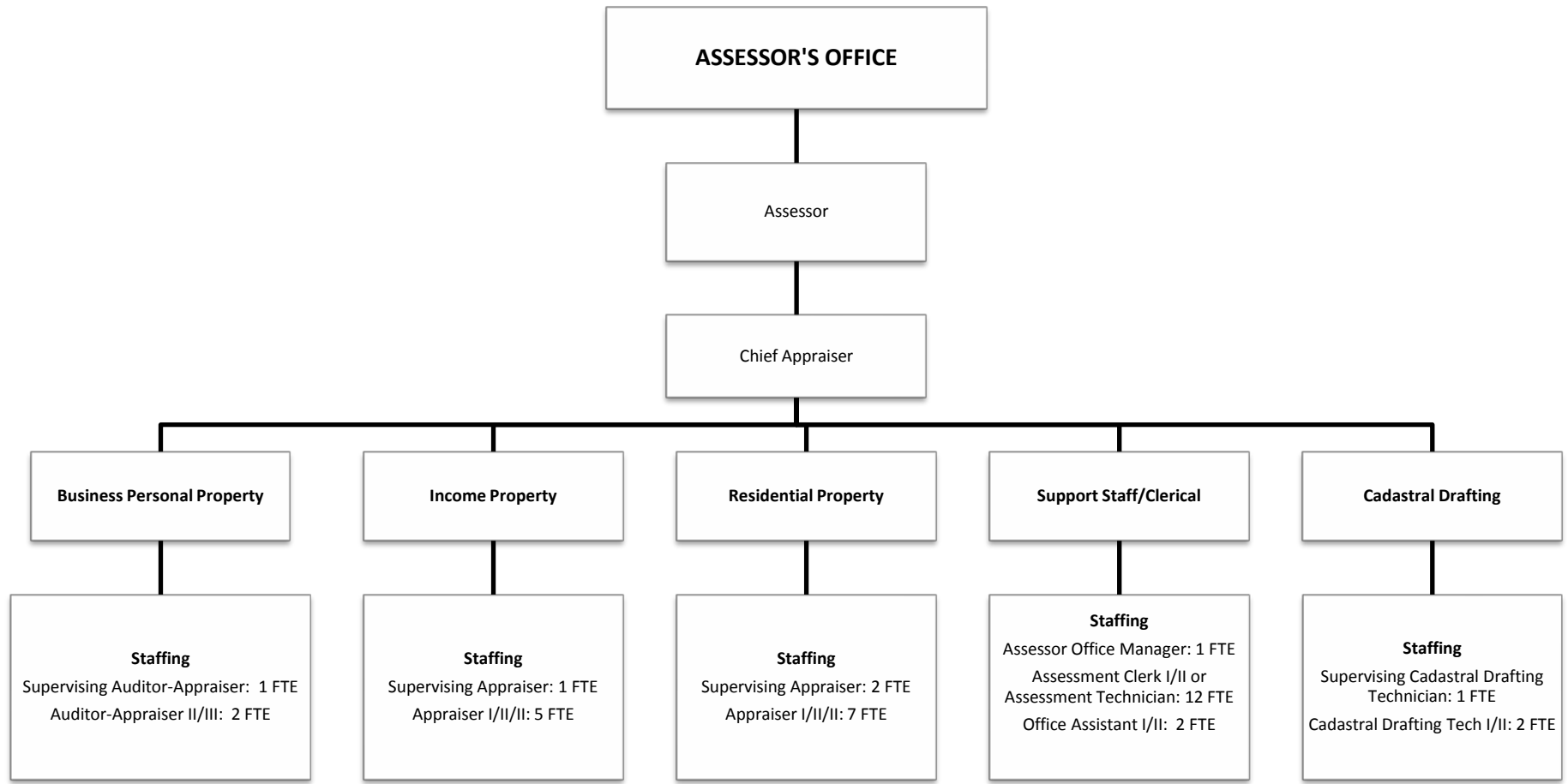
Note: Total FTE does not include staffing reflected on Human Resources/Operations and County Counsel Organizational Charts



Total FTE: 19



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
 Review/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

Total FTE: 21

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

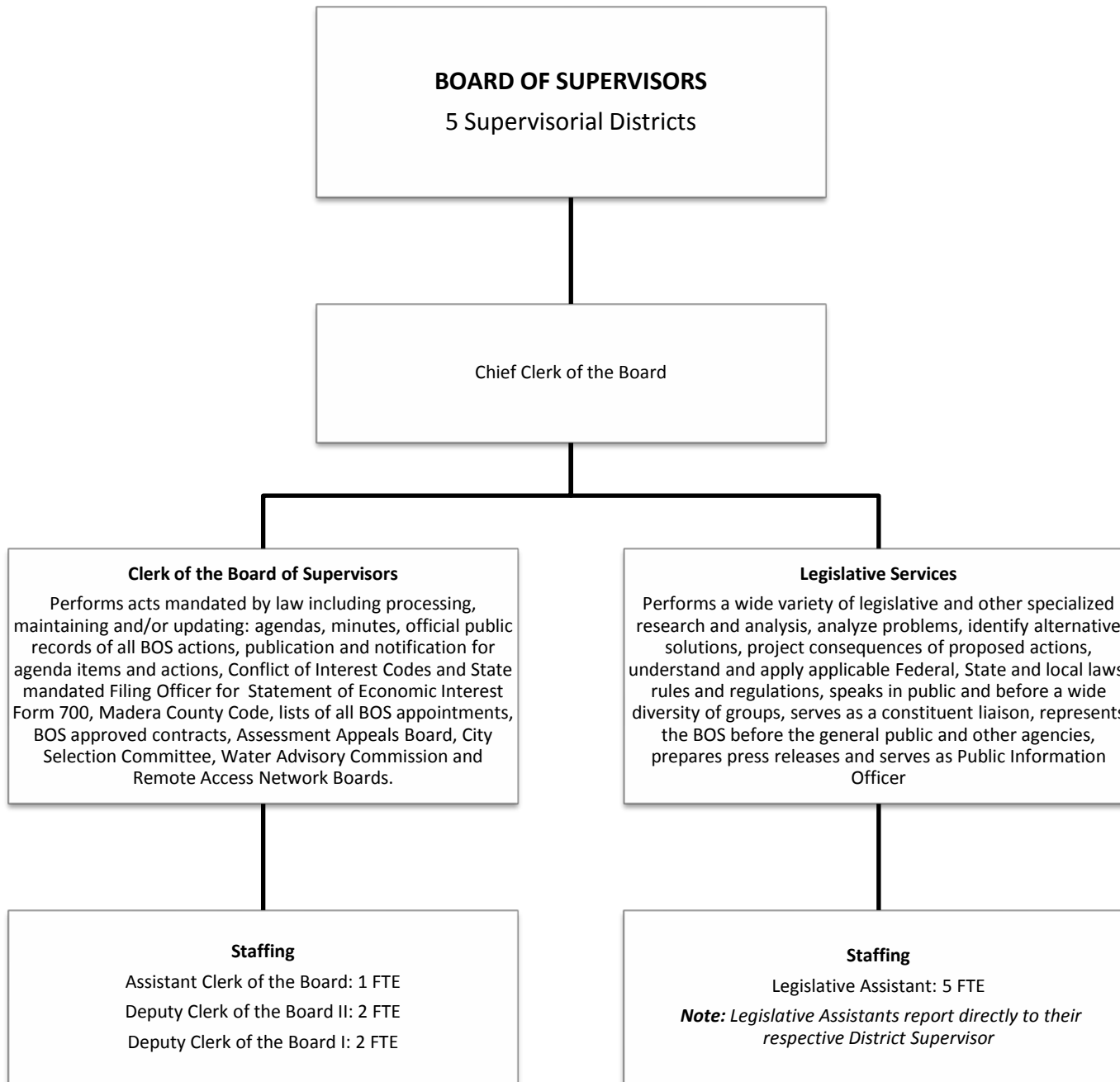
Staffing
Division Manager 1.0 FTE
Behavioral Health Program Supervisor or Supervising Mental Health Clinician 7.0 FTE
Licensed/Prelicensed Mental Health Clinician 29.0 FTE
Mental Health Crisis Worker or Prelicensed Mental Health Clinician 1.0 FTE
Prelicensed Mental Health Clinician or Senior Mental Health Caseworker 2.0 FTE
Licensed/Prelicensed Mental Health Clinician or Senior Mental Health Case Worker: 3.0 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: 10.0 FTE
Licensed/Prelicensed Mental Health Clinician or Senior Mental Health Case Worker: 2 FTE
Registered Nurse I/II or Public Health Nurse I/II: 2.0 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

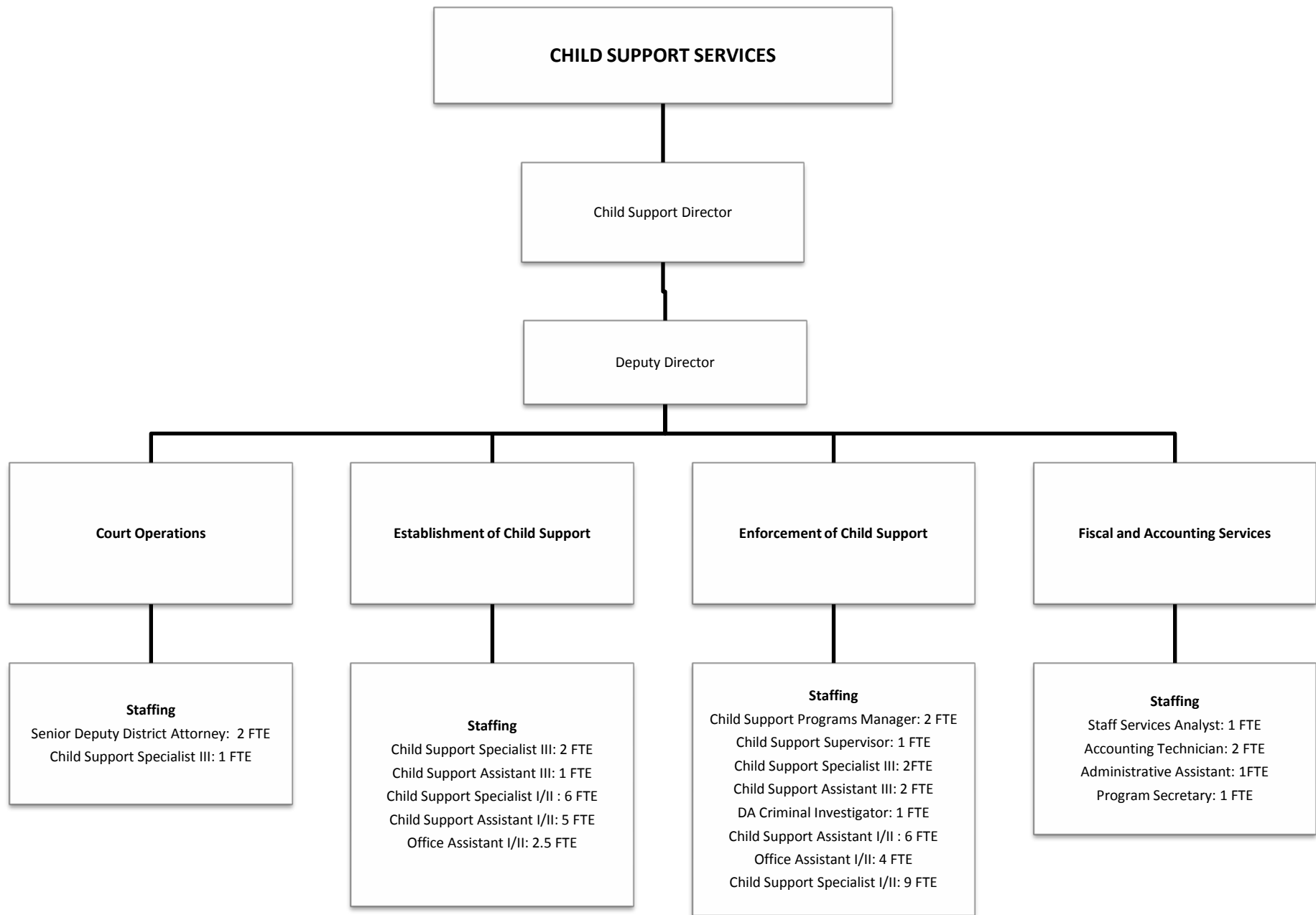
Staffing
Division Manager 1.0 FTE
Accountant Auditor I/II 1.0 FTE
Account Clerk I/II or Account Tech I/II 1.0 FTE
Account Technician I/II 1.0 FTE
Program Assistant I/II 1.0 FTE

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

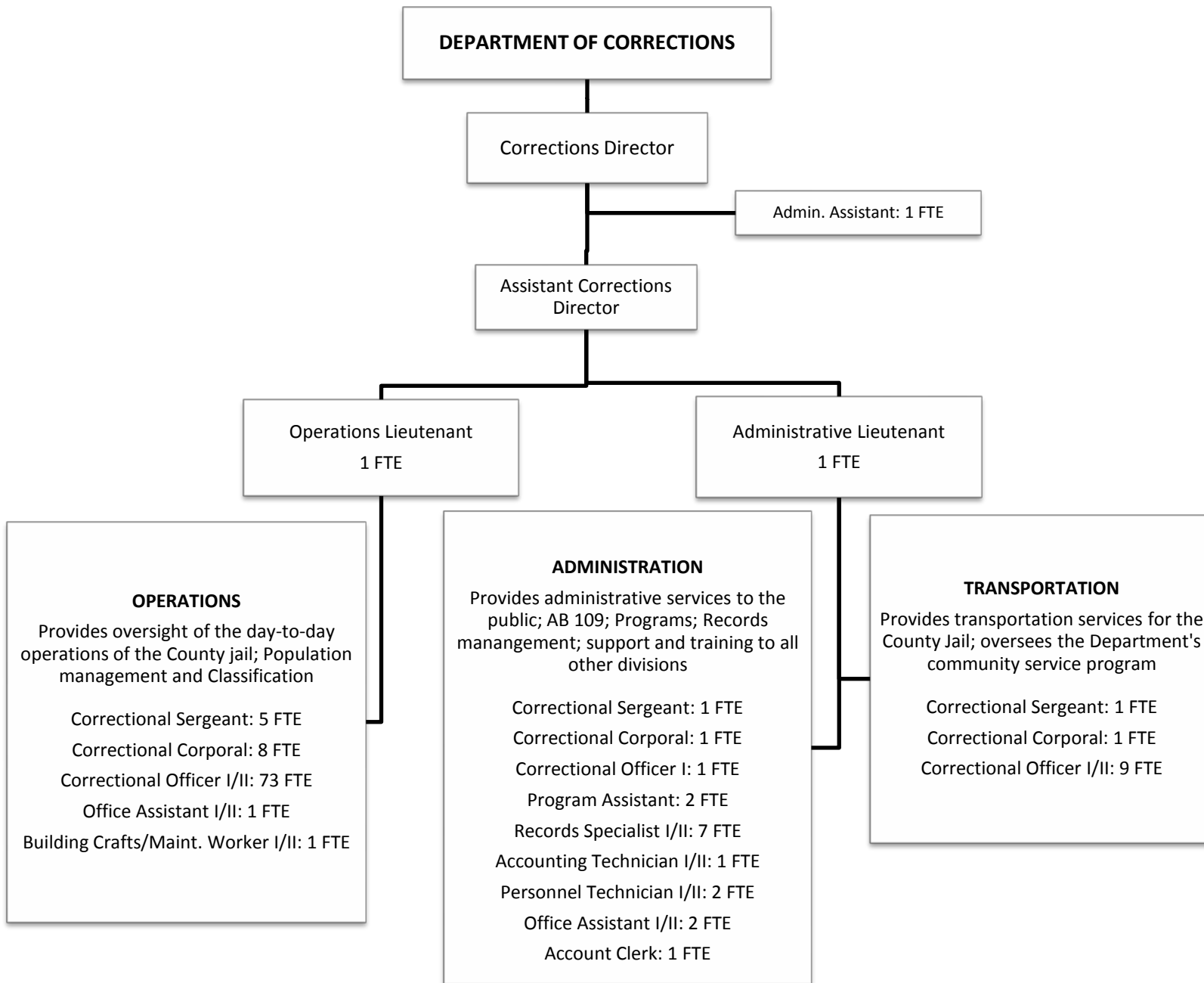
Total FTE: 142



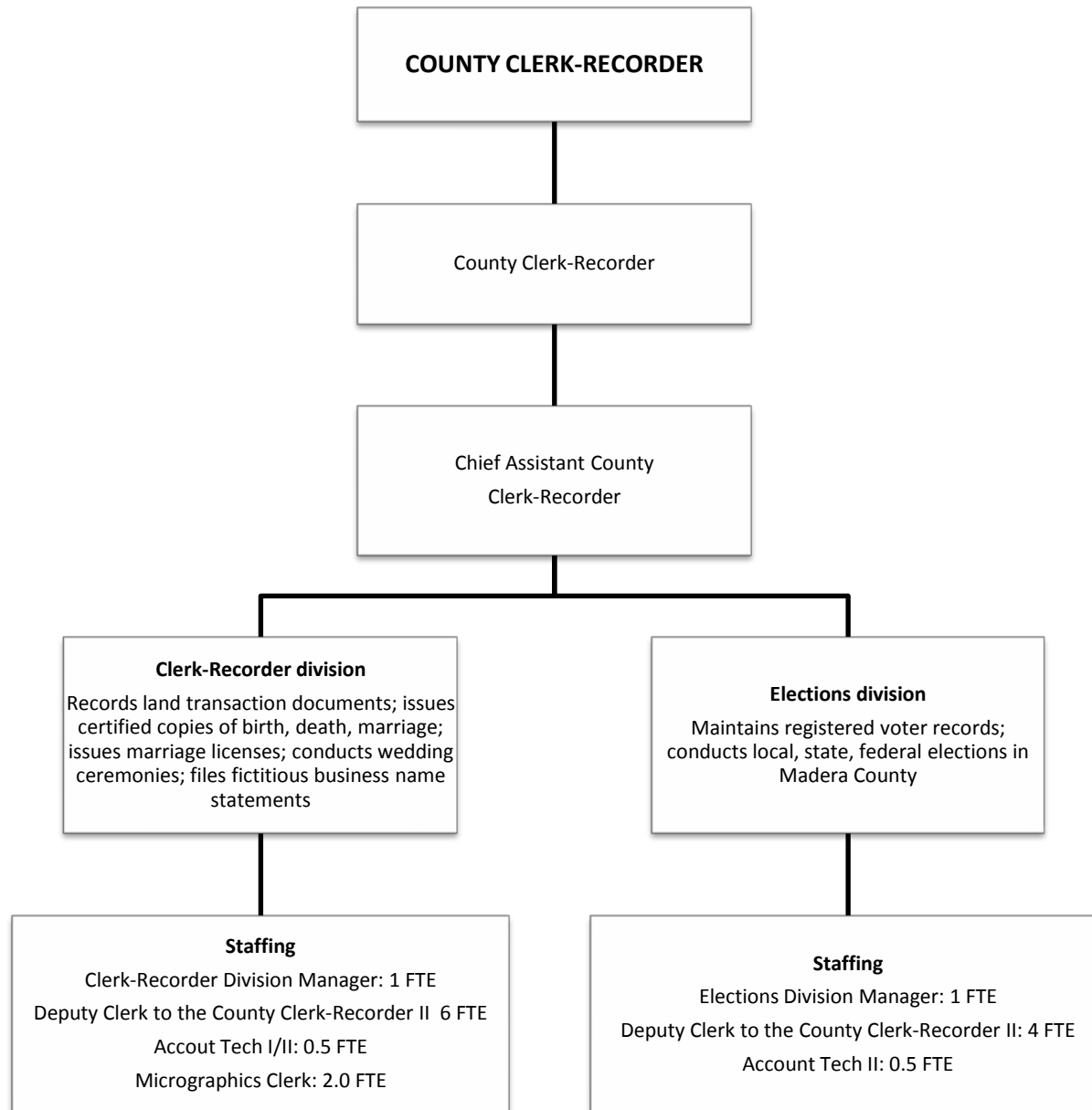
Total FTE: 16



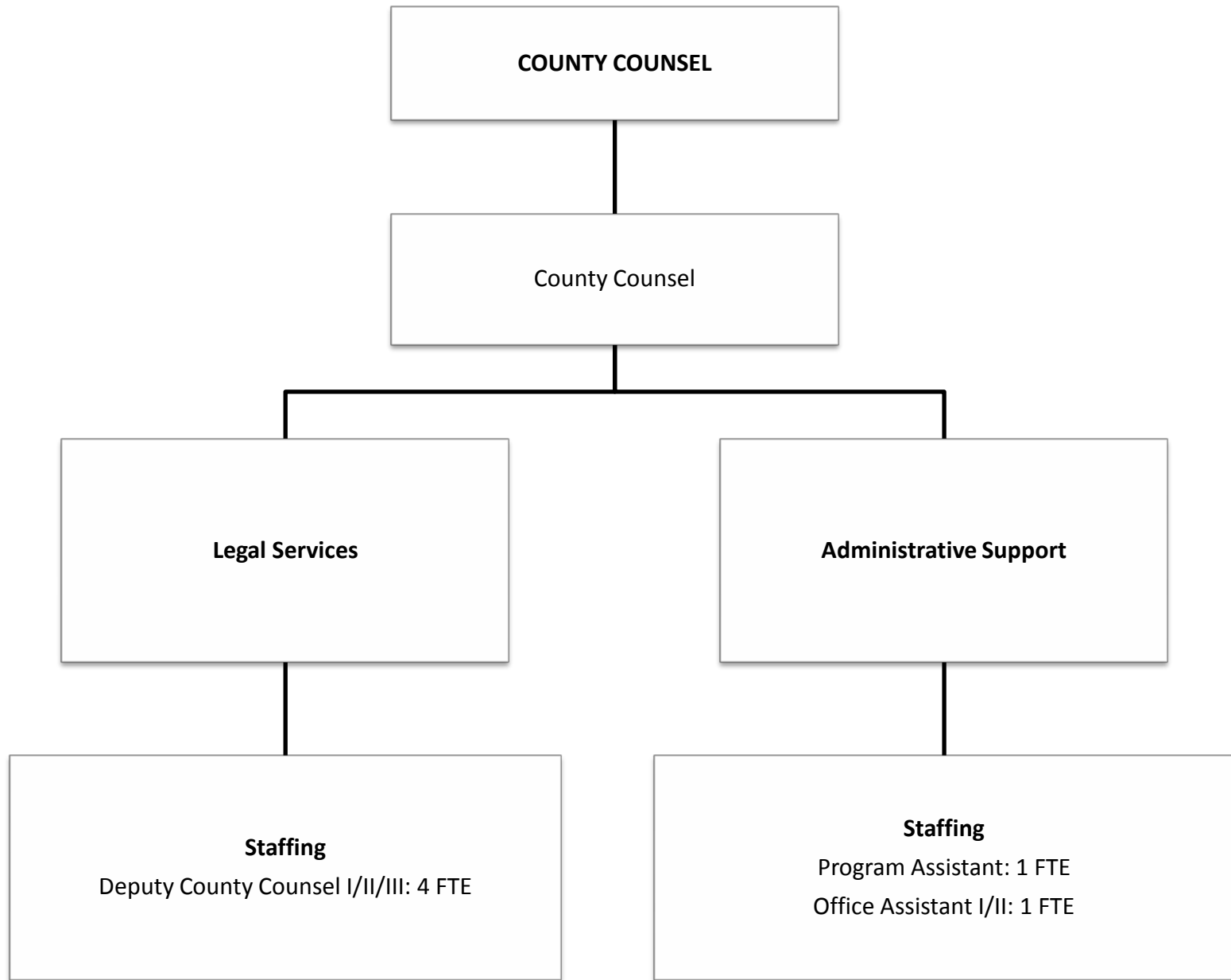
Total FTE: 53.5



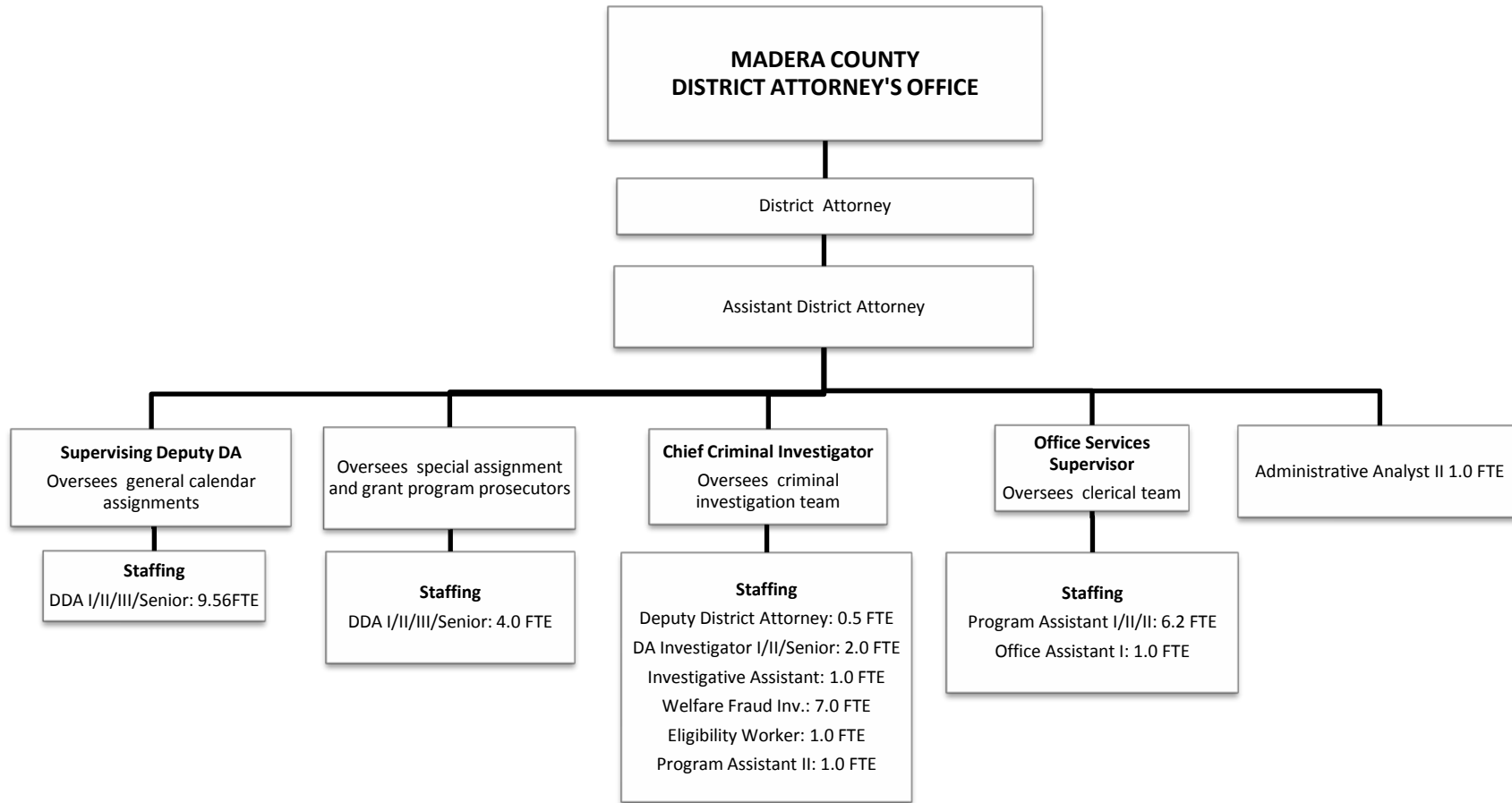
Total FTE: 122



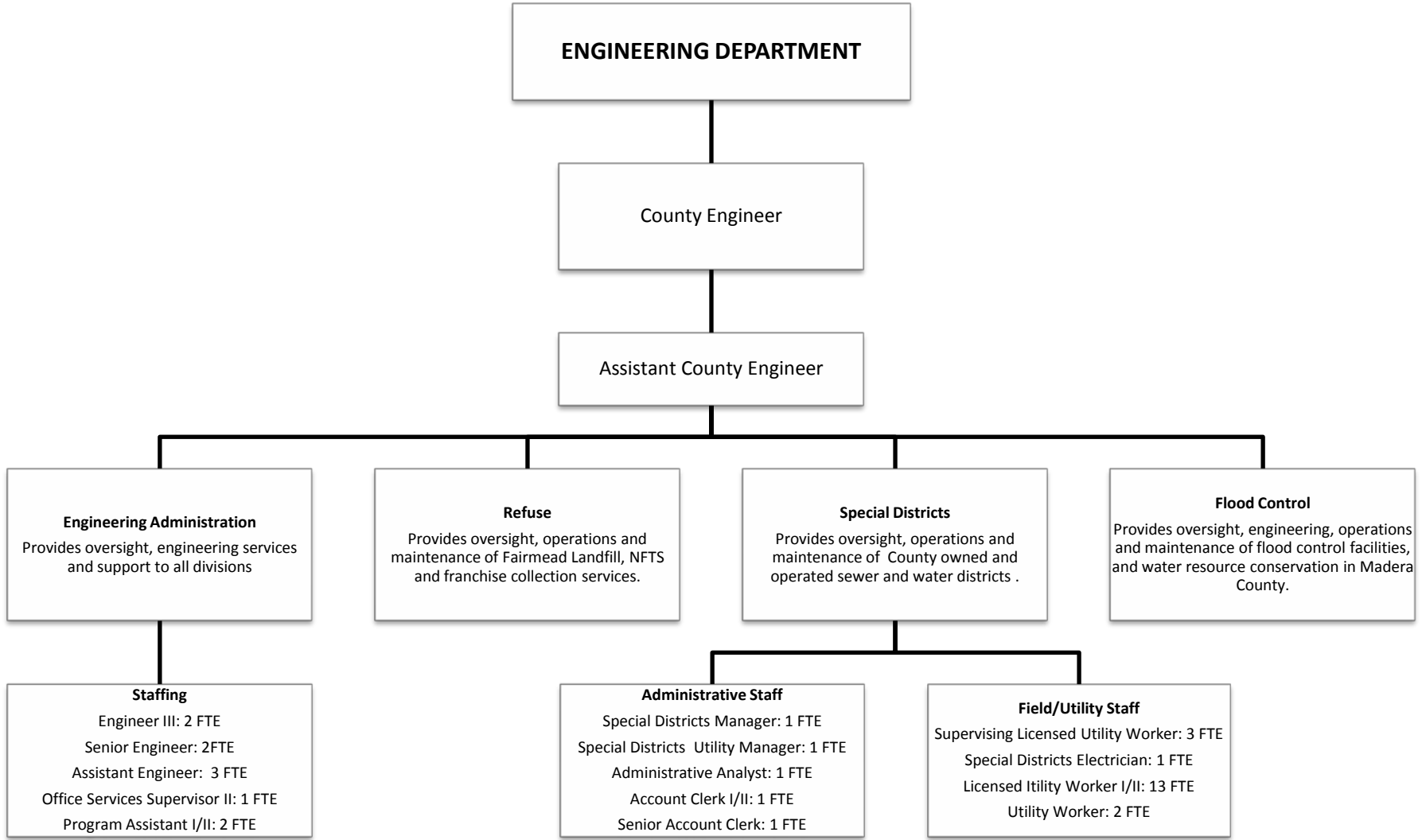
Total FTE: 17



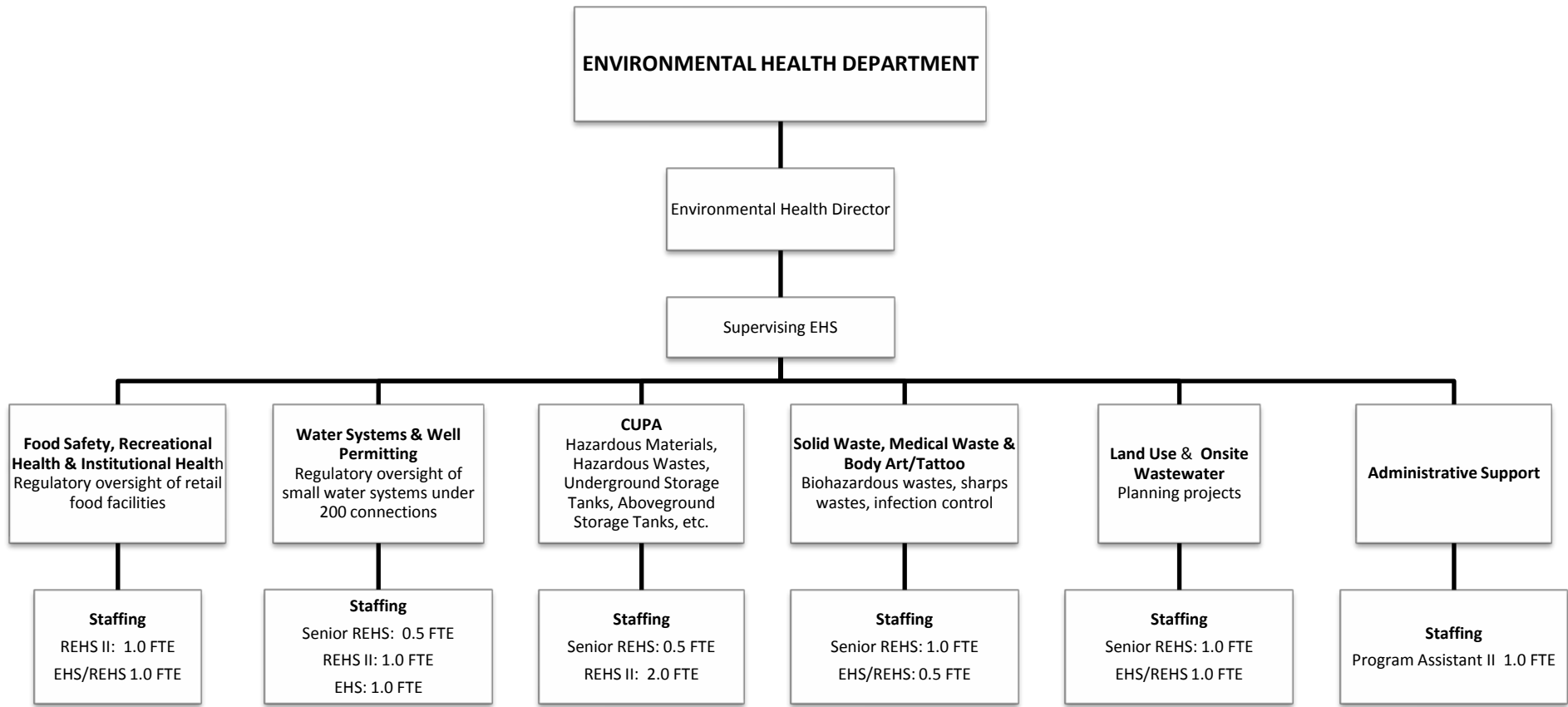
Total FTE: 7



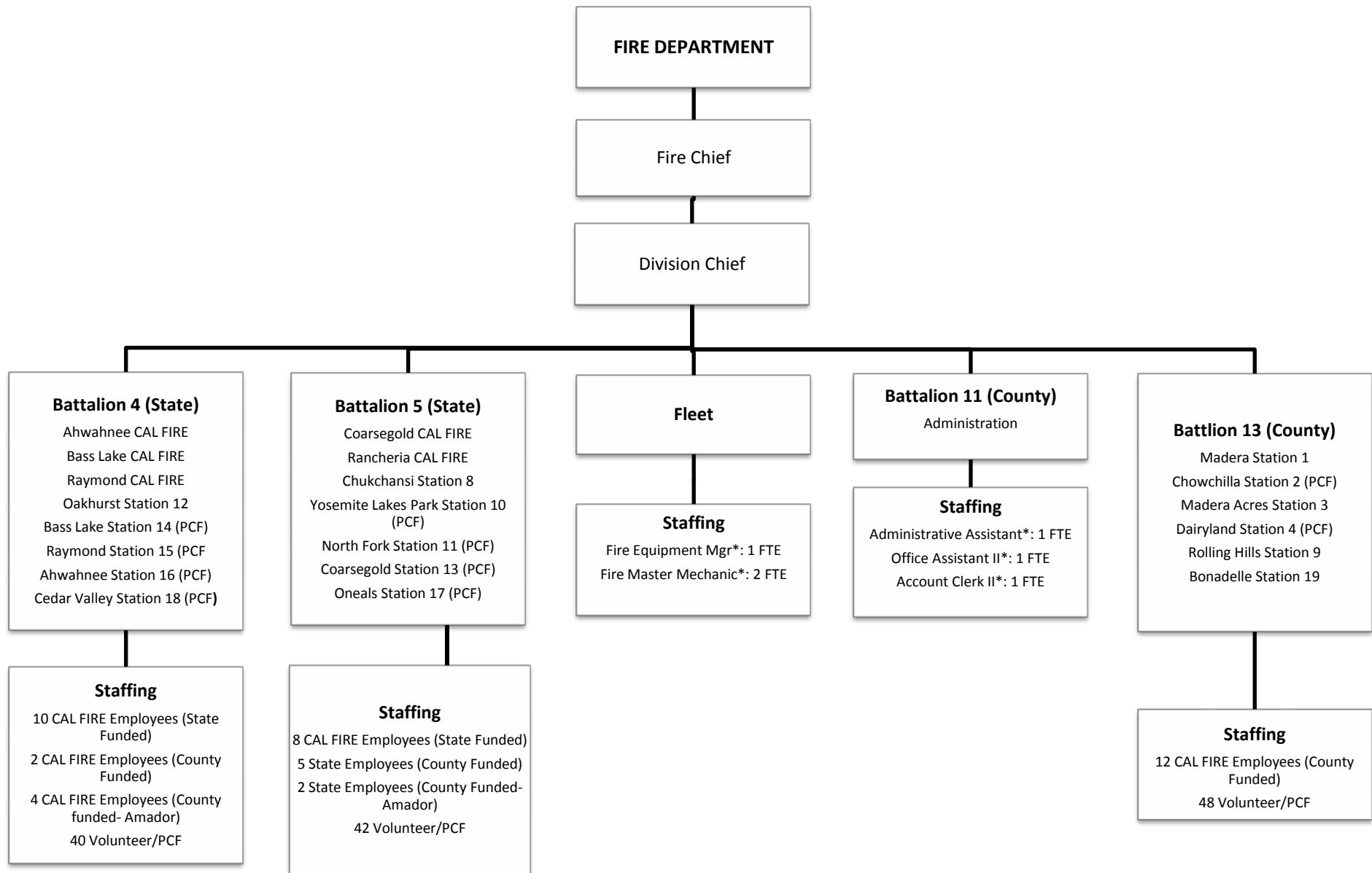
Total FTE: 39.26



Total FTE: 36

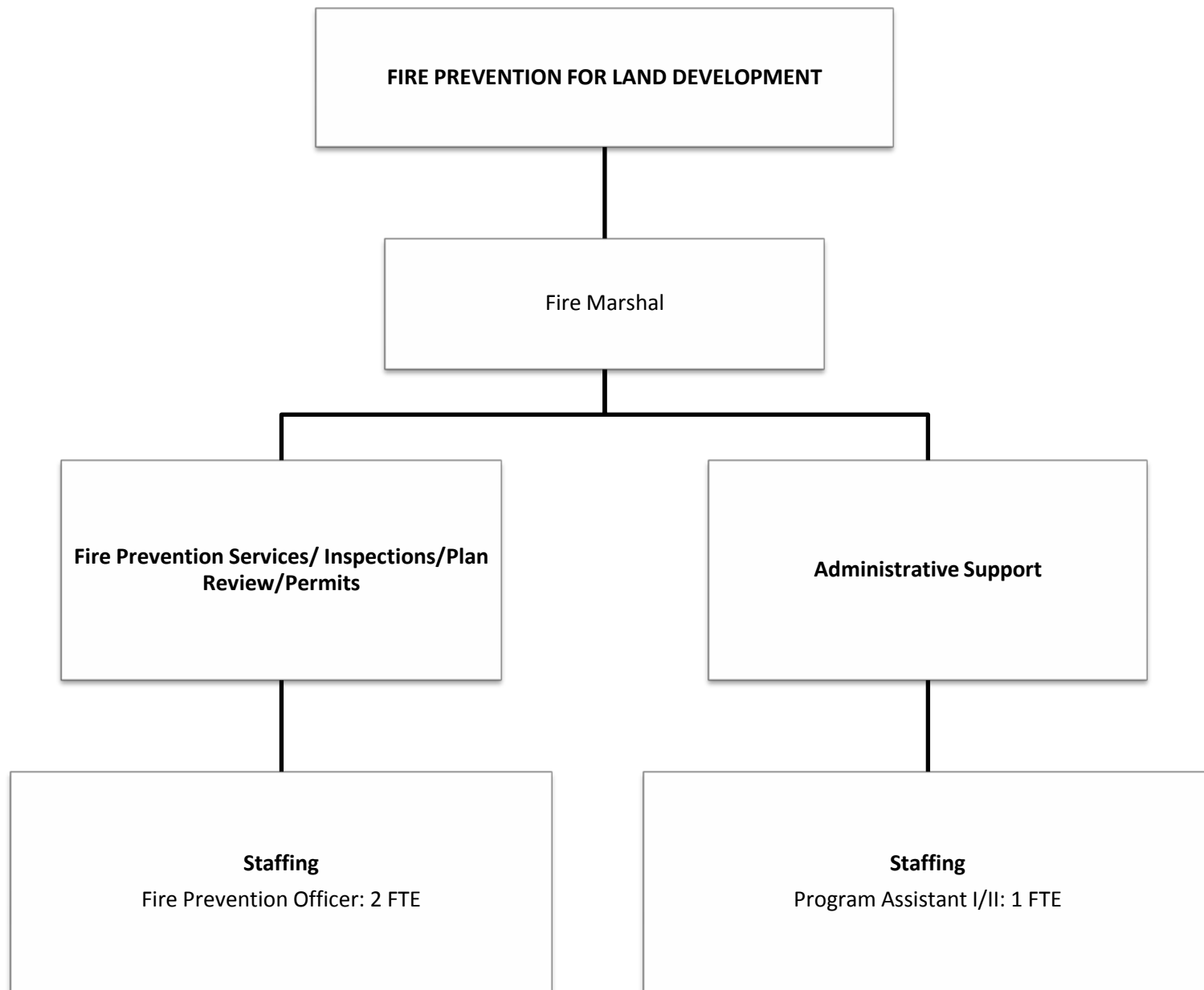


Total FTE 13.5



Total FTE: 6*

***Represents County Employees**

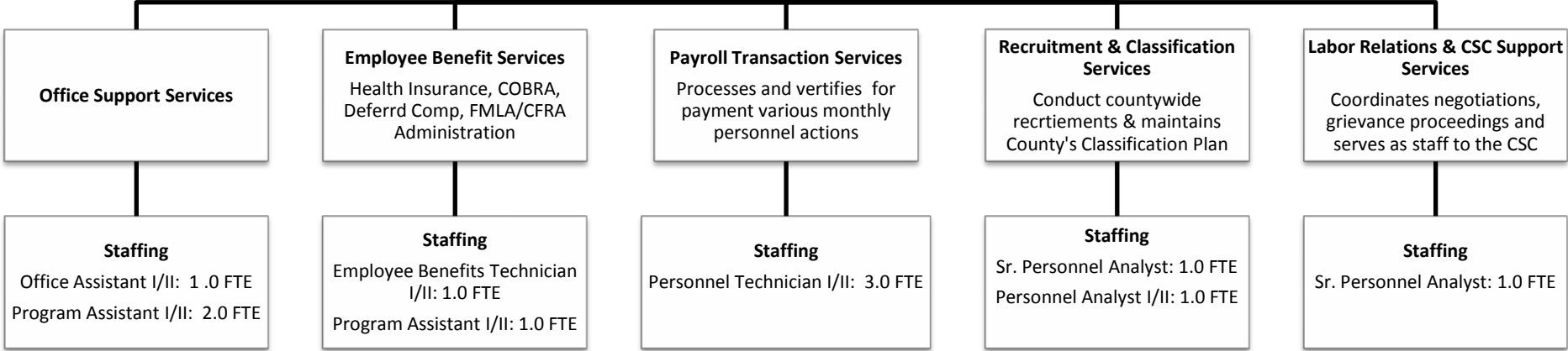


Total FTE: 4

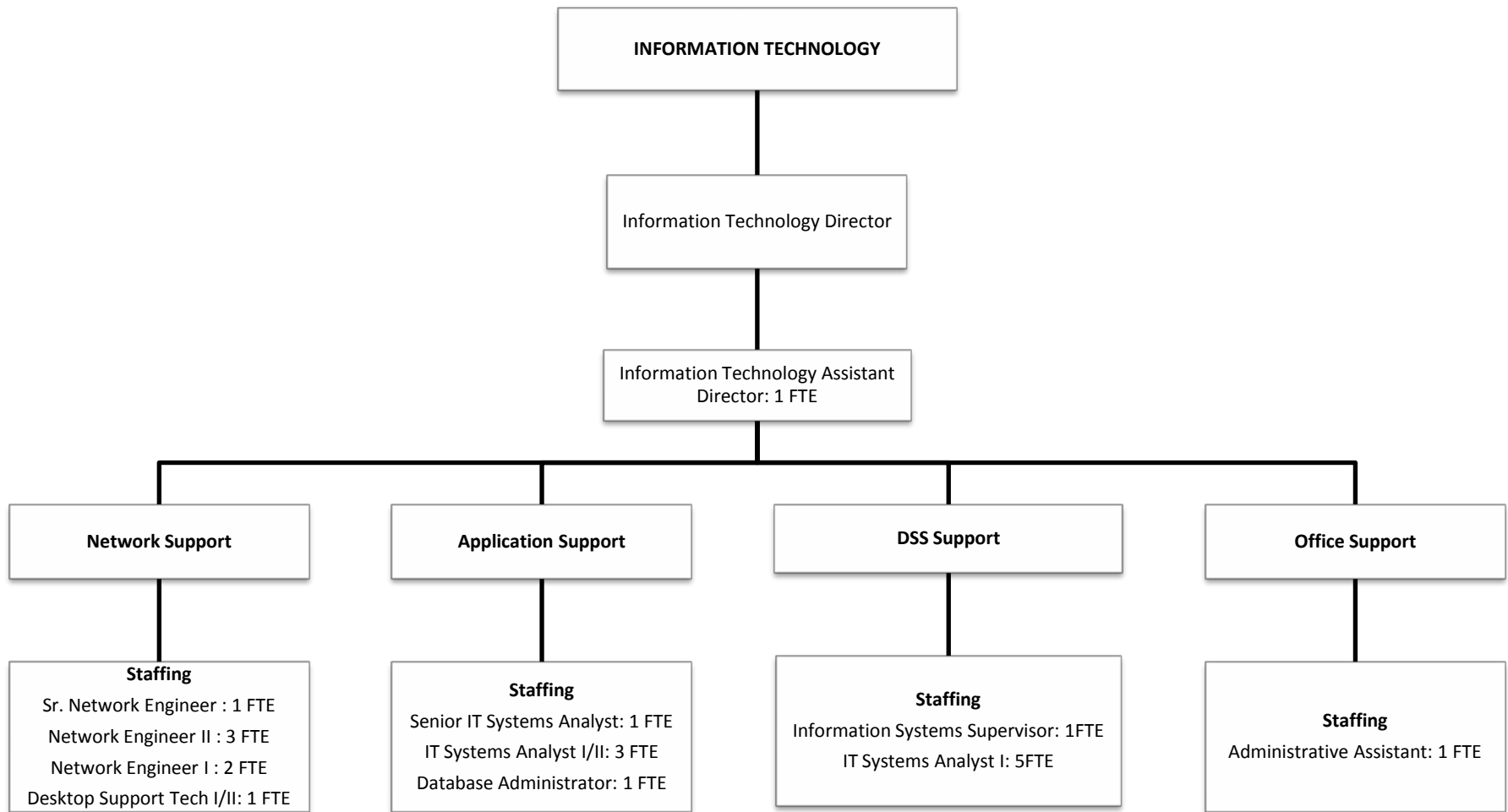
**DEPARTMENT OF HUMAN RESOURCES
& OPERATIONS**

Deputy County Administrative
Officer - HR/Operations

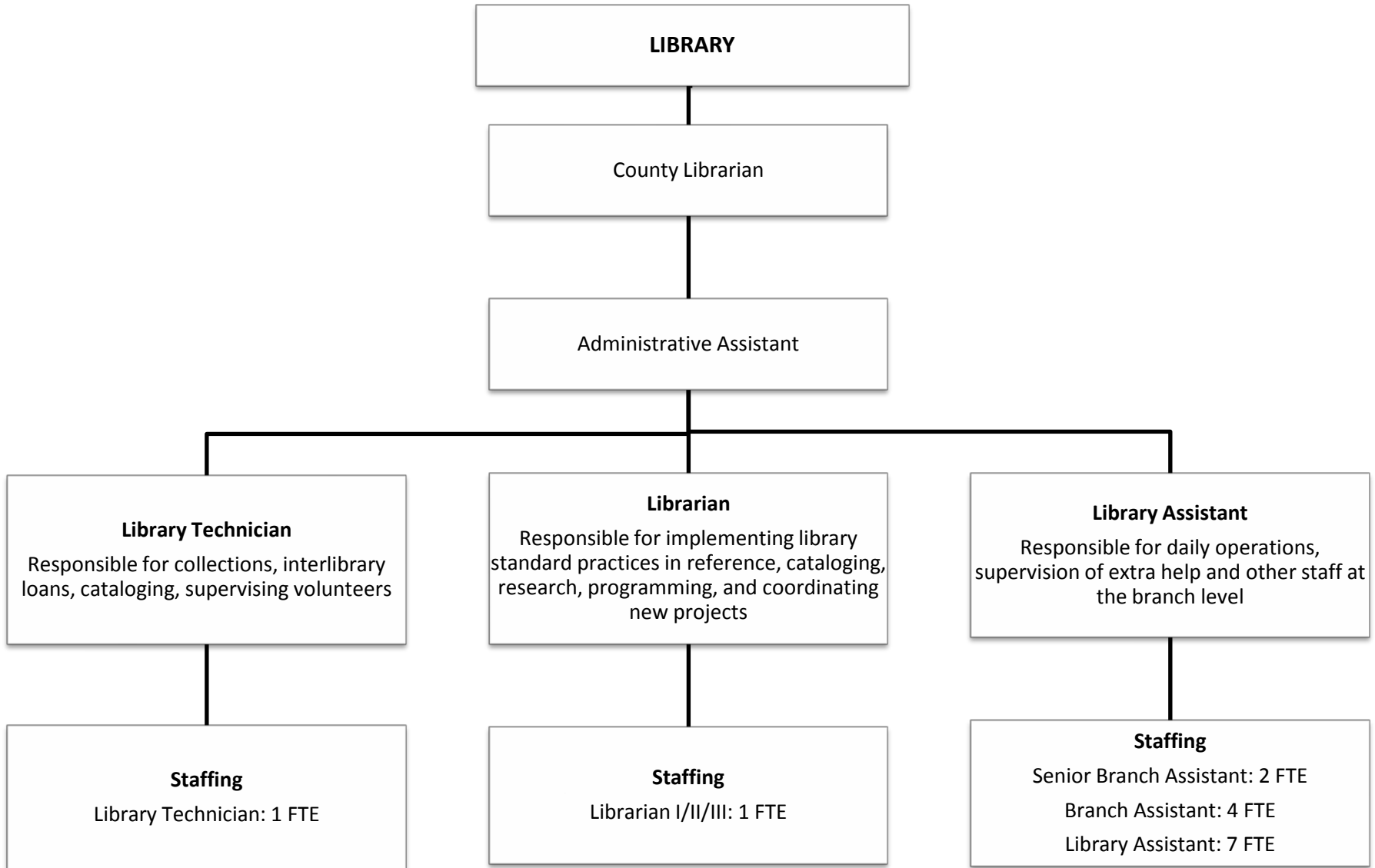
Assistant Director of Human
Resources/Operations



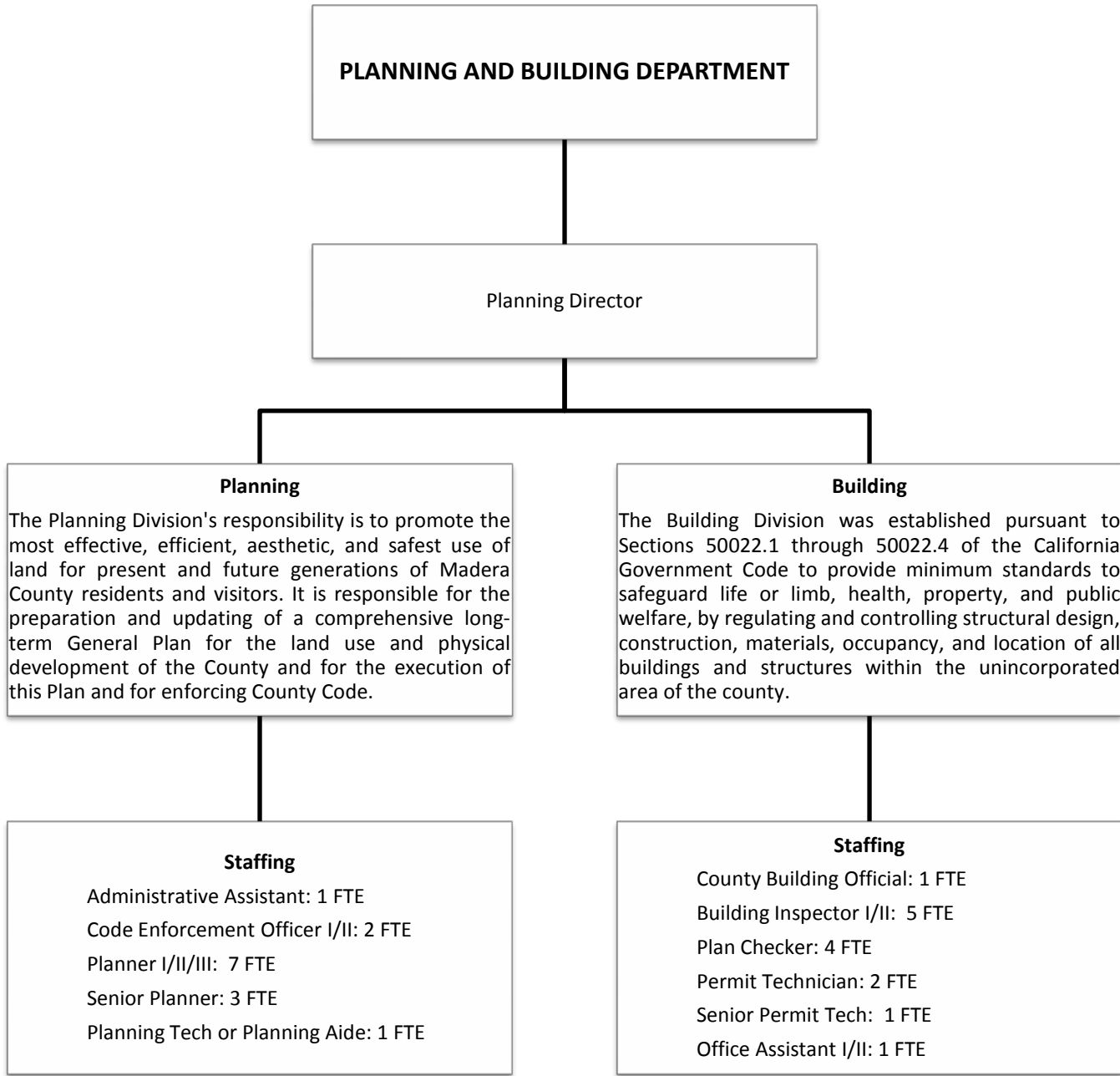
Total FTE: 13



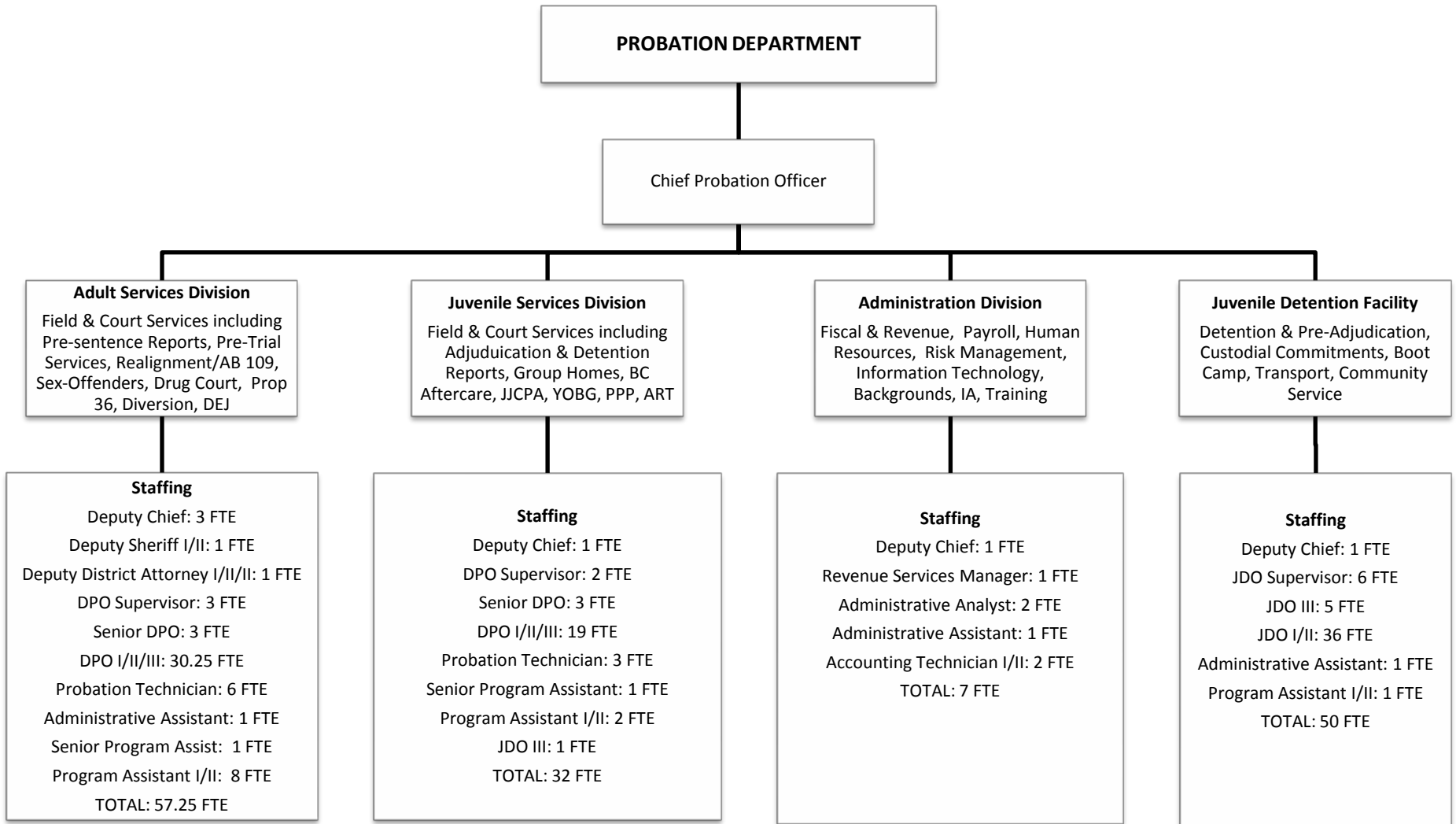
Total FTE: 16



Total FTE: 17



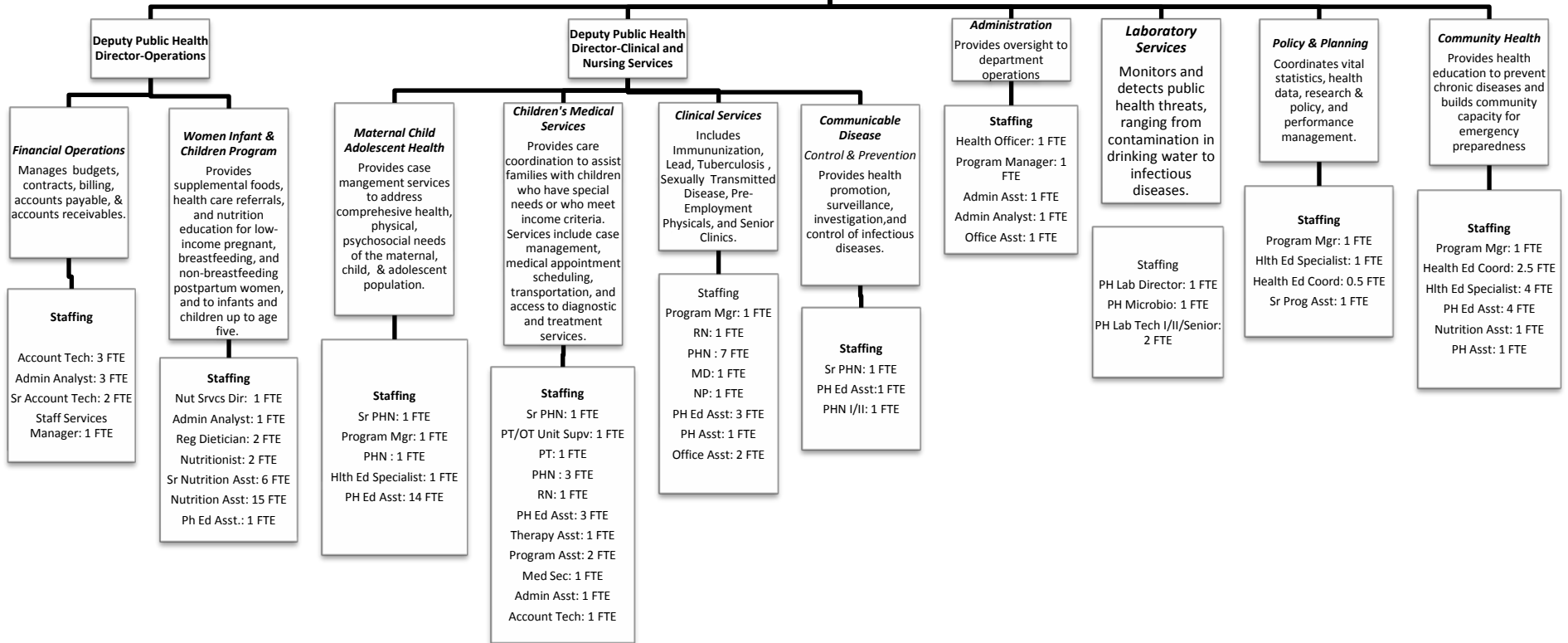
Total FTE: 29



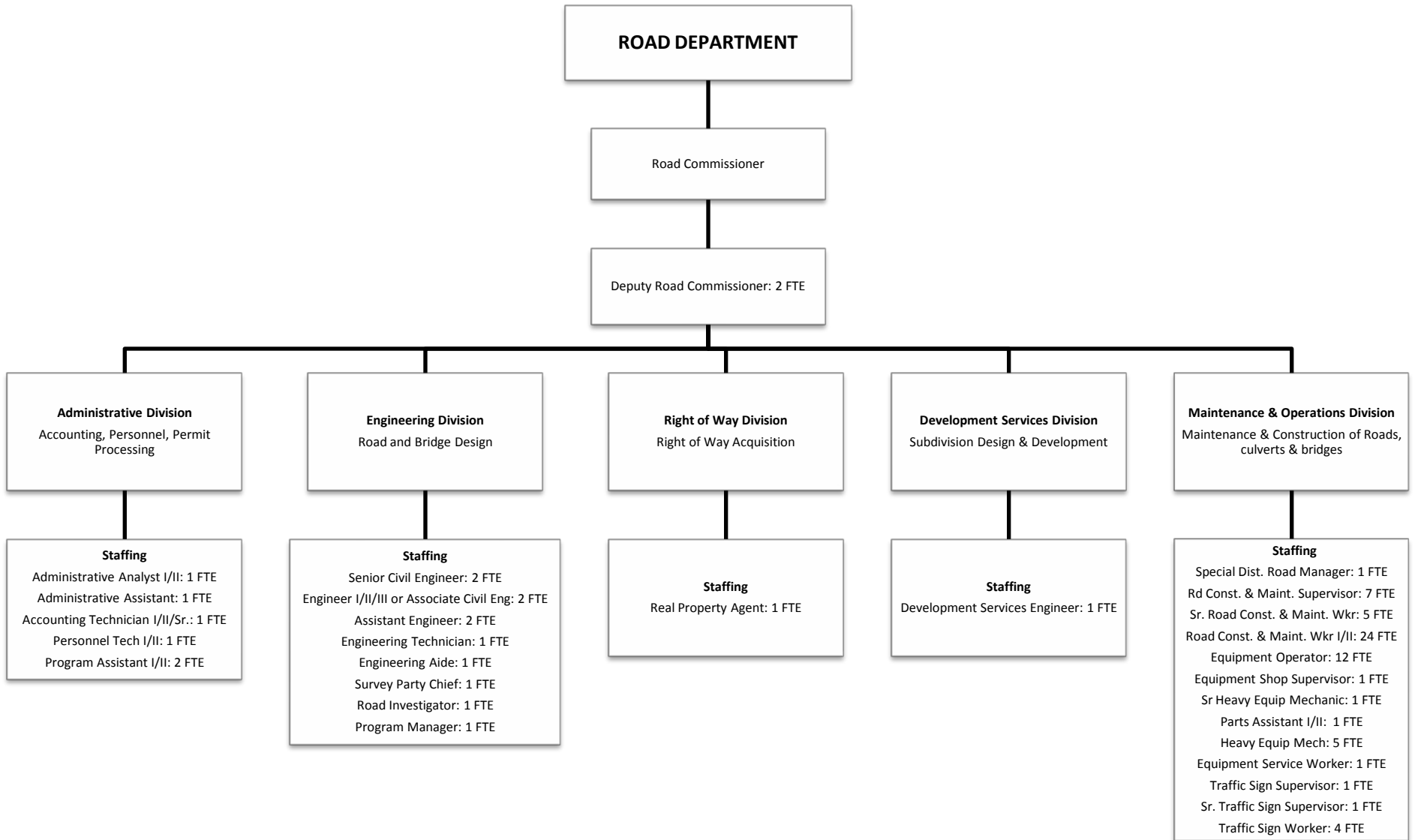
Total FTE: 147.25

PUBLIC HEALTH DEPARTMENT

Public Health Director



Total FTE: 120



Total FTE: 86

SHERIFF-CORONER

Sheriff

Undersheriff
PIO
Administrative Assistant

Valley Patrol Division

Provides direct law enforcement services ; operates the Court Security Unit; operates the Civil Unit

Staffing

Lieutenant: 1 FTE
Sergeants: 7 FTE
Chief Civil Deputy: 1 FTE
Deputy Sheriff: 45 FTE
Program Assistant: 2 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: 5 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: 1 FTE
Sheriff's Office Supervisor: 1 FTE
Community Service Officer: 1 FTE
Account Technician 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
Community Service Officer: 1 FTE
Program Assistant: 1 FTE

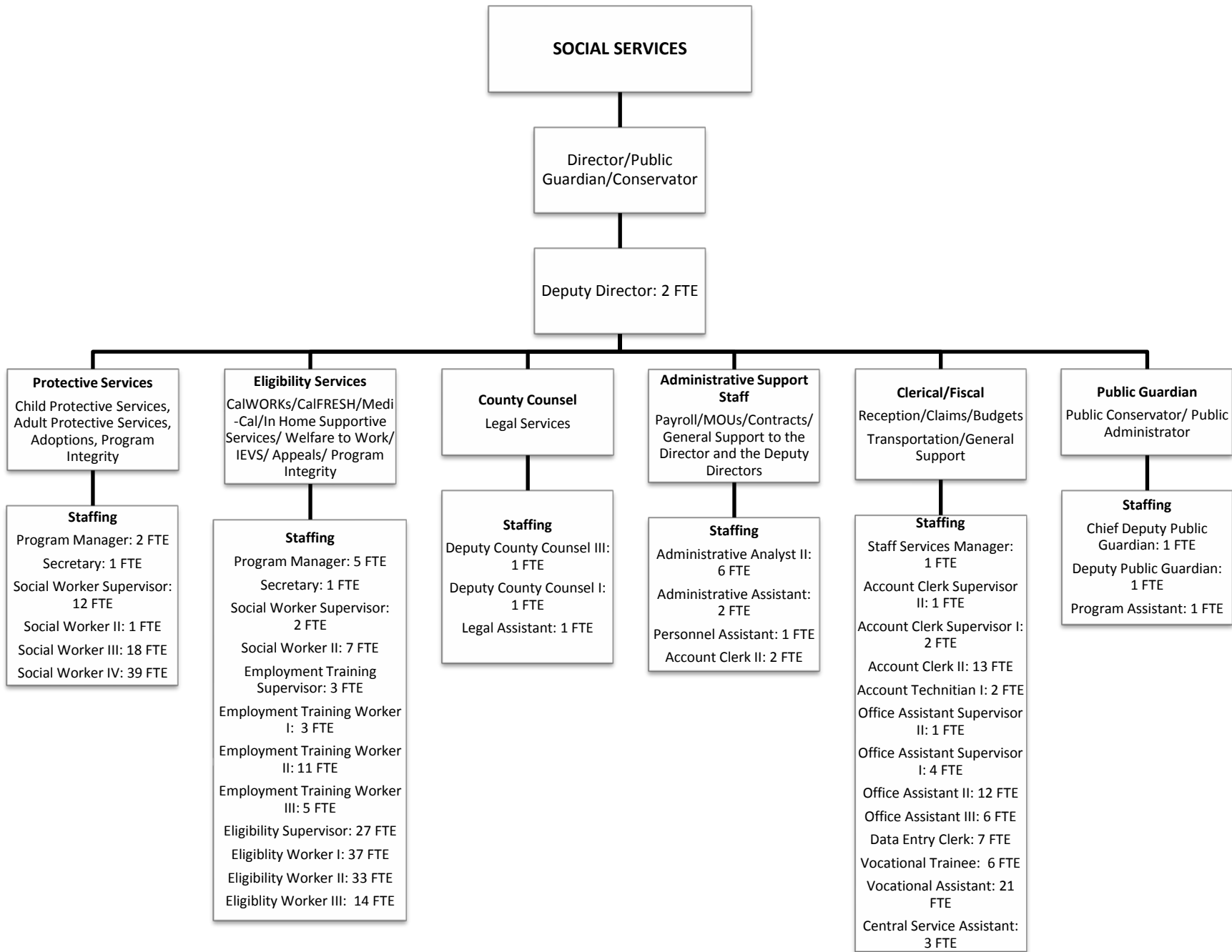
Emergency Services Division

Provides advanced planning and management support during crisis operations; schedules training; ; provides dispatch services to all divisions.

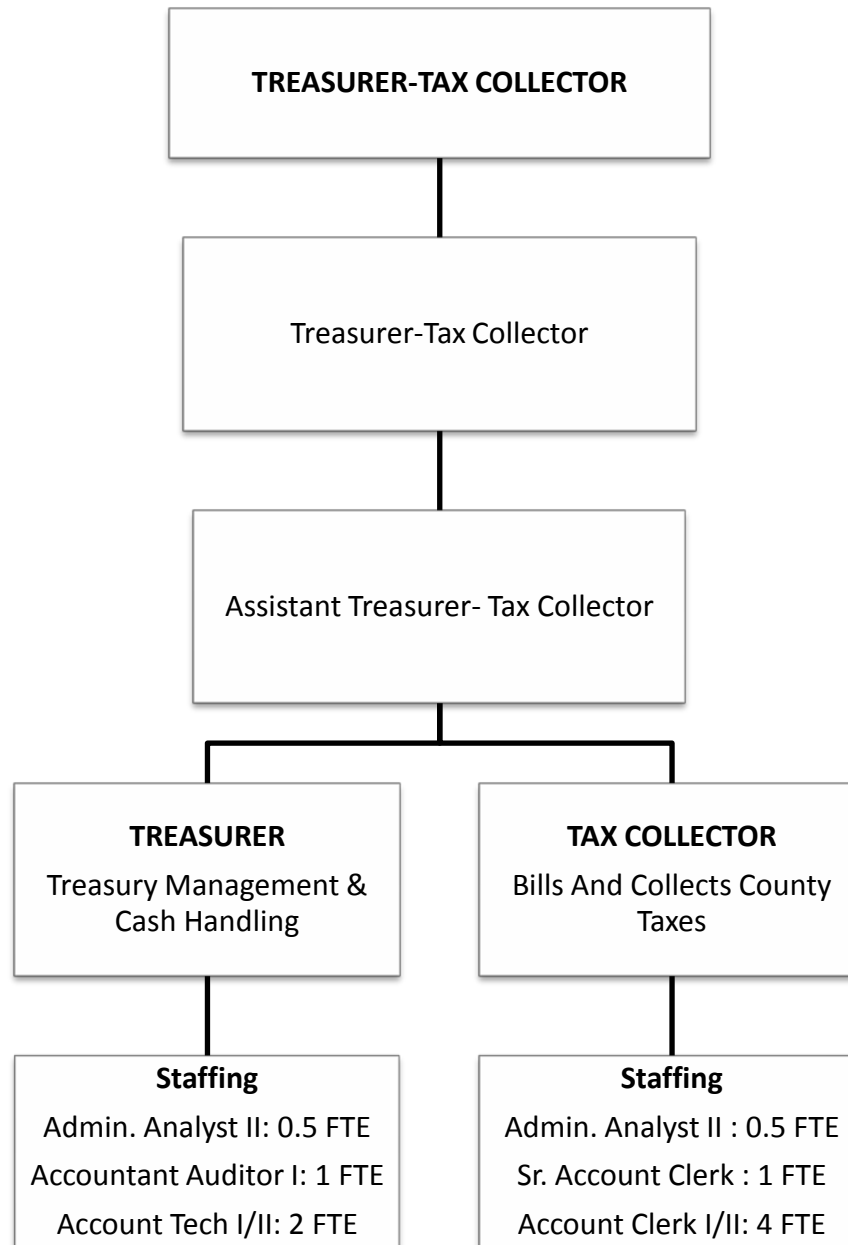
Staffing

Lieutenant: 1 FTE
Supervising Comm Dispatcher 1 FTE
Community Service Officer: 2 FTE
OES Coordinator: 1 FTE
Communication Dispatchers: 9 FTE
Deputy Coroner: 1 FTE
Program Assistant: 1 FTE

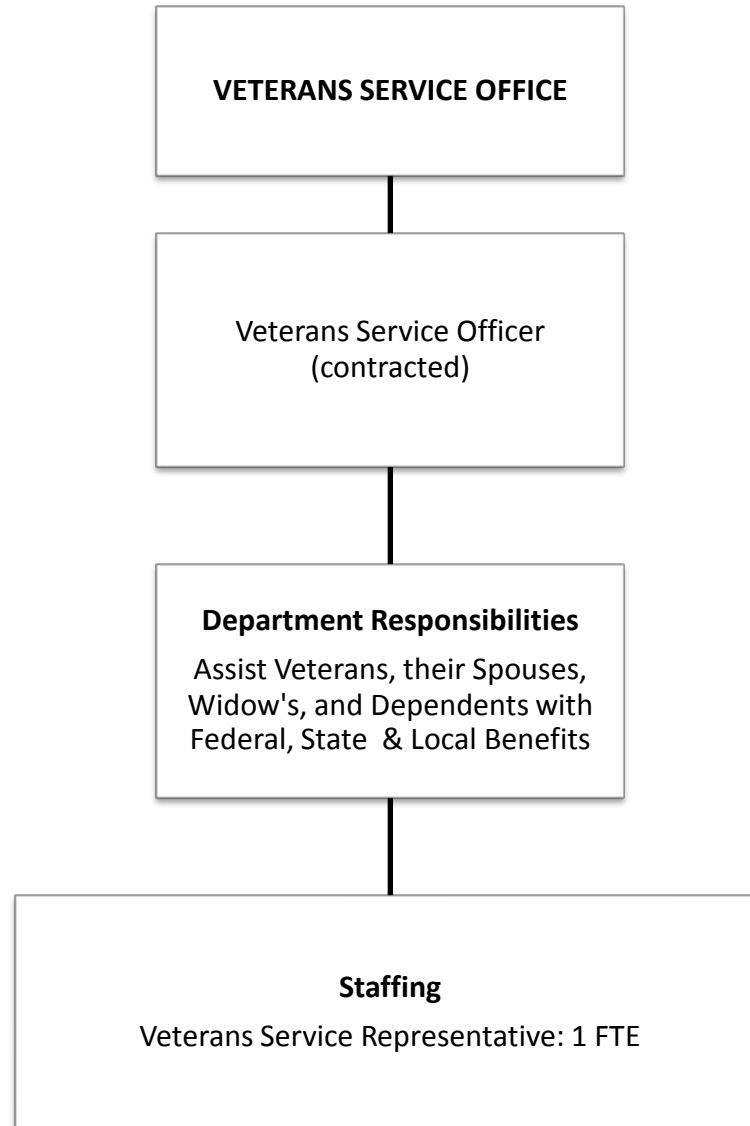
Total FTE: 130.75



Total FTE: 321



Total FTE: 11



Total FTE: 1