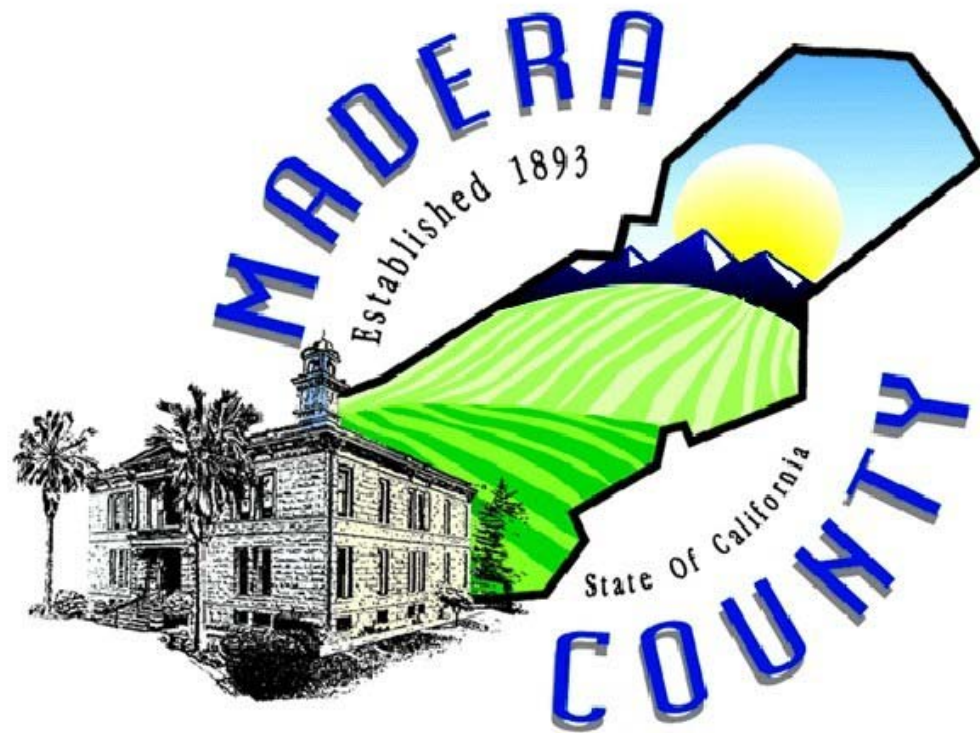


# RECOMMENDED PROPOSED BUDGET

for the

## FISCAL YEAR ENDING JUNE 30, 2014



Recommended by County Administrative Management

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131	D.A. - Crime Prosecution Unit
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147	Grand Jury
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165	Sheriff - Cal EMA SHSGP 2011-0077
167	Sheriff - EMPG Emergency Planning
171	Sheriff - Cal EMA SHSGP 2012-SS-00123
175	Sheriff - Cal EMA SHSGP 2010-0085
179	Sheriff - Bass Lake Operations
183	Sheriff - Federal Domestic Cannabis Eradication
187	Sheriff - COPS-SLESF
191	Sheriff - Chukchansi Casino
195	Sheriff - Rural Crime Prevention Task Force
199	Sheriff - Civil Division
203	Sheriff - Off Highway Vehicle Enforcement
207	Sheriff - Anti-Drug Program
211	Sheriff - Cal-MMET Grant
215	Sheriff - Justice Assistance Program
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327	Animal Services
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115	D.A.-Citizens Option for Public Safety
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335	Fish and Game
147	Grand Jury
363	Health
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383	Refuse Disposal Liner Fund
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345	Road Transit
61	Special Districts Services
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207	Anti-Drug Program
179	Bass Lake Operations
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175	Cal EMA SHSGP 2010-0085
165	Cal EMA SHSGP 2011-0077
171	Cal EMA SHSGP 2012-SS-00123
211	Cal-MMET Grant
191	Chukchansi Casino
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221	Gang Task Force
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Social Services:

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407	General Relief
409	Public Assistance Programs
423	Public Guardian/Public Administrator
99	Special Payments
21	Treasurer-Tax Collector
143	Trial Court Operations
77	Utilities
427	Veterans Service Officer



# COUNTY OF MADERA

## ADMINISTRATIVE MANAGEMENT

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

August 7, 2013

### 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 2013- 2014 RECOMMENDED PROPOSED BUDGET. The following is a summary of budget appropriation totals:

#### **APPROPRIATION SUMMARY** **(Exclusive of Special Districts)**

<u>Fund</u>	<u>Actual 2011-12</u>	<u>Board of Supervisors Approved Expenditures 2012-13</u>	<u>Department Request 2013-14</u>	<u>CAO Recommendation 2013-14</u>	<u>Change from 2012-13 to 2013-14</u>
General	\$157,384,053	\$167,466,237	\$175,584,850	\$175,553,997	\$8,087,760
Fish and Game	4,787	5,000	5,000	5,000	0
Refuse Disposal & Flood Control	520,709	5,129,804*	8,246,851*	8,246,851*	3,117,047
AB 109 & Community Corr. Performance Inc.	1,521,073	3,647,521	5,175,867	5,175,867	1,528,346
Road	<u>14,263,761</u>	<u>22,464,806</u>	<u>20,001,199</u>	<u>20,001,199</u>	<u>(2,463,607)</u>
<b>GRAND TOTAL BUDGET REQUIREMENTS</b>	<b><u>\$173,694,383</u></b>	<b><u>\$198,713,368</u></b>	<b><u>\$209,013,767</u></b>	<b><u>\$208,982,914</u></b>	<b><u>\$10,269,546</u></b>

\*Reflects the consolidation of the Refuse Disposal and Flood Control General Fund Budgets into the Refuse Liner Fund and Flood Control Fund, respectively, not previously included in this document.

**HONORABLE BOARD OF SUPERVISORS**

August 7, 2013

The recommended General Fund 2013-14 appropriation of \$175,553,997 is balanced with projected revenue and fund balance shown in the following estimates:

**REVENUE SUMMARY - GENERAL FUND**

<b><u>Classification</u></b>	<b>Board of Supervisors Approved Revenues <u>2012-13</u></b>	<b>CAO Recommended Estimated Revenues <u>2013-14</u></b>
Taxes	\$ 38,737,708	\$ 40,849,650
Licenses, Permits, & Franchises	3,320,138	3,527,652
Fines, Forfeits, & Penalties	3,019,930	2,935,850
Revenue from Use of Money and Property	107,850	107,750
Aid from Other Government Agencies	83,648,218	93,322,562
Charges for Current Services	10,801,060	11,649,257
Other Revenue	<u>22,288,603*</u>	<u>18,123,470*</u>
<b>REVENUE TOTAL</b>	<b>\$161,923,507</b>	<b>\$170,516,191</b>
<b>FUND BALANCE</b>	<b>1,700,000</b>	<b>2,050,000</b>
<b>PREVIOUS YEARS RESIDUAL FUND BALANCE</b>	<b>2,996,517</b>	<b>1,834,019</b>
<b>RELEASE OF DESIGNATED FUND BALANCE</b>	<b><u>846,213</u></b>	<b><u>1,153,787</u></b>
<b>GRAND TOTAL</b>	<b><u>\$167,466,237</u></b>	<b><u>\$175,553,997</u></b>

\*Other revenues reflect a change in accounting for the transfer of some moneys from funds outside of the General Fund, which are now budgeted as Operating Transfers In. In previous years, the funds were primarily budgeted in Aid From Other Government Agencies and Charges for Services. The funds are mainly comprised of Health and Welfare funds as well as transfers related to the Local Revenue Fund associated with State Realignment.

**COMMENTS ON THE 2013-14 RECOMMENDED PROPOSED BUDGET**

The Recommended Proposed Budget for Fiscal Year 2013-14 is a balanced budget that provides funding consistent with your Board's priorities, including an attempt to begin to restore funding levels within the Public Safety Departments. Funding for most General Fund Departments has increased as a result of the elimination of the Furlough Program. 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. Though cost-cutting efforts continue as guided by your Board's adopted Three-Year Cost Reduction & Containment Plan, revenues are projected to fall short of expenditures again in 2013-14 by just under \$3.0 million.

In order to address this anticipated deficiency in revenues while minimizing the impact to service levels, this budget utilizes approximately \$3.0 million from special, limited one-time funds. The continuation of a selective hiring freeze is recommended again in 2013-14 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 a projected \$3.0 million. One-time funds and limited designations 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.

Governor Brown signed the 2013-14 State budget into law on June 27, 2013, with only a few of the legislative changes included in the County of Madera's Recommended Proposed Budget. 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 2013-14 General Fund Budget:

The 2013-14 General Fund Budget has an overall increase of \$8.1 million from the 2012-13 Fiscal Year. Following is a brief recap of General Fund functions and other points of interest:

- ✓ The General Government category reflects an increase of \$0.6 million over Fiscal Year 2012-13. The increase is primarily a result of the elimination of the Furlough Program and includes the transfer of four positions from the Department of Social Services to the Information Technology Department.

**COMMENTS ON THE 2013-14 RECOMMENDED PROPOSED BUDGET (continued)**

- ✓ The Public Protection category has increased \$2.7 million over Fiscal Year 2012-13. The increase is primarily due to the following: elimination of the furlough Program; phased-in operation of the Correctional Facility expansion, including six additional positions; additional positions for the Sheriff's Department and District Attorney's Office; and increased costs associated with the Public Defender's contract.
- ✓ The Health and Sanitation category has increased \$0.7 million over Fiscal Year 2012-13. The increase is primarily due to the increased funding in Behavioral Health Services and Health Department programs.
- ✓ The Public Assistance category has increased \$3.2 million over Fiscal Year 2012-13. The increase in this category is generally in the Welfare-Assistance Programs and their administration, and is generally financed by State and Federal funds.
- ✓ The Education category (Library and Agricultural Extension) has increased \$59,816 over Fiscal Year 2012-13. This increase is primarily due to the elimination of the Furlough Program
- ✓ A Reserve for Information Technology System (IT)/Asset Replacement is recommended to be established for \$0.9 million within the General Fund. Over the last several years, many IT-related needs have been deferred as a result of the fiscal crisis. Though \$0.9 million is not sufficient to address all of those needs, the reserve is recommended to be established so that the County can begin addressing some of the critical needs. One of the largest pending IT projects under consideration is the replacement of the County's Financial & Personnel Management System. When a new system is recommended later in Fiscal Year 2013-14, your Board will be asked to approve the designation of some portion of this reserve to finance the project.
- ✓ The ending Fund Balance resulting from 2012-13 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 2013 fund balance calculation after the close-out of the 2012-13 fiscal year, which is expected to be in September. As a result of the Auditor's Office implementation and completion of an accrual basis of accounting for expenses and revenues, limited use of contingencies, the transfer of one-time revenues, lower encumbrance levels and economic revenues exceeding projections, the previous years' residual available Fund Balance from 2011 and 2012 was calculated at \$6.1 million.

**COMMENTS ON THE 2013-14 RECOMMENDED PROPOSED BUDGET (continued)**

- ✓ The Public Employees' Retirement System (PERS) recently notified the County that the miscellaneous employees rate will increase from 18.986% to 20.505% for Fiscal Year 2013-14. The current PERS rate for Law Enforcement employees is 23.100% and will increase to 24.061%. It is anticipated that the rates will increase again in the 2014-15 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 eighth annual debt service payment for the new Government Center is \$1,677,032, and this payment is included in this budget.
- ✓ At the preparation of this budget, there were approximately 212 discretionary and 215 subvented positions that are vacant from the approximately 1,485 County authorized positions. The 2013-14 County Budget currently has 158 discretionary positions that are recommended to remain vacant and unfunded for Fiscal Year 2013-14.
- ✓ Appropriations for Contingency is budgeted at \$2,624,416 (1.5% of the General Fund budget) which is deficient for a General Fund Budget of \$175 million. A prudent reserve is approximately 3% or \$5.3 million. Additionally, funds are included in the contingency account to cover actual costs associated with the two change of venue homicide cases 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. It is proposed that from July 1, 2013, to at least June 30, 2014, a strict "Selective Hiring Freeze" be continued and managed by the County Administrative Office.
- ✓ 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>	
Designated Fund Balance – Public Safety	\$1,153,787	<b>Type:</b>	Discretionary One-Time Funds
		<b>Use:</b>	This funding was designated by the Board of Supervisors on June 7, 2011, to mitigate impacts on primary Public Safety services.
		<b>Comments:</b>	It is proposed that the remaining balance of these funds be used to offset the net cost increases in the primary public safety departments.
<hr/>			
Previous Years Residual Fund Balance	\$6,100,000	<b>Type:</b>	Discretionary one-time funds.
		<b>Use:</b>	The previous years' residual fund balance for 2011 and 2012 of \$6.1 million as determined by the Auditor/ Controller's Office is recommended to be set-aside for future budget purposes.
		<b>Comments:</b>	It is recommended that \$1,899,752 of these funds be used as a source to balance the proposed budget.
<hr/>			

**COMMENTS ON FINAL BUDGET HEARINGS**

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

Therefore, it is recommended that your Board:

1. Instruct the County Administrative Officer to review the budget accounts approved in the Proposed Budget and submit recommendations for adjustments to be considered at the Final Budget Public Hearings.
2. Set TUESDAY, AUGUST 20, 2013, 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

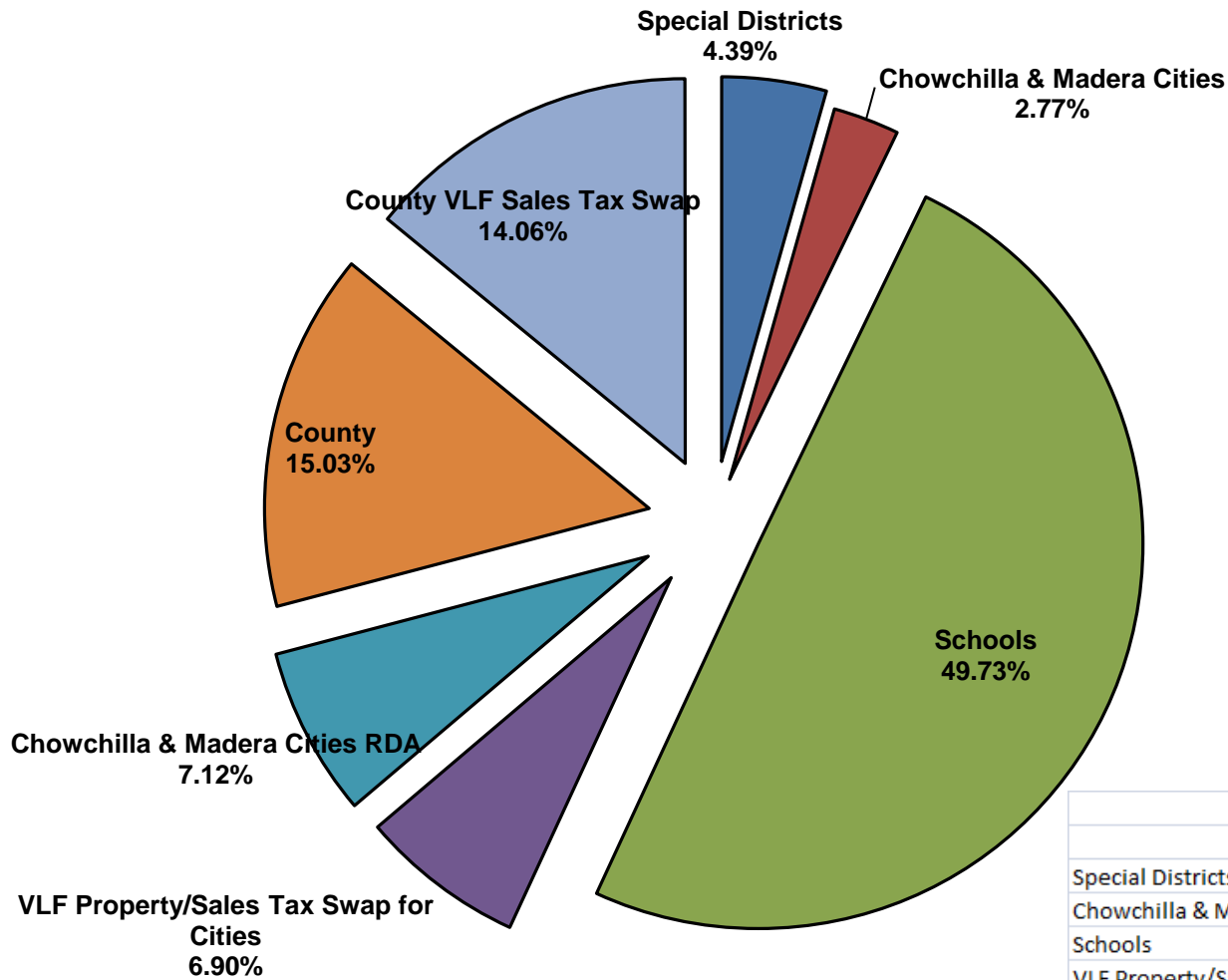
***County of Madera Budget Staff:***

*Eric Fleming, County Administrative Officer  
Kevin Fries, Chief Assistant Administrative Officer  
Darin McCandless, Risk Management Analyst  
Nicole Desmond, Executive Assistant to the CAO  
Yvette Gomez, Program Assistant II*



# PROPERTY TAX DISTRIBUTION

2012-13\*

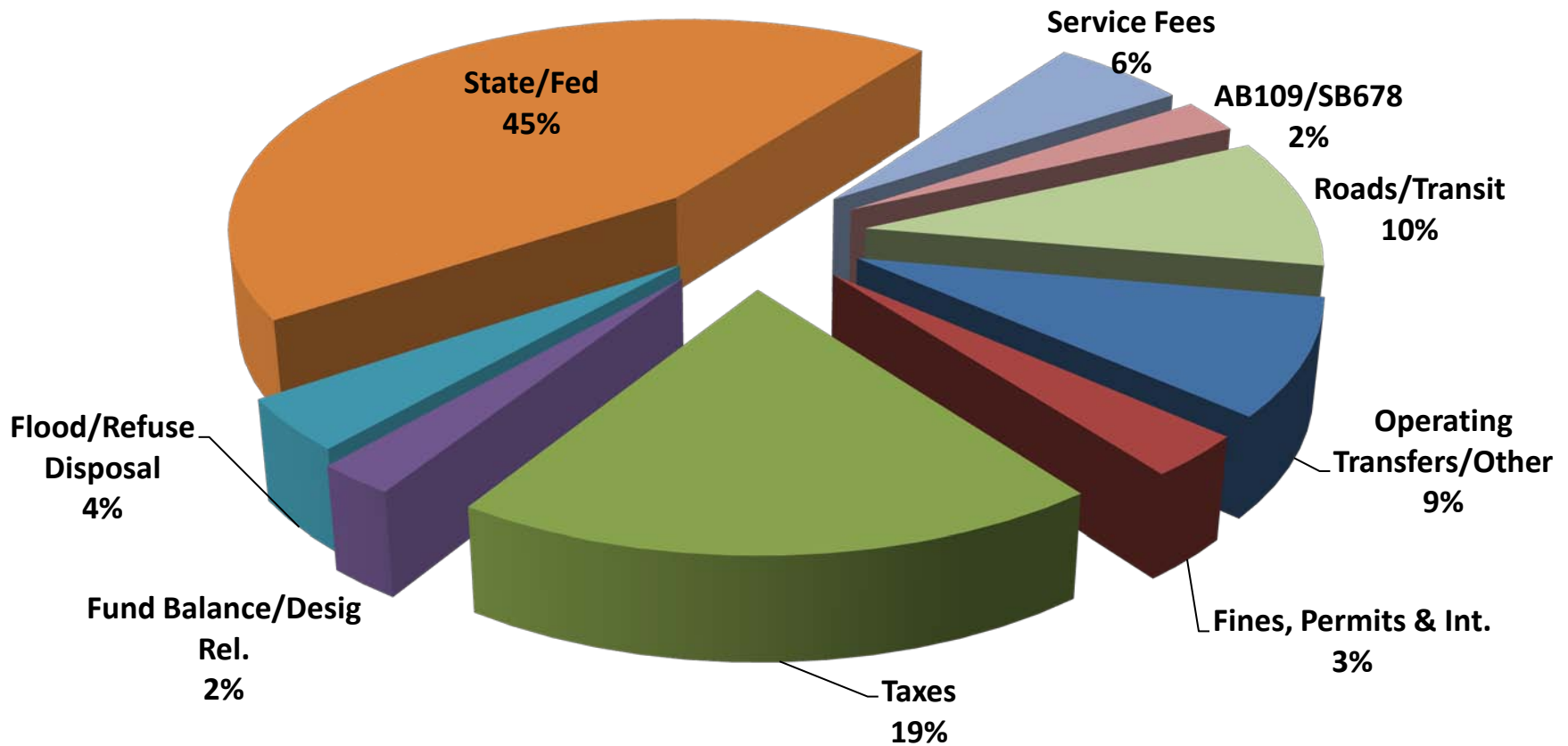


	2010-11	2011-12	2012-13
	Rates	Rates	Rates
Special Districts	4.370%	4.370%	4.390%
Chowchilla & Madera Cities	2.81%	2.81%	2.77%
Schools	49.15%	49.31%	49.73%
VLF Property/Sales Tax Swap for Cities	6.72%	6.68%	6.90%
Chowchilla & Madera Cities RDA	7.61%	7.52%	7.12%
County	15.05%	15.06%	15.03%
County VLF Sales Tax Swap	14.29%	14.25%	14.06%

\*The 2013-14 Allocation was not available at the time of printing.

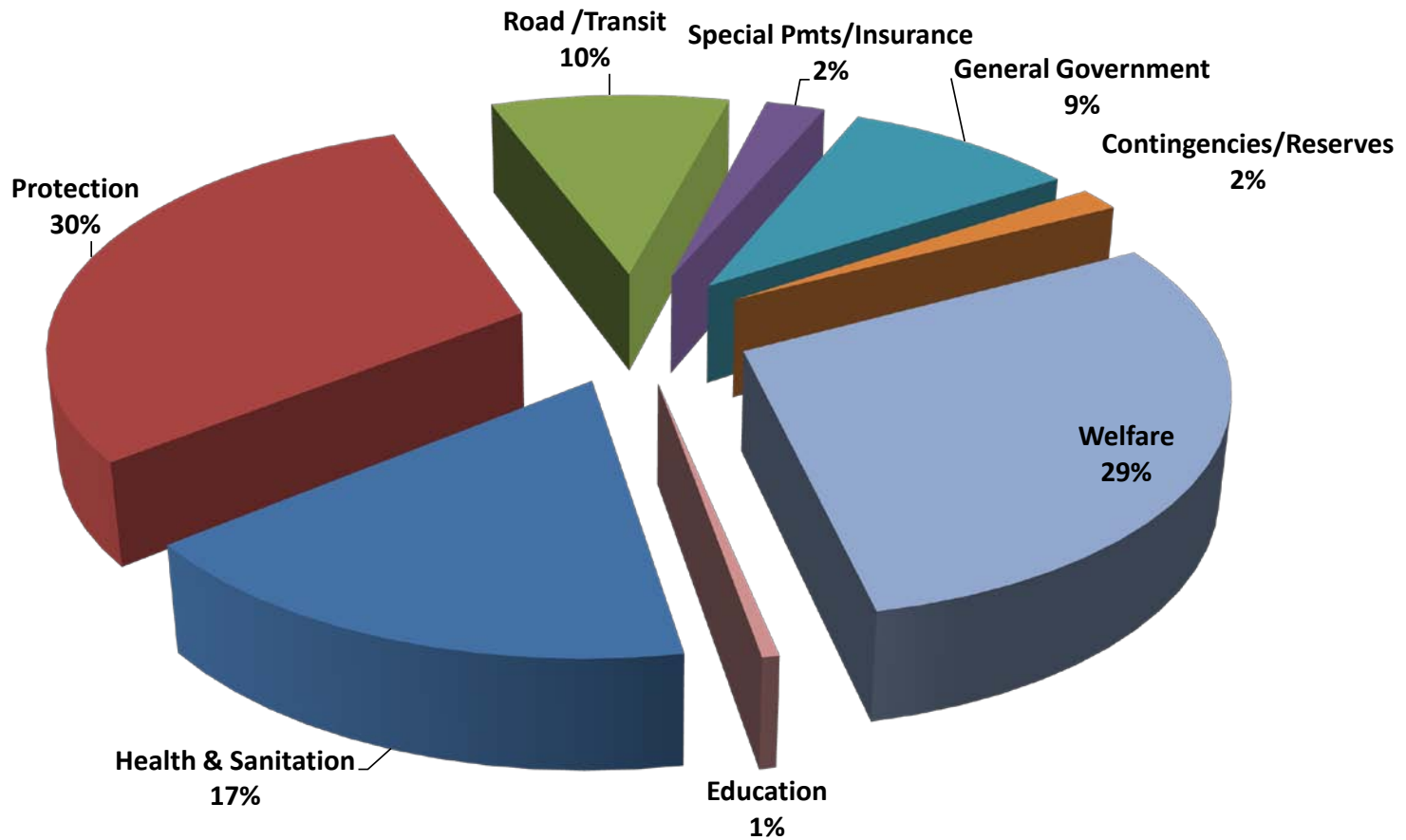
# RECOMMENDED 2013-14 REVENUE

## \$208,982,914



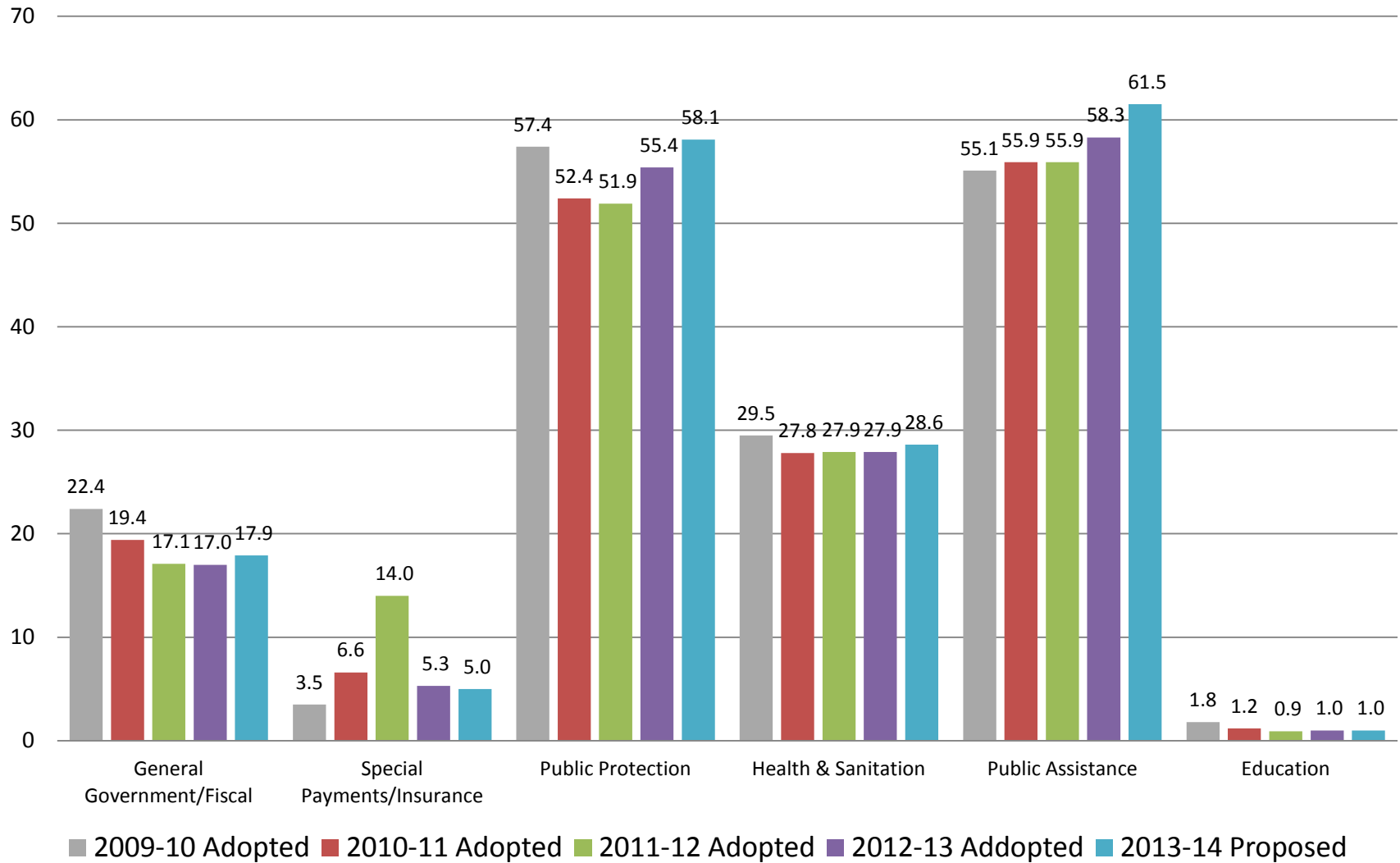
# RECOMMENDED 2013-14 EXPENDITURES

## \$208,982,914



# General Fund Appropriation Comparison 2009-10 to 2013-14

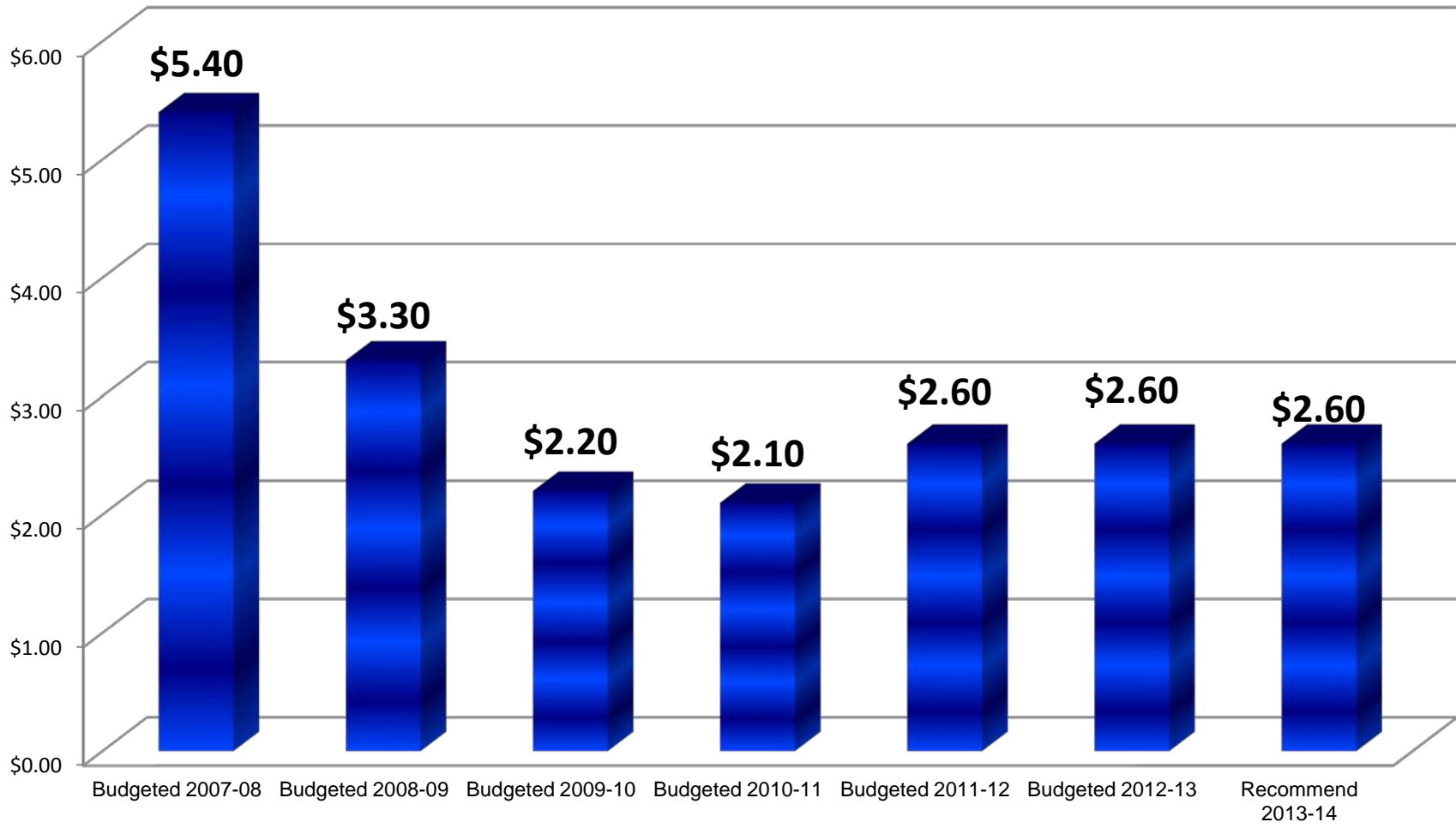
in millions



# GENERAL FUND CONTINGENCY BUDGET

SEVEN YEAR ANALYSIS 2007-08 TO 2013-14

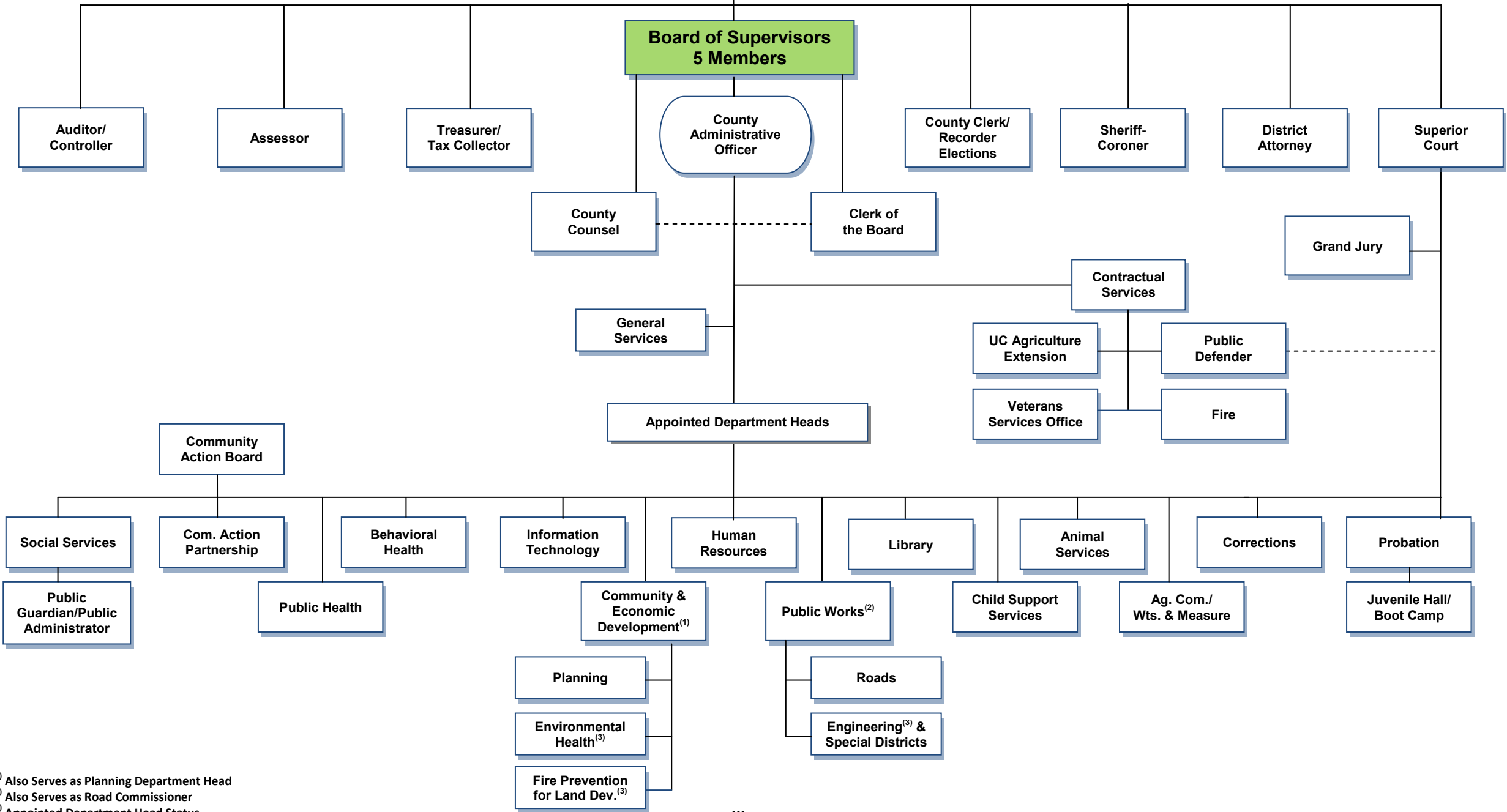
(in millions)





# MADERA COUNTY GOVERNMENT ORGANIZATION CHART

## ELECTORATE



<sup>(1)</sup> Also Serves as Planning Department Head

<sup>(2)</sup> Also Serves as Road Commissioner

<sup>(3)</sup> Appointed Department Head Status

**SUMMARY OF COUNTY BUDGET REQUIREMENTS  
FOR THE FISCAL YEAR 2013-14**

<b>Budget Units (Grouped By Units)</b>	<b>Actual Expenditures 2011-12</b>	<b>Board of Supervisors Approved Expenditures 2012-13</b>	<b>Department Request 2013-14</b>	<b>CAO Recommendation 2013-14</b>	<b>Increase (Decrease) 2012-13/2013-14</b>
<b><u>GENERAL</u></b>					
<b>LEGISLATIVE &amp; ADMINISTRATIVE:</b>					
00100 Board of Supervisors	1,262,470	1,292,987	1,352,003	1,352,003	59,016
00210 Administrative Management / Purchasing	586,010	587,036	636,005	636,005	48,969
<b>TOTAL LEGISLATIVE &amp; ADMINISTRATIVE</b>	<b>1,848,480</b>	<b>1,880,023</b>	<b>1,988,008</b>	<b>1,988,008</b>	<b>107,985</b>
<b>FINANCE:</b>					
00310 Auditor-Controller	1,281,483	1,240,462	1,391,149	1,391,149	150,687
00400 Assessor	1,988,355	1,946,529	2,108,696	2,095,106	148,577
00500 Treasurer-Tax Collector	697,460	715,171	770,737	770,737	55,566
<b>TOTAL FINANCE</b>	<b>3,967,298</b>	<b>3,902,162</b>	<b>4,270,582</b>	<b>4,256,992</b>	<b>354,830</b>
<b>COUNSEL:</b>					
00700 County Counsel	989,567	904,243	747,863	747,863	(156,380)
<b>PERSONNEL:</b>					
00800 Human Resources	675,746	697,255	871,904	871,904	174,649
<b>ELECTIONS:</b>					
03330 Elections	511,738	657,245	717,043	717,043	59,798
<b>PROPERTY MANAGEMENT:</b>					
01310 Resource Management Agency-Administration	263,956	251,658	-	-	(251,658)
01311 RMA - General Services	203,695	188,271	360,219	360,219	171,948
01315 RMA - Engineering	714,394	1,167,929	1,375,128	1,375,128	207,199
01320 RMA - Bldg. Operations	361,958	340,970	376,620	376,620	35,650
01330 RMA - Bldg. Maintenance	1,032,714	1,065,420	1,043,192	1,043,192	(22,228)
01340 RMA - Special Districts Services	1,974,120	2,390,425	2,482,016	2,482,016	91,591
15010 RMA - Madera County Flood Control Fund	67,232	840,388	1,470,454	1,470,454	630,066
01350 RMA - Flood Control Services	63,115	-	-	-	-
01360 RMA - Grounds Maintenance	275,430	270,465	295,942	295,942	25,477
01700 Utilities	712,009	807,717	712,553	712,553	(95,164)

**SUMMARY OF COUNTY BUDGET REQUIREMENTS  
FOR THE FISCAL YEAR 2013-14**

<b>Budget Units (Grouped By Units)</b>	<b>Actual Expenditures 2011-12</b>	<b>Board of Supervisors Approved Expenditures 2012-13</b>	<b>Department Request 2013-14</b>	<b>CAO Recommendation 2013-14</b>	<b>Increase (Decrease) 2012-13/2013-14</b>
<b>TOTAL PROPERTY MANAGEMENT</b>	<b>5,668,623</b>	<b>7,323,243</b>	<b>8,116,124</b>	<b>8,116,124</b>	<b>792,881</b>
<b>OTHER GENERAL:</b>					
00230 Insurance	2,447,033	2,789,459	2,705,783	2,705,783	(83,676)
02100 Central Services	428,331	473,503	551,826	551,826	78,323
02150 311 Customer Service Center	227,778	294,411	188,495	188,495	(105,916)
00240 Information Technology	1,550,268	1,638,997	1,962,348	1,962,348	323,351
02200 Special Payments	11,043,691	2,520,553	2,259,909	2,259,909	(260,644)
<b>TOTAL OTHER GENERAL</b>	<b>15,697,101</b>	<b>7,716,923</b>	<b>7,668,361</b>	<b>7,668,361</b>	<b>(48,562)</b>
<b>TOTAL GENERAL FUNCTION</b>	<b>29,358,553</b>	<b>23,081,094</b>	<b>24,379,885</b>	<b>24,366,295</b>	<b>1,285,201</b>
<b><u>PUBLIC PROTECTION</u></b>					
<b>JUDICIAL:</b>					
03700 Child Support Services	2,920,143	3,133,115	3,036,985	3,036,985	(96,130)
03510 District Attorney	2,082,300	2,350,876	2,654,882	2,654,882	304,006
03530 District Attorney - COPS	105,822	102,149	104,662	104,662	2,513
03540 District Attorney - Rape Prosecution Grant	106,741	110,207	130,403	130,403	20,196
03541 District Attorney - Workers Comp Ins. Fraud	90,580	-	-	-	-
03542 District Attorney - Auto Insurance Fraud	29,526	-	-	-	-
03544 District Attorney - DUI Program	138,601	139,038	149,998	149,998	10,960
03545 District Attorney - Crime Prosecution Unit	104,803	117,563	91,864	91,864	(25,699)
03548 District Attorney - DA-FED Vert Pros	-	-	127,871	127,871	127,871
03550 District Attorney - Welfare Fraud	756,038	944,760	1,028,386	1,028,386	83,626
02300 Trial Court Operations (Gen Fund Contri.)	1,428,995	1,509,091	1,491,326	1,491,326	(17,765)
03400 Grand Jury	77,385	71,700	71,700	71,700	-
03600 Public Defender	2,328,419	2,293,568	2,411,746	2,411,746	118,178
<b>TOTAL JUDICIAL</b>	<b>10,169,353</b>	<b>10,772,067</b>	<b>11,299,823</b>	<b>11,299,823</b>	<b>527,756</b>
<b>POLICE PROTECTION:</b>					
04000 Sheriff-Coroner	9,064,254	9,226,272	9,436,131	9,436,131	209,859



**SUMMARY OF COUNTY BUDGET REQUIREMENTS  
FOR THE FISCAL YEAR 2013-14**

<b>Budget Units (Grouped By Units)</b>		<b>Actual Expenditures 2011-12</b>	<b>Board of Supervisors Approved Expenditures 2012-13</b>	<b>Department Request 2013-14</b>	<b>CAO Recommendation 2013-14</b>	<b>Increase (Decrease) 2012-13/2013-14</b>
04021	Sheriff - CalEMA Homeland Security 2009-0019	217,062	133,000	-	-	(133,000)
04022	Sheriff - CalEMA Homeland Security 2011-077	-	282,993	133,610	133,610	(149,383)
04023	Sheriff - EMPG Emergency Planning	134,098	357,494	384,345	384,345	26,851
04025	Sheriff - CalEMA SHSGP 2012-SS-00123	-	-	169,468	169,468	169,468
04026	Sheriff - CalEMA Homeland Security 2010-0085	149,356	203,249	86,150	86,150	(117,099)
04029	Sheriff - CalEMA Homeland Security 2008-0006	19,205	-	-	-	-
04030	Sheriff - Bass Lake Operations	162,190	179,295	182,117	182,117	2,822
04043	Sheriff - Fed-ARRA ADA Grant	232,339	-	-	-	-
04046	Sheriff - Fed-Cannibas Eradication	72,308	85,000	97,000	97,000	12,000
04050	Sheriff - COPS (SLESF)	199,356	202,791	213,045	213,045	10,254
04054	Sheriff - Chukchansi Indian Casino	468,925	528,738	556,799	556,799	28,061
04062	Sheriff - Rural Crime Prevention Task Force	262,649	267,720	272,240	272,240	4,520
04064	Sheriff - Court Security/Civil Division	1,299,168	375,673	488,209	488,209	112,536
04066	Sheriff - Off Highway	12,236	76,977	113,000	113,000	36,023
04070	Sheriff - Anti-Drug Program	168,009	423,806	437,343	437,343	13,537
04071	Sheriff - CAL-MMET	117,148	222,234	216,558	216,558	(5,676)
04072	Sheriff - JAG Grant	38,574	30,000	30,000	30,000	-
04074	Sheriff - Court Security	-	1,263,161	1,401,030	1,401,030	137,869
04075	Sheriff - Gang Task Force	338,002	238,506	-	-	(238,506)
04090	Sheriff - OCJP NET Project	22,153	40,000	40,000	40,000	-
<b>TOTAL POLICE PROTECTION</b>		<b>12,977,032</b>	<b>14,136,909</b>	<b>14,257,045</b>	<b>14,257,045</b>	<b>120,136</b>
<b>DETENTION &amp; CORRECTION</b>						
04610	Department of Corrections	10,289,177	10,807,016	12,126,090	12,126,090	1,319,074
04720	Juvenile Hall	3,800,325	3,937,025	4,299,520	4,299,520	362,495
04700	Probation	2,934,752	3,382,982	3,277,615	3,277,615	(105,367)
04713	Probation - CCP Training	17,390	105,177	48,414	48,414	(56,763)
04714	Probation - CCP Planning	79,998	40,431	119,545	119,545	79,114
04785	Probation - Crime Prevention Act of 2000	238,957	430,575	507,728	507,728	77,153
04787	Probation - Youth Offender Block Grant	301,552	481,158	481,156	481,156	(2)
04788	Probation - Proud Parenting Grant	72,797	100,000	139,242	139,242	39,242
04789	Probation - Aggression Replacement Training	29,651	-	-	-	-
04792	Probation - Juvenile Assistance Grant/ARRA	67,118	-	-	-	-
14370	Probation - Community Corrections SB 678	892,944	1,352,215	1,097,358	1,097,358	(254,857)

**SUMMARY OF COUNTY BUDGET REQUIREMENTS  
FOR THE FISCAL YEAR 2013-14**

<b>Budget Units (Grouped By Units)</b>	<b>Actual Expenditures 2011-12</b>	<b>Board of Supervisors Approved Expenditures 2012-13</b>	<b>Department Request 2013-14</b>	<b>CAO Recommendation 2013-14</b>	<b>Increase (Decrease) 2012-13/2013-14</b>
61332 Probation - Public Safety Realignment (AB 109)	628,129	2,295,306	4,078,509	4,078,509	1,783,203
<b>TOTAL DETENTION &amp; CORRECTION</b>	<b>19,352,790</b>	<b>22,931,885</b>	<b>26,175,177</b>	<b>26,175,177</b>	<b>3,243,292</b>
<b>FIRE PREVENTION:</b>					
05000 Fire Prevention	4,529,010	4,512,101	4,629,716	4,629,716	117,615
05010 Fire-Chukchansi Indian Casino	619,492	679,004	690,771	690,771	11,767
<b>TOTAL FIRE PREVENTION</b>	<b>5,148,502</b>	<b>5,191,105</b>	<b>5,320,487</b>	<b>5,320,487</b>	<b>129,382</b>
<b>PROTECTIVE INSPECTION:</b>					
05410 Ag. Commissioner/Sealer of Wts. & Measures	1,194,382	1,313,053	1,477,928	1,477,928	164,875
01375 RMA - Fire Prevention - Land Development	129,487	170,411	183,007	183,007	12,596
01370 RMA - Building Inspection	985,714	991,944	1,271,755	1,271,755	279,811
<b>TOTAL PROTECTIVE INSPECTION</b>	<b>2,309,583</b>	<b>2,475,408</b>	<b>2,932,690</b>	<b>2,932,690</b>	<b>457,282</b>
<b>OTHER PROTECTION:</b>					
03300 County Clerk-Recorder	690,137	667,159	667,823	667,823	664
05900 RMA - Planning	1,080,074	1,956,694	1,588,658	1,588,658	(368,036)
06100 Local Agency Formation Commission Contri	48,160	44,751	44,682	44,682	(69)
06000 Animal Services	845,654	791,251	896,024	896,024	104,773
06200 Predatory Animal Control	56,646	56,646	73,909	56,646	-
11200 Fish and Game	4,787	5,000	5,000	5,000	-
<b>TOTAL OTHER PROTECTION</b>	<b>2,725,458</b>	<b>3,521,501</b>	<b>3,276,096</b>	<b>3,258,833</b>	<b>(262,668)</b>
<b>TOTAL PUBLIC PROTECTION FUNCTION</b>	<b>52,682,718</b>	<b>59,028,875</b>	<b>63,261,318</b>	<b>63,244,055</b>	<b>4,215,180</b>
<b><u>PUBLIC WAYS AND FACILITIES</u></b>					
<b>PUBLIC WAYS:</b>					
11800 RMA - Roads & Bridges	13,792,307	19,348,663	16,327,897	16,327,897	(3,020,766)
63860 RMA - Road (Transit)	471,454	3,116,143	3,673,302	3,673,302	557,159

**SUMMARY OF COUNTY BUDGET REQUIREMENTS  
FOR THE FISCAL YEAR 2013-14**

Budget Units (Grouped By Units)	Actual Expenditures 2011-12	Board of Supervisors Approved Expenditures 2012-13	Department Request 2013-14	CAO Recommendation 2013-14	Increase (Decrease) 2012-13/2013-14
<b>TOTAL PUBLIC WAYS FUNCTION</b>	<b>14,263,761</b>	<b>22,464,806</b>	<b>20,001,199</b>	<b>20,001,199</b>	<b>(2,463,607)</b>
<b><u>HEALTH &amp; SANITATION</u></b>					
<b>HEALTH:</b>					
06901/2 Behavioral Health Services	13,244,088	14,517,367	14,968,876	14,968,876	451,509
06810 Health	10,284,341	12,372,526	12,516,564	12,516,564	144,038
07000 RMA - Environmental Health	1,034,591	1,013,593	1,119,042	1,119,042	105,449
<b>TOTAL HEALTH</b>	<b>24,563,020</b>	<b>27,903,486</b>	<b>28,604,482</b>	<b>28,604,482</b>	<b>700,996</b>
<b>SANITATION:</b>					
01380 RMA - Refuse Disposal	1,143,912	-	-	-	-
11100 RMA - Refuse Disposal Liner Fund	453,477	4,289,416	6,776,397	6,776,397	2,486,981
<b>TOTAL SANITATION</b>	<b>1,597,389</b>	<b>4,289,416</b>	<b>6,776,397</b>	<b>6,776,397</b>	<b>2,486,981</b>
<b>TOTAL HEALTH &amp; SANITATION FUNCTION</b>	<b>26,160,409</b>	<b>32,192,902</b>	<b>35,380,879</b>	<b>35,380,879</b>	<b>3,187,977</b>
<b><u>PUBLIC ASSISTANCE</u></b>					
<b>ADMINISTRATION:</b>					
07510 Department of Social Services	18,686,025	22,737,814	24,972,029	24,972,029	2,234,215
<b>GENERAL RELIEF:</b>					
07520 General Relief	1,015,986	1,142,394	1,157,394	1,157,394	15,000
<b>07530 ASSISTANCE PROGRAMS:</b>					
Aid for CalWORKS	20,343,461	21,000,000	21,000,000	21,000,000	-
Foster Care	3,586,867	5,500,000	5,300,000	5,300,000	(200,000)
Aid for Adopted Children	1,531,763	2,700,000	2,800,000	2,800,000	100,000
Cal-Learn	7,700	20,000	20,000	20,000	-
GAIN Support Services (Welfare to Work)	560,309	600,000	800,000	800,000	200,000

**SUMMARY OF COUNTY BUDGET REQUIREMENTS  
FOR THE FISCAL YEAR 2013-14**

Budget Units (Grouped By Units)	Actual Expenditures 2011-12	Board of Supervisors Approved Expenditures 2012-13	Department Request 2013-14	CAO Recommendation 2013-14	Increase (Decrease) 2012-13/2013-14
In-Home Supportive Service	3,863,024	3,400,000	4,124,048	4,124,048	724,048
CalWORKS Child Care	115,515	400,000	400,000	400,000	-
Kin Gap	106,511	220,000	220,000	220,000	-
Cash Assistance Program for Immigrants	12,484	30,000	30,000	30,000	-
Housing Assistance/Transitional Program	137,220	150,000	150,000	150,000	-
<b>TOTAL ASSISTANCE PROGRAMS</b>	<b>30,264,854</b>	<b>34,020,000</b>	<b>34,844,048</b>	<b>34,844,048</b>	<b>824,048</b>
<b>VETERANS SERVICE/PUBLIC GUARDIAN: * previously combined</b>					
08020 Public Guardian	61,890	204,582	246,898	246,898	42,316
08010 Veterans Service	103,293	109,650	120,363	120,363	10,713
<b>OTHER ASSISTANCE:</b>					
08200 Community Action Partnership	179,676	134,511	142,290	142,290	7,779
<b>TOTAL PUBLIC ASSISTANCE FUNCTION</b>	<b>50,249,834</b>	<b>58,348,951</b>	<b>61,483,022</b>	<b>61,483,022</b>	<b>3,134,071</b>
<b>EDUCATION</b>					
09110 Library	929,799	903,140	959,316	959,316	56,176
09200 Agricultural Extension Service	49,309	69,184	72,824	72,824	3,640
<b>TOTAL EDUCATION FUNCTION</b>	<b>979,108</b>	<b>972,324</b>	<b>1,032,140</b>	<b>1,032,140</b>	<b>59,816</b>
<b>TOTAL FINANCING REQUIREMENT</b>	<b><u>173,694,383</u></b>	<b><u>196,088,952</u></b>	<b><u>205,538,443</u></b>	<b><u>205,507,590</u></b>	<b><u>9,418,638</u></b>
<b><u>APPROPRIATIONS FOR CONTINGENCIES</u></b>					
Appropriations for Contingencies-General	-	2,624,416	2,624,416	2,624,416	-
Establish Reserve for I.T. System/Asset Replacement			850,908	850,908	850,908
<b>GRAND TOTAL BUDGET REQUIREMENTS</b>	<b>173,694,383</b>	<b>198,713,368</b>	<b>209,013,767</b>	<b>208,982,914</b>	<b>10,269,546</b>

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2010-11	Actual Revenues 2011-12	Approved Revenues 2012-13	11-Month Actual 2012-13	CAO Recommended 2013-14
<b><u>TAXES</u></b>					
610100 Property Taxes - Current Secured	15,032,232	15,539,979	15,566,291	14,968,412	16,398,350
610102 Property Taxes - Current Secured RDA SA Other Dist	-	-	-	14,667	-
610200 Property Taxes - Current Unsecured	392,618	462,527	321,549	189,523	421,000
610300 Property Taxes - Prior Secured	201,458	192,382	60,000	-	50,000
610400 Property Taxes - Prior Unsecured	20,830	81,617	30,000	-	20,000
610500 Property Taxes - Current Secured - VLF Swap	13,713,473	13,796,996	13,797,800	14,127,292	14,678,256
610502 Property Taxes - In-Lieu VLF-Supplemental	70,656	70,999	72,000	101,363	72,000
610503 Property Taxes - VLF - Unitary	33,624	36,562	-	30,993	-
610600 Property Taxes - Supplemental Current	56,890	105,669	70,000	45,383	40,000
610700 Property Taxes - Supplemental Prior	44,967	33,956	35,688	-	25,000
610801 Sales & Use Tax	4,756,342	4,716,253	4,300,000	3,809,889	4,896,000
610808 Sales & Use Tax Compensation Fund (Sales Tax Swap)	1,479,035	1,840,350	1,840,380	1,670,543	1,735,694
610901 Hotel and Motel	1,253,361	2,617,429	2,003,000	1,377,776	1,902,500
610902 Documentary Stamp	531,927	484,846	490,000	431,790	500,000
610903 Race Horse Tax	879	867	1,000	503	850
610904 Timber Yield Tax	-	-	-	-	-
610906 Aircraft	130,125	126,650	150,000	49,549	110,000
610909 Teeter Plan Surplus	1,100,000	-	-	-	-
<b>Total Taxes</b>	<b>38,818,417</b>	<b>40,107,082</b>	<b>38,737,708</b>	<b>36,817,682</b>	<b>40,849,650</b>
<b><u>LICENSES, PERMITS AND FRANCHISES</u></b>					
620100 Animal Licenses	44,362	47,812	50,000	45,809	50,000
620200 Business Licenses	105,523	98,471	90,000	89,320	90,000
620300 Construction Permits	437,622	507,442	571,650	396,424	601,000
620500 Zoning Permits	74,843	77,603	84,000	52,962	85,000
620600 Franchises, Garbage, Utilities & Cable TV	1,318,479	1,282,784	1,300,000	1,324,278	1,385,000
620700 Other Licenses and Permits	89,466	132,110	119,600	120,305	132,451
620701 Boat Licenses	119,692	135,581	179,295	87,110	182,117
620704 Environmental Health Permits	806,990	785,085	798,593	808,966	854,584
620705 Burial Permits-Indigent	1,730	1,886	500	1,764	1,000
620706 Auto Theft Deterrent Fees (DUI)	113,073	90,483	90,000	116,625	110,000
620707 Ag Preserve Permits	300	1,100	500	-	500
620710 Grading Permits	49,214	32,753	36,000	25,367	36,000
<b>Total Licenses, Permits and Franchises</b>	<b>3,161,294</b>	<b>3,193,110</b>	<b>3,320,138</b>	<b>3,068,928</b>	<b>3,527,652</b>

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

<u>Budget Classification</u>	<u>Actual Revenues 2010-11</u>	<u>Actual Revenues 2011-12</u>	<u>Board of Supervisors Approved Revenues 2012-13</u>	<u>11-Month Actual 2012-13</u>	<u>CAO Recommended 2013-14</u>
<b><u>FINES, FORFEITURES AND PENALTIES</u></b>					
630101 County Share of State Fines	49,492	37,543	40,000	30,689	32,000
630204 Criminal	683,176	644,843	640,000	665,658	685,000
630221 PC 1463.14 Drug Analysis Fine	342	186	200	158	120
630222 State-County Share of Penalty PC 1464	286,863	239,026	260,500	203,912	240,000
630223 PC 1203.4 Change Plea	-	-	-	1,580	1,000
630227 RMA Code Enforcement Fines/Fees	19,626	19,856	15,000	22,984	28,000
630228 Juvenile Supervision/Service Fees	39,435	39,406	30,000	22,792	22,500
630229 Juvenile Boot Camp W&I 903/094	18,348	17,620	17,500	14,264	7,500
630230 Juvenile Probation Supervision W&I 602	3,859	3,741	5,000	1,631	3,500
630231 Juvenile Record Seal W&I 781	120	448	-	-	-
630300 Forfeitures & Penalties	-	-	-	-	14,000
630306 Restitution Fine Rebate 10%	28,950	28,365	18,000	21,909	20,000
630307 Other Fines	79,945	18,716	12,000	16,008	12,000
630308 Restitution to County Departments	1,479	306	1,500	400	-
630310 Bail Forfeiture	-	-	-	-	-
630320 Bad Check Penalties	3,973	2,578	5,000	1,801	2,000
630400 Penalties/Cost Delinquent Taxes	272	9,196	230	215	230
630401 Cost of Tax Collection	66,105	93,710	45,000	47,450	45,000
630402 County Redemption Fees	17,720	16,430	25,000	14,210	17,000
630403 Penalties & Interest on Taxes	89,231	162,191	5,000	6,305	6,000
630404 Tax Loss Reserve Excess	4,200,000	1,900,000	1,900,000	-	1,800,000
<b>Total Fines, Forfeitures and Penalties</b>	<b>5,588,936</b>	<b>3,234,161</b>	<b>3,019,930</b>	<b>1,071,967</b>	<b>2,935,850</b>
<b><u>REVENUE FROM USE OF MONEY &amp; PROPERTY</u></b>					
640101 Interest	279,796	164,288	100,000	21,034	100,000
640103 Interest on Property Tax Collection	22,360	2,546	-	(966)	-
640300 Rents and Concessions	22,612	17,767	3,500	17,173	3,500
640302 Bldg/Improvement Rentals	5,050	25,524	150	32,596	50
640303 Others Rents/Concessions	4,206	4,518	4,200	8,894	4,200
<b>Total Revenue from Use of Money &amp; Property</b>	<b>334,024</b>	<b>214,643</b>	<b>107,850</b>	<b>78,731</b>	<b>107,750</b>
<b><u>INTERGOVERNMENTAL REVENUES</u></b>					
<b>State</b>					
650204 Diesel Tax - Off Road	241	-	-	-	-
650302 Motor Vehicle In-Lieu Tax 1984	327,931	-	-	66,003	-
650307 VLF Health Realignment CMSP	2,882,147	2,882,147	2,882,147	-	2,882,147

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

<b>Budget Classification</b>	<b>Board of Supervisors</b>				
	<b>Actual Revenues 2010-11</b>	<b>Actual Revenues 2011-12</b>	<b>Approved Revenues 2012-13</b>	<b>11-Month Actual 2012-13</b>	<b>CAO Recommended 2013-14</b>
650800 St. Admin Public Assistance	3,368,900	475,000	-	-	-
650804 CalWORKS Admin TANF	1,298,136	1,113,065	1,144,414	1,168,935	1,302,010
650810 Social Services Admin	4,421,886	1,622,564	948,911	2,323,487	1,288,491
650811 Welfare to Work Admin-Assistance	126,495	30,084	132,616	19,735	149,136
650901 CalWORKS (AFDC)	13,608,053	11,577,836	-	8,315,889	8,799,000
650902 Adopted Children	1,144,004	38,174	150,000	(49,037)	1,122,800
650905 Foster Care	2,611,704	1,092,919	-	(1,869)	1,492,050
650907 Foster Care-Emergency Assistance	-	-	-	-	-
650909 Welfare to Work (GAIN)	12,062	12,159	90,860	10,574	120,800
650910 Public Assistance - Realignment	4,757,229	4,974,248	4,930,307	5,056,104	5,283,240
650911 Emotionally Disturbed Children	120,044	(4,395)	-	4,393	-
650914 St. Cal Learn	-	500	1,239	1,067	1,240
650915 CalWorks Child Care	(12,756)	2,662	50,198	2,744	50,000
650916 Kin Gap	84,947	143,923	37,400	106,653	37,400
650917 Cash Assist for Immigrants	22,240	12,485	30,000	15,874	30,000
650921 Housing Assistance/Transitional Housing Program	-	-	-	-	150,000
651101 Health - Admin. - California Children Services	26,387	13,378	30,341	6,703	33,573
651102 Health - Therapy - California Children Services	158,991	160,938	110,000	65,853	110,000
651103 Health - Realignment - California Children Services	335,315	426,436	179,984	333,245	191,679
651105 Health - Medi-Cal-California Children Services	162,809	117,148	188,688	-	226,416
651106 Health - Healthy Families	45	35,292	12,457	5,640	15,527
651107 Health - CCS MTU Reimbursement	-	-	186,800	-	215,000
651301 Behavioral Health - Small Counties Emergency Grant	29,595	78,150	-	89,500	29,120
651302 Behavioral Health - Alcohol/Drug	106,424	-	-	-	-
651303 Behavioral Health - Perinatal	145,018	-	-	-	-
651306 Behavioral Health - Realignment	2,497,618	2,771,340	3,469,881	1,907,009	2,322,248
651307 Behavioral Health - Jail-Realignment	51,000	51,000	51,000	38,250	51,000
651309 Behavioral Health - Managed Care	692,116	1,023,994	778,770	-	-
651310 Behavioral Health - EPSDT	770,648	808,000	1,067,926	-	-
651312 Behavioral Health - STOP	35,847	-	30,539	-	-
651320 Behavioral Health - Other Revenue	-	-	11,973	-	11,973
651321 Behavioral Health - State Replacement Funds	-	-	157,898	-	-
651323 Behavioral Health - Drug Court	152,814	64,795	172,011	-	-
651325 Behavioral Health - Prop 36	-	-	-	-	-
651326 Behavioral Health - Service Act (Prop 63)	6,237,485	5,780,083	4,953,648	4,347,903	4,513,263
651330 Behavioral Health - AB 3632	59,108	69,644	-	-	-
651400 Health - TB Control	16,961	11,605	24,597	13,108	27,146
652108 Health - AIDS Program	55,249	52,489	55,252	38,295	55,252

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

<b>Budget Classification</b>	<b>Board of Supervisors</b>				
	<b>Actual Revenues 2010-11</b>	<b>Actual Revenues 2011-12</b>	<b>Approved Revenues 2012-13</b>	<b>11-Month Actual 2012-13</b>	<b>CAO Recommended 2013-14</b>
652109 Health - AIDS Blood Test	-	-	-	-	-
652110 Health - Tobacco Education	103,984	70,544	180,000	77,399	-
652111 Health - Child Health and Disability Program-Admin.	349,985	324,402	358,155	136,535	333,272
652112 Health - Foster Care	81,200	83,731	82,890	44,186	93,917
652113 Health - Realignment	2,709,112	2,113,345	3,809,715	3,750,500	2,804,333
652115 Health - Immunization Subvention Project	50,418	49,158	49,157	23,852	49,157
652116 Health - AIDS Drugs	1,250	1,000	1,000	-	-
652118 Health - Community Challenge Grant	113,501	60,816	-	-	-
652120 Health - Adolescent Family Life Program	196,981	239,906	187,722	92,137	-
652123 Health - Chlamydia Grant	6,798	6,798	6,798	3,149	6,798
652126 Health - Aides Surveillance	19,922	18,545	18,798	3,643	18,798
652201 Agricultural Administration	287,072	283,347	195,580	151,847	167,150
652202 Agriculture-Detection Trapping	102,428	105,754	109,034	55,221	100,000
652203 Agriculture-Pesticide	359,043	375,112	300,000	411,215	400,000
652204 Agricultural G-W Sharpshooter	160,333	162,075	180,000	65,559	130,000
652503 State-Prison Crime Reimbursement - DA	113,402	110,720	125,000	57,366	131,864
652505 Public Asst. - Crim Justice Sys - Realignment	422,909	447,568	420,000	489,900	500,000
652507 Probation TANF (Juvenile Probation Camp Funds)	485,510	25,378	440,000	854	550,000
652508 St Proud Parenting Program	66,476	78,735	100,000	73,956	139,242
652800 Veterans Affairs	22,376	25,330	20,000	24,904	25,000
652900 Homeowners' Property Tax Relief	36,574	225,690	220,024	221,185	218,721
654000 St. Abandoned Vehicle	-	-	30,000	-	-
654005 Child Care Food Program-Juvenile Hall	4,234	6,004	5,000	486	-
654007 Correctional Training-SB 924	95,530	23,511	111,855	101,416	107,014
654008 Custody-Care Subsistence	362,666	11,370	-	57,222	-
654010 Child Support IV D Incentive	2,142,317	992,828	1,037,323	871,017	1,909,455
654012 Fire Equipment Reimbursement	41,075	160,933	95,000	128,449	125,000
654013 Volunteer Fire Assistance Program	-	64,900	35,000	39,051	45,000
654017 Integrated Waste Management	18,197	20,113	18,200	36,127	18,400
654020 Library-Public Library Funds	30,000	-	25,000	-	25,000
654022 State Mandated Costs	162,864	13,649	20,000	10,239	10,000
654023 Office of Emergency Services-Reimbursement	-	-	-	-	-
654025 Sales Tax (Public Safety)	6,566,851	6,697,107	6,275,000	5,216,798	6,936,000
654026 State-POST Reimbursement	1,639	1,540	3,000	6,892	5,000
654027 State Reimburse Election Costs	121,769	788	800	4,174	500
654028 State-Financial Assistance	162,000	162,000	162,000	162,000	162,000
654040 DA - Workers'Compensation Fraud Grant	1,447	5,990	-	-	-
654043 DA - Statutory Rape Grant	40,107	47,852	20,000	-	127,871



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

<b>Budget Classification</b>	<b>Board of Supervisors</b>				
	<b>Actual Revenues 2010-11</b>	<b>Actual Revenues 2011-12</b>	<b>Approved Revenues 2012-13</b>	<b>11-Month Actual 2012-13</b>	<b>CAO Recommended 2013-14</b>
654045 SLESF - Department of Corrections	-	-	-		50,000
654046 SLESF - Sheriff (COPS)	-	-	-		140,000
654XXXX State Juvenile Re-entry Grant	-	-	-	-	20,000
654XXXX Planners Advance Strategy Grant	-	-	-	-	22,500
654057 Sheriff - Rural Crime Prevention Task Force	17,273	98,676	-	-	-
654064 State Off Hwy Vehicle	56,146	27,222	76,977	-	113,000
654068 Probation - Crime Prev Act (SLESF Juv. Justice)	-	-	-		
654079 State - Waste Tire Enforcement	197,931	244,640	235,000	215,072	290,000
654085 State - Homeland Security	13,816	-	-	-	-
654092 State - Hazardous Materials Prep Grant	6,456	807	2,000	7,227	-
654107 State - Prop 12 Grant	29,100	-	-	-	-
654110 DJJ Youth Off Block Grant	315,640	-	-		
654200 State - Help America Vote Grant	6,072	-	-		
654509 State - Indian Gaming Special District for Fire & Sheriff	68,000	100,229	-	14,561	-
654511 State-Abandoned Vehicle Fee	-	-	-	110,564	-
654512 State - Cal-MMet Grant	97,210	98,125	-	-	216,558
654516 State - Cal Fed Watershed Grant	204,622	-	-	-	-
654521 State- Small Communities Waste Water Grt (So Fork)	19,297	-	-	-	-
654522 State- BSARF Fees 10%	304	1	1,500	-	-
654524 State-Dpt. of Transportation (Madera Ranchos Ave 12)	61,332	-	-	-	-
654525 State-Dpt of Transportation (Fairmead Project)	39,335	-	-	-	-
654526 State-Emergency Local Hazard Grant	-	63,190	-	-	-
654530 Plan & Tech Assist. Grant	-	19,250	13,750	17,380	-
654531 08CDBG HSNG Rehab Pub Fac	-	-	-	44,214	-
654532 River West Madera Grant	67,570	86,965	955,258	33,333	405,100
654533 State-CERS Grant	-	12,133	37,000	-	27,812
<b>Federal</b>					
655000 Fed. Admin Public Assistance	5,631,100	2,025,000	-	-	-
655006 Social Services - Administration	9,964,935	8,745,864	9,639,449	8,528,955	10,893,510
655007 CalWorks Administration	1,271,681	1,295,793	4,603,197	1,065,165	5,134,018
655008 Cal Learn Administration-Assistance	185,774	32,649	-	-	-
655009 Welfare to Work Administration-Assistance	2,464,734	2,729,861	1,723,767	2,113,412	1,938,503
655101 CalWorks (AFDC)	6,281,497	6,853,470	11,676,000	7,955,845	11,676,000
655102 Foster Care	1,714,488	997,642	1,424,250	1,440,912	1,370,250
655103 Foster Care Emergency Assistance	1,757	3,652	-	50,558	-
655104 Adopted Children	1,382,852	1,230,958	1,255,500	1,049,490	1,302,000
655105 Food Stamp WKFARE	-	-	-	49,413	-

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

<b>Budget Classification</b>	<b>Board of Supervisors</b>				
	<b>Actual Revenues 2010-11</b>	<b>Actual Revenues 2011-12</b>	<b>Approved Revenues 2012-13</b>	<b>11-Month Actual 2012-13</b>	<b>CAO Recommended 2013-14</b>
655106 Welfare to Work Gain	(59,025)	2,244	509,140	2,539	679,200
655110 Cal Learn	37,707	6,800	18,761	1,067	18,760
655111 CalWorks Child Care	(88,363)	48,879	349,802	99,157	350,000
655112 Kin Group	(269,134)	(1,273)	145,200	30,680	145,200
655202 CCS Medi-Cal Administration	79,228	221,126	346,952	227,273	397,561
655203 Health -Health Families	167	83,936	46,270	21,436	57,671
655205 Health CACTI	-	79,845	253,000	60,808	253,000
655206 Health CNEP	-	73,094	435,699	17,945	443,544
655207 Health AFLP	-	-	-	-	183,247
655600 Grazing Fees	527	306	-	270	-
655800 In-Lieu Tax	762,819	833,458	700,000	-	700,000
656001 Behavioral Health - Medi-Cal	1,943,404	1,995,464	2,384,855	2,384,855	2,414,854
656003 Behavioral Health - Alcohol/Drug Medi-Cal	44,478	-	22,162	22,162	11,081
656005 Behavioral Health - Alcohol/Drug/Perinatal	597,876	568,109	931,478	506,253	871,518
656006 Behavioral Health - McKinney-Path	45,141	36,018	39,800	25,873	39,800
656008 Behavioral Health - SAMHSA	208,846	205,731	208,846	214,821	230,308
657000 Other	-	-	-	29,573	-
657001 Community Services	159,137	179,676	134,511	89,066	142,290
657002 Custody/Care Subsistence	15,648	-	11,000	192	5,000
657003 IV D Child Support-Administration	1,848,782	1,927,255	2,089,792	1,690,797	1,014,543
657006 Forest Services Reimb Dep Sheriff	40,031	74,990	35,000	50,210	94,500
657008 Health - Administration - MCH	166,951	409,016	924,389	344,688	829,613
657010 Health - Administration - Senior Citizens	20,763	31,942	26,170	22,053	24,081
657011 Health - WIC	2,033,745	1,521,430	1,761,819	949,907	1,816,216
657013 Child Care Food Program-Juvenile Hall	68,281	81,340	65,000	75,084	82,000
657016 Title IV E Probation Recovery	266,392	172,631	268,750	184,880	225,000
657020 EPA Grant	-	-	-	788,895	-
657024 FEMA & OES Grant	43,048	67,194	153,220	128,980	167,173
657025 Health - AIDS Grant (Ryan White)	50,326	97,517	72,658	58,840	76,469
657037 MC Childhood Lead Poison	71,637	84,581	91,255	(7,547)	84,942
657044 Health - Targeted Case Management	37,775	32,951	-	30,610	-
657081 Justice Assistance Grant	31,842	-	30,000	42,181	30,000
657082 US Marshals Services	-	-	-	1,760	-
657083 Federal - CDC Phase 1	-	-	-	-	-
657084 Department of Corrections SCAAP	89,921	-	85,000	-	85,000
657086 Federal - Anti-Drug Grant	113,386	165,580	180,000	34,439	116,000
657088 Federal - CDC Phase 2	(30,583)	-	-	-	-
657089 Federal - CDC Phase 3	(20,009)	-	-	-	-

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2010-11	Actual Revenues 2011-12	Approved Revenues 2012-13	11-Month Actual 2012-13	CAO Recommended 2013-14
657090 Health - Bio Preparedness	296,145	199,968	246,978	(53,076)	-
657091 Health - HRSA	160,270	308,562	181,716	(41,202)	-
657093 USDA Communities Facilities Grant - Fire	91,500		-	-	-
657094 USDA Grant ARRA Sheriff	70,000		-	-	-
657095 JAG - ARRA	224,550	113,229	-	-	-
657107 HAVA Grant		-		2,440	-
657111 Homeland Security Grant	206,677	315,107	615,242	255,186	385,228
657115 ARRA ADA Grant	175,111	161,012	-	-	-
657120 JAGB Agress Rpl. Grant	11,424	36,409	-	-	-
657122 Cannibus Eradication	55,000	55,000	-	1,020	-
657125 Health AIDS	-	-	-		2,000
657127 NSP3 Grant	-	-	-	244,236	-
659005 Other Governmental-Boot Camp Program	1,375	89,750	85,000	65,750	80,000
659008 Children & Families Com (Prop 10) (Health)	358,607	375,507	475,481	383,251	518,044
659010 Other Governmental-RDA Pass Thru	1,278,766	1,281,920	1,242,216	1,293,628	1,237,465
659017 Fresno-Madera Agency on Aging	-		-	-	-
659018 IHSS Public Authority	46,680	57,943	40,500	33,241	62,000
659024 Chukchansi Gaming Problems	18,534	30,218	75,000	-	-
659030 City/Chowchilla Prison Annex	430,791	201,296	200,000	393,990	200,000
659045 Health-Obesity Endowment Grant	24,540		-	-	-
659046 DA Chukchansi Grant	-	25,000	-	-	-
659047 Fresno Regional Foundation	50,000	-	-	-	-
<b>Total Intergovernmental Revenue</b>	<b>103,656,299</b>	<b>85,371,090</b>	<b>83,648,218</b>	<b>69,607,648</b>	<b>93,322,562</b>
<b><u>CHARGES FOR CURRENT SERVICES</u></b>					
660100 Assessment and Tax Collection Fees	51,288	43,781	107,000	51,519	53,000
660101 Property Tax Administration Fee	490,759	503,604	478,000	-	503,000
660102 Supplemental Tax Fee	77,424	95,999	120,000	69,873	100,000
660103 Property Characterization Fee	20,230	13,211	22,500	13,607	22,500
660230 Parcel Merger Fee	-	-	-	460	-
660231 Business Improvement District	-	-	3,000	-	2,500
660234 Local Ag. Preserve Assessment (AB 1265)	-	800,077	725,000	720,473	700,000
660300 Auditing and Accounting Fees	70,156	79,845	250,173	3,492	301,593
660500 Elections Services	137,518	24,552	96,400	77,031	19,700
660600 Legal Services	28,090	20,443	25,000	29,427	43,550
660610 Public Defender - Juvenile Cases	48,106	39,966	36,000	36,699	36,000
660801 Engineering Services	6,778	9,468	82,000	9,959	89,000

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

<b>Budget Classification</b>	<b>Board of Supervisors</b>				
	<b>Actual Revenues 2010-11</b>	<b>Actual Revenues 2011-12</b>	<b>Approved Revenues 2012-13</b>	<b>11-Month Actual 2012-13</b>	<b>CAO Recommended 2013-14</b>
660802 Engineering Plan Check Fees	203,452	299,460	319,650	207,248	387,000
660803 Engineering Services-Special Districts	1,381,759	1,688,075	1,832,888	1,311,816	1,937,260
660804 Engineering Services-Flood Control District	59,559	-	-	-	-
660805 Planning Services	283,022	275,562	345,500	281,914	350,000
660806 Engineering Services - Development Review Fees	35,903	28,128	24,000	27,643	30,000
660807 Strong Motion Inst Fees 95%	4,869	6,501	3,000	3,680	3,000
661000 Agricultural Services	333,524	364,465	311,500	324,590	365,360
661100 Civil Process Services	2,232	1,743	-	1,876	1,500
661101 Sheriff - Civil Process Service Fees	61,016	53,225	120,000	47,925	120,000
661201 General Court Fees	172,902	207,782	210,000	163,455	200,000
661203 Family Court Services Reimbursement	873	1,165	3,000	1,146	500
661301 Public Guardian Fees	216,290	51,338	55,800	55,809	75,100
661400 Humane Services	148,789	150,623	170,000	198,477	232,000
661500 Law Enforcement Services	83,528	60,428	111,000	43,569	88,000
661501 Booking Fee (City)	91,720	4,638	-	-	-
661502 Booking Fees-County Arrests	1,020	1,074	-	600	-
661503 Court Security Services-Sheriff Bailiffs	511,684	-	-	-	-
661601 Recording Fees-Clerk, Health, Recorder	591,380	580,197	547,000	628,835	637,000
661801 Health Lab Fees	34,182	28,804	-	13,332	41,610
661802 Environmental Health Fee	70,339	50,807	107,900	90,104	95,000
661810 Clinic Fees	16,132	5,945	7,100	20,216	45,871
661811 Behavioral Health - Private Pay, Ins.	22,419	28,259	35,050	15,736	35,000
661812 Insurance Pay	18,408	8,213	5,000	4,354	5,050
661813 Behavioral Health - Medicare	73,875	67,104	10,000	56,239	10,000
661816 Inmate Medical Co Pay	5,371	6,642	-	4,362	-
662000 California Children Services	865	463	500	616	500
662101 Landfill Surcharges	1,384,955	1,156,531	-	-	-
662303 Juvenile Hall Maintenance	3,701	39	1,000	10	-
662304 Work Furlough Program	2,522	4,945	5,000	3,186	5,000
662305 Foster Care Reimbursement	148,104	114,549	95,000	90,175	95,000
662500 Library Services	39,270	38,019	30,000	31,403	41,688
662510 Lost Book Collections	5,198	2,978	4,900	2,462	1,620
662696 Formation Fees	150	300	300	300	300
662700 Other Charges for Services	355	290	300	3,660	300
662701 Board of Supervisors Services	108	-	-	23	-
662704 Copies	16,539	13,556	14,800	15,482	16,514
662705 Coroner's Fees	6,766	5,614	-	7,199	5,000
662709 Mental Health Monitoring Fees	26,870	25,250	35,000	17,274	35,000

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2010-11	Actual Revenues 2011-12	Approved Revenues 2012-13	11-Month Actual 2012-13	CAO Recommended 2013-14
662712 Fire Cost Recovery	6,101	2,860	3,000	365	3,000
662714 Mediation-Dissolution/Marriage	3,785	3,595	3,500	3,395	3,500
662715 Nuisance Abatement	58,603	39,331	30,000	31,671	30,000
662716 Collection Fees-Probation	14,973	13,178	12,500	10,484	12,000
662717 Alternate Sentencing Fees	6,062	27,866	26,400	27,744	25,500
662718 Drug Screening-Probation	5,581	4,861	6,500	3,563	4,500
662719 Electronic Monitoring-Probation	1,015	652	1,000	1,193	761
662720 Probation Services	190,688	172,234	180,000	146,146	165,000
662721 Administrative Collection Fees [PC 1205(d)]	93,859	107,485	100,000	93,594	98,000
662722 Public Defender Fees	94,830	112,217	80,100	108,781	100,000
662723 Services to Other Agencies	465,310	581,049	677,186	322,040	773,140
662725 Welfare Repay-Administrative Fees	2,318	3,873	2,000	3,876	2,000
662726 Reimbursement of Burials	10,594	13,073	5,000	11,113	10,000
662728 Vision/Dental Administrative Fee	1,054	824	-	579	-
662733 Corrections Training Tuition	1,969	-	-	-	-
662735 Probation Services Reports	58,492	60,397	55,000	50,230	55,000
662765 Sheriff-Reimburse Indian Casino	492,702	452,073	571,980	249,631	602,175
662766 Fire-Reimburse Indian Casino	541,097	503,105	671,204	298,882	688,971
662780 Special District Ad.	558,293	519,959	557,537	453,825	544,756
662800 INTRAFUND Revenue	192,837	208,746	255,652	155,244	270,508
662801 INTRAFUND Revenue-Cost Plan	3,353,775	2,256,529	1,126,994	187,687	1,416,183
662802 INTRAFUND - Computer Services	17,558	15,001	25,246	10,978	58,247
662804 LAFCO - Reimbursement for County Services	32,779	15,780	25,000	15,590	30,000
662910 Daily Jail Confinement	4,503	40,110	35,000	17,343	25,000
<b>Total Charges for Current Services</b>	<b>13,198,778</b>	<b>12,118,456</b>	<b>10,801,060</b>	<b>6,891,214</b>	<b>11,649,257</b>
<b><u>MISCELLANEOUS REVENUE</u></b>					
671001 Welfare Repayments	71,608	61,598	65,000	48,594	36,000
671002 Interim Assistance Reimbursement-GA	43,240	38,742	50,000	31,266	40,000
671003 Welfare - Cancelled Warrants	1,196	883	1,000	-	-
671004 Welfare CalWorks Reimbursement	-	-	55,000	-	55,000
671005 Welfare General Assistance Repay	605	1,205	500	701	500
672000 Other Sales	2,137	10,524	13,000	5,435	10,927
672002 Sale of Seized Property	-	13,867	-	25	-
673000 Misc - Other	107,933	74,829	4,100	59,699	59,880
673100 Unclaimed Money	54,539	1,456	-	-	-
673101 Prisoner's and Miscellaneous Unclaimed	1,011	-	-	1,765	-

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

<u>Budget Classification</u>	Actual Revenues 2010-11	Actual Revenues 2011-12	Board of Supervisors Approved Revenues 2012-13	11-Month Actual 2012-13	CAO Recommended 2013-14
673200 Employee Witness/Jury Fees	1,497	1,961	-	2,438	4,500
673300 Contributions and Donations	6,002	8,745	1,989	7,002	-
673302 Health - Flu Donations	4,541	7,952	-	92	-
673319 Chukchansi Tribe Contribution	-	40,000	-	-	-
673320 Health - Immunization Registry	17,196	-	-	-	-
673324 Kaiser Math Grant	-	35,000	-	-	-
673327 Kaiser Health Grant	-	42,430	47,752	47,752	41,740
673406 Jail Inmate Welfare Trust 6051	68,500	-	137,000	-	230,936
673409 Friday Night Live-Trust	14,000	-	14,000	-	-
673410 Seized Funds & Property Trust (6166 & 6167)	34,318	52,959	125,000	-	137,000
673412 Emergency Medical Services Funds Trust	109,442	41,422	-	-	-
673437 D.A. Seized Funds - Trust 5776	11,146	13,140	18,750	33,667	3,000
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	2,817	2,405	700	-	350
673900 Other Miscellaneous	332,765	328,349	85,015	112,681	5,000
673903 Miscellaneous Reimbursement	78,504	85,222	24,750	203,862	19,230
673904 Misc Reimbursement - Salaries /Benefits	36,806	216,486	924,590	338,047	977,131
673907 Misc Reimbursement - Mental Health	-	-	16,735	-	-
673910 Misc Reimbursement - Insurance	-	53,486	-	23	-
673918 Misc Reimbursement - Medical	3,174	1,152	-	1,129	-
673920 Misc Reimbursement - Other	1,786	653,173	-	41	-
673920 Reimbursement from Road Fund for Undercharged A-87	650,000	-	-	-	-
<b>Total Miscellaneous Revenue</b>	<b>1,654,763</b>	<b>1,786,986</b>	<b>1,590,881</b>	<b>894,351</b>	<b>1,632,114</b>
<b><u>OTHER FINANCING SOURCES</u></b>					
680103 Sale of Fixed Assets	197	17,094	2,000	21,376	2,000
<b>Operating Transfers In:</b>					
680200 Operating Transfers In	1,501,767	7,254,549	19,388,022	7,792,853	15,309,860
680215 Local Enforcement Agency Funds-Trust 0114	50,000	50,000	50,000	50,000	70,000
680229 Self Insurance General Liability	90,014	-	-	-	-
680231 Criminal Justice Facilities Trust	150,000	150,000	170,000	4,800	205,000
680234 Fire Assessment - CSA 22 - Zone B	95,263	181,523	200,000	-	195,000
680235 Self Insurance Workers' Compensation	10,001	-	-	-	-
680237 Health -Child Safety Seats Trust 5932	7,567	-	-	-	-
680242 Special Revenue 1325	35,000	-	-	-	-
680248 Modernization (Operating Transfer In-Trust 1346)	181,809	110,280	120,000	46,951	106,150

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

<b>Budget Classification</b>	<b>Board of Supervisors</b>				
	<b>Actual Revenues 2010-11</b>	<b>Actual Revenues 2011-12</b>	<b>Approved Revenues 2012-13</b>	<b>11-Month Actual 2012-13</b>	<b>CAO Recommended 2013-14</b>
680249 Micrographics (Operating Transfer In-Trust 1345)	92,495	35,828	17,700	10,325	17,100
680251 Vital Health Statistics (OTI) (Recorder) (Trust 1367)	20,541	4,446	5,000	4,446	5,000
680264 Sheriff Small Counties AB 443	575,000	338,000	550,000	-	375,000
680266 Tobacco Financing Phase II	53,801		-		
680268 Planning GP Upgrade	-		40,000	-	40,000
680271 OTI LC 4850	123,338	125,000	125,000	-	125,000
680350 Cash Flow Loan	-	921,465	-	-	-
680521 Loan Repayment - Special Revenue	74,703		-	-	-
680523 Loan Repayment By RDA to General Fund	74,550	40,500	30,000	30,000	41,246
680524 Loan to General Fund from Measure A Road Funds	-		-		
<b>Total Other Financing Sources</b>	<b>3,136,046</b>	<b>9,228,685</b>	<b>20,697,722</b>	<b>7,960,750</b>	<b>16,491,356</b>
<b>TOTAL REVENUE</b>	<b><u>169,548,557</u></b>	<b><u>155,254,213</u></b>	<b><u>161,923,507</u></b>	<b><u>126,391,272</u></b>	<b><u>170,516,191</u></b>
<b>FUND BALANCE</b>	-	-	1,700,000	-	2,050,000
<b>RELEASE OF DESIGNATED FUND BAL - Public Safety</b>	-	-	846,213	-	1,153,787
<b>PREVIOUS YEARS RESIDUAL AVAILABLE FUND BALANCE</b>	-	-	2,996,517	-	1,834,019
<b>GRAND TOTAL</b>	<b>169,548,557</b>	<b>155,254,213</b>	<b>167,466,237</b>	<b>126,391,272</b>	<b>175,553,997</b>

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	779,209	774,445	812,782	812,782
710103 Extra Help	3,300	0	3,600	3,600
710200 Retirement	235,879	239,899	254,146	254,146
710300 Health Insurance	91,365	92,161	97,566	97,566
710400 Workers' Compensation Insurance	3,396	3,596	4,933	4,933
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,113,149</b>	<b>1,110,101</b>	<b>1,173,027</b>	<b>1,173,027</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	7,851	7,900	10,900	10,900
720600 Insurance	11,287	7,459	6,041	6,041
720800 Maintenance - Equipment	22,119	17,000	17,000	17,000
721100 Memberships	30,453	30,627	34,975	34,975
721300 Office Expense	4,714	7,000	6,000	6,000
721400 Professional & Specialized Services	24,893	28,200	28,200	28,200
721500 Publications & Legal Notices	4,803	7,000	6,000	6,000
721600 Rents & Leases - Equipment	2,768	13,700	12,700	12,700
721900 Special Departmental Expense	3,193	4,000	4,000	4,000
722000 Transportation & Travel	37,239	60,000	53,160	53,160
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>149,320</b>	<b>182,886</b>	<b>178,976</b>	<b>178,976</b>
<b>TOTAL - BOARD OF SUPERVISORS</b>	<b>1,262,470</b>	<b>1,292,987</b>	<b>1,352,003</b>	<b>1,352,003</b>



## 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 2011-2012 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 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Board Agendas Prepared	48	47	46
AAB and Other Miscellaneous Committee	22	30	36
Planning Matters	77	84	90
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	9	6	8
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	596	400	390
Agenda Items (each item performed separately):	1295	1300	1350
Action Summaries, Minute Orders, Board Proceedings			
Ordinances	10	5	8
Resolutions	285	270	300
Contracts, Insurance Certificates, Bonds Processed	504	500	550
Appointments to Committees	69	65	70

**BOARD OF SUPERVISORS**

**WORKLOAD (continued)**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Index/Imaged Items	1466	1468	1470
Claims Filed	14	15	15
Board Backup Material	1275	1250	1230
Litigation Filed	25	20	25
Information Request Research (Hours)	143	140	150
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	77	70	75
Board and Other Miscellaneous Meetings Clerked	79	80	85
Form 700 Filings	0	340	340

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Agenda Subscriptions	\$ 0	\$ 0	\$ 0
Agricultural Preserve Fees	1,100	1,100	500
Board of Equalization Findings	200	500	300
Form 700 Fines	0	100	100
Maintenance District and Service Area Filing Fees	300	300	300
Film Permits	100	100	100
Photocopy Charges	282	150	150
Misc Revenue	12	100	200
Travel Reimbursement	<u>1,429</u>	<u>1,500</u>	<u>1,500</u>
Total Revenue	\$3,423	\$3,850	\$3,150

**STAFFING**

	<b><u>2012-13 Authorized</u></b>		<b><u>2013-14 Recommended</u></b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Permanent</u></b>				
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

**BOARD OF SUPERVISORS**

**STAFFING (continued)**

<u>Permanent (continued)</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Legislative Assistant	5		5	
Members, Board of Supervisors	<u>5</u>	<u>3</u>	<u>5</u>	<u>3</u>
Total Permanent	13	3	13	3

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$812,782) is recommended increased \$38,337 based on the cost of recommended staffing levels.
- 710103**      **Extra Help** (\$3,600) is recommended for the monthly meeting allowance for Assessment Appeal Board Members, previously funded under the Transportation & Travel Account 722000.
- 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 increased \$3,000 for all office telephones, the District 2 Chowchilla Office, two fax machines, six PDA’s 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. While there has been a minimal savings in maintenance, aging equipment is requiring replacement of the equipment in the Board Chambers; however, replacement is not requested for funding at this time.

## BOARD OF SUPERVISORS

### **SERVICES & SUPPLIES (continued)**

- 721100**      **Memberships** (\$34,975) is recommended increased \$4,348 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 (\$225), National Forest Counties and School Coalition (\$276) and California Association of Public Information Officials (CAPIO) (\$175).
- 721300**      **Office Expense** (\$6,000) is recommended reduced \$1,000 for office supplies, printing, newspaper subscriptions, recording and computer supplies.
- 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 reduced \$1,000 for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600**      **Rents & Leases - Equipment** (\$12,700) is recommended reduced \$1,000 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** (\$53,160) is recommended reduced \$6,840 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 2013-14. Appointments of Board Members to additional Boards may increase the need for travel. Reimbursement to the Department for RCRC Executive Board meetings was reduced, impacting this line item. With the addition of one new Supervisor there may be an additional expense for the new Supervisor's training.

It is anticipated that one or more of the Board of Supervisors will attend the following conferences: CSAC Legislative Conference, CSAC Annual Conference, NACo Annual Conference, NACo Legislative Conference, RCRC Annual Conference and the Regional Supervisors' Conference. The Chief Clerk of the Board will attend the CCBSA Annual Conference held in conjunction with the CSAC Annual Conference, as well as the Annual New Law Workshop held in Sacramento. Clerk of the Board staff and Legislative Assistants also attend various staff training workshops, as needed.

**SERVICES & SUPPLIES (continued)**

**722000      Transportation & Travel (continued)**

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 are reimbursed for mileage from this account. In addition, they receive a meal allowance if the AAB meetings go into the lunch hour.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	399,966	394,025	442,163	442,163
710103 Extra Help	15,871	19,900	9,900	9,900
710200 Retirement	111,242	116,441	134,884	134,884
710300 Health Insurance	39,911	50,886	43,186	43,186
710400 Workers' Compensation Insurance	6,547	6,892	2,102	2,102
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>573,537</b>	<b>588,144</b>	<b>632,235</b>	<b>632,235</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,125	2,500	3,080	3,080
720600 Insurance	139	242	115	115
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	786	1,050	800	800
721300 Office Expense	6,489	11,500	7,950	7,950
721400 Professional & Specialized Expense	0	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	301	2,000	10,225	10,225
721900 Special Departmental Expense	379	0	0	0
722000 Transportation & Travel	2,255	3,300	3,300	3,300
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>12,473</b>	<b>21,892</b>	<b>26,770</b>	<b>26,770</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	0	-23,000	-23,000	-23,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>0</b>	<b>-23,000</b>	<b>-23,000</b>	<b>-23,000</b>
<b>TOTAL - ADMINISTRATIVE MANAGEMENT</b>	<b>586,010</b>	<b>587,036</b>	<b>636,005</b>	<b>636,005</b>

## 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.

This budget includes the consolidation of the Purchasing Budget into the Administrative Management Budget (as approved with the 2011-12 adopted budget), allowing for additional operational and administrative flexibility. Purchasing is responsible for processing orders for most supplies, services, and equipment for County Departments, transferring of items among Departments to secure maximum utilization, and disposing of obsolete and surplus items.

**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>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Analyst I/II	1*		1		
Assistant County Administrative Officer	0	2	0		2**
Buyer II or Senior Buyer	0	1	0	1	
Central Services Assistant	0	1	0		1***
Central Services Worker	0	1	0		1***
Chief Assistant County Administrative Officer	1		0		1**
County Administrative Officer	1		1		
Deputy County Administrative Officer	0		1**		
Executive Assistant to the CAO/Admin. Assistant	0*		1		
Office Assistant I/II	0	1	0	1	
Program Assistant I/II	1		0	1	
Purchasing Assistant I/II or Buyer I/II	<u>1</u>		<u>1</u>		
Total	5	<u>6</u>	5	<u>3</u>	<u>5</u>

## ADMINISTRATIVE MANAGEMENT / PURCHASING

### STAFFING (continued)

**Note:**

\*The Executive Assistant to the CAO overfilled the Administrative Analyst position.

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

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

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$442,163) are recommended increased \$48,138 based on recommended staffing.
- 710103**      **Extra Help** (\$9,900) is recommended reduced \$10,000 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 increased \$580 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 computer equipment.
- 721100**      **Memberships** (\$800) is recommended reduced \$250 for membership in the County Administrative Officers Association.



## ADMINISTRATIVE MANAGEMENT / PURCHASING

### SERVICES & SUPPLIES (continued)

- 721300**      **Office Expense** (\$7,950) is recommended reduced \$3,550 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 increased \$8,225 for rental of vehicles from the Central Garage and for copier lease payments.
- 722000**      **Transportation & Travel** (\$3,300) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.

### INTRAFUND TRANSFER/REVENUE

\$66,700 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 Fund to offset expenses associated with the implementation and coordination of the County's Safety Program and Injury and Illness Prevention Program (IIPP).

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

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

<b><u>ACCOUNT CLASSIFICATION</u></b>	<b>ACTUAL EXPENDITURES <u>2011-12</u></b>	<b>BOARD APPROVED EXPENDITURES <u>2012-13</u></b>	<b>DEPARTMENT REQUEST <u>2013-14</u></b>	<b>CAO RECOMMENDED <u>2013-14</u></b>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	746,027	819,913	899,371	899,371
710103 Extra Help	106,378	93,000	78,400	78,400
710105 Overtime	805	2,000	2,300	2,300
710200 Retirement	202,261	228,740	262,220	262,220
710300 Health Insurance	95,978	112,056	134,325	134,325
710400 Workers' Compensation Insurance	3,038	4,630	6,643	6,643
710500 Other Benefits	800	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,155,288</b>	<b>1,260,339</b>	<b>1,383,259</b>	<b>1,383,259</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,516	3,160	3,160	3,160
720600 Insurance	322	270	168	168
720800 Maintenance - Equipment	295	1,000	1,200	1,200
721100 Memberships	495	2,250	2,250	2,250
721300 Office Expense	16,103	38,561	38,561	38,561
721400 Professional & Specialized Services	99,843	122,296	96,183	96,183
721600 Rents & Leases - Equipment	585	1,750	1,750	1,750
722000 Transportation & Travel	6,036	9,618	9,618	9,618
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>126,195</b>	<b>178,905</b>	<b>152,890</b>	<b>152,890</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	0	-198,782	-145,000	-145,000
<b>TOTAL - AUDITOR-CONTROLLER</b>	<b>1,281,483</b>	<b>1,240,462</b>	<b>1,391,149</b>	<b>1,391,149</b>

## 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

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Accounts Payable Transactions	49,121	50,000	50,000
Auditor Warrants	26,994	30,000	30,000
Payroll Warrants	8,883	10,000	10,000
Payroll EFTs	29,310	30,000	30,000
Journal Entries	5,244	6,000	6,000
Cash Receipts	8,117	8,200	8,200
Bond Rates Calculated	24	24	24
Utility Accounts	6,188	6,300	6,300

### REVENUE

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Acct Fees for MDs,SAs,Courts, Other Funds	\$112,017	\$98,561	\$254,593
Property Tax Administration Fee*	24,482	17,000	23,000
Refunds & Reimbursements	0	0	0
Direct Assessments	0	10,000	10,000
DIF 4% Admin for Report Preparation	0	20,000	10,000
RDA Dissolution Costs	0	20,000	5,000
Agreed-Upon Procedures RDA (Gallina)	0	19,000	0
ISF Accounting Charges	0	20,000	25,000
Accounting/Payroll Assistance – LAFCO	0	2,000	2,000
Payroll Assistance for First 5	0	2,400	5,000
Total	<u>\$136,499</u>	<u>\$208,961</u>	<u>\$334,593</u>

## AUDITOR-CONTROLLER

### STAFFING

<u>Permanent</u>	2012-13 Authorized			2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant-Auditor I/II	3	1		3	1
Accounting Technician I/II/Senior	2	2		2	2
Assistant Auditor-Controller	1			1	
Auditor-Controller	1			1	
Deputy Auditor-Controller	1			1	
General Accounting Supervisor	0	1		0	1
Office Assistant II/Account Clerk II	2	2		2	2
Payroll Supervisor or Payroll Manager	0		1*	0	
Payroll Technician	2			2	
Senior Accountant Auditor	1			1	
Supervising Accountant-Auditor	<u>2*</u>			<u>2</u>	
Total Permanent	15	6	1	15	6

\*The Payroll Manager/Payroll Supervisor position was eliminated effective July 13, 2012, as approved by the Board of Supervisors on June 26, 2012.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$899,371) are recommended increased \$79,458 based on cost of recommended staff.
- 710103**      **Extra Help** (\$78,400) is recommended reduced \$14,600 based on actual expenditures for clerical/technical staff to perform key payroll functions as well as provide assistance in the compilation of financial reports. Additionally, extra help funding is included for the former Assistant Auditor-Controller to provide transition training for new staff and Auditor-Controller, Assistant Auditor-Controller and Deputy Auditor-Controller.
- 710105**      **Overtime** (\$2,300) is recommended increased \$300 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.

**SERVICES & SUPPLIES**

- 720300**      **Communications** (\$3,160) is recommended unchanged based on actual costs.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$1,200) is recommended increased \$200 based on actual costs due to increased maintenance of copiers and printers.
- 721100**      **Memberships** (\$2,250) is recommended unchanged for the following memberships: County Auditors' Association (\$300), CPA license for the Auditor-Controller staff (\$120), and California CPA Education Foundation (\$1,830).
- 721300**      **Office Expense** (\$38,561) is recommended unchanged for printed forms, Central Duplicating costs, general office supplies, computer supplies, and subscriptions.
- 721400**      **Professional & Specialized Services** (\$96,183) is recommended reduced \$26,113 for the following expenditures:
- |           |  |
|-----------|--|
| \$ 35,583 | Multi-year consultant contract for property tax admin fee, Cost Allocation Plan and SB90 claims.                   |
| 44,000    | Sungard/Bi-Tech - Software Maintenance of the IFAS Accounting System.  |
| 4,400     | Cascade Software Maintenance Agreement for Utilities Billing Computer System                                       |
| 4,000     | Computer systems consultant to assist in resolving remaining issues with IFAS software conversion and CDD reports. |
| 8,200     | Annual updates for BNA depreciation and Pfx Engagement software.   |
- 721600**      **Rents & Leases - Equipment** (\$1,750) is recommended unchanged for the copy machine lease.
- 722000**      **Transportation & Travel** (\$9,618) is recommended unchanged for travel and training from MegaByte on the Property Tax System, training by Sungard on the accounting system, and training for professional staff related to audit guidelines and accounting standards.

**INTRAFUND TRANSFERS**

- 770100**      **Intrafund Transfer** (\$145,000) is recommended for accounting services provided to sub-vented departments.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,331,367	1,230,905	1,317,924	1,317,924
710103 Extra Help	59,821	70,333	67,171	67,171
710105 Overtime	0	3,600	3,600	3,600
710200 Retirement	329,685	326,596	362,634	362,634
710300 Health Insurance	198,599	192,720	198,498	198,498
710400 Workers' Compensation Insurance	26,249	26,214	34,722	34,722
715000 Other Benefits	1,200	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,946,921</b>	<b>1,850,368</b>	<b>1,984,549</b>	<b>1,984,549</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	4,258	6,000	6,000	6,000
720600 Insurance	585	491	316	316
720700 Juries/Witnesses/Interpreters	438	0	0	0
720800 Maintenance - Equipment	8,452	10,000	14,470	10,000
721100 Memberships	520	520	520	520
721300 Office Expense	9,861	20,000	30,700	28,700
721400 Professional & Specialized Services	5,177	30,470	31,853	31,853
721600 Rents & Leases - Equipment	874	10,680	15,168	15,168
722000 Transportation & Travel	11,269	18,000	25,120	18,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>41,434</b>	<b>96,161</b>	<b>124,147</b>	<b>110,557</b>
<b>TOTAL - ASSESSOR</b>	<b>1,988,355</b>	<b>1,946,529</b>	<b>2,108,696</b>	<b>2,095,106</b>

**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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Secured Roll Assessments	57,240	57,500	57,750
Unsecured Roll Assessments	6,000	6,200	6,500
Supplemental Roll Assessments	6,075	5,146	5,660
Deeds Processed	6,204	6,080	6,100
Parcel Splits	100	37	33
Exemptions (Veteran, Religious, Welfare)	625	700	725
Homeowner Exemptions Processed	1,200	800	1,000
Map Pages Changed	78	73	86
Map Sales	603	705	631
Mandatory Audits Accomplished	38	46	48
Non-Mandatory Audits Accomplished	0	2	4
Ag Preserve & Farmland Security Zone Parcels	4,310	4,333	4,310
Airplanes Assessed	180	185	190
Boats Assessed	1,962	2,300	2,100
Business Statements	4,207	3,964	4,200
Farm Statements	2,217	2,082	2,100
Address Changes	3,600	2,520	2,600
Building Permits (New Construction)	713	532	550
Board Order Changes Processed	4,835	5,000	5,200
Letters of Changed Value Mailed	335	356	391
Supplemental Notices Mailed	3,698	3,365	3,701
Appraiser Parcel Visits	350	300	300
Assessment Appeals	465	349	419
Assessed Value Notices	6,457	11,038	11,500
Agricultural Insert to Property Statement	2,128	2,207	2,300
Agricultural Preserve Questionnaire	0	4,342	4,350
Mobile Homes (Secured/Unsecured)	1,734	3,000	4,000
State Board of Equalization Tax Rate Area Changes	9	7	6
Acreage Changes	29	34	30
Proposition 8 Declines in Value	17,536	16,474	15,500



**ASSESSOR**

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Copy Sales	\$ 1,764	\$ 3,500	\$ 3,500
Property Characteristic Sales	13,211	22,000	22,500
Property Tax Administration	416,048	425,000	430,000
Miscellaneous	<u>1,625</u>	<u>500</u>	<u>1,100</u>
Total	\$432,648	\$451,000	\$457,100

**STAFFING**

	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Permanent</u></b>				
Appraiser I/II/III	8	4	8	4
Assessment Clerk I/II or Assessment Technician	9	3	9	3
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	0	1
Office Assistant I/II	0	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	25	13	27	11

\***Note:** It is recommended to fund two (2) Office Assistant II positions to assist the department to address increasing workload associated with the property tax roll due to the recent recovery of the real estate market.

**SALARIES & EMPLOYEE BENEFITS**

**710102**      **Permanent Salaries** (\$1,317,924) are recommended increased \$87,019 based on the cost of recommended staff.

**SALARIES & EMPLOYEE BENEFITS (continued)**

- 710103**      **Extra Help** (\$67,171) is recommended reduced \$3,162 to provide assistance for statement processing during March-June and to backfill vacancies in critical times when establishing the tax roll, as well as assisting in deed and permit processing and Decline in Value reviews due to a reduced permanent staffing allocation.
- 710105**      **Overtime** (\$3,600) is recommended unchanged based on projected need.
- 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** (\$6,000) is recommended unchanged based on actual costs.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$10,000) is recommended unchanged based on present cost of maintenance agreements and equipment, including the Lektriever file towers (\$2,520), Lektriever software support (\$1,000), joint imaging system maintenance (\$3,250), maintenance on the Drafting Map Plotter (\$1,200), and other maintenance requirements (\$2,030).
- 721100**      **Memberships** (\$520) is recommended unchanged to allow the Department to participate in the California Assessors' Association.
- 721300**      **Office Expense** (\$28,700) is recommended increased \$8,700 based on projected expenditures for printed forms, Central Duplicating costs, general office supplies, and drafting material, as well as the estimated cost to begin replacing outdated computer equipment: 14 monitors (\$2,100), four (4) computers (\$4,000), and four (4) kiosk connections (\$600).
- 721400**      **Professional & Specialized Services** (\$31,853) is recommended increased \$1,383 based on anticipated costs. This account provides the following expenditures:

**SERVICES & SUPPLIES (continued)**

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

- \$10,350    Property Statement for printing, collating, processing and mailing by our mail service.
- 11,000    California Counties Cooperative Exchange Program for eleven audit exchanges at \$1,000 per exchange.
- 1,210    Agreement for Petroleum and Geothermal Property Sales Study with Harold Bertholf, Inc.
- 4,500    Imageport Software License for receipt of imaged documents from the Recorder's Office.
- 2,000    Standard Data Record (SDR) Viewer Madera County's share of cost in SDR (Standard Data Record) for large businesses (\$1,700), as well as the County's share of online filing of standard forms (\$300).
- 60        Real-time Access to DMV to determine boat ownership and valuations.
- 1,000    Real Estate Research Corp. and Loop Net for special valuation research.
- 1,733    Marshall-Swift Commercial Valuation Library for the cost guide required for Assessors to be used by appraisal staff. This cost was previously budgeted under the equipment account.

**721600      Rents & Leases - Equipment** (\$15,168) is recommended increased \$4,488 for the leasing of vehicles from Central Garage (\$5,400) based on 12,000 miles per year at 45 cents per mile, and for the lease of the department's network copier and production printers (\$9,768).

**722000      Transportation & Travel** (\$18,000) is recommended unchanged based on 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	411,624	390,250	387,662	387,662
710103 Extra Help	17,714	38,852	76,829	76,829
710200 Retirement	114,068	112,729	116,803	116,803
710300 Health Insurance	66,248	69,587	58,931	58,931
710400 Workers' Compensation Insurance	1,423	1,536	2,022	2,022
715000 Other Benefits	1,200	1,200	1,200	1,200
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>612,278</b>	<b>614,154</b>	<b>643,447</b>	<b>643,447</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,960	1,660	1,400	1,400
720600 Insurance	140	118	68	68
720800 Maintenance - Equipment	10,394	10,448	10,500	10,500
721100 Memberships	200	200	200	200
721300 Office Expense	10,672	11,000	15,000	15,000
721400 Professional & Specialized Services	54,773	69,879	90,910	90,910
721500 Publications & Legal Notices	5,211	4,000	5,500	5,500
721600 Rents & Leases-Equipment	25	288	288	288
722000 Transportation & Travel	1,808	3,424	3,424	3,424
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>85,182</b>	<b>101,017</b>	<b>127,290</b>	<b>127,290</b>
<b>TOTAL - TREASURER-TAX COLLECTOR</b>	<b>697,460</b>	<b>715,171</b>	<b>770,737</b>	<b>770,737</b>

## TREASURER-TAX COLLECTOR

### COMMENTS

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

### WORKLOAD

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
<b><u>TAX COLLECTOR</u></b>			
Transient Occupancy Tax Billing Statements	293	260	300
Business Improvement District Billing Statements	293	260	300
Business License Renewals	2,425	2,500	2,470
Secured Tax Statements	55,470	57,600	57,000
Current Secured Reminders	3,018	3,500	3,000
Delinquent Secured Notices	3,645	4,000	4,000
Unsecured Tax Statements	4,918	6,400	5,000
Supplemental Tax Statements	3,419	4,000	4,000
Notice of Impending Powers to Sell	0	90	90
Parcels Published for Sale	0	50	25
Parcels Sold	0	10	15
Annual Unsecured Lien Notices	927	1,000	1,000
Unsecured Liens Active	820	700	800
Mobile Home Tax Clearances	107	100	100
Returned Items and Refunds	1,875	2,000	2,000
Active 4-Pay Part Pay Payment Plans – All Other	234	93	260
Active 5-pay Payment Plans – Secured Taxes	637	900	800

**TREASURER-TAX COLLECTOR**

**WORKLOAD (continued)**

<b><u>TREASURER</u></b>	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Projected</u></b>
	<b><u>2011-12</u></b>	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>
Credit Card Transactions	966	1,800	1,200
Cash Receipts (Permits)	8,117	8,500	8,500
Auditor Warrants Processed	26,534	25,000	25,000
County Payroll Warrants	4,018	4,000	4,000
County Welfare Warrants	22,249	12,000	22,000

**WORK PROGRAM**

Journal Entries (Book Transfers)			
School Entries	371	300	350
Auditor Entries	115	100	100
Welfare Entries	119	100	100
Investment Transactions (SYMPRO)	443	500	500
Bank Transfers (Wire)	351	350	350
Returns (NSF)	171	350	200
Treasury Deposits	211	200	200
Tax Collector Deposits	283	470	300

**REVENUE**

	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Projected</u></b>
	<b><u>2011-12</u></b>	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>
Licenses, Permits & Franchises	\$ 98,257	\$ 14,000	\$ 13,000
Charges for Services	106,984	115,000	96,000
Miscellaneous Revenues	2,250	1,500	2,100
Services to other Agencies	<u>378,242</u>	<u>425,750</u>	<u>486,000</u>
Total	\$585,733	\$556,250	\$597,100

## TREASURER-TAX COLLECTOR

### REVENUE (continued)

**Note:** Licenses & Permits includes the Business Improvement Tax, Transient Occupancy Tax, and Business License Administrative cost reimbursement. 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. In 2009-10, property tax administration revenue was included in the Auditor-Controller's office Departmental Revenue in its entirety. These revenues are now distributed between Auditor-Controller, Treasurer-Tax Collector, and Assessor based on each Department's proportionate share of property tax collection and distribution of administrative costs.

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>		<u>2013-14 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Account Clerk I/II	3		1	2	
Accountant-Auditor I/II	0		1*		
Accounting Technician I/II	2		2		
Administrative Analyst I/II	1		0		1**
Assistant Treasurer-Tax Collector	1		1		
Senior Account Clerk	0	1	1		
Treasurer-Tax Collector	<u>1</u>		<u>1</u>		
Total Permanent	8	<u>1</u>	7	2	1

\*The recruitment for an Accountant-Auditor I/II for the Treasury is recommended based on the expanded and anticipated additional workflow demands, and the entire cost is recoverable through Treasury Administrative fees.

\*\*The Administrative Analyst position is recommended to be eliminated; however the necessity for the Analyst position will be evaluated over the next several months and may be requested to be restored based upon the evaluation.

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$387,662) is recommended reduced \$2,588 based on the cost of recommended staffing.

## TREASURER-TAX COLLECTOR

### SALARIES & EMPLOYEE BENEFITS (continued)

- 710103**      **Extra Help** (\$76,829) is recommended increased \$37,977 based on the need for interim clerical and technical support to back fill and underfill full time positions left vacant as a result of permanent staff turnover and retirements. These staff will assist with tax collections, processing tax payments, recording four-pay/five-pay collections, file maintenance payment agreements, credit card processing as well providing support to the treasury back office processing due to the increased volumes of work generated by the Auditor's office and other critical monitoring tasks.
- 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 reduced \$260 based on current and projected expenditures.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$10,500) is recommended increased \$52 based on actual expenditures to provide maintenance for a typewriter, microfilm/fiche reader/printer, fax machines, and telephones. The following service contracts are included: Treasury vault (\$500) and NCR and Canon Scanner/Processors (\$9,975); all costs for service contracts will be recovered from Treasury Administration fees.
- 721100**      **Memberships** (\$200) is recommended unchanged for membership in the California Association of County Treasurers and Tax Collectors.
- 721300**      **Office Expense** (\$15,000) is recommended increased \$4,000 based on actual expenditures for general office supplies, forms, printing, and envelopes, and an increase in the volume of documents processed. This amount includes \$230 for subscriptions relating to investments and code enforcement, \$570 for government and tax code updates, and \$1,500 for office equipment replacements such as calculators, battery/surge protectors, and computer monitors.



**TREASURER-TAX COLLECTOR**

**SERVICES & SUPPLIES (continued)**

**721400**      **Professional & Specialized Services** (\$90,910) is recommended increased \$21,031 based on a proposed change in banking services\*. All Treasury and Software maintenance costs are recovered through the Treasury Administration fees, except for Tax Collector costs listed below totaling \$5,560.

<u>Tax Collector</u>	<u>Recommended</u>
Constable/Collections	\$ 500
Pre-Sort Center	5,000
DMV On-Line	60
<u>Treasury (All Recoverable)</u>	
Banking Services*	50,000
Audit of Investment Portfolio	3,000
Financial Advisor Services	4,000
Wells Fargo Tobacco Fund Trustee	3,000
Brinks Courier Service	9,000
<u>Software Maintenance (Treasury)</u>	
Financial Management (Sympro)	7,200
Check Handling RT/Lawrence	7,000
Check 21 Modual RT/Lawrence	<u>2,150</u>
TOTAL	<u>\$90,910</u>

\*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 is reducing the amount kept on deposit with the bank, resulting in increased banking fees which are more than offset through additional interest earnings in higher yielding investments. The Treasurer-Tax Collector may, at mid-year, need to request additional funds from unanticipated revenue to fund these services.

**SERVICES & SUPPLIES** (continued)

- 721500**      **Publications & Legal Notices** (\$5,500) is recommended increased \$1,500 based on actual and estimated costs for publications, including the announcement of Tax Sale, Notice of Power to Sell and Excess Proceeds of properties sold at the tax sale. The tax sale publications are assessed to the defaulted properties and fully recovered when properties are redeemed or sold. Other publications required by law include the notice of property tax due dates and deadlines, delinquent taxpayer announcements, and defaulted tax listing.
- 721600**      **Rents & Leases – Equipment** (\$288) is recommended unchanged for the use of County vehicles when attending out-of-town training and conferences.
- 722000**      **Transportation & Travel** (\$3,424) is recommended unchanged to reimburse private mileage expenses for trips to deposit money and for out-of-County travel to attend meetings, seminars, and training.

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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	489,043	491,623	326,199	326,199
710103 Extra Help	0	0	57,321	57,321
710200 Retirement	134,262	142,969	98,798	98,798
710300 Health Insurance	48,805	50,648	46,753	46,753
710400 Workers' Compensation Insurance	2,457	2,763	2,605	2,605
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>674,567</b>	<b>688,003</b>	<b>531,676</b>	<b>531,676</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	3,351	3,300	3,300	3,300
720600 Insurance	167	140	87	87
720800 Maintenance - Equipment	0	500	500	500
721100 Memberships	5,403	5,500	5,500	5,500
721300 Office Expense	21,041	26,000	26,000	26,000
721400 Professional & Specialized Services	280,006	174,000	174,000	174,000
721600 Rents & Leases - Equipment	1,330	800	800	800
722000 Transportation & Travel	3,703	6,000	6,000	6,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>315,000</b>	<b>216,240</b>	<b>216,187</b>	<b>216,187</b>
<b>TOTAL - COUNTY COUNSEL</b>	<b>989,567</b>	<b>904,243</b>	<b>747,863</b>	<b>747,863</b>

## 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. \*New item added: 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 2012-13</u>	<u>Projected 2013-14</u>
<b><u>Legal and Other Documents</u></b>		
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
<b><u>Litigation Handled In-House</u></b>		
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)**

	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
<b><u>Litigation Handled by Outside Counsel</u></b>		
Tort and Civil Rights Cases	7	0
Personnel/Discrimination Cases	8	0
Other	1	0

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>		
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Eliminated</u></b>
Assistant County Counsel	1		0		1*
County Counsel	1		1**		
County Counsel Office Manager	1		0		1*
Deputy County Counsel I/II/III	1	2	2*	2	
Legal Secretary I/II or Legal Assistant	2		0		2*
Program Assistant	0		1*		
Office Assistant I/II	<u>0</u>	<u>1</u>	<u>1*</u>		
Total Permanent	<u>6</u>	<u>3</u>	<u>5</u>	<u>2</u>	<u>4</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.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$326,199) is recommended reduced \$165,424 based on recommended staffing.
- 710103**      **Extra Help** (\$57,321) is recommended to offset the cost of the extra help County Counsel Position\*.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

**COUNTY COUNSEL**

**SERVICES & SUPPLIES**

- 720300**      **Communications** (\$3,300) is recommended unchanged 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** (\$5,500) is recommended unchanged 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** (\$26,000) is recommended unchanged for copying costs, supplies, legal book updates, and other periodic literature subscriptions.
- 721400**      **Professional & Specialized Services** (\$174,000) is recommended unchanged 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  |
- 721600**      **Rents & Leases - Equipment** (\$800) is recommended unchanged based on current usage of vehicles from the Central Garage.
- 722000**      **Transportation & Travel** (\$6,000) is recommended unchanged 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	434,859	447,071	580,045	580,045
710103 Extra Help	20,203	30,000	20,000	20,000
710200 Retirement	124,088	126,600	163,175	163,175
710300 Health Insurance	81,348	85,846	105,668	105,668
710400 Workers' Compensation Insurance	1,518	1,643	1,988	1,988
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>662,015</b>	<b>691,160</b>	<b>870,876</b>	<b>870,876</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,247	1,200	1,200	1,200
720600 Insurance	204	171	98	98
720800 Maintenance - Equipment	181	500	500	500
721100 Memberships	250	250	650	650
721300 Office Expense	8,279	12,000	12,000	12,000
721400 Professional & Specialized Services	48,485	83,474	78,080	78,080
721500 Publications & Legal Notices	9,210	12,000	12,000	12,000
721600 Rents & Leases - Equipment	147	0	0	0
721900 Special Departmental Expense	765	1,500	1,500	1,500
722000 Transportation & Travel	4,963	5,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>73,731</b>	<b>116,095</b>	<b>111,028</b>	<b>111,028</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	-60,000	-110,000	-110,000	-110,000
<b>TOTAL - HUMAN RESOURCES</b>	<b>675,746</b>	<b>697,255</b>	<b>871,904</b>	<b>871,904</b>



## 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 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; and administration of the contract with CalPERS for the County's defined benefit retirement plan.

### WORKLOAD

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
<b><u>Recruitment/Testing</u></b>			
Announcements	40	60	65
Applications Evaluated	1,595	1,563	1,650
Written Exams	7	10	8
Oral Exams	22	20	24
Bilingual Exams	3	3	4
Eligible Lists	50	65	70
Promotional Eligible Lists	37	40	45
Executive Recruitment	1	1	1
Eligible Lists and Add'l Names Certified to Departments	125	124	130
<b><u>Personnel Transactions</u></b>			
New Hires – Permanent	70	58	75
New Hires - Extra Help	79	83	85
Promotions	91	88	100
Separations	146	108	100
Separations – Extra Help	82	120	50
Overtime Calculations	5,930	6,782	6,962
<b><u>Civil Service Commission</u></b>			
Regular and Special Meetings	12	12	15

## HUMAN RESOURCES & OPERATIONS

### WORKLOAD (continued)

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
<b><u>Labor Relations</u></b>			
Meet and Confer	90	43	170
<b><u>Employee/Organizational Issues</u></b>			
Department Consultation	100	105	115
<b><u>Employee Benefits</u></b>			
Processing Health Insurance Forms (Health, Dental and Vision)	6,804	7,200	8,000
Deferred Compensation Forms	1,620	1,728	1,836
Voluntary Benefit and Life Insurance Forms/Changes	696	975	1,000
Employee Inquiries about Benefits	3,500	3,500	3,500
Protected Leave Monitoring (i.e. FMLA)	650	960	1638
<b><u>Reception</u></b>			
Phone Calls	9,100	9,100	9,100

### STAFFING

	<u>2012-13 Authorized</u>		<u>2013-14 Recommended*</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
<b><u>Permanent</u></b>					
Assistant Human Resources Director	0	1	1		
Employee Benefits Technician I/II	1		1		
Employee Relations Officer or Senior Personnel Analyst	1		1		
Human Resources Director	1		0		1
Deputy County Administrative Officer	0		1		
Office Assistant I/II	2		2		
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	1	1	
Senior Personnel Analyst, or Personnel Analyst I/II	<u>1</u>		<u>1</u>		
Total Permanent	9	4	10	3	1

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

## HUMAN RESOURCES & OPERATIONS

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$580,045) is recommended increased \$132,974 based on the cost of recommended staffing levels.
- 710103**      **Extra Help** (\$20,000) is recommended reduced \$10,000 for the Civil Service Commission meeting compensation (\$10,000), and to fund administrative resources required for the department's employee benefits function, specifically to solidify all legislative issues associated with the Affordable Care Act, as well as contractual issues related to open enrollment and the County's Benefit Programs (\$10,000).
- 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** (\$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 increased \$400 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** (\$78,080) is recommended reduced \$5,394 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 (\$10,000); 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 (\$4,230); expert consult through Liebert Cassidy Whitmore for complex labor issues (\$7,500); estimated cost for retirement actuarial studies (\$400); the estimated cost of a negotiator to represent the County in labor relations negotiations (\$32,500); and the use of outside investigators/counsels for investigating discrimination, harassment, and/or hostile work environment allegations (\$12,500).
- 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 outside participation for oral appraisal boards to establish eligible lists (\$1,000).

### INTRAFUND TRANSFERS/REVENUE

\$130,000 is anticipated to be recovered through charges to sub-vented departments for personnel services provided by staff.

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

Department: **CLERK-RECORDER-  
ELECTIONS (03330)**  
Function: **General**  
Activity: **Elections**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	196,890	201,726	217,197	217,197
710103 Extra Help	3,120	20,000	15,000	15,000
710200 Retirement	57,867	57,700	64,634	64,634
710300 Health Insurance	31,415	33,090	40,174	40,174
710400 Workers' Compensation Insurance	683	720	1,245	1,245
710500 Other Benefits	600			
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>290,576</b>	<b>313,236</b>	<b>338,250</b>	<b>338,250</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,236	2,500	2,500	2,500
720600 Insurance	129	109	43	43
720800 Maintenance - Equipment	3,450	5,000	4,000	4,000
721100 Memberships	200	200	250	250
721300 Office Expense	19,489	30,000	25,000	25,000
721400 Professional & Specialized Services	41,686	48,000	58,300	58,300
721500 Publications & Legal Notices	733	3,000	3,000	3,000
721700 Rents & Leases - Buildings	270	700	700	700
721900 Special Departmental Expense	146,674	250,000	280,000	280,000
722000 Transportation & Travel	2,479	4,500	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>217,345</b>	<b>344,009</b>	<b>378,793</b>	<b>378,793</b>
<b>FIXED ASSETS</b>				
740300 Equipment	3,817	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>3,817</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - ELECTIONS</b>	<b>511,738</b>	<b>657,245</b>	<b>717,043</b>	<b>717,043</b>

**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**

	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
November 2011 (1 precinct)	Local election (UDEL)		
June 2012 (major – 98 precincts)	Fed/state/local primary		
November 2012 (major – 98 precincts)		Fed/state general	
November 2013 (UDEL – 1 precinct)			Local (UDEL)
June 2014 (major – 106 precincts)			State/federal/local

This workload schedule as projected for 2013-14 does not reflect any unforeseen special elections called by the Governor or by any jurisdiction in the county.

**REVENUE (totals by category – in dollars)**

	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
State reimbursements (mailings, postage, etc.)	\$ 788	\$ 2,733	\$ 500
Help American Voters Act reimbursements (Sec 261 & 271)	0	2,440	0
Election-related revenues – candidate filing fees	14,760	225	10,000
Election-related revenues – candidate statements	7,775	11,475	8,000
Election-related revenue – agency payments	200	74,947	200
Penalties/fines – late filing	820	50	100
Election sales/services provided	<u>1,617</u>	<u>1,435</u>	<u>1,500</u>
TOTALS:	<b>\$25,960</b>	<b>\$93,305</b>	<b>\$20,300</b>

**ELECTIONS**

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
County Clerk-Recorder	0.5		0.5	
Elections Division Manager	1.0		1.0	
Accounting Technician II	0.0	0.5*	0.0	0.5*
Deputy Clerk 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).

**Note:** County Clerk-Recorder was allocated solely to the Clerk-Recorder budget in previous years. It is now allocated 50% to the Elections budget, and 50% to Clerk-Recorder (expense split 25% Clerk, 25% Recorder).

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$217,197) are recommended increased \$15,471 based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$15,000) is recommended reduced \$5,000 for extra-help to augment regular staff for the 2014 election.
- 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 reduced \$1,000 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** (\$250) is recommended increased \$50 to provide membership in the California Association of Clerks and Election Officials (CACEO) for four Elections division staff and one Information Technology staff at \$50 each.
- 721300**      **Office Expense** (\$25,000) is recommended reduced \$5,000 based on anticipated costs for general office supplies, plus the cost of the annual ZP4 subscription for the elections database, and the cost of preparation of poll worker instructions. Note: postage expense for mailing sample ballots is now budgeted under Special Departmental Expense (721900).
- 721400**      **Professional & Specialized Services** (\$58,300) is recommended increased \$10,300 for vendor software maintenance agreements that have a fixed cost, including: DFM software maintenance contract (\$35,500), and Hart InterCivic (electronic voting equipment vendor) annual software license/support maintenance agreement (\$22,800). Note: the DFM contract is calculated upon our report of registration as of 1/01/13, which was reflected as 53,779.
- 721500**      **Publications & Legal Notices** (\$3,000) is recommended unchanged for mandated legal notices published in adjudicated county newspapers for a November 2013 UDEL and June 2014 primary election, and publications for voter outreach.
- 721700**      **Rents & Leases - Building** (\$700) is recommended unchanged for the rental of polling places for the June 2014 primary election.
- 721900**      **Special Departmental Expense** (\$280,000) is recommended increased \$30,000 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). Primary election expenses generally are greater than for a general election.
- 722000**      **Transportation & Travel** (\$5,000) is recommended increased \$500 based on anticipated costs. This travel is vital in order to stay abreast of new laws 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 2013-14**

Department: **RMA -  
ADMINISTRATION (01310)**  
Function: **General**  
Activity: **Property Management**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	0	0	0	0
710103 Extra Help	65,479	0	0	0
710200 Retirement	611	0	0	0
710300 Health Insurance	0	0	0	0
710400 Workers' Compensation Insurance	1,894	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>67,984</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,689	2,500	0	0
720600 Insurance	90,086	61,618	0	0
720800 Maintenance - Equipment	141	0	0	0
721300 Office Expense	2,207	800	0	0
721400 Professional & Specialized Services	75,062	161,740	0	0
721600 Rents & Leases - Equipment	1,343	0	0	0
721700 Rents & Leases - Buildings	23,611	0	0	0
721703 Common Area Maintenance Fee	0	25,000	0	0
721900 Special Departmental Expense	831	0	0	0
722000 Transportation & Travel	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>195,972</b>	<b>251,658</b>	<b>0</b>	<b>0</b>
<b>TOTAL - RMA - ADMINISTRATION</b>	<b>263,956</b>	<b>251,658</b>	<b>0</b>	<b>0</b>

**COMMENTS**

In April 2002, the Board of Supervisors passed an ordinance creating the Resource Management Agency (RMA). RMA was created as a comprehensive local agency to administer, coordinate and oversee the development and implementation of policies and regulations concerning land use planning, engineering, public works, special district services, roads and transportation, environmental health, and parks and recreation activities.

In FY 2012-13, all positions within RMA-Administration, except the RMA-Director, were eliminated; and the Director position was filled in a part-time capacity under contract. In January 2013, the contracted RMA-Director resigned and a new management structure was implemented, essentially eliminating the need for a separate RMA-Administration budget organization. The expenses funded through the RMA-Administration budget organization were either eliminated or absorbed into other appropriate RMA budget organizations.

It is recommended to eliminate the RMA-Administration budget organization.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12*</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	120,496	139,738	142,961	142,961
710103 Temporary Salaries	0	0	60,000	60,000
710200 Retirement	32,590	35,889	37,457	37,457
710300 Health Insurance	6,487	13,644	10,650	10,650
710400 Workers' Compensation	0	0	551	551
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>159,573</b>	<b>189,271</b>	<b>251,619</b>	<b>251,619</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	206	900	500	500
721300 Office Expense	367	600	600	600
721400 Professional & Specialized Services	57,602	75,000	120,000	120,000
721600 Rents & Leases - Equipment	6,868	2,000	2,000	2,000
722000 Transportation & Travel	208	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>65,251</b>	<b>79,000</b>	<b>123,600</b>	<b>123,600</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	-21,129	-80,000	-15,000	-15,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-21,129</b>	<b>-80,000</b>	<b>-15,000</b>	<b>-15,000</b>
<b>TOTAL - RMA - GENERAL SERVICES</b>	<b>203,695</b>	<b>188,271</b>	<b>360,219</b>	<b>360,219</b>

\*Note: Org Key and budget were created with adoption of 2011-12 Budget.

**RMA – 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.

This reorganization centralizes non-administrative functions in a more efficient organizational structure, and consolidates 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.

**STAFFING**

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	0	1	0	1
Facilities/Grounds Coordinator	0	1	0	1
General Services Manager	1		1	
Program Assistant I/II	<u>1</u>		<u>1</u>	
Total Permanent	2	2	2	2

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$142,961) are recommended increased \$3,223 based on the recommended staffing level.
- 710103**      **Temporary Salaries** (\$60,000) is recommended to fund additional costs for project management and other related activities (to be effective October 1, 2013).
- 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.

## RMA – GENERAL SERVICES

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$500) is recommended reduced \$400 based on actual and projected expenditures to provide the anticipated telephone and cell phone expenses of this Division.
- 721300**      **Office Expense** (\$600) is recommended unchanged for office supplies based on projected expenditures.
- 721400**      **Professional & Specialized Services** (\$120,000) is recommended increased \$45,000 to fund a contracted Grants Manager, and to cover costs associated with building inspections and plan checks required for upcoming capital projects (increase to be effective October 1, 2013).
- 721600**      **Rents & Leases - Equipment** (\$2,000) is recommended unchanged 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.

### INTRAFUND TRANSFER/REVENUES

\$170,000 of the operating cost for General Services is anticipated to be recovered through grants for services provided by the Grant Manager, and recovered through charges to subvented departments and capital project funds for services provided by staff.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	255,122	433,869	513,511	513,511
710103 Extra Help	190,898	255,971	284,260	284,260
710105 Overtime	910	0	0	0
710200 Retirement	107,337	191,615	227,071	227,071
710300 Health Insurance	60,497	107,613	138,450	138,450
710400 Workers' Compensation Insurance	1,264	1,369	18,404	18,404
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>616,028</b>	<b>990,437</b>	<b>1,181,696</b>	<b>1,181,696</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	0	50	50	50
720300 Communications	9,472	5,000	5,000	5,000
720305 Microwave Radio Services	41,231	0	0	0
720600 Insurance	157	160	100	100
720800 Maintenance - Equipment	209	132	132	132
721100 Memberships	467	2,400	2,400	2,400
721300 Office Expense	4,600	4,000	4,200	4,200
721400 Professional & Specialized Services	31,618	146,000	160,000	160,000
721500 Publications & Legal Notices	85	300	300	300
721600 Rents & Leases - Equipment	7,144	12,000	12,000	12,000
721800 Small Tools & Instruments	0	250	250	250
721900 Special Departmental Expense	481	6,000	6,000	6,000
722000 Transportation & Travel	2,903	1,200	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>98,366</b>	<b>177,492</b>	<b>193,432</b>	<b>193,432</b>
<b>TOTAL - RMA - ENGINEERING</b>	<b>714,394</b>	<b>1,167,929</b>	<b>1,375,128</b>	<b>1,375,128</b>



**RMA - 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. In 2004-05, the Board of Supervisors set apart the engineering functions from RMA Administration, and created a separate RMA-Engineering budget. On May 24, 2011, the Board of Supervisors approved the transfer of responsibility for Building Operations (budget organization 01320), Building Maintenance (budget organization 01330), and Grounds Maintenance (budget organization 01360) from Engineering and General Services to a newly created General Services Division (budget organization 01311). On January 15, 2013, the Board of Supervisors approved the transfer of responsibility for Building Inspections (budget organization 01370) to the newly created Community/Economic Development area of the RMA under the direction of the Planning Director. RMA-Engineering Department has continued responsibility over the following divisions with individual budgets within the RMA:

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

<b><u>REVENUE</u></b>	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Permits	\$ 32,753	\$ 36,000	\$ 36,000
Charges for Current Services	13,745	11,000	11,000
Miscellaneous (includes Salary/Benefit Reimbursement)	<u>206,115</u>	<u>849,590</u>	<u>1,025,311</u>
Total Revenue	<u>\$252,613</u>	<u>\$896,590</u>	<u>\$1,072,311</u>

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>			<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Eliminated</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Accounting Technician II	0		1*	0	
Assistant County Engineer	0	1		0	1
Assistant Engineer	3**			3	
County Engineer	1			1	
Office Services Supervisor II	1			1	
Program Assistant I/II	0			2***	
Senior Civil Engineer	<u>1</u>			<u>1</u>	
Total Permanent	6	1	1	8	1

**STAFFING (continued)**

\*In 2012-13, the Accounting Technician position was eliminated.

\*\*In 2012-13, two Assistant Engineers were transferred from other budgets into 01315 - one Assistant Engineer from Refuse Budget (01380) and one Assistant Engineer moved from Special District Budget (01340).

\*\*\*Two Program Assistants are recommended to be funded to operate the scale house at the Fairmead Landfill.

**SALARIES & EMPLOYEE BENEFITS**

**710102**      **Permanent Salaries** (\$513,511) are recommended increased \$79,642 based on the cost of recommended staffing.

**710103**      **Extra Help** (\$284,260) is recommended increased \$28,289 based on the cost of using extra-help civil engineers to work on projects, as well as the addition of an extra help Engineering Aide 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 is fully reimbursed to the County.

**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** (\$5,000) is recommended unchanged for cell phone expenses of this Department.

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

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

**SERVICES & SUPPLIES (continued)**

- 721100**      **Memberships** (\$2,400) 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** (\$4,200) is recommended increased \$200 for office and computer supplies based on the current and projected staffing levels.
- 721400**      **Professional & Specialized Services** (\$160,000) is recommended increased \$14,000 to fund the continued need for an outside surveyor, and for engineering and construction services (\$156,000). 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 increased \$1,800 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720500 Household Expense	2,098	14,000	5,000	5,000
720502 Household Expense - Refuse Disposal	851	1,100	1,100	1,100
721400 Professional & Specialized Services	526,784	550,000	526,500	526,500
721900 Special Departmental Expense	960	850	850	850
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>530,693</b>	<b>565,950</b>	<b>533,450</b>	<b>533,450</b>
<b>TOTAL - BUILDING OPERATIONS</b>	<b>530,693</b>	<b>565,950</b>	<b>533,450</b>	<b>533,450</b>
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-168,735	-224,980	-156,830	-156,830
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>-168,735</b>	<b>-224,980</b>	<b>-156,830</b>	<b>-156,830</b>
<b>GRAND TOTAL - BUILDING OPERATIONS</b>	<b>361,958</b>	<b>340,970</b>	<b>376,620</b>	<b>376,620</b>

## 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** (\$5,000) is recommended reduced \$9,000 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** (\$1,100) is recommended unchanged for trash pickup at County facilities in Oakhurst and North Fork. Based on the provisions of a Memorandum of Joint Occupancy with the Administrative Office of the Courts, the County will reimburse the State a pro rata share of cost (32.5%) for refuse disposal expense relating to the Bass Lake Government Center. For further explanation, see Trial Court Operations budget narrative.
- 721400**      **Professional & Specialized Services** (\$526,500) is recommended reduced \$23,500 based on current expenditures. The janitorial budget includes a four-hour per day janitor for Social Services and 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 2012-13, 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** (\$850) is recommended unchanged to provide for the fingerprinting of new janitorial employees for security purposes.

### COST APPLIED/REVENUE

\$173,200 of this budget will be charged to the Household Expense accounts of Child Support Services (\$17,795), Department of Social Services - Administration (\$83,510), Women Infant Care (WIC) (\$7,490), Welfare Fraud (\$1,695), Public Health (\$46,340), and RMA - Road Department (\$16,370).

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	496,992	524,484	488,711	488,711
710103 Temporary Salaries	41,981	38,000	0	0
710105 Overtime	3,812	0	0	0
710200 Retirement	135,298	139,702	133,198	133,198
710300 Health Insurance	91,150	107,964	106,742	106,742
710400 Workers' Compensation Insurance	21,078	34,192	56,537	56,537
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>790,310</b>	<b>844,342</b>	<b>785,188</b>	<b>785,188</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	3,118	5,200	5,200	5,200
720300 Communications	586	5,700	5,700	5,700
720500 Household Expense	1,303	1,900	1,300	1,300
720600 Insurance	2,554	1,828	1,354	1,354
720800 Maintenance - Equipment	5,811	9,000	13,500	13,500
720900 Maintenance - Structures & Grounds	154,133	130,000	125,000	125,000
720905 Maintenance - Structures & Grounds-Jail	0	35,000	32,000	32,000
721000 Medical, Dental & Lab Supplies	0	500	0	0
721300 Office Expense	70	1,200	1,200	1,200
721400 Professional & Specialized Services	106,429	90,000	90,000	90,000
721600 Rents & Leases - Equipment	26,701	30,000	28,000	28,000
721800 Small Tools & Instruments	7,167	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	0	3,500	3,500	3,500
721900 Special Departmental Expense	2,282	4,850	6,850	6,850
722000 Transportation & Travel	220	400	400	400
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>310,375</b>	<b>323,078</b>	<b>318,004</b>	<b>318,004</b>
<b>TOTAL - RMA - BUILDING MAINTENANCE</b>	<b>1,100,685</b>	<b>1,167,420</b>	<b>1,103,192</b>	<b>1,103,192</b>

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-67,972	-102,000	-60,000	-60,000
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>-67,972</b>	<b>-102,000</b>	<b>-60,000</b>	<b>-60,000</b>
<b>GRAND TOTAL - RMA - BUILDING MAINTENANCE</b>	<b>1,032,714</b>	<b>1,065,420</b>	<b>1,043,192</b>	<b>1,043,192</b>

## 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.

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>		<u>2013-14 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Building Crafts & Maintenance Supervisor	1		1		
Building Crafts & Maintenance Worker I/II	7	3	4		6*
Heating & Air-Conditioning Maintenance Specialist	2		2		
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>—</u>
Total Permanent	12	4	9	1	6

\*Elimination of six (6) Building Crafts & Maintenance Worker I/II would be effective September 30, 2013, if approved.

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$488,711) are recommended reduced \$35,773 based on the cost of recommended staffing.

**710103**      Temporary Salaries (\$0) is not recommended, a reduction of \$38,000. This expense is now allocated in the corrections budget (04610) as it is specifically assigned to the jail.

**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 reduced \$600 based on actual and projected expenditures 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 increased \$4,500 based on actual and projected expenditures 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 reduced \$5,000 based on actual and projected expenditures for the necessary supplies to perform maintenance work on County facilities.
- 720905**      **Maintenance - Structures & Grounds - Jail** (\$32,000) is recommended reduced \$3,000 based on actual and projected expenditures to purchase numerous maintenance items which will be required for the Jail facility.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$0) is not recommended, a reduction of \$500.
- 721300**      **Office Expense** (\$1,200) is recommended unchanged to purchase office and computer supplies.
- 721400**      **Professional & Specialized Services** (\$90,000) is recommended unchanged for preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities. Included in this budget is \$12,500 for the annual window cleaning of the exterior windows at the County Government Center, and \$4,800 for Fire system testing for the Government Center.

## BUILDING MAINTENANCE

### SERVICES & SUPPLIES (continued)

- 721600**      **Rents & Leases - Equipment** (\$28,000) is recommended reduced \$2,000 based on actual and projected expenditures for the rental of vehicles from the Central Garage and outside equipment rentals.
- 721800**      **Small Tools & Instruments** (\$4,000) 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 increased \$2,000 based on actual and projected expenditures 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.

### INTRAFUND TRANSFER

- 770100**      **Intrafund Transfer** (\$60,000) is recommended reduced \$42,000 and represents the estimated cost to perform maintenance projects at Child Support Services, Social Services, Behavioral Health Services, and Road Department buildings which can be charged back to those budgets.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,029,714	1,166,353	1,173,816	1,173,816
710103 Extra Help	69,189	43,682	43,682	43,682
710105 Overtime	50,282	60,000	60,000	60,000
710106 Stand-By Pay	36,995	40,000	40,000	40,000
710200 Retirement	281,963	322,305	331,829	331,829
710300 Health Insurance	186,264	234,792	255,600	255,600
710400 Workers' Compensation Insurance	75,929	95,310	149,526	149,526
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,730,334</b>	<b>1,962,442</b>	<b>2,054,453</b>	<b>2,054,453</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	4,663	6,500	7,550	7,550
720300 Communications	6,240	12,000	10,000	10,000
720305 Microwave Radio Services	25,009	0	0	0
720500 Household Expense	1	800	1,000	1,000
720600 Insurance	19,233	41,883	34,013	34,013
720800 Maintenance - Equipment	5,319	17,000	17,000	17,000
720900 Maintenance - Structures & Grounds	530	500	500	500
721000 Medical, Dental & Lab Supplies	276	1,500	1,500	1,500
721100 Memberships	2,130	3,800	5,000	5,000
721300 Office Expense	11,268	8,000	8,000	8,000
721400 Professional & Specialized Services	2,940	120,000	120,000	120,000
721500 Publications & Legal Notices	579	1,000	1,000	1,000
721600 Rents & Leases - Equipment	154,205	160,000	160,000	160,000
721800 Small Tools & Instruments	1,153	5,000	7,500	7,500
721900 Special Departmental Expense	3,869	3,500	3,500	3,500
722000 Transportation & Travel	353	4,000	4,000	4,000
722100 Utilities	155	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>237,921</b>	<b>385,483</b>	<b>380,563</b>	<b>380,563</b>

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
FIXED ASSETS				
740300 Equipment	5,865	42,500	47,000	47,000
<b>TOTAL FIXED ASSETS</b>	<b>5,865</b>	<b>42,500</b>	<b>47,000</b>	<b>47,000</b>
<b>TOTAL - RMA - SPECIAL DISTRICTS SERVICES</b>	<b>1,974,120</b>	<b>2,390,425</b>	<b>2,482,016</b>	<b>2,482,016</b>

## RMA - SPECIAL DISTRICTS SERVICES

### COMMENTS

This budget is administered under the jurisdiction of the County Engineering 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 District 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 rental fees charged to the Districts that use them.

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>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
District Revenue (660803)	\$1,688,075	\$1,540,780	\$1,937,260*
Administrative Service Fee (662780)	519,959	536,655	544,756
Indirect Related Revenue (662801)	<u>217,838</u>	<u>221,325</u>	<u>230,000</u>
Total Revenue	\$2,425,872	\$2,298,760	\$2,712,016
<u>EXPENSES</u>			
Expenditures	\$1,756,282	\$1,928,542	\$2,482,016
Indirect Costs (Budgeted)	<u>230,000</u>	<u>230,000</u>	<u>230,000**</u>
Total Cost	\$1,986,282	\$2,158,542	\$2,712,016

## RMA - SPECIAL DISTRICTS SERVICES

### REVENUE (continued)

\*Even though the Special Districts department has made significant progress in having the Districts fully reimburse the County General Fund for their direct expenses, there are still rate payers within a number of Districts who are delinquent on their accounts; therefore, this stated revenue may not actually be fully realized. Special Districts is currently working on a collections program to recoup the delinquent accounts.

\*\*Included in the rates to the Districts is the cost of departments supporting the activities associated with the operations of Districts. Each year, through an outside consultant, a County-wide Cost Allocation Plan is prepared. Within this plan, the cost of indirect expenses of departments supporting the Districts is determined. For 2013-14, the preliminary County-wide Cost Allocation Plan has allocated indirect costs of \$254,024 to Districts. However, in April 2008 the RMA made a presentation 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 serve as an indirect cost to be recovered from Districts through charges for services.

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>	<u>2013-14 Recommended</u>
Account Clerk I/II	1	1
Administrative Analyst I/II	1	1
Licensed Utility Worker I/II, or Utility Worker	15	15
Special Districts Electrician	1	1
Special Districts Manager	1	1
Special Districts Utility Manager	1	1
Supervising Licensed Utility Worker	<u>3</u>	<u>3</u>
Total Permanent	23	23

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$1,173,816) is recommended increased \$7,463 based on the cost of recommended staffing.

**710103**      **Extra Help** (\$43,682) is recommended unchanged to fund an extra help Special Districts Electrician.

## RMA - SPECIAL DISTRICTS SERVICES

### **SALARIES & EMPLOYEE BENEFITS (continued)**

- 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 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 & 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 increased \$1,050 for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations to protect against Arc Flash. This account reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 720300**      **Communications** (\$10,000) is recommended reduced \$2,000 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 increased \$200 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.



## RMA - SPECIAL DISTRICTS SERVICES

### SERVICES & SUPPLIES (continued)

- 720800**      **Maintenance – Equipment** (\$17,000) is recommended unchanged for maintaining heavy equipment (trucks, tractors, and implements), generators, pumps, welders, sewer cleaning equipment, etc. This account 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 based on projected expenses 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. Account reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721100**      **Memberships** (\$5,000) is recommended increased \$1,200 based on projected increases 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.
- 721400**      **Professional & Specialized Services** (\$120,000) is recommended unchanged for the following services: engineering (\$100,000), SEMs Software Licensing and maintenance (\$13,000), public outreach (\$3,000), emergency and other services (\$4,000). 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.
- 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 increased \$2,500 to purchase and replace tools and instruments carried on District vehicles, and tools and instruments used by the County electricians. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

## RMA - SPECIAL DISTRICTS SERVICES

### SERVICES & SUPPLIES (continued)

**721900**      **Special Departmental Expense** (\$3,500) is recommended unchanged 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** (\$4,000) is recommended unchanged 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** (\$47,000) is recommended increased \$4,500 for the purchase of one (1) Utility Bed with rack and trailer package needed for the scheduled replacement of truck #204 (\$7,000), one (1) enclosed trailer (\$5,000) for storing and delivering traffic control devices, laboratory incubator equipment for water and sewer testing (\$5,000), and the purchase of automated meter reading equipment (\$30,000). The department has a scheduled replacement of two trucks, #204 as noted above and #217; the purchase of both vehicles is included in the Central Garage budget (Org 10800). This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

The automated meter reading equipment will increase the speed, accuracy and efficiency of meter reading and billing while providing the customers the water use data they have been requesting and consists of:

- 2 - Auto-read handheld device reader/programmers at a cost of \$12,500 each (\$25,000 total)
- 2 - Auto-guns with probes at a cost of \$2,500 each (\$5,000 total)

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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12*</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710103 Temporary Salaries	2,200	0	6,000	6,000
710200 Retirement	168	0	459	459
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,368</b>	<b>0</b>	<b>6,459</b>	<b>6,459</b>
<b>SERVICES &amp; SUPPLIES</b>				
720100 Agriculture	0	1,500	1,500	1,500
720800 Maintenance - Equipment	68	0	0	0
721400 Professional & Specialized Services	62,472	625,000	626,000	626,000
721427 Property Tax Admin	0	6,000	6,000	6,000
721433 Outside Attorney's & Other Experts	0	20,000	20,000	20,000
721500 Publications - Legal Notices	540	0	0	0
721900 Special Departmental Expense	1,549	4,000	4,000	4,000
721901 Special Departmental Expense - Sandbags	0	5,000	5,000	5,000
722000 Transportation and Travel	643	1,500	2,500	2,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>65,272</b>	<b>663,000</b>	<b>665,000</b>	<b>665,000</b>
<b>OTHER EXPENSES</b>				
750100 Operating Transfer Out	62,707	0	0	0
780100 Appropriation for Contingency	0	177,388	798,995	798,995
<b>TOTAL OTHER EXPENSES</b>	<b>62,707</b>	<b>177,388</b>	<b>798,995</b>	<b>798,995</b>
<b>TOTAL - FLOOD CONTROL SERVICES</b>	<b>130,347 *</b>	<b>840,388</b>	<b>1,470,454</b>	<b>1,470,454</b>

This is not a General Fund Budget

\* Reflects consolidation of the Flood Control General Fund Budget (01350) into the Flood Control Fund to reflect all operations.

## RMA - FLOOD CONTROL SERVICES

### COMMENTS

Under the budgetary control of the Resource Management Agency, 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 RMA-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.

### REVENUE

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Beginning Balance	\$179,946	\$359,189	\$ 324,675
Flood Control Property Taxes and misc revenues	183,646	176,000	175,779
Grant Revenues (IRWMP)	<u>0</u>	<u>370,000</u>	<u>970,000</u>
Total	\$363,592	\$905,189	\$1,470,454

### SALARIES & EMPLOYEE BENEFITS

- 710103**     **Extra Help** (\$6,000) is recommended 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.
- 710400**     **Workers' Compensation** reflects the County's contribution to the Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

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

## RMA - FLOOD CONTROL SERVICES

### SERVICES & SUPPLIES (continued)

- 721400**      **Professional & Specialized Services** (\$626,000) is recommended increased \$1,000 for work to be performed on Ash Slough as part of IRWMP Grant (\$370,000), maintenance of Ash Slough, Berenda Slough, and Fresno River (\$125,000), update and adopt Madera County Storm Water Management Plan (\$5,000), perform levee repairs on Ash Slough, Berenda Slough and Fresno River (\$120,000), 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.
- 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. This item was previously funded in the Grounds Maintenance budget (01360).
- 722000**      **Transportation & Travel** (\$2,500) is recommended increased \$1,000 to provide out-of-county travel, private mileage reimbursement, and training. This also provides for the Water Advisory Commissioners' mileage reimbursement.

### OTHER EXPENSES

- 780100**      **Appropriation for Contingency** (\$798,995) is recommended to be appropriated for contingency.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	144,249	148,053	166,254	166,254
710200 Retirement	36,786	39,436	46,770	46,770
710300 Health Insurance	29,087	37,476	35,961	35,961
710400 Workers' Compensation Insurance	48,647	20,268	26,860	26,860
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>258,769</b>	<b>245,233</b>	<b>275,845</b>	<b>275,845</b>
<b>SERVICES &amp; SUPPLIES</b>				
720100 Agricultural	2,142	3,500	3,500	3,500
720200 Clothing & Personal Supplies	1,500	3,000	3,000	3,000
720300 Communications	238	2,000	2,000	2,000
720500 Household Expense	2,291	1,700	1,700	1,700
720600 Insurance	5,154	3,432	2,597	2,597
720800 Maintenance - Equipment	6,035	11,500	10,500	10,500
720900 Maintenance - Structures & Grounds	4,628	5,000	5,000	5,000
721100 Memberships	0	100	100	100
721300 Office Expense	313	500	500	500
721400 Professional & Specialized Services	203	0	0	0
721600 Rents & Leases - Equipment	12,387	18,000	15,100	15,100
721800 Small Tools & Instruments	3,079	3,500	3,100	3,100
721900 Special Departmental Expense	1,679	2,000	2,000	2,000
722000 Transportation & Travel	172	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>39,821</b>	<b>55,232</b>	<b>50,097</b>	<b>50,097</b>
<b>TOTAL - RMA - GROUNDS MAINTENANCE</b>	<b>298,590</b>	<b>300,465</b>	<b>325,942</b>	<b>325,942</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	-23,160	-30,000	-30,000	-30,000
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>-23,160</b>	<b>-30,000</b>	<b>-30,000</b>	<b>-30,000</b>
<b>GRAND TOTAL - RMA - GROUNDS MAINTENANCE</b>	<b>275,430</b>	<b>270,465</b>	<b>295,942</b>	<b>295,942</b>



## 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.

### STAFFING

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<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>1</u>	
Total Permanent	<u>4</u>	<u>5</u>	<u>4</u>	<u>5</u>

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$166,254) are recommended increased \$18,201 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

**720100**      **Agriculture** (\$3,500) is recommended unchanged for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.

**720200**      **Clothing & Personal Supplies** (\$3,000) is recommended unchanged to provide uniforms, rain gear, gloves, and safety equipment.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES (continued)

- 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** (\$1,700) is recommended unchanged 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 reduced \$1,000 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** (\$0) is not recommended again for 2013-14, as weekly power cleaning of the Government Center Garage Facility is completed by Grounds Maintenance rather than an outside vendor. In addition, cleaning solvent utilized for the parts cleaner in the shop is non-hazardous; therefore, there is no need for professional removal of the solvent.
- 721600**      **Rents & Leases - Equipment** (\$15,100) is recommended reduced \$2,900 based on actual expenses to provide for rental of vehicles from the Central Garage and any necessary rental equipment.
- 721800**      **Small Tools & Instruments** (\$3,100) is recommended reduced \$400 based on actual expenses for the small tools needed to do routine landscape maintenance county-wide.
- 721900**      **Special Departmental Expense** (\$2,000) is recommended unchanged for Grounds Maintenance's portion of the WinCams annual invoice, as well as for registration and supplies for application of chemical materials.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES (continued)

**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.

### INTRAFUND TRANSFER

**770100**      **Intrafund Transfer** (\$30,000) is recommended unchanged for charges related to grounds maintenance work performed for Department of Social Services, Child Support Services, Behavioral Health Services, and RMA-Road Department.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
722100 Utilities	712,009	807,717	712,553	712,553
TOTAL SERVICES & SUPPLIES	<b>712,009</b>	<b>807,717</b>	<b>712,553</b>	<b>712,553</b>
 TOTAL - UTILITIES	 <b>712,009</b>	 <b>807,717</b>	 <b>712,553</b>	 <b>712,553</b>

## 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 (\$712,553) is recommended reduced \$95,164 based on prior year actual expenditures. This budget provides appropriations to cover costs primarily associated with the Government Center and parking structure and the RMA building. The RMA-Road Department budget is allocated approximately 25% of the utility costs related to the RMA building.

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

Department:

**LEGAL/INSURANCE  
(00230)**

Function:

**General**

Activity:

**Other General**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	88,811	90,366	115,630	115,630
710200 Retirement	22,422	24,070	31,808	31,808
710300 Health Insurance	11,710	12,316	13,632	13,632
710400 Workers' Compensation Insurance	207	224	431	431
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>123,151</b>	<b>126,976</b>	<b>161,501</b>	<b>161,501</b>
<b>SERVICES &amp; SUPPLIES</b>				
720600 Insurance	14	12	9	9
720601 Insurance Premiums	122,552	143,673	205,000	205,000
720602 Unemployment Insurance	450,155	500,000	375,000	375,000
720605 Employer Share Retiree Health Insurance	2,352,115	2,600,000	2,650,000	2,650,000
720606 Insurance Administrative Fees	44,565	51,000	40,000	40,000
720800 Maintenance - Equipment	0	250	250	250
721300 Office Expense	0	500	500	500
721600 Rents & Leases - Equipment	328	200	200	200
722000 Transportation & Travel	0	200	200	200
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>2,969,729</b>	<b>3,295,835</b>	<b>3,271,159</b>	<b>3,271,159</b>
<b>TOTAL - INSURANCE</b>	<b>3,092,879</b>	<b>3,422,811</b>	<b>3,432,660</b>	<b>3,432,660</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	-645,847	-633,352	-726,877	-726,877
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-645,847</b>	<b>-633,352</b>	<b>-726,877</b>	<b>-726,877</b>
<b>GRAND TOTAL - INSURANCE</b>	<b>2,447,033</b>	<b>2,789,459</b>	<b>2,705,783</b>	<b>2,705,783</b>

## LEGAL/INSURANCE

### COMMENTS

This division, under the administrative control of the Administrative Management Office, is responsible for administering the County's Self-Insured Liability and Workers' Compensation 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>2012-13 Authorized</u>	<u>2013-14 Recommended</u>
Risk Management Analyst	1	0
Deputy County Administrative Officer	0	1*

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

### SALARIES & EMPLOYEE BENEFITS

- 710102**      Permanent Salaries (\$115,630) are recommended increased \$25,264 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 (\$205,000) are recommended increased \$61,327 for the premium costs of the following policies: Property Insurance, which includes Terrorism and Sabotage, Boiler and Machinery Insurance (\$191,000), Pollution (\$6,000) and Crime Bond (\$8,000).

**SERVICES & SUPPLIES (continued)**

- 720602**      **Unemployment Insurance** (\$375,000) is recommended reduced \$125,000 based on the current year's (2012-13) experience. This budget reimburses the State for unemployment benefits paid to eligible recipients previously employed by the County.
- 720605**      **Employer-Share Retiree Health Insurance** (\$2,650,000) is recommended increased \$50,000 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 March 31, 2013, there were 456 retirees participating in the PERS Health Benefits Program.
- 720606**      **Insurance Administrative Fees** (\$40,000) is recommended reduced \$11,000 based on current actual costs.
- 720800**      **Maintenance - Equipment** (\$250) is recommended unchanged for maintenance of the microcomputer.
- 721300**      **Office Expense** (\$500) is recommended unchanged based on anticipated activity of the County Safety Program and accident investigations.
- 721600**      **Rents & Leases - Equipment** (\$200) is recommended unchanged for the rental of Central Garage vehicles.
- 722000**      **Transportation & Travel** (\$200) is recommended unchanged.

**INTRAFUND TRANSFER/REVENUES**

\$74,415 of the combined premiums for Property and Pollution coverage will be charged to the Insurance Premium accounts of Road Department (\$4,465), Social Services (\$5,209), Public Health (\$2,977), Behavioral Health Services (\$2,977), Child Support (\$744), and various Maintenance and Special Districts (\$58,043); and \$1,007,000 will be charged to the Employer-Share Retiree Health Insurance accounts of the subvented departments of Public Health (\$120,840), Social Services (\$392,730), Behavioral Health Services (\$130,910), Child Support (\$70,490), Road Department (\$211,470), Central Garage (\$20,140), and Courts (\$60,420) for their share of the County's contribution towards the retirees' health insurance premiums.



**RECOMMENDED 2013-14 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, and will have a fund excess of approximately \$106,000 as of June 30, 2013. It is recommended that the County implement a funding plan to bring program assets back to a 70% confidence level. Under this recommended plan, the County would fund the full value of each prospective year's claims costs; but in addition, return the 2012-13 projected fund excess. This plan will smooth out the potential under or over funding cycle of the program's assets.

Based on the actuary's estimated 2013-14 claim values, an additional \$2,450,000 is recommended to be added to the fund at a 70% confidence level. To fund the estimated 2013-14 claims values, it is recommended that \$2,293,046 be contributed from the General Fund, \$155,377 from the Road Fund, and \$1,577 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, and will have a fund excess of approximately \$620,000 as of June 30, 2013.

Based on the actuary's estimated 2013-14 claim values, an additional \$750,000 is recommended to be added to the fund at the 70% confidence level. To fund the estimated 2013-14 claims values, it is recommended that \$673,915 be contributed from the General Fund, \$30,254 from the Road Fund, \$45,787 from Special Districts, and \$44 from Central Garage.

NOTE: The Estimated Fund Expenses for the Workers' Compensation and Liability programs for 2013-14 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>
<b><u>RECOMMENDED ACTUARIAL FUNDING</u></b>		
Estimated Fund Balance as of 6/30/13	\$7,263,000	\$1,440,000
Actuarial's Recommended Fund Balance as of 6/30/13	7,157,000	820,000
Estimated Fund Excess (or Deficit)	106,000	620,000
Recommended Fund Contribution for 2013-14 (Funding based on a level of confidence of 70% for Workers' Compensation and 70% for Liability)	2,450,000	750,000
Less: Road Department Contribution	(155,377)	(30,254)
Less: Central Garage Contribution	(1,577)	(44)
Less: Districts Contribution	(0)	(45,787)
<b>RECOMMENDED GENERAL FUND CONTRIBUTION</b>	<b>\$2,293,046</b>	<b>\$ 673,915</b>
<b>Combined Total Recommended General Fund Contribution</b>	<b><u>\$2,966,961</u></b>	
<b><u>ESTIMATED FUND EXPENSES FOR 2013-14</u></b>		
Judgement & Damages	2,500,000	150,000
Professional and Legal Services	0	200,000
Excess Insurance Authority Premiums	650,000	576,000
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
<b>Total Recommended Fund Expenses for 2013-14</b>	<b><u>\$ 3,465,550</u></b>	<b><u>\$ 980,750</u></b>

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710103 Extra Help	19,881	25,000	25,000	25,000
710200 Retirement	4,841	7,500	5,000	5,000
710300 Health Insurance	8,885	9,000	8,000	8,000
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>33,608</b>	<b>41,500</b>	<b>38,000</b>	<b>38,000</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,810	4,000	3,000	3,000
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	3,500	3,000	3,000	3,000
721301 Office Expense-Duplicating	861	4,000	1,800	1,800
721302 Office Expense-Postage	210,150	240,000	280,000	280,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	3,120	0	3,120	3,120
721426 Professional & Specialized Services - Software Main.	185,392	192,503	195,775	195,775
721600 Rents & Leases - Equipment	5,137	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,464	0	4,464	4,464
722000 Transportation & Travel	0	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>415,434</b>	<b>450,003</b>	<b>497,659</b>	<b>497,659</b>
<b>FIXED ASSETS</b>				
740300 Equipment	0	0	38,167	38,167
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>38,167</b>	<b>38,167</b>
<b>TOTAL - CENTRAL SERVICES</b>	<b>449,042</b>	<b>491,503</b>	<b>573,826</b>	<b>573,826</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Transfer	-20,711	-18,000	-22,000	-22,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-20,711</b>	<b>-18,000</b>	<b>-22,000</b>	<b>-22,000</b>
<b>GRAND TOTAL - CENTRAL SERVICES</b>	<b>428,331</b>	<b>473,503</b>	<b>551,826</b>	<b>551,826</b>

**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.

**\*Note:** In 2011-12, activities for the 311/Customer Service Center were appropriated under this budget organization. Due to the need to track expenditures for activities associated with 311 separately, in 2012-13 a separate budget organization was developed for 311/Customer Service Center (02150). All items associated with 311 operations were moved to the separate budget organization.

**STAFFING**

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1*	0	1*
Central Services Worker	0		0	1**

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

\*\*In an effort to more accurately allocate the Central Services Worker position, it is recommended that the position be transferred from the Administrative Management Org (00210) to the Central Services Org (02100).

**SALARIES & EMPLOYEE BENEFITS**

**710103**      **Extra Help** (\$25,000) is recommended unchanged to fund an extra help Central Services Assistant.

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

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

**SERVICES & SUPPLIES**

**720300**      **Communications** (\$3,000) is recommended reduced \$1,000 for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.

## CENTRAL SERVICES

### SERVICES & SUPPLIES (continued)

- 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 reduced \$2,200 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** (\$280,000) is recommended increased \$40,000 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 for mail courier services.
- 721426**      **Professional & Specialized Services-Software Maintenance** (\$195,775) is recommended increased \$3,272 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. The basic maintenance support for the Assessor, Auditor and Tax Collector is \$16,314 per month.
- 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 for Central Services' portion of the leased storage facility shared with County Clerk Recorder.
- 722000**      **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

**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.

**INTRAFUND TRANSFER/REVENUE**

**770000**      **Intrafund Transfer/Revenue** (\$82,167) County Departments are charged back for their use of the Central Duplicating services; Superior Court, Child Support Services, Behavioral Health Services and RMA-Road Department are charged for postage costs (\$44,000). Additionally, \$38,167 will be transferred from the Property Tax Sale Proceeds fund to offset the cost of the MegaByte Property Tax System.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	31,356	138,531	111,833	111,833
710103 Extra Help	696	21,000	0	0
710200 Retirement	8,154	36,899	30,480	30,480
710300 Health Insurance	7,082	34,026	22,657	22,657
710400 Workers' Compensation Insurance	0	733	146	146
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>47,287</b>	<b>231,189</b>	<b>165,116</b>	<b>165,116</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	8,346	11,000	9,480	9,480
720600 Insurance	2,403	122	59	59
720800 Maintenance - Equipment	824	1,100	0	0
721300 Office Expense	5,821	4,500	1,500	1,500
721400 Professional & Specialized Services	88,703	88,100	18,360	18,360
721500 Publication & Legal Notices	443	0	0	0
721600 Rents/Leases - Equipment	0	0	1,980	1,980
721900 Special Departmental Expense	74	14,400	0	0
722000 Transportation & Travel	854	4,000	2,000	2,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>107,468</b>	<b>123,222</b>	<b>33,379</b>	<b>33,379</b>
<b>FIXED ASSETS</b>				
740300 Equipment	73,023	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>73,023</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	0	-60,000	-10,000	-10,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>0</b>	<b>-60,000</b>	<b>-10,000</b>	<b>-10,000</b>
<b>TOTAL - 311 CUSTOMER SERVICE CENTER</b>	<b>227,778</b>	<b>294,411</b>	<b>188,495</b>	<b>188,495</b>



**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 began operations with on-the-job training on July 1, 2012, and officially began serving the citizens of Madera County on August 1, 2012. The 311/CRM operations are administered by the County Administrative Office.

**STAFFING**

<u>Permanent</u>	<u>2012-13 Authorized*</u>	<u>2013-14 Recommended</u>	
		<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	3	2	1
Senior Program Assistant	<u>1</u>	<u>1</u>	<u>-</u>
Total Permanent Staff	4	3	1

\*Staffing of the 311/CRM Customer Service Center was derived from the reorganization of the former Revenue Services Department (as approved on April 3, 2012) and the transfer of a Program Assistant previously funded in Central Services.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$111,833) are recommended reduced (\$26,698) based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$0) is not recommended, a reduction of \$21,000. The non-criminal justice collection activities were transferred to the Senior Program Assistant.
- 710200**      **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

## 311 CUSTOMER SERVICE CENTER

### **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** (\$9,480) is recommended reduced \$1,520 based on actual expenditures for the monthly telephone access for the 311 service center.

**720800**      **Maintenance - Equipment** (\$0) is not recommended, a reduction of \$1,100. This account previously funded the folding machine maintenance agreement; this cost is now paid by the Auditor-Controller's office since utility statements are once again issued by that department.

**721300**      **Office Expense** (\$1,500) is recommended reduced \$3,000 based on actual and projected costs for basic office expenses.

**721400**      **Professional & Specialized Services** (\$18,360) is recommended reduced \$69,740 for the collection costs in the recovery of delinquent non-criminal justice related debts, including commission fees for outside collection agency services (\$1,500); shared cost with Probation for a skip tracing tool called Accurint (\$800); and the collections' computer system maintenance contract for five licenses (\$8,640). Also included in this account is \$2,420 for the software support agreements for the 311 call center, and \$5,000 for ongoing marketing of the 311/CRM systems.

**721600**      **Rents/Leases – Equipment** (\$1,980) is recommended for the lease of the department's network copier/printer.

**721900**      **Special Departmental Expense** (\$0) is not recommended, a reduction of \$14,400. Implementation of the 311/CRM system was completed in FY 2012-13; therefore, any additional purchases of software licenses for access to the CRM system will be paid for by the requesting department.

**722000**      **Transportation & Travel** (\$2,000) is recommended reduced \$2,000 for staff training related to the operation of the 311/CRM systems.

## 311 CUSTOMER SERVICE CENTER

### INTRAFUND TRANSFER/REVENUES

\$10,000 of the operating costs for the 311/CRM system will be recovered through charges to the Professional and Specialized Services accounts of subvented departments.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,020,026	957,192	1,398,288	1,398,288
710103 Extra Help	0	40,000	40,000	40,000
710105 Overtime	0	2,500	2,500	2,500
710106 Stand-By	20,882	20,000	20,000	20,000
710200 Retirement	271,510	258,442	392,035	392,035
710300 Health Insurance	129,629	134,148	180,331	180,331
710400 Workers' Compensation Insurance	22,071	23,451	32,656	32,656
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,464,119</b>	<b>1,435,733</b>	<b>2,065,810</b>	<b>2,065,810</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	107,062	114,150	114,500	114,500
720600 Insurance	36,535	41,578	33,630	33,630
720800 Maintenance - Equipment	101,545	174,500	197,500	197,500
721200 Sales Tax	0	0	2,380	2,380
721300 Office Expense	3,365	3,350	5,500	5,500
721400 Professional & Specialized Services	119,610	213,400	217,318	217,318
721600 Rents & Leases - Equipment	1,648	59,700	20,000	20,000
721909 Property Tax	0	0	700	700
722000 Transportation & Travel	5,809	40,500	34,000	34,000
722002 Shipping	0	0	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>375,573</b>	<b>647,178</b>	<b>628,528</b>	<b>628,528</b>
<b>OTHER CHARGES</b>				
730302 Rent	0	0	46,500	46,500
730502 Interest	0	0	9,100	9,100
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>55,600</b>	<b>55,600</b>
<b>FIXED ASSETS</b>				
740300 Equipment	-846	15,500	25,000	25,000
<b>TOTAL FIXED ASSETS</b>	<b>-846</b>	<b>15,500</b>	<b>25,000</b>	<b>25,000</b>
<b>TOTAL - INFORMATION TECHNOLOGY</b>	<b>1,838,845</b>	<b>2,098,411</b>	<b>2,774,938</b>	<b>2,774,938</b>
770100 Intrafund Transfer	-288,577	-459,414	-812,590	-812,590
<b>GRAND TOTAL - INFORMATION TECHNOLOGY</b>	<b>1,550,268</b>	<b>1,638,997</b>	<b>1,962,348</b>	<b>1,962,348</b>

## 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 2013-14 include:

- Countywide NetApp/Storage Array upgrades
- Virtual Server Implementation
- Continued leveraging of CRM to automate manual processes
- Government Center Switch/Router infrastructure upgrades
- ESRI Geographic Information Systems Upgrade
- Assist in Human Resource and Financial System upgrade/replacement
- Initial Windows 7 and Office 2010 upgrades Countywide

### DEPARTMENT WORK PROGRAM

	<u>Actual 2012-13</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,390	1,515	1,515
Support for Help Desk (# of Calls)	9,648	8,600	9,800
Supported and maintained Servers	84	64	64
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	275	50	50
Ordered, configured & installed peripheral devices	44	68	68
Implemented Major Projects	36	63	63
Administer Video Conferencing System (sites)	0	8	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	0

## INFORMATION TECHNOLOGY

### REVENUE

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

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Computer Services	\$15,739	\$25,246	\$163,247
Development Impact Fee	0	45,000	40,000
Chukchansi Settlement Fund	<u>0</u>	<u>0</u>	<u>25,000</u>
Total Revenue	\$15,739	\$70,246	\$228,247

### STAFFING

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

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Information Technology</u></b>				
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or Network Engineer I/II	5	2	6	1
Director of Information Technology	1		1	
Information Systems Supervisor, or Information Technology Manager	2		2	
Information Technology Systems Analyst I/II	4	1	8*	1
Office Assistant I/II	1		0	1
Senior Information Technology Analyst	0	1	0	1
Senior Network Engineer	<u>1</u>		<u>1</u>	
Sub-Total	16	4	20	4

\*Represents the allocation of four IT Systems Analyst positions as part of the centralization of IT staff as approved by your Board on June 25, 2013. These positions were previously allocated in the Department of Social Services.

**INFORMATION TECHNOLOGY**

**STAFFING (continued)**

<b><u>Permanent (continued)</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Department of Social Services</u></b>				
Information Systems Analyst I/II	1		1	
Information Systems Supervisor	<u>1</u>		<u>1</u>	
Sub-Total	2		2	
 TOTAL PERMANENT STAFF	 18	 5	 22	 5

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$1,398,288) are recommended increased \$441,096 based on the cost of the recommended staffing level, including the reallocation of positions from the Department of Social Services to the Information Technology budget.
- 710103**      **Extra Help** (\$40,000) is recommended unchanged and 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.

## INFORMATION TECHNOLOGY

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$114,500) is recommended increased \$350, reflecting increases 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 14 cell phone and three wireless devices (\$8,700); 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** (\$197,500) is recommended increased \$23,000. This account provides funds for the repair of computers and diagnostic equipment (\$15,000), maintenance of the Wide-Area Network equipment (\$108,581), and RMA and Peripheral network systems maintenance (\$73,919). Charges to sub-vented departments will partially offset these costs (\$111,000).
- 721200**      **Sales Tax** (\$2,380) is recommended as required by the Auditor Controller's office to pay sales tax on capital lease equipment.
- 721300**      **Office Expense** (\$5,500) is recommended increased \$2,150 for office supplies, backup tapes (\$2,500), domain registration (\$500), Microsoft Technet subscriptions (\$500), and standard office supplies (\$2,000).
- 721400**      **Professional & Specialized Services** (\$217,318) is recommended increased \$3,918 for the services listed below. Charges to sub-vented departments will partially offset these costs (\$181,239).
- |           |  |
|-----------|--|
| \$ 25,000 | External Consulting Services and Support   |
| 40,000    | Microsoft Annual Support Pack  |
| 6,000     | Help Desk software annual fee  |
| 23,000    | Anti-Virus software updates annual fee   |
| 30,000    | Annual Backup Software maintenance fee (Commvault)   |
| 5,000     | What's Up Gold Network Monitoring SW Maintenance   |
| 3,500     | SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification. |
| 100       | Provisio Software, network documentation suite   |
| 8,500     | Citrix Xen App maintenance renewal   |
| 33,118    | LaserFiche software annual fee   |
| 31,000    | ESRI GIS Software Upgrade  |



## INFORMATION TECHNOLOGY

### SERVICES & SUPPLIES (continued)

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

    \$ 8,600      Network Monitoring and Security  
      3,500      RSA Remote Access

**721600**      Rents & Leases - Equipment (\$20,000) is recommended reduced \$39,700 as required by the Auditor Controller's office to disperse costs of leasing equipment into separate accounts.

**721909**      Property Tax (\$700) is recommended as required by the Auditor Controller's office to pay property tax on capital lease equipment.

**722000**      Transportation & Travel (\$34,000) is recommended reduced \$6,500 to provide additional staff training on network security and ESRI GIS use and support, and to reimburse employees for use of their private vehicles. The amount for the ESRI GIS is offset by Development Impact Fees (\$9,000).

**722002**      Shipping (\$3,000) is recommended as required by the Auditor Controller's office to pay shipping costs on capital lease equipment.

### OTHER CHARGES

**730302**      Rent (\$46,500) is recommended as required by the Auditor Controller's office to pay Rent on capital lease equipment.

**730502**      Interest (\$9,100) is recommended as required by the Auditor Controller's office to pay interest on capital lease equipment.

### FIXED ASSETS

**740300**      Equipment (\$25,000) is recommended increased \$9,500 for the purchase of the IFAS Human Resource/Financial Upgrade. The cost of the upgrade will be offset with Chukchansi Settlement Funds.

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

Department:

**SPECIAL PAYMENTS  
(02200)**

Function:

**General**

Activity:

**Other General**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721200 Miscellaneous Expense	995,140	478,259	164,894	164,894
721400 Professional & Specialized Services	319,175	283,295	283,295	283,295
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,314,315</b>	<b>761,554</b>	<b>448,189</b>	<b>448,189</b>
OTHER CHARGES				
730300 Retire Other Long-Term Debt	8,897,552	0	0	0
730500 Retire Long Term Debt-Govt. Center Project	773,068	1,678,919	1,677,032	1,677,032
730700 Judgments & Damages	0	0	51,886	51,886
731305 Contributions to Other Agencies	58,757	80,060	82,802	82,802
<b>TOTAL OTHER CHARGES</b>	<b>9,729,377</b>	<b>1,758,979</b>	<b>1,811,720</b>	<b>1,811,720</b>
<b>TOTAL - SPECIAL PAYMENTS</b>	<b>11,043,691</b>	<b>2,520,533</b>	<b>2,259,909</b>	<b>2,259,909</b>

## SPECIAL PAYMENTS

### COMMENTS

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

### SERVICES & SUPPLIES

**721200**      **Miscellaneous Expense** (\$164,894) is recommended reduced \$313,365 for the 2013-14 Fiscal Year primarily due to the elimination of appropriations for the third and final payment of \$333,158 related to vacation/sick payouts for the Early Retirement Incentive Program completed in the previous fiscal year. This account provides for refunds or payments to the State Board of Equalization of sales and use taxes on out-of-State items purchased by the County, the Strong Motion Instrumentation Program costs, audit exceptions, and other miscellaneous expenses not provided for in other budgets, including the cost of Employee Assistance Programs. A portion of this account is required to provide for the periodic payment to an audit firm that is contracted to review the County's sales tax with the State Board of Equalization.

**721400**      **Professional & Specialized Services** (\$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** (\$1,677,032) is recommended reduced \$1,887 to provide funds for the eighth of a 20-year payment plan for the Government Center (principal \$1,000,000 and interest \$677,032).

**730700**      **Judgments & Damages** (\$51,886) is recommended to provide funds for the second 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 increased \$2,742 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 2013-14, and is allocated year-to-year based on Board Policy. As of the writing of this budget, no request for 2013-14 has been received from the Senior Citizens Program.
- **In-Home Supportive Services** (\$23,542) is recommended increased \$2,742, which represents the local share (20%) of the cost of the IHSS administrative budget.

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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,634,410	1,677,653	1,593,387	1,593,387
710103 Extra Help	115,460	96,488	90,000	90,000
710105 Overtime	0	5,000	5,000	5,000
710107 Premium Pay	4,965	5,100	5,100	5,100
710200 Retirement	435,868	456,763	445,895	445,895
710300 Health Insurance	310,002	319,699	330,742	330,742
710400 Workers' Compensation Insurance	11,324	11,628	17,520	17,520
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,512,028</b>	<b>2,572,331</b>	<b>2,487,644</b>	<b>2,487,644</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	31,735	26,000	35,200	35,200
720500 Household Expense	13,954	18,975	18,975	18,975
720600 Insurance	5,094	5,405	4,374	4,374
720601 General Insurance	576	556	556	556
720605 Employer Share Retiree Insurance	51,206	66,560	70,490	70,490
720800 Maintenance - Equipment	1,681	10,000	5,000	5,000
720900 Maintenance - Structures & Grounds	17,844	9,200	9,200	9,200
721100 Memberships	9,425	9,425	9,425	9,425
721300 Office Expense	27,761	40,000	40,000	40,000
721400 Professional & Specialized Services	117,961	234,000	215,458	215,458
721900 Special Departmental Expense	16,595	16,535	16,535	16,535
722000 Transportation & Travel	5,120	10,000	10,000	10,000
722100 Utilities	27,035	32,000	32,000	32,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>325,988</b>	<b>478,656</b>	<b>467,213</b>	<b>467,213</b>
<b>OTHER CHARGES</b>				
730302 Retire - Capital Lease	41,348	28,072	54,541	54,541
730502 Interest - Capital Lease	40,779	54,056	27,587	27,587
<b>TOTAL OTHER CHARGES</b>	<b>82,127</b>	<b>82,128</b>	<b>82,128</b>	<b>82,128</b>
<b>TOTAL - CHILD SUPPORT SERVICES</b>	<b>2,920,143</b>	<b>3,133,115</b>	<b>3,036,985</b>	<b>3,036,985</b>

## 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 2013-14, 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:

	<b>Currently Receiving <u>Assistance</u></b>	<b>Formerly Received <u>Assistance</u></b>	<b>Never Received <u>Assistance</u></b>	<b><u>Total</u></b>
October 2011	2,130	3,011	1,405	6,546
October 2012	2,082	3,043	1,345	6,470
February 2013	2,062	2,969	1,305	6,336

**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)

	<b>Actual</b> <b><u>2011-12</u></b>	<b>Estimated</b> <b><u>2012-13</u></b>	<b>Projected</b> <b><u>2013-14</u></b>
(A) State - Child Support Administration	\$992,888	\$1,037,323	\$1,957,213
(B) Federal - Child Support Administration	1,924,473	2,001,628	1,008,262
(C) Interest Revenue from Fund Accounts	0	6,000	6,000
(D) Additional Federal Revenue	0	58,188	82,804
(E) Excess Incentive Fund (5591)	<u>0</u>	<u>29,976</u>	<u>42,657</u>
	<b>\$2,917,361</b>	<b>\$3,133,115</b>	<b>\$3,096,936*</b>

\***Note:** The Department offsets its share of the Countywide Cost Allocation Plan. The amount for FY 2013-2014 is \$59,951.

### STAFFING

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Accounting Technician I/II	0	2	0	2
Administrative Assistant	1		1	
Child Support Assistant I/II	8	3	8	3
Child Support Assistant III	3		2	1
Child Support Special Programs Coordinator	2	1	2	1
Child Support Specialist I/II	15		14	1
Child Support Specialist III	4	1	4	1
Child Support Supervisor	0	1	0	1
Deputy Director of Child Support Services	1		0	1
Deputy District Attorney I/II/III/Senior	1	1	1	1
Director of Child Support Services	1		1	
District Attorney Criminal Investigator	0	1*	0	1*
Office Assistant I/II	1	5	2	4
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>
<b>Total Permanent</b>	<b>37</b>	<b>17.5</b>	<b>35</b>	<b>19.5</b>

\*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 2013-14, this position will not be filled or funded.



## CHILD SUPPORT SERVICES

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$1,593,387) are recommended reduced \$84,266 based on cost of recommended staff.
- 710103**      **Extra Help** (\$90,000) is recommended reduced \$6,488 for extra-help staff which is fully funded for extra projects. In 2013-14, Extra Help will work on the Compromise of Arrears project, Data Reliability, Compliance Review and special reports to improve performance in specific areas.
- 710105**      **Overtime** (\$5,000) is recommended unchanged.
- 710107**      **Premium Pay** (\$5,100) is recommended unchanged for the cost of bilingual pay.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$35,200) is recommended increased \$9,200 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** (\$70,490) is recommended increased \$3,930 for the annual cost of the County's share of health insurance costs for retirees from the Department.

**CHILD SUPPORT SERVICES**

**SERVICES & SUPPLIES (continued)**

- 720800**      **Maintenance - Equipment** (\$5,000) is recommended reduced \$5,000 for maintenance of office and computer equipment, and vehicles.
- 720900**      **Maintenance - Structures and Grounds** (\$9,200) is recommended unchanged for the various maintenance requirements of the Child Support building.
- 721100**      **Memberships** (\$9,425) is recommended unchanged to pay for California Attorney Dues (\$970) and Child Support Director’s Association (CSDA) dues (\$8,455).
- 721300**      **Office Expense** (\$40,000) is recommended unchanged based on current and projected expenses for printed forms, general office and copy supplies, State-directed customer service activities, and mailing costs.
- 721400**      **Professional & Specialized Services** (\$215,458) is recommended reduced \$18,542 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	90,458
Direct billing for Services – HR	5,000
Direct billing for Services – Auditor	15,000
Direct billing for Services – 311	5,000
Direct billing for Services – Admin/Purchasing	3,000
Direct billing for Services – Janitorial/General Services	10,000
- 721900**      **Special Departmental Expense** (\$16,535) is recommended unchanged for the property taxes for the facility, supportive documents and records, camera supplies, or Court exhibits that the Child Support section may require.
- 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** (\$32,000) is recommended unchanged to fund gas, electricity and water utility costs for the Child Support building.

**CHILD SUPPORT SERVICES**

**OTHER CHARGES**

**730302**      **Retire- Capital Lease** (\$54,541) is recommended increased \$26,469.

**730502**      **Interest- Capital Lease** (\$27,587) is recommended reduced \$26,469.

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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,075,339	1,223,407	1,402,198	1,402,198
710103 Extra Help	195,576	164,239	86,161	86,161
710105 Overtime	14,295	5,000	5,000	5,000
710200 Retirement	323,650	384,633	420,573	420,573
710300 Health Insurance	137,420	213,759	259,328	259,328
710400 Workers' Compensation Insurance	93,820	110,980	161,762	161,762
710500 Other Benefits	1,195	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,841,295</b>	<b>2,102,018</b>	<b>2,335,022</b>	<b>2,335,022</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	5,146	5,300	5,300	5,300
720600 Insurance	99,682	105,034	152,640	152,640
720702 Witness Fees	377	1,500	1,500	1,500
720800 Maintenance-Equipment	717	1,000	1,000	1,000
721100 Memberships	8,035	8,000	10,520	10,520
721300 Office Expense	31,190	29,624	34,100	34,100
721400 Professional & Specialized Services	43,441	28,150	30,150	30,150
721600 Rents & Leases - Equipment	26,511	30,000	42,900	42,900
721900 Special Departmental Expense	12,177	16,000	16,000	16,000
721910 Juvenile Justice Commission	0	3,500	2,000	2,000
721912 Special Departmental Expense - POST Training	0	2,000	2,000	2,000
722000 Transportation & Travel	13,711	18,750	21,750	21,750
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>240,987</b>	<b>248,858</b>	<b>319,860</b>	<b>319,860</b>
<b>FIXED ASSETS</b>				
740300 Fixed Assets - Equipment/Furniture	18	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - DISTRICT ATTORNEY</b>	<b>2,082,300</b>	<b>2,350,876</b>	<b>2,654,882</b>	<b>2,654,882</b>

**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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
FILES OPENED*	7,862	7,800	7,900
CONSOLIDATED COURTS			
Juvenile Petitions	666	550	600
Jury Trials	63	70	75
Felonies Filed	1,530	1,500	1,600
Misdemeanors Filed	3,463	2,950	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 2011-12, there were 2,179 direct-filed cases, a 10% increase from the year before. As of February 2013, there have been 1,337 direct-filed cases in the 2012-13 Fiscal Year.

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Bad Check Restitution	\$2,577	\$2,000	\$2,000
Copies	0	0	0
Cancel Warrants	82	100	150
Misc reimbursement & Refunds	198	130	130
DA Seized Funds (Consumer Protection or Other)	13,140	12,161	3,000
Other Court Fines	750	0	0
Asset Forfeiture	6,325	8,000	14,000
AB 109	<u>0</u>	<u>34,393</u>	<u>39,100</u>
Total	\$23,072	\$56,784	\$58,380

## 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 \$39,100) will offset part of the Extra Help Deputy District Attorney (DDA) I that will backfill the vacated spot that resulted from transferring a DDA I to the new Office of Traffic Safety DUI grant.

### OUT-OF-COUNTY TRIAL COST ESTIMATE

During the 2013-14 Fiscal Year, the District Attorney is anticipating two homicide trials that will require a change of venue and added travel expenses. The District Attorney requested roughly \$324,000 to cover such 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 2013-14 Fiscal Year and exceed the budgeted allocations, the District Attorney will be advised to request a mid-year budget adjustment.

### STAFFING

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II	0.75 <sup>(1)</sup>		0.75 <sup>(1)</sup>	
Assistant District Attorney	0.40 <sup>(2)</sup>		0.40 <sup>(2)</sup>	
Chief Criminal Investigator	0.25		0.25	
Deputy District Attorney I/II/III/Senior	8.50	1.06	9.50	.06
District Attorney	0.95 <sup>(3)</sup>		0.95 <sup>(3)</sup>	
District Attorney Investigator I/II/Senior	2.00 <sup>(4)</sup>		2.00 <sup>(4)</sup>	
Investigative Assistant	0.00	1.00	0.00	1.00
Office Assistant I/II	0.00	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)	3.00	3.20	6.00 <sup>(5)</sup>	.20
Supervising Deputy District Attorney	<u>1.00</u>		<u>1.00</u>	
Total Permanent	17.85	6.26	22.85	1.26

- (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) Clerical funding increased due to the movement from extra help to permanent.

**STAFFING (continued)**

Understaffing is significantly impacting the function of the District Attorney's Office. This is for a number of reasons: the courts added an additional department in 2007 without a concurrent increase in District Attorney staff to handle; the number of homicide cases has now reached 20; non-homicide gang cases involving shootings and stabbings are on the rise; the average experience level of prosecutors in the District Attorney's Office has become very low; and the low clerical staffing has caused criminal case referrals to slow to 60-90 days for processing, which causes statute of limitations problems on misdemeanor cases.

To address these issues the District Attorney is proposing to 1) add an additional Deputy District Attorney to assist in prosecuting homicide and gang cases; 2) restore funding for an entry level Deputy District Attorney and eliminate funding for a part-time extra help Deputy District Attorney position; 3) re-establish one (1) of the two (2) Supervising Deputy District Attorney positions which has been underfilled with a line Deputy District Attorney for the past two (2) years; and 4) restore funding to allow hiring of a clerical staff member into an unfunded position; and 5) convert three (3) long-term Program Assistant extra help positions to funded permanent positions.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$1,402,198) are recommended increased \$178,791 based on the cost of recommended staff.
- 710103**      **Extra Help** (\$86,161) is recommended reduced \$78,078 based on current actual costs for Extra Help staff.
- 710105**      **Overtime** (\$5,000) is recommended unchanged for District Attorney Investigators to serve papers and contact witnesses after hours and on weekends.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public 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** (\$5,300) is recommended unchanged based on current actual costs for cell phones for the investigators and office phones for staff.

**SERVICES & SUPPLIES (continued)**

- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720702**      **Witness Fees** (\$1,500) is recommended unchanged for witness fees, which are the responsibility of the District Attorney.
- 720800**      **Maintenance – Equipment** (\$1,000) is recommended unchanged for maintenance agreements, mobile radio repairs, computer and photo equipment repairs, and CLETS maintenance.
- 721100**      **Memberships** (\$10,520) are recommended increased \$2,520 based on actual expenses for membership in the California District Attorneys' Association for the District Attorney (\$2,755) and 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** (\$34,100) is recommended increased \$4,476 for general office supplies, copying costs, maintaining legal periodicals and books, and the purchase of printed forms. The increase of \$4,476 is due to the addition of two Deputy District Attorneys and their need for computers (\$3,780) and office furniture (\$650 for desk and chair).
- 721400**      **Professional & Specialized Services** (\$30,150) is recommended increased \$2,000 for the DAMION Case Management System maintenance 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. 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 increased \$12,900 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 reduced \$1,500 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.



**SERVICES & SUPPLIES** (continued)

**721912**      **Special Departmental Expense - POST Training** (\$2,000) is recommended unchanged for training 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 increased \$3,000 for meetings, conferences, private mileage reimbursement and transportation of prisoners, if required. Actual training costs are offset by Asset Forfeiture funds that have been included in the revenue estimate, or Consumer Protection funds awarded to the District Attorney's Office.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	83,964	72,374	75,386	75,386
710200 Retirement	16,309	19,278	20,619	20,619
710300 Health Insurance	4,932	9,783	8,075	8,075
710400 Workers' Compensation Insurance	155	168	254	254
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>105,360</b>	<b>101,603</b>	<b>104,334</b>	<b>104,334</b>
SERVICES & SUPPLIES				
720600 Insurance	8	6	4	4
721100 Memberships	454	540	324	324
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>462</b>	<b>546</b>	<b>328</b>	<b>328</b>
<b>TOTAL - DISTRICT ATTORNEY- CITIZENS' OPTION FOR PUBLIC SAFETY</b>	<b>105,822</b>	<b>102,149</b>	<b>104,662</b>	<b>104,662</b>

## 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

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
State Realignment	\$46,861	\$46,861	\$46,861
General Fund Contribution	<u>58,961</u>	<u>51,343</u>	<u>57,801</u>
Totals	\$105,822	\$98,204	\$104,662

### STAFFING

	<b>2012-13 <u>Authorized</u></b>	<b>2013-14 <u>Recommended</u></b>
<b><u>Permanent</u></b> Assistant District Attorney	0.60	0.60

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$75,386) are recommended increased \$3,012 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 reduced \$216 based on actual costs 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	74,833	77,434	89,861	89,861
710200 Retirement	18,830	20,625	24,578	24,578
710300 Health Insurance	11,679	9,783	13,575	13,575
710400 Workers' Compensation Insurance	278	301	342	342
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>105,620</b>	<b>108,143</b>	<b>128,356</b>	<b>128,356</b>
<b>SERVICES &amp; SUPPLIES</b>				
720600 Insurance	28	24	7	7
721100 Memberships	284	540	540	540
721400 Professional & Specialized Services	109	0	0	0
722000 Transportation & Travel	700	1,500	1,500	1,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,121</b>	<b>2,064</b>	<b>2,047</b>	<b>2,047</b>
<b>TOTAL - DISTRICT ATTORNEY-STATUTORY RAPE VERTICAL PROSECUTION</b>	<b>106,741</b>	<b>110,207</b>	<b>130,403</b>	<b>130,403</b>

## 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), formerly Child Sexual Assault Response Team (CSART), 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 2013-14 fiscal year, this budget is funded entirely by the General Fund.

### WORKLOAD

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Files Opened	47	40	40
Child Forensic Interview Team interviews	47	55	60

### REVENUE

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
State Grant	\$47,852	\$20,000	\$ 0
General Fund Contribution	<u>58,890</u>	<u>90,207</u>	<u>130,403</u>
Total	\$106,742	\$110,207	\$130,403

### STAFFING

	<u>2012-13 Authorized</u>	<u>2013-14 Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III	1	1

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$89,861) are recommended increased \$12,427 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 2013-14**

Department: **DISTRICT ATTORNEY-WORKERS'  
COMP. INSURANCE FRAUD (03541)**  
Function: **Public Protection**  
Activity: **Judicial - Other**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	7,836	0	0	0
710200 Retirement	1,992	0	0	0
710300 Health Insurance	742	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>10,571</b>	<b>0</b>	<b>0</b>	<b>0</b>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	80,009	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>80,009</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - DISTRICT ATTORNEY-WORKERS' COMP. INSURANCE FRAUD</b>	<b>90,580</b>	<b>0</b>	<b>0</b>	<b>0</b>

## DISTRICT ATTORNEY – WORKER’S COMPENSATION INSURANCE FRAUD

### COMMENTS

In September 1996, the Board of Supervisors authorized the District Attorney to accept a Workers’ Compensation Insurance Fraud Grant from the California Insurance Commissioner for investigation and prosecution of workers’ compensation insurance fraud. This grant paid for one-third of a Deputy District Attorney’s salary and associated costs to investigate and prosecute workers’ compensation insurance fraud cases. For Fiscal Year 2013-14, there are no appropriations recommended due to lack of cases being referred. (For further information, please see the explanation under Staffing.)

### REVENUE

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
State Grant	\$ 2,954	\$ 0	\$ 0
County Costs (shortfall)	<u>7,616</u>	<u>0</u>	<u>0</u>
Total	\$10,570	\$ 0	\$ 0

### STAFFING

	<b>2012-13 <u>Authorized</u></b>	<b>2013-14 <u>Recommended</u></b>
<b><u>Permanent</u></b>		
Deputy District Attorney I/II/III*	0	0

\*Due to the State’s policy regarding this program, a change in the percentage of time the prosecutor is assigned to this program was necessary; the grant only provided for the prosecutor’s actual time spent working in the program. Averaging the amount of cases being referred to the program by the Department of Insurance and all ancillary duties related to them necessitated the change from 33% to 0% in 2012-13. This program has become cost prohibitive as the indirect costs have increased, and the revenue generating referrals have decreased.

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

Department: **DISTRICT ATTORNEY-AUTO  
INSURANCE FRAUD (03542)**  
Function: **Public Protection**  
Activity: **Judicial-Other**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	5,586	0	0	0
710200 Retirement	1,420	0	0	0
710300 Health Insurance	524	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>7,530</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SERVICES &amp; SUPPLIES</b>				
721900 Special Departmental Expense	21,995	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>21,995</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - DISTRICT ATTORNEY-AUTO INSURANCE FRAUD</b>	<b>29,526</b>	<b>0</b>	<b>0</b>	<b>0</b>

## DISTRICT ATTORNEY – AUTO INSURANCE FRAUD

### COMMENTS

In September 1996, the Board of Supervisors authorized the District Attorney to accept an Automobile Insurance Fraud Grant from the California Insurance Commissioner for investigation and prosecution of automobile insurance fraud. This grant, in combination with County funds, funded one-third of a Senior Deputy District Attorney's salary and associated costs to investigate and prosecute automobile insurance fraud cases.

In fiscal year 2013-14, the State is not providing funding for this grant due to the lack of cases to investigate and prosecute. Therefore, funding is not allocated for this program.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	50,615	56,068	61,363	61,363
710103 Extra Help	4,529	0	0	0
710200 Retirement	13,351	14,934	16,783	16,783
710300 Health Insurance	3,207	9,783	13,553	13,553
710400 Workers' Compensation Insurance	186	202	252	252
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>71,888</b>	<b>80,987</b>	<b>91,951</b>	<b>91,951</b>
<b>SERVICES &amp; SUPPLIES</b>				
720600 Insurance	13	11	7	7
721100 Memberships	510	540	540	540
721400 Professional & Specialized Services	66,055	56,000	56,000	56,000
722000 Transportation & Travel	0	1,500	1,500	1,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>66,578</b>	<b>58,051</b>	<b>58,047</b>	<b>58,047</b>
<b>INTRAFUND TRANSFER</b>				
Intrafund Expenses	135	0	0	0
<b>TOTAL INTRAFUND TRANSFER</b>	<b>135</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - DISTRICT ATTORNEY - DUI PROGRAM</b>	<b>138,601</b>	<b>139,038</b>	<b>149,998</b>	<b>149,998</b>

## 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>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Program Cases	1,212	1,225	1,250

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
DUI/DMV Fees	\$90,483	\$110,000	\$110,000
County Costs (shortfall)	<u>48,118</u>	<u>29,038</u>	<u>39,998</u>
Total	\$138,601	\$139,038	\$149,998

### STAFFING

	<u>2012-13</u> <u>Authorized</u>	<u>2013-14</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II	1	1

### SALARIES & EMPLOYEE BENEFITS

- 710102**      Permanent Salaries (\$61,363) are recommended increased \$5,295 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 (\$56,000) is recommended unchanged to provide for blood-drawing services. DUI fines partially offset this expense.

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



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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	77,320	82,807	63,623	63,623
710200 Retirement	19,843	22,056	17,402	17,402
710300 Health Insurance	6,487	9,783	7,503	7,503
710400 Workers' Compensation Insurance	326	381	634	634
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>103,975</b>	<b>115,027</b>	<b>89,162</b>	<b>89,162</b>
<b>SERVICES &amp; SUPPLIES</b>				
720600 Insurance	13	11	7	7
721100 Memberships	510	540	540	540
721300 Office Expense	275	485	485	485
722000 Transportation & Travel	30	1,500	1,670	1,670
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>828</b>	<b>2,536</b>	<b>2,702</b>	<b>2,702</b>
<b>TOTAL - DISTRICT ATTORNEY-CRIME PROSECUTION UNIT</b>	<b>104,803</b>	<b>117,563</b>	<b>91,864</b>	<b>91,864</b>

## 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 almost entirely reimbursed by the State.

### WORKLOAD

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Cases Referred	236	160	210
Program Cases Worked	414	500	510

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
State Reimbursement	\$55,293	\$60,000	\$91,864
County Cost (shortfall)	<u>49,510</u>	<u>35,904</u>	<u>0</u>
Total	\$104,803	\$95,904	\$91,864

### STAFFING

	<u>2012-13</u> <u>Authorized</u>	<u>2013-14</u> <u>Recommended</u>
<u>Permanent</u> Senior Deputy District Attorney	1	1

### SALARIES & EMPLOYEE BENEFITS

- 710102**      Permanent Salaries (\$63,623) are recommended reduced \$19,184 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** (\$485) is recommended unchanged based on anticipated costs for the prosecutor's office supplies and is fully reimbursable by the State.

**722000**      **Transportation & Travel** (\$1,670) is recommended increased \$170 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 2013-14**

Department: **DISTRICT ATTORNEY**  
**DA-FED VERT PROS (03548)**  
 Function: **Public Protection**  
 Activity: **Judicial-Other**  
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	0	69,431	61,385	61,385
710103 Extra Help	0	0	24,422	24,422
710200 Retirement	0	15,472	16,789	16,789
710300 Health Insurance	0	7,336	7,137	7,137
710400 Workers' Compensation Insurance	0	418	418	418
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>0</b>	<b>92,657</b>	<b>110,151</b>	<b>110,151</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	0	540	720	720
720800 Maintenance - Equipment	0	3,000	1,000	1,000
721100 Memberships	0	0	550	550
721300 Office Expenses	0	200	250	250
721400 Professional & Specialized Services	0	4,100	10,200	10,200
722000 Transportation & Travel	0	3,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>10,840</b>	<b>17,720</b>	<b>17,720</b>
<b>TOTAL - DISTRICT ATTORNEY - DUI PROGRAM</b>	<b>0</b>	<b>103,497 *</b>	<b>127,871</b>	<b>127,871</b>

This budget was approved by the Board of Supervisors subsequent to the Adoption of the 2012-13 Budget.

**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 investigative assistant are fully funded. The full-time prosecutor will be charged with vertically prosecuting alcohol and drug impaired DUI cases, including repeat offenders. The part-time investigative assistant will assist with these more demanding investigations. The department has submitted a renewal application for Fiscal Year 2013-14, where an expansion of the program with regard to both staffing and services is expected to fund an upgrade of the Investigative Assistant to Investigator during the fiscal year, and provide additional funding for the increased service costs associated with prosecuting these cases.

**WORKLOAD**

	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
Program Cases	73	79	85

**REVENUE**

	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
State Grant	0	\$60,177	\$127,871
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total	0	\$60,177	\$127,871

**STAFFING**

	<b><u>2012-13 Authorized</u></b>	<b><u>2013-14 Recommended</u></b>
<b><u>Permanent</u></b> Deputy District Attorney I/II/III	1	1

**SALARIES & EMPLOYEE BENEFITS**

**710102**      **Permanent Salaries** (\$61,385) are recommended reduced \$8,046 based on recommended staff.

## DISTRICT ATTORNEY – FED VERTICAL PROSECUTION

### **SALARIES & EMPLOYEE BENEFITS** (continued)

- 710103      **Extra Help** (\$24,422) are recommended for the half-time Investigative Assistant/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 increased \$180 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** (\$1,000) is recommended reduced \$2,000 based on projected expenditures.
- 721100      **Memberships** (\$550) are recommended increased \$550 based on the actual costs to provide for California District Attorney's Association Dues (\$140) and State Bar Dues (\$410).
- 721300      **Office Expenses** (\$250) is recommended increased \$50 based on projected costs to fund the program staff's office supplies.
- 721400      **Professional and Specialized Services** (\$10,200) are recommended increased \$6,100 for blood draw services (\$2,700), lab analysis (\$3,000), and expert witness testimony (\$4,500).
- 722000      **Transportation & Travel** (\$5,000) is recommended increased \$2,000 for training, transportation and travel for program staff.



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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	395,394	501,635	531,770	531,770
710103 Temporary Salaries	50,675	27,488	27,213	27,213
710105 Overtime	1,644	1,000	1,000	1,000
710200 Retirement	146,547	192,173	198,233	198,233
710300 Health Insurance	70,581	93,428	115,405	115,405
710400 Workers' Compensation Insurance	16,736	21,067	32,590	32,590
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>681,577</b>	<b>836,791</b>	<b>906,211</b>	<b>906,211</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	4,240	4,900	5,400	5,400
720500 Household Expenses	1,428	1,800	1,800	1,800
720600 Insurance	451	379	285	285
720800 Maintenance - Equipment	0	700	700	700
720900 Maintenance - Structures & Grounds	0	150	150	150
721100 Memberships	660	960	960	960
721300 Office Expense	490	2,500	3,000	3,000
721400 Professional & Specialized Services	1,254	1,500	1,500	1,500
721600 Rents & Leases - Equipment	30,113	37,000	45,000	45,000
721700 Rents & Leases - Buildings	22,200	25,200	25,200	25,200
721900 Special Departmental Expense	4,506	17,380	20,180	20,180
722000 Transportation & Travel	2,595	8,000	10,500	10,500
722100 Utilities	6,524	7,500	7,500	7,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>74,461</b>	<b>107,969</b>	<b>122,175</b>	<b>122,175</b>
<b>TOTAL - DISTRICT ATTORNEY-WELFARE FRAUD</b>	<b>756,038</b>	<b>944,760</b>	<b>1,028,386</b>	<b>1,028,386</b>

## DISTRICT ATTORNEY-WELFARE FRAUD

### COMMENTS

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

### WORKLOAD

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Requests for Investigation	890	900	920
Referred for Prosecution	20	40	45

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Federal*	\$589,293	\$595,989	\$701,112
State*	<u>174,252</u>	<u>225,627</u>	<u>275,404</u>
Total	\$763,545	\$821,616	\$976,516

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

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>		<u>2013-14 Recommended</u>	
	<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
Supervising Welfare Investigator	0.00	1.00	0.00	
Welfare Investigator	<u>5.00</u>	<u>2.00</u>	<u>6.00</u>	<u>1.00</u>
Total Permanent	<u>7.55</u>	<u>4.00</u>	<u>8.55</u>	<u>2.00</u>

\*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** (\$531,770) are recommended increased \$30,135 based on the cost of recommended staff.
- 710103**      **Extra Help** (\$27,213) is recommended reduced \$275 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** (\$5,400) is recommended increased \$500 based on actual expenditures.
- 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 increased \$500 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 increased \$8,000 for copy machine lease (\$3,000), and rental of County vehicles from the Central Garage (\$42,000). The increase is due to the addition of one criminal investigator to staff.
- 721700**      **Rents & Leases - Building** (\$25,200) is recommended unchanged for lease of office space.
- 721900**      **Special Departmental Expense** (\$20,180) is recommended increased \$2,800 for POST training, CWFIA training, and various equipment (badges, belt clips, handcuffs, ammunition, and radios). The increase is due to the addition of one criminal investigator to staff.
- 722000**      **Transportation & Travel** (\$10,500) is recommended increased \$2,500 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 new Chief Criminal Investigator will attend. The increase is due to the addition of one criminal investigator to staff.
- 722100**      **Utilities** (\$7,500) are recommended unchanged.

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

Department: **TRIAL COURT  
OPERATIONS (02300)**  
Function: **Public Protection**  
Activity: **Judicial**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720900 Maintenance-Buildings & Improvements	29,458	43,779	33,500	33,500
722100 Utilities	80,866	56,310	63,415	63,415
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>110,324</b>	<b>100,089</b>	<b>96,915</b>	<b>96,915</b>
OTHER CHARGES				
731308 County Contribution to State Trial Court Trust	1,055,082	1,145,415	1,130,824	1,130,824
731315 Trial Court Funding - County Facilities Payment	263,589	263,587	263,587	263,587
<b>TOTAL OTHER CHARGES</b>	<b>1,318,671</b>	<b>1,409,002</b>	<b>1,394,411</b>	<b>1,394,411</b>
<b>TOTAL - TRIAL COURT OPERATIONS</b>	<b>1,428,995</b>	<b>1,509,091</b>	<b>1,491,326</b>	<b>1,491,326</b>

## 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 2013-14.

### **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 2013-14:

**SERVICES & SUPPLIES**

**720900**      **Maintenance - Building & Improvements** (\$33,500) is recommended reduced \$10,279 from 2012-13. 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 2013-14 Proposed County Budget. The preliminary annual estimated cost for maintenance is \$28,180 for the former County Government Center, and \$5,320 for the Bass Lake Government Center.



**TRIAL COURT OPERATIONS**

**SERVICES & SUPPLIES (continued)**

**722100**      **Utilities** (\$63,415) is recommended increased \$7,105 and represents the County’s estimated pro-rata share of the annual utility expenses for the former County Government Center (\$49,090) and the Bass Lake Government Center (\$14,325).

**OTHER CHARGES**

**731308**      **County Contribution to State Trial Court Trust** (\$1,130,824) is recommended reduced \$14,591 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.

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Approved</u></b> <b><u>2012-13</u></b>	<b><u>Recommended</u></b> <b><u>2013-14</u></b>
Fines and Forfeitures	\$1,025,685	\$1,025,685	\$1,025,685
Share of Excess Fines	29,397	119,730	105,139
 COUNTY CONTRIBUTION TO TRIAL COURT TRUST FUND	 \$1,055,082	 \$1,145,415	 \$1,130,824

**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:

<b><u>Facility</u></b>	<b><u>County Facilities Payment</u></b>
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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720300 Communications	1,251	1,250	1,250	1,250
721300 Office Expense	4,324	3,000	3,000	3,000
721400 Professional & Specialized	0	500	500	500
721700 Rents & Leases-Buildings	12,600	12,600	12,600	12,600
721900 Special Departmental Expense	22,957	20,600	20,600	20,600
722000 Transportation & Travel	36,253	33,750	33,750	33,750
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>77,385</b>	<b>71,700</b>	<b>71,700</b>	<b>71,700</b>
<b>TOTAL - GRAND JURY</b>	<b>77,385</b>	<b>71,700</b>	<b>71,700</b>	<b>71,700</b>

## GRAND JURY

### COMMENTS

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

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

For 2013-14, the Grand Jury has requested a budget in the amount of \$71,700, unchanged from the 2012-13 fiscal year. Meetings and Mileage reimbursement at 56.5 cents per mile are the largest estimated expenditures. The following is the proposed budget submitted by the Grand Jury for 2013-14:

#### 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 2012-13 fiscal year. If, during the 2013-14 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 based on current and projected expenses for phone service.
- 721300**      **Office Expense** (\$3,000) is recommended unchanged based on current and projected expenses 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 based on current and projected expenses for the Regular and Committee Meetings attended by the Grand Jury members.
- 722000**      **Transportation & Travel** (\$33,750) is recommended unchanged based on current and projected costs 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721400 Prof. & Specialized Services-Contracts	2,033,464	2,093,568	2,211,746	2,211,746
721433 Prof. & Specialized Services-Outside Attorneys	267,477	150,000	150,000	150,000
721434 Prof. & Specialized Services-Capital Cases	27,478	50,000	50,000	50,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>2,328,419</b>	<b>2,293,568</b>	<b>2,411,746</b>	<b>2,411,746</b>
<b>TOTAL - PUBLIC DEFENDER</b>	<b>2,328,419</b>	<b>2,293,568</b>	<b>2,411,746</b>	<b>2,411,746</b>

**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. 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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Dependency Case Reimbursements	\$39,965	\$36,000	\$36,000
AB 109 – Public Defender Revocation	<u>0</u>	<u>0</u>	<u>\$40,000</u>
Total	\$39,965	\$36,000	\$76,000

**SERVICES & SUPPLIES**

**721400**      **Professional & Specialized Services - Contracts** (\$2,211,746) is recommended increased \$118,178 based on an increase in the cost of services for the recently adopted contract, including an increase in ancillary services based on actual expenditures in the 2012-13 fiscal year. This amount represents the following expenditures:

- Contract for all Public Defender Services - \$2,166,746
- Expert Witness Fees and Ancillary Costs - \$ 45,000

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

**SERVICES & SUPPLIES (continued)**

**721433      Professional & Specialized Services - Outside Attorneys (continued)**

Note: During the 2013-14 fiscal year, it is anticipated that two homicide cases 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.

**721434      Professional & Specialized Services - Capital Cases** (\$50,000) is recommended unchanged. This amount represents the estimated cost to provide legal defense for "Capital Cases," which may go to trial during the 2013-14 fiscal year. When outside attorneys are assigned by Superior Court as a Public Defender, services for these cases are provided through a flat-fee, per case basis with three classifications varying in degree and complexity; investigation and ancillary costs are in addition to the fees listed below:

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

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

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



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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	4,215,933	4,283,100	4,390,677	4,390,677
710103 Extra Help	24,795	121,000	121,000	121,000
710105 Overtime	154,494	165,000	165,000	165,000
710106 Standby & Night Premium	17,349	14,000	14,000	14,000
710110 Uniform Allowance	42,948	41,000	41,450	41,450
710200 Retirement	1,459,010	1,493,189	1,577,282	1,577,282
710300 Health Insurance	614,705	665,000	700,029	700,029
710400 Workers' Compensation Insurance	366,144	397,913	510,587	510,587
710500 Other Benefits	1,200	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>6,896,578</b>	<b>7,180,202</b>	<b>7,520,025</b>	<b>7,520,025</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	109,805	106,000	105,000	105,000
720305 Microwave Radio Services	106,393	124,997	129,557	129,557
720500 Household Expense	3,290	2,000	1,000	1,000
720600 Insurance	365,680	329,723	278,699	278,699
720800 Maintenance - Equipment	85,948	66,000	64,000	64,000
720900 Maintenance - Buildings & Improvements	218	0	0	0
721100 Memberships	4,118	5,850	6,350	6,350
721200 Miscellaneous	995	0	0	0
721300 Office Expense	55,246	18,000	20,000	20,000
721400 Professional & Specialized Services	466,376	389,000	410,000	410,000
721600 Rents & Leases - Equipment	814,640	722,000	722,000	722,000
721900 Special Departmental Expense	110,250	84,500	94,500	94,500
721912 POST Training	12,630	32,000	0	0
722000 Transportation & Travel	16,040	16,000	60,000	60,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>2,151,629</b>	<b>1,896,070</b>	<b>1,891,106</b>	<b>1,891,106</b>
<b>FIXED ASSETS</b>				
740300 Equipment	16,047	150,000	25,000	25,000
<b>TOTAL FIXED ASSETS</b>	<b>16,047</b>	<b>150,000</b>	<b>25,000</b>	<b>25,000</b>
<b>TOTAL - SHERIFF-CORONER</b>	<b>9,064,254</b>	<b>9,226,272</b>	<b>9,436,131</b>	<b>9,436,131</b>

## 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

	<b>Actual</b> <b><u>2011-12</u></b>	<b>Estimated</b> <b><u>2012-13</u></b>	<b>Projected</b> <b><u>2013-14</u></b>
License, Permits & Franchises	\$32,298	\$30,000	\$30,000
Intergovernmental Revenue	76,530	38,000	99,500
Charges for Current Services	67,785	111,000	94,500
Miscellaneous Revenue	68,786	16,000	9,500
Other Financing Sources (Rural Small Counties Fund)	<u>408,000</u>	<u>550,000</u>	<u>375,000</u>
Total Funding	\$653,399	\$745,000	\$608,500

### STAFFING

<b><u>Permanent (excluding positions funded by Grants)</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Accounting Technician I/II <sup>(1)</sup>	0.75		0	
Accounting Technician I/II or Administrative Analyst I/II <sup>(1)</sup>	0		0.75	
Administrative Analyst I/II	1		1	
Administrative Assistant	1		1	
Communications Dispatcher I/II/III	9		9	
Community Service Officer <sup>(2)</sup>	3	1	2	2
Deputy Coroner <sup>(3)</sup>	0		1	

**SHERIFF-CORONER**

**STAFFING (continued)**

<b><u>Permanent (continued)</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Deputy Sheriff I/II <sup>(4)(5)(6)</sup>	31	14	32	11
Identification Specialist or Identification Technician	2		2	
Program Assistant I/II <sup>(6)</sup>	5	1.75	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		1	
Sheriff's Sergeant <sup>(7)</sup>	9	2	9	1
Supervising Communications Dispatcher	0	1	0	1
Undersheriff	<u>1</u>		<u>1</u>	
Total Permanent	<u>72.75</u>	<u>19.75</u>	<u>74.75</u>	<u>15.75</u>

<sup>(1)</sup>Flexibly staff the existing Three-Quarter (.75) Accounting Technician I/II to an Accounting Technician I/II or Administrative Analyst I/II

<sup>(2)</sup>Unfund One (1) Community Service Officer

<sup>(3)</sup>Add One (1) Deputy Coroner

<sup>(4)</sup>Transfer and Fund One (1) Unfunded Deputy Sheriff Position from Sheriff Org 04010 to Sheriff-Civil Division Org 04064

<sup>(5)</sup>Transfer and Fund One (1) Unfunded Deputy Sheriff Position from Sheriff Org 04010 to Sheriff-Court Security Org 04074

<sup>(6)</sup>Fund One (1) Unfunded Program Assistant I/II and (1) Unfunded Deputy Sheriff position

<sup>(7)</sup>Transfer and Fund One (1) Unfunded Sergeant's position from Sheriff Org 04010 to Sheriff-Court Security Org 04074

**SALARIES & EMPLOYEE BENEFITS**

**710102**      **Permanent Salaries** (\$4,390,677) are recommended increased \$107,577 based on the cost of recommended staff.

**710103**      **Extra Help** (\$121,000) is recommended unchanged 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;

**SALARIES & EMPLOYEE BENEFITS (continued)**

**710103      Extra Help (continued)**

- 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 for covering open shifts created by injury or illness, unusual or significant criminal events, court appearances or special events.

**710106      Standby & Night Premium** (\$14,000) is recommended unchanged based on current expenditures for premium pay for range-masters, K-9 Handlers, Bi-Lingual, and NET Investigators per the Memorandum of Understanding.

**710110      Uniform Allowance** (\$41,450) is recommended increased \$450 to provide uniform allowance for employees based on recommended staffing levels and prior year expenditures.

**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** (\$105,000) is recommended reduced \$1,000 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 also funds wireless computer connections from patrol vehicles to the network system.

**720305      Microwave Radio Services** (\$129,557) is recommended increased \$4,560 as the Department's contribution to the Internal Service Fund for 2013-14 based on the number of radios in this Department utilizing the County's microwave radio network.

**720500      Household Expense** (\$1,000) is recommended reduced \$1,000 for household supplies at the Sheriff's headquarters.

**SERVICES & SUPPLIES (continued)**

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

**720800**      **Maintenance - Equipment** (\$64,000) is recommended reduced \$2,000 based on current year expenditures for Software Maintenance Agreements for the Computer Aided Dispatch program and WebEOC/ESI, as well as maintenance of all equipment.

**721100**      **Memberships** (\$6,350) is recommended increased \$500 for the following:

Coroners’ Association	\$ 300	Fresno-Madera Chiefs Assn.	\$100
Cal State Sheriff’s Assn.	4,000	California Tactical Dispatcher Association	250
National Sheriffs Assn.	250	California Region V Office of Emergency	250
Cal Assn. of Police Training Officers	50	Warrant Officers Assn.	300
Cal State Peace Officers Assn.	200	Public Safety Communications Assn.	50
Cal National Emergency Number Assn.	100	CAL Law Enforcement Assn. Of Records	300
Central Valley Crime & Intelligence Assn.	200		

**721300**      **Office Expense** (\$20,000) is recommended increased \$2,000 based on current expenditures and projected need for general office supplies and equipment.

**721400**      **Professional & Specialized Services** (\$410,000) is recommended increased \$21,000 for the following technical services:

- Psychological evaluations for new deputies, reserves and promotions \$ 10,000
- 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) 390,000

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

- Vehicle rental cost from Central Garage \$703,600
- Copy Machine rental charge (Central Services) 7,000
- Rental for Pistol Range, Marksmanship Training (12 days use) 5,400
- Rental of Putney Ranch - SWAT, SAR, Marijuana Suppression (12 days use) 6,000

**SHERIFF-CORONER**

**SERVICES & SUPPLIES (continued)**

**721900**      **Special Departmental Expense** (\$94,500) is recommended increased \$10,000 based on current expenditures to fund small items used or consumed in operations by the Sheriff's Department:

<b><u>Description</u></b>	<b><u>2012-13 Authorized</u></b>	<b><u>2013-14 Recommended</u></b>
Deputy Sheriff Reserves	\$8,000	\$11,000
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
Safety Equipment		
a. Tear gas, Mace, and Taser cartridge replacement	4,000	4,000
b. Bullet-proof vests replacement and/or repair	11,000	12,000
c. Armory (weapon parts/repairs, eye/ear safety, flashlight, targets, leather)	6,500	7,500
Ammunition	25,000	30,000
Identification Bureau – (Evidence Kits, Special Chemicals, Tools)	3,000	3,000
Coroner - Miscellaneous Supplies	4,000	4,000
K-9 Program		
a. K-9 care (6 Dogs) equipment, supplies, Insurance	\$5,000	\$5,000
b. K-9 Replacement	0	0
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>
<b>TOTALS</b>	<b><u>\$84,500</u></b>	<b><u>\$94,500</u></b>

**722000**      **Transportation & Travel** (\$60,000) is recommended increased \$44,000 based on training needs of new hires, promoted staff and current year expenditures. The increase also reflects the consolidation of the POST Travel Account #721912 (\$32,000) and Transportation and Travel Account #722000 (\$16,000) previously budgeted as separate line items. This will allow the Department to maintain accurate training costs and simplify work flow. The 2013-14 funding for this account results in an overall increase to the total travel budget of \$12,000.

**FIXED ASSETS**

**740301**      **Fixed Assets** (\$25,000) is recommended reduced \$125,000 for Sheriff's Office System improvements which will be off-set by contributions from the Sheriff's Rural Small Counties fund. The Sheriff will direct these funds to purposes in the best interests of the Department.

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 to allow the purchase of systems and appliances that enhance operations of the Department.

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 2013-14.



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

Department: **SHERIFF-CaIEMA SHSGP  
\*2009-0019 (04021)**  
Function: **Public Protection**  
Activity: **Police Protection**  
Fund: **General  
SHSGP 2009-0019 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14*</u>	<u>CAO RECOMMENDED 2013-14*</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	16,957	17,000	0	0
721900 Special Departmental Expense	6,481	16,000	0	0
722000 Transportation & Travel	2,679	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>26,117</b>	<b>33,000</b>	<b>0</b>	<b>0</b>
FIXED ASSETS				
740300 Equipment	190,945	100,000		
<b>TOTAL FIXED ASSETS</b>	<b>190,945</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL - SHERIFF-CaIEMA SHSGP 2009-0019</b>	<b>217,062</b>	<b>133,000</b>	<b>0</b>	<b>0</b>

\* The Homeland Security contract 2009-0019 expired in 2013. Subsequent Homeland Security contracts are appropriated within other budgets administered by the Sheriff's Department.

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

Department: **SHERIFF-CaIEMA SHSGP  
#2011-0077 (04022)**  
Function: **Public Protection**  
Activity: **Police Protection**  
Fund: **General  
SHSGP 2011-SS-0077 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	0	92,500	93,000	93,000
721900 Special Departmental Expense	0	85,623	37,610	37,610
722000 Transportation & Travel	0	19,000	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>197,123</b>	<b>133,610</b>	<b>133,610</b>
FIXED ASSETS				
740300 Equipment	0	85,870	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>85,870</b>	<b>0</b>	<b>0</b>
<b>TOTAL - SHERIFF-CaIEMA SHSGP 2011-0077</b>	<b>0</b>	<b>282,993</b>	<b>133,610</b>	<b>133,610</b>

**COMMENTS**

This budget implements the Homeland Security 2011-0077 program under Org Key 04022. It provides three-year funding for equipment, training and services to enhance public agency response to natural and manmade disasters. Funds for the program originate at the Federal level and is allocated to local agencies by the State. Funding for expenditures in this budget request have been approved and authorized under the State Homeland Security Grant Program (SHSGP) contract #2011-0077. Each year, SHSGP funds are allocated by the regional Anti-Terrorism Task Force (ATTF). Under federal law, the regional authority to allocate these funds resides with the ATTF, which is mandated to include Directors of Public Safety and Public Health executives. The Sheriff, Fire/Police Chiefs and Public Health Director sit on the Madera ATTF.

**REVENUE**

	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
CalEMA SHSGP 2011-0077	\$ 0	\$278,993	\$133,610
General Fund Contribution	<u>0</u>	<u>4,000</u>	<u>0</u>
Total Funding	\$ 0	\$282,993	\$133,610

**SERVICES & SUPPLIES**

- 721400**      **Professional & Specialized Services** (\$93,000) is recommended increased \$500 for a Consolidation Assessment and Implementation Plan for Regional law enforcement services.
  
- 721900**      **Special Departmental Expense** (\$37,610) is recommended reduced \$48,013 for purchase of small equipment. Specific items are approved by the granting agency. Purchases under this account also support the Citizen Corps Program.
  
- 722000**      **Transportation/Travel** (\$3,000) is recommended reduced \$16,000 for grant required training and travel costs.

**FIXED ASSETS**

- 740300**      **Fixed Assets-Equipment** (\$0) Fixed Assets are not recommended, a reduction of \$85,870.

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

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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	80,880	206,183	218,585	218,585
710105 Overtime	0	3,500	3,500	3,500
710110 Uniform Allowance	0	1,200	1,200	1,200
710200 Retirement	20,775	71,198	76,500	76,500
710300 Health Insurance	12,952	24,083	31,230	31,230
710400 Worker's Compensation	0	1,000	1,000	1,000
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>114,607</b>	<b>307,164</b>	<b>332,015</b>	<b>332,015</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	7,367	7,360	7,360	7,360
720305 Microwave Radio Services	0	3,000	5,000	5,000
720800 Maintenance - Equipment	0	1,000	1,000	1,000
721300 Office Expense	145	1,950	1,950	1,950
721600 Rents & Leases - Equipment	7,503	500	500	500
721601 Rents & Leases - Vehicle Mileage	0	11,000	11,000	11,000
721900 Special Departmental Expense	3,111	11,520	11,520	11,520
722000 Transportation & Travel	1,366	14,000	14,000	14,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>19,491</b>	<b>50,330</b>	<b>52,330</b>	<b>52,330</b>
<b>TOTAL - SHERIFF-EMPG - EMERG PLANNING</b>	<b>134,098</b>	<b>357,494</b>	<b>384,345</b>	<b>384,345</b>

## SHERIFF – EMPG – EMERG PLANNING

### COMMENTS

This budget includes funding for the Office of Emergency Services (OES) under Org Key 04023. The California Emergency Management Agency 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 27 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 of \$167,173 requires an equal match of local money provided by the General Fund. The Sheriff has offered an additional \$50,000 from the Sheriff's Rural Small County Fund towards the cost of the Lieutenant's position assigned to this budget.

### REVENUE

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
EMPG – Grant	\$ 67,194	\$153,220	\$167,173
Small Rural Counties Contribution	0	50,000	50,000
General Fund Contribution	<u>66,904</u>	<u>154,274</u>	<u>167,172</u>
Total Funding	\$134,098	\$357,494	\$384,345

### STAFFING

	<b><u>2012-13</u></b> <b><u>Authorized</u></b>	<b><u>2013-14</u></b> <b><u>Recommended</u></b>
<b><u>Permanent</u></b>		
Emergency Services Coordinator	1	1
Program Assistant I/II	1	1
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** (\$218,585) are recommended increased \$12,402 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** (\$7,360) is recommended unchanged based on current and projected expenses.
- 720305      **Microwave Radio Services** (\$5,000) is recommended increased \$2,000 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** (\$1,950) is recommended unchanged based on projected expenses.
- 721600      **Rents & Leases – Equipment** (\$500) is recommended unchanged based on projected expenses.
- 731601      **Rents & Leases – Vehicle Mileage** (\$11,000) is recommended unchanged based on current year expenditures. These funds are utilized to reimburse the Central Garage for vehicles used by the Coordinator and Sheriff Sergeant.
- 721900      **Special Departmental Expense** (\$11,520) is recommended unchanged to provide small tools and equipment needed for the planning program, as well as the promotion/marketing of the Emergency Notification System (\$4,000).



**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 2013-14**

Department: **SHERIFF-CalEMA SHSGP  
#2012-SS-00123 (04025)**  
Function: **Public Protection**  
Activity: **Police Protection**  
Fund: **General**  
**SHSGP #2012-0123 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721306 Equipment<FA Limit	0	0	68,468	68,468
721900 Special Departmental Expense	0	0	26,750	26,750
722000 Transportation & Travel	0	0	4,000	4,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>99,218</b>	<b>99,218</b>
FIXED ASSETS				
740300 Equipment	0	0	70,250	70,250
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>70,250</b>	<b>70,250</b>
<b>TOTAL - SHERIFF-CalEMA SHSGP #2012-SS-00123</b>	<b>0</b>	<b>0</b>	<b>169,468</b>	<b>169,468</b>

**COMMENTS**

This budget implements the Homeland Security 2012-SS-00123 program under new Org Key 04025. It includes three-year funding for equipment, training and services to enhance public agency response to natural and manmade disasters. Funds for the program originate at the Federal level and are allocated to local agencies by the State. Funding for expenditures in this budget request have been approved and authorized under the State Homeland Security Grant Program (SHSGP), contract #2012-SS-00123. Each year, SHSGP funds are allocated by the regional Anti-Terrorism Task Force (ATTF). Under federal law, the regional authority to allocate these funds resides with the ATTF, which is mandated to include Directors of Public Safety and Public Health executives. The Sheriff, Fire/Police Chiefs and Public Health Director sit on the Madera ATTF.

The Board is advised that these funds include reserves for out-of-state travel needed for staff training in the use of Madera’s WebEOC emergency management software. These training funds will be available for such purposes in FY 2013-2014. SHSGP funds do not require a cash match. However, the County General Fund will have a direct cost of \$4,000 for travel-related costs for required program administration training which cannot be funded from this grant. The State reimburses all program costs within 45 days of claim submission.

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
CalEMA SHSGP 2012-SS-00123	\$ 0	\$ 0	\$165,468
General Fund Contribution	<u>0</u>	<u>0</u>	<u>4,000</u>
Total Funding	\$ 0	\$ 0	\$169,468

**SERVICES & SUPPLIES**

- 721306**      **Equipment<FA Limit** (\$68,468) is recommended to purchase Tri-Band Radios for the Statewide Interoperability project.
  
- 721900**      **Special Departmental Expense** (\$26,750) is recommended for the purchase of first responder safety equipment. Specific items are approved by the granting agency. Purchases under this account also support the Citizen Corps Program.
  
- 722000**      **Transportation & Travel** (\$4,000) is recommended for grant administration and training. The County General Fund will fund the \$4,000 for the administrative training obligation.

**FIXED ASSETS**

**740300**      **Fixed Assets-Equipment** (\$70,250) The following fixed assets were nominated by the Anti-Terrorism Task Force to CalEMA and were funded under grant #2012-SS-00123:

2 Thermal Imaging Cameras (N) (\$20,250) The ATTF and CalEMA have designated \$20,250 for a project to purchase T.I.C. Cameras for the Fire Service.

Public Health Department Security Alarm System (N) (\$50,000) The ATTF and CalEMA have designated \$50,000 for a security and alarm system for the Public Health Department.

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

Department: **SHERIFF-CalEMA SHSGP  
#2010-0085 (04026)**  
Function: **Public Protection**  
Activity: **Police Protection**  
Fund: **General  
SHSGP 2010-0085 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720300 Communications Services	7,215	10,000	6,700	6,700
721300 Office Expense	14,572	0	0	0
721400 Professional & Specialized Services	0	10,000	11,000	11,000
721900 Special Departmental Expense	47,983	183,249	56,000	56,000
722000 Transportation & Travel	38,600	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>108,370</b>	<b>203,249</b>	<b>73,700</b>	<b>73,700</b>
FIXED ASSETS				
740300 Equipment	40,986	0	12,450	12,450
<b>TOTAL FIXED ASSETS</b>	<b>40,986</b>	<b>0</b>	<b>12,450</b>	<b>12,450</b>
<b>TOTAL - SHERIFF-CalEMA SHSGP 2010-0085</b>	<b>149,356</b>	<b>203,249</b>	<b>86,150</b>	<b>86,150</b>

**COMMENTS**

This budget implements the Homeland Security 2010-0085 grant award under Org Key 04026. This program has a three-year term and will allow for planning, equipment purchases, training (in and out-of-state travel), and services to enhance public agency response to natural and manmade disasters. Funding originates at the Federal Department of Homeland Security and is allocated to local agencies by the California Emergency Management Agency (CalEMA). Expenditures under this budget have been authorized by CalEMA under State Homeland Security Grant Program (SHSGP) contract #2010-0085. Each year, SHSGP funds are allocated by the regional Anti-Terrorism Task Force (ATTF). Under Federal law, the authority to allocate these funds resides with the ATTF, which must include the Directors of Public Safety and Public Health. The Sheriff, City and County Fire/Police Chiefs, and the Public Health Director sit on the Madera ATTF.

SHSGP funds do not require a cash match. CalEMA provides reimbursement for program costs within 45 days of claim submission.

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
CalEMA SHSGP 2010-0085	\$198,914	\$203,249	\$86,150

**SERVICES & SUPPLIES**

- 720300**      **Communication Services** (\$6,700) is recommended reduced \$3,300 for data and other communication charges.
- 721400**      **Professional & Specialized Services** (\$11,000) is recommended increased \$1,000 for WebEOC planning services which were not completed in FY 2012-13.
- 721900**      **Special Departmental Expense** (\$56,000) is recommended reduced \$127,249 for purchase of small equipment for several regional agencies and for equipment used by first responders and by emergency volunteers under the Citizen Corps Program. Some of this equipment will be used in training exercises.

**FIXED ASSETS**

- 740300**      **Fixed Assets** (\$12,450) The following fixed assets were nominated by the Anti-Terrorism Task Force to CalEMA and were funded under grant #2010-0085:

**FIXED ASSETS (continued)**

**740300      Fixed Assets (continued)**

- MSO Computer Network-Satellite Earthstation- modernize existing system (\$6,000)
- MPD Law Enforcement Video Surveillance System (\$6,450)



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

Department: **SHERIFF-BASS LAKE  
OPERATIONS (04030)**  
Function: **Public Protection**  
Activity: **Police Protection**  
Fund: **General**  
**Bass Lake Boat Fees**  
**CAO**  
**RECOMMENDED**  
**2013-14**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	48,856	56,401	61,442	61,442
710103 Extra Help	50,684	51,543	50,000	50,000
710105 Overtime	5,586	6,000	5,800	5,800
710110 Uniform Allowance	554	600	600	600
710200 Retirement	22,595	22,976	24,480	24,480
710300 Health Insurance	3,660	4,520	5,060	5,060
710400 Workers' Compensation Insurance	1,555	1,735	2,186	2,186
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>133,490</b>	<b>143,775</b>	<b>149,568</b>	<b>149,568</b>
<b>SERVICES &amp; SUPPLIES</b>				
720305 Microwave Radio Services	1,300	3,000	1,000	1,000
720600 Insurance	765	86	49	49
720601 Insurance Premium	0	800	800	800
720800 Maintenance - Equipment	17,675	18,000	18,000	18,000
720900 Maintenance - Structures & Grounds	226	3,000	2,500	2,500
721300 Office Expense	2,384	3,000	2,800	2,800
721600 Rents & Leases - Equipment	6,078	6,934	6,900	6,900
721900 Special Departmental Expense	272	700	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>28,700</b>	<b>35,520</b>	<b>32,549</b>	<b>32,549</b>
<b>TOTAL - SHERIFF-BASS LAKE OPERATIONS</b>	<b>162,190</b>	<b>179,295</b>	<b>182,117</b>	<b>182,117</b>

## 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

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Boat Licenses	\$162,190	\$179,295	\$182,117
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$162,190	\$179,295	\$182,117

**Note:** Boat license 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

	<b>2012-13 <u>Authorized</u></b>	<b>2013-14 <u>Recommended</u></b>
<b><u>Permanent</u></b> Sheriff-Sergeant	0.67	0.67

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$61,442) are recommended increased \$5,041 based on recommended staffing.

**710103**      **Extra Help** (\$50,000) is recommended reduced \$1,543 based on projected needs. This account will fund Extra Help Deputy Sheriff's and clerks for the entire season.

## SHERIFF - BASS LAKE OPERATIONS

### **SALARIES & EMPLOYEE BENEFITS** (continued)

- 710105      **Overtime** (\$5,800) is recommended reduced \$200 based on projected need and current year expenditures.
- 710110      **Uniform Allowance** (\$600) is recommended unchanged to provide uniform expense payments to safety employees.
- 710200      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### **SERVICES & SUPPLIES**

- 720305      **Microwave Radio Services** (\$1,000) is recommended reduced \$2,000 for the unit's contribution to the Internal Service Fund based on the number of radios in this unit utilizing the 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 prior year expenditures for 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 nine years old; existing boats will need replacement within 24 months. There are no funds accumulated for this expense. The General Fund will need to pay for one boat in FY 2014-15 and one boat in FY 2015-16.
- 720900      **Maintenance - Structures and Grounds** (\$2,500) is reduced \$500 to maintain facilities and equipment.
- 721300      **Office Expense** (\$2,800) is reduced \$200 to pay for printing of boat registration and safety booklets.
- 721600      **Rents & Leases - Equipment** (\$6,900) is reduced \$34 for the rental of vehicles from the Central Garage.

**SHERIFF - BASS LAKE OPERATIONS**

**SERVICES & SUPPLIES (continued)**

**721900**      **Special Departmental Expense** (\$500) is reduced \$200 for the purchase of life jackets, rope bumpers, first aid supplies, chairs, fire extinguishers, etc.

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

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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710103 Extra Help	0	0	7,000	7,000
710105 Overtime	47,751	50,500	43,000	43,000
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>47,751</b>	<b>50,500</b>	<b>50,000</b>	<b>50,000</b>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	18,578	26,500	30,000	30,000
722000 Transportation & Travel	587	8,000	8,000	8,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>19,165</b>	<b>34,500</b>	<b>38,000</b>	<b>38,000</b>
FIXED ASSETS				
740300 Equipment	5,392	0	9,000	9,000
<b>TOTAL FIXED ASSETS</b>	<b>5,392</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL - SHERIFF- FED DOM CANNABIS ERAD</b>	<b>72,308</b>	<b>85,000</b>	<b>97,000</b>	<b>97,000</b>

**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 2009-10. The DCESP grant provides federal funds for the active investigation and suppression of marijuana production in the County. Funds are used for overtime expense, small equipment, and helicopter surveillance flights. The program provides Department of Justice funds to support the local cannabis suppression work undertaken by the Sheriff’s Department on Federal lands and National Forests.

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

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
DCESP Grant	\$55,000	\$85,000	\$97,000

**SALARIES & EMPLOYEE BENEFITS**

**710103**      **Extra Help** (\$7,000) is recommended to fund extra help costs related to the Marijuana Eradication mission.

**710105**      **Overtime** (\$43,000) is recommended reduced \$7,500 for assigned Deputy Sheriffs working the program on an overtime basis.

**SERVICES & SUPPLIES**

**721900**      **Special Departmental Expense** (\$30,000) is recommended increased \$3,500 for the purchase of helicopter over-flight time by contracted service, and to purchase small tools and equipment.

**722000**      **Transportation and Travel Expense** (\$8,000) is recommended unchanged for training and travel for assigned deputies working on the program.

**FIXED ASSETS**

**740300**      **Equipment > FA Limit** (\$9,000) is recommended for the purchase of a Helios Thermal Camera for the Narcotics Enforcement Team.



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

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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	117,221	115,165	118,558	118,558
710105 Overtime	13,956	13,500	13,500	13,500
710110 Uniform Allowance	1,800	1,800	1,800	1,800
710200 Retirement	45,635	46,905	47,924	47,924
710300 Health Insurance	16,162	17,316	18,823	18,823
710400 Workers' Compensation Insurance	4,557	8,084	12,426	12,426
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>199,331</b>	<b>202,770</b>	<b>213,031</b>	<b>213,031</b>
<b>SERVICES &amp; SUPPLIES</b>				
720600 Insurance	25	21	14	14
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>25</b>	<b>21</b>	<b>14</b>	<b>14</b>
<b>TOTAL - SHERIFF- CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)</b>	<b>199,356</b>	<b>202,791</b>	<b>213,045</b>	<b>213,045</b>

## 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

	<b>Actual 2011-12</b>	<b>Estimated 2012-13</b>	<b>Projected 2013-14</b>
State COPS SLESF Funds	\$167,281	\$120,000	\$140,000
General Fund Contribution	<u>32,075</u>	<u>82,791</u>	<u>73,045</u>
Total Funding	199,356	202,791	\$213,045

### STAFFING

	<b>2012-13 Authorized</b>	<b>2013-14 Recommended</b>
Deputy Sheriff I/II	<u>2</u>	<u>2</u>

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$118,558) are recommended increased \$3,393 based on the cost of recommended staffing.

**710105**      **Overtime** (\$13,500) is recommended unchanged based on current year expenditures.

**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.

**SHERIFF - CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)**

**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** 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	288,465	318,108	331,971	331,971
710105 Overtime	7,976	18,900	18,900	18,900
710106 Standby & Night Premium	1,615	1,500	1,500	1,500
710110 Uniform Allowance	4,558	4,600	4,600	4,600
710200 Retirement	109,150	119,658	131,792	131,792
710300 Health Insurance	42,975	47,166	48,764	48,764
710400 Workers' Compensation Insurance	764	827	1,319	1,319
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>455,504</b>	<b>510,759</b>	<b>538,846</b>	<b>538,846</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	6,456	800	800	800
720305 Microwave Radio Services	0	10,000	10,000	10,000
720600 Insurance	130	109	83	83
721601 Rents/Lse Co Vehicle	6,835	7,070	7,070	7,070
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>13,421</b>	<b>17,979</b>	<b>17,953</b>	<b>17,953</b>
<b>TOTAL - SHERIFF-CHUKCHANSI CASINO</b>	<b>468,925</b>	<b>528,738</b>	<b>556,799</b>	<b>556,799</b>

**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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Service to Chukchansi Casino	\$510,164	\$571,980	\$602,175
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$510,165	\$571,980	\$602,175

**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 Admin fee will be \$63,329 in FY 2013-14, which is added to the expected Salary/Benefit expenses of \$538,846. The total of Salary & Benefits plus Admin Fee is equal to \$602,175.

**STAFFING**

	<b><u>2012-13</u></b> <b><u>Authorized</u></b>	<b><u>2013-14</u></b> <b><u>Recommended</u></b>
<b><u>Permanent</u></b> Deputy Sheriff I/II	5	5

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$331,971) are recommended increased \$13,863 based on the cost of recommended staff.
- 710105**      **Overtime** (\$18,900) is recommended unchanged.
- 710106**      **Standby & Night Premium** (\$1,500) is recommended unchanged based on current year experience.

## 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** (\$7,070) is recommended unchanged to lease vehicles from the Central Garage for use in this program.



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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	143,772	125,748	122,795	122,795
710105 Overtime	676	4,000	4,000	4,000
710110 Uniform Allowance	1,800	1,800	1,800	1,800
710200 Retirement	47,540	49,985	48,935	48,935
710300 Health Insurance	21,258	23,654	23,654	23,654
710400 Workers' Compensation Insurance	22,494	24,486	33,048	33,048
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>237,540</b>	<b>229,673</b>	<b>234,232</b>	<b>234,232</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	3,233	2,200	2,200	2,200
720305 Microwave Radio Services	0	2,000	2,000	2,000
720600 Insurance	239	200	161	161
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	0	50	50	50
721300 Office Expense	120	200	200	200
721600 Rents & Leases - Equipment	21,257	32,047	32,047	32,047
721900 Special Departmental Expense	0	250	250	250
722000 Transportation & Travel	260	800	800	800
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>25,109</b>	<b>38,047</b>	<b>38,008</b>	<b>38,008</b>
<b>TOTAL - SHERIFF-RURAL CRIME PREVENTION TASK FORCE</b>	<b>262,649</b>	<b>267,720</b>	<b>272,240</b>	<b>272,240</b>

## SHERIFF – RURAL CRIME PREVENTION TASK FORCE GRANT

### COMMENTS

In April 1999, the Board of Supervisors accepted a Rural Crime Prevention Task Force (RCTF) Grant (Org 04062) to combat agricultural crimes, and the grant has since been renewed annually. In Fiscal Year 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. Project staff in this program target crimes against agricultural production. Long term investigations are conducted as necessary, in addition to Crime prevention efforts.

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 will be used to offset the General Fund Contribution in 2013-14.

### REVENUE

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
State RCTF Grant	\$98,676	\$165,000	\$165,000
RCTF Carryover	0	0	107,240
General Fund Contribution	<u>163,973</u>	<u>102,720</u>	<u>0</u>
Total Funding	262,649	267,720	272,240

### STAFFING

<u>Permanent</u>	<b><u>2012-13 Authorized</u></b>	<b><u>2013-14 Recommended</u></b>
Deputy Sheriff I/II	2	2

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$122,795) are recommended reduced \$2,953 based on the cost of recommended staff.

**710105**      **Overtime** (\$4,000) is recommended unchanged based on current year expenditures.

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

## SHERIFF – RURAL CRIME PREVENTION TASK FORCE 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** (\$2,000) is recommended unchanged for the program's contribution to the Internal Service Fund based on the number of radios in 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.
- 720800      **Maintenance - Equipment** (\$300) is recommended unchanged based on projected need.
- 721100      **Memberships** (\$50) is recommended unchanged for membership in the California Rural Crime Prevention Task Force.
- 721300      **Office Expense** (\$200) is recommended unchanged.
- 721600      **Rents & Leases - Equipment** (\$32,047) is recommended unchanged based on current year expenditures.
- 721900      **Special Departmental Expense** (\$250) is recommended unchanged to provide small items and equipment needed for this program.
- 722000      **Transportation & Travel** (\$800) is recommended unchanged to provide for training.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12*</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	711,890	197,079	240,088	240,088
710103 Extra Help	40,894	15,000	5,000	5,000
710105 Overtime	53,308	3,000	4,000	4,000
710106 Standby & Night Premium	45	500	500	500
710110 Uniform Allowance	9,000	1,800	2,250	2,250
710200 Retirement	266,290	70,420	87,671	87,671
710300 Health Insurance	97,482	26,424	52,901	52,901
710400 Workers' Compensation Insurance	30,236	4,000	12,252	12,252
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,209,144</b>	<b>318,223</b>	<b>404,662</b>	<b>404,662</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,380	2,200	2,200	2,200
720305 Microwave Radio Services	0	1,000	3,000	3,000
720600 Insurance	561	100	47	47
721300 Office Expense	3,114	3,150	3,500	3,500
721400 Professional & Specialized Services	3,672	4,200	6,500	6,500
721600 Rents & Leases - Equipment	41,218	45,300	65,300	65,300
721900 Special Departmental Expense	40,080	0	0	0
722000 Transportation & Travel	0	1,500	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>90,024</b>	<b>57,450</b>	<b>83,547</b>	<b>83,547</b>
<b>TOTAL - SHERIFF-CIVIL DIVISION</b>	<b>1,299,168</b>	<b>375,673</b>	<b>488,209</b>	<b>488,209</b>

\*Actual Expenditures for 2011-12 reflect the combined functions of the Court Security and Civil divisions, which were separated into individual budget organizations in the 2012-13 fiscal year.

**SHERIFF – CIVIL UNIT**

**COMMENTS**

In 2012-13, the function of the Civil Unit was separated from Court Security and placed into a separate budget org due to state realignment which provided funding specifically for Court Security. The Civil Unit delivers court orders, as well as civil documents on a fee-for-service basis. The Sheriff recommends the addition of a Civil Deputy to restore manpower lost during the budget contraction of the last three years.

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Civil Processing Fees (Includes 1205d)	0	\$160,000	\$160,000
General Fund Contribution	<u>0</u>	<u>215,673</u>	<u>328,209</u>
Total Funding	0	\$375,673	\$488,209

**STAFFING**

	<b><u>2012-13</u></b> <b><u>Authorized</u></b>	<b><u>2013-14</u></b> <b><u>Recommended</u></b>
<b><u>Permanent</u></b>		
Deputy Sheriff I or II	1	2 *
Chief Civil Deputy Sheriff	1	1
Program Assistant I/II	<u>2</u>	<u>2</u>
Total Permanent Staff	4	5

\*The Sheriff recommends transferring one unfunded Deputy Sheriff position from Sheriff Admin Org 04010 to the Civil Unit Org 04064.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$240,088) are recommended increased \$43,009 based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$5,000) is recommended reduced \$10,000 to provide coverage for vacation/sick relief and other services based on the additional permanent Deputy Sheriff position.
- 710105**      **Overtime** (\$4,000) is recommended increased \$1,000 based on current expenditures and anticipated need.
- 710106**      **Premium Pay** (\$500) is recommended unchanged based on current expenditures.

**SALARIES & EMPLOYEE BENEFITS (continued)**

- 710110      **Uniform Allowance** (\$2,250) is recommended increased \$450 for the payment of uniform expense for safety employees.
- 710200      **Retirement** reflects the County's contribution to Social Security and the Public Employees' Retirement System for safety employees.
- 710300      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400      **Workers' Compensation** reflects Sheriff's Office contribution to the County's Self-Insurance Internal Service Fund.

**SERVICES & SUPPLIES**

- 720300      **Communications** (\$2,200) is recommended unchanged based on projected expenditures.
- 720305      **Microwave Radio Services** (\$3,000) is recommended increased \$2,000 for the program's contribution to 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 increased \$350 for general office supplies.
- 721400      **Professional & Specialized Services** (\$6,500) is recommended increased \$2,300 for specialized services and the Sirron License.
- 721600      **Rents & Leases - Equipment** (\$65,300) is recommended increased \$20,000 based on current and projected need for the leasing of Civil Unit vehicles with the additional Deputy Sheriff. The account also provides funds for the lease of a copier.
- 722000      **Transportation & Travel** (\$3,000) is increased \$1,500 to fund training for new and existing staff and reimbursement of private mileage cost.



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

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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	55,900	47,000	47,000
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>0</b>	<b>55,900</b>	<b>47,000</b>	<b>47,000</b>
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	0	0	9,800	9,800
721900 Special Departmental Expense	6,755	13,077	12,200	12,200
722000 Transportation & Travel	5,481	8,000	8,000	8,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>12,236</b>	<b>21,077</b>	<b>30,000</b>	<b>30,000</b>
FIXED ASSETS				
740300 Equipment	0	0	36,000	36,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>36,000</b>	<b>36,000</b>
<b>TOTAL - SHERIFF- OFF HWY VEH ENFRC PROGRAM</b>	<b>12,236</b>	<b>76,977</b>	<b>113,000</b>	<b>113,000</b>

## 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 Department, 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. Deputy Sheriff labor hours are charged to this budget.

The OHMVR grant requires a soft 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 Deputy Service hours towards OHV service that are not reimbursed.

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
OHMVR Grant	\$27,222	\$76,977	\$113,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	<u>\$27,222</u>	<u>\$76,977</u>	<u>\$113,000</u>

### SALARIES & EMPLOYEE BENEFITS

**710105**      Overtime (\$47,000) is recommended reduced \$8,900 based on program commitments for Deputy Sheriff overtime labor on OHV enforcement.

### SERVICES & SUPPLIES

**721306**      Equipment <FA Limit (\$9,800) is recommended for the purchase of two patrol motorcycles.

**721900**      Special Departmental Expense (\$12,200) is recommended reduced \$877 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 and training.

## SHERIFF – OFF HWY VEHICLE ENFRC GRANT

### FIXED ASSETS

**740300**      **Equipment >\$5,000** (\$36,000) is recommended for the purchase of a four-seat vehicle to assist with OHV enforcement and search and rescue. Purchase will be delayed until State Parks provides written approval of proposed model and manufacturer.

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

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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	101,558	257,875	271,615	271,615
710105 Overtime	170	5,000	5,000	5,000
710110 Uniform Allowance	900	900	900	900
710200 Retirement	34,459	83,977	88,774	88,774
710300 Health Insurance	15,392	59,216	52,672	52,672
710400 Workers' Compensation Insurance	3,728	4,214	5,266	5,266
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>156,207</b>	<b>411,182</b>	<b>424,227</b>	<b>424,227</b>
<b>SERVICES &amp; SUPPLIES</b>				
720305 Microwave Radio Services	4,000	6,000	6,000	6,000
720600 Insurance	28	24	16	16
721400 Professional and Specialized Services	0	1,500	2,000	2,000
721900 Special Departmental Expense	5,797	3,100	3,100	3,100
722000 Transportation & Travel	1,977	2,000	2,000	2,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>11,802</b>	<b>12,624</b>	<b>13,116</b>	<b>13,116</b>
<b>TOTAL - SHERIFF-ANTI-DRUG ABUSE GRANT</b>	<b>168,009</b>	<b>423,806</b>	<b>437,343</b>	<b>437,343</b>

## SHERIFF-ANTI-DRUG ABUSE GRANT

### COMMENTS

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

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

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
State/Federal Funding	\$165,580	\$116,000	\$116,000
General Fund Contribution	<u>2,429</u>	<u>307,806</u>	<u>321,343</u>
Total Funding	\$168,009	\$423,806	\$437,343

### STAFFING

<b><u>Permanent</u></b>	<b><u>2012-13 Authorized</u></b>	<b><u>2013-14 Recommended</u></b>
Accounting Technician I/II*	0.25	0.00
Accounting Technician I/II or Administrative Analyst I/II*	0.00	0.25
Deputy District Attorney	1.00	1.00
Deputy Probation Officer	1.00	1.00
Deputy Sheriff I/II	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

\*The Sheriff recommends flexibly staffing the existing One-Quarter (1/4) Accounting Technician I/II to an Accounting Technician I/II or Administrative Analyst I/II.

## SHERIFF-ANTI-DRUG ABUSE GRANT

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$271,615) are recommended increased \$13,740 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 increased \$500 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 2013-14**

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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	53,201	117,976	113,831	113,831
710105 Overtime	13,722	12,000	12,000	12,000
710106 Standby & Night Premium	85	300	300	300
710110 Uniform Allowance	950	1,800	1,800	1,800
710200 Retirement	21,438	46,895	45,515	45,515
710300 Health Insurance	6,487	19,310	19,310	19,310
710400 Workers' Compensation Insurance	147	394	243	243
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>96,031</b>	<b>198,675</b>	<b>192,999</b>	<b>192,999</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,000	1,800	1,800	1,800
720305 Microwave Radio Services	2,000	4,000	4,000	4,000
720800 Maintenance - Equipment	3,868	8,000	8,000	8,000
721300 Office Expense	12,112	500	500	500
721900 Special Departmental Expense	1,383	1,500	1,500	1,500
721912 POST Training	755	3,000	0	0
722000 Transportation & Travel	0	4,759	7,759	7,759
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>21,117</b>	<b>23,559</b>	<b>23,559</b>	<b>23,559</b>
<b>TOTAL - SHERIFF-CAL-MMET GRANT</b>	<b>117,148</b>	<b>222,234</b>	<b>216,558</b>	<b>216,558</b>

**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 this grant 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**

	<b><u>Actual</u> <u>2011-12</u></b>	<b><u>Estimated</u> <u>2012-13</u></b>	<b><u>Projected</u> <u>2013-14</u></b>
CAL-MMET - 2011 Realignment	\$98,125	\$130,000	\$216,558
General Fund Contribution	<u>19,023</u>	<u>0</u>	<u>0</u>
Total Revenue	\$117,148	\$130,000	\$216,558

**STAFFING**

	<b><u>2012-13</u> <u>Authorized</u></b>	<b><u>2013-14</u> <u>Recommended</u></b>
Deputy Sheriff I/II	2	2

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$113,831) are recommended reduced \$4,145 based recommended staffing.
- 710105**      **Overtime** (\$12,000) is recommended unchanged to fund overtime work in this program based on current year expenditures. When assisting Cal-MMET project staff, additional Deputies are authorized to draw from this overtime source as well.
- 710106**      **Standby & Night Premium** (\$300) is recommended unchanged.
- 710110**      **Uniform Allowance** (\$1,800) is recommended unchanged.

**SALARIES & EMPLOYEE BENEFITS (continued)**

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

**SERVICES & SUPPLIES**

- 720300      **Communications** (\$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** (\$8,000) is recommended unchanged based on current year expenditures for maintenance and repairs to existing equipment and fuel for two vehicles.
- 721300      **Office Expense** (\$500) is recommended unchanged for general office supplies.
- 721900      **Special Departmental Expense** (\$1,500) is recommended unchanged for small tools and equipment.
- 721912      **POST Training** (\$0) is recommended reduced \$3,000, transferring this appropriation to account 722000 below.
- 722000      **Transportation & Travel** (\$7,759) is recommended increased \$3,000 which is the former appropriation for POST training.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721300 Office Expense	33,252	0	0	0
721900 Special Departmental Expense	5,322	30,000	30,000	30,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>38,574</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>TOTAL - SHERIFF-JSTC ASSTNC PROGRAM</b>	<b>38,574</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

**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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
US DOJ JAG Block Grant	0	\$42,181	\$30,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	0	\$42,181	\$30,000

**SERVICES & SUPPLIES**

**721900**      **Special Departmental Expense** (\$30,000) is recommended 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	0	750,456	769,025	769,025
710103 Extra Help	0	9,000	9,000	9,000
710105 Overtime	0	2,000	2,000	2,000
710106 Standby & Night Premium	0	500	500	500
710110 Uniform Allowance	0	9,900	10,800	10,800
710200 Retirement	0	283,071	306,413	306,413
710300 Health Insurance	0	124,529	101,627	101,627
710400 Workers' Compensation Insurance	0	52,634	63,707	63,707
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>0</b>	<b>1,232,090</b>	<b>1,263,072</b>	<b>1,263,072</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	0	1,200	1,200	1,200
720305 Microwave Radio Services	0	7,000	12,000	12,000
720600 Insurance	0	371	258	258
721300 Office Expense	0	1,500	3,500	3,500
721900 Special Departmental Expense	0	11,000	111,000	111,000
722000 Transportation & Travel	0	10,000	10,000	10,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>31,071</b>	<b>137,958</b>	<b>137,958</b>
<b>TOTAL - SHERIFF- COURT SECURITY</b>	<b>0</b>	<b>1,263,161</b>	<b>1,401,030</b>	<b>1,401,030</b>



**SHERIFF –COURT SECURITY**

**COMMENTS**

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. Under state realignment, funds related to Court Security must first be deposited in the Local Law Enforcement Fund prior to being transferred to the General Fund. In FY 2012-13, Court Security funding provided revenue to fully fund one (1) Sheriff's Sergeant and ten (10) Sheriff's Deputies assigned to the Courts.

**REVENUE**

	<b><u>Actual</u> <u>2011-12</u></b>	<b><u>Estimated</u> <u>2012-13</u></b>	<b><u>Projected</u> <u>2013-14</u></b>
Court Security Services	\$ 0	\$1,263,161	\$1,401,030
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$ 0	\$1,263,161	\$1,401,030

**STAFFING**

	<b><u>2012-13</u> <u>Authorized</u></b>	<b><u>2013-14</u> <u>Recommended</u></b>
<b><u>Permanent</u></b>		
Deputy Sheriff I or II	10	11
Sheriff's Sergeant	<u>1</u>	<u>2</u>
Total Permanent Staff	11	13

**Note:** Because the State has increased the allocation by 5% for FY 2013-2014, the Sheriff recommends the transfer of one unfunded Deputy Sheriff and one unfunded Sheriff Sergeant from Sheriff Org 04010 to Court Security Org 04074. The increased number of Deputy Sheriff's is needed with the opening of the new State Courthouse to provide vertical control of defendants moving to courtrooms; therefore, the additional Sheriff's Sergeant is needed to reduce the span of control. The budget is fully funded with Court Security services revenue.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$769,025) is recommended increased \$18,569 based on recommended staffing level.
- 710103**      **Extra Help** (\$9,000) is recommended unchanged to provide coverage when staff positions are vacant, or staff is out on leave.

## SHERIFF –COURT SECURITY

### **SALARIES & EMPLOYEE BENEFITS (continued)**

- 710105      **Overtime** (\$2,000) is recommended unchanged based on separation of Court and Civil Functions.
- 710106      **Premium Pay** (\$500) is recommended unchanged based on current usage.
- 710110      **Uniform Allowance** (\$10,800) is recommended increased \$900 for the payment of uniform expense for safety employees.
- 710200      **Retirement** reflects the County's contribution to Social Security and the Public Employees' Retirement System for safety employees.
- 710300      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400      **Workers' Compensation** reflects Department's contribution to the County's Self-Insurance Internal Service Fund.

### **SERVICES & SUPPLIES**

- 720300      **Communications** (\$1,200) is recommended unchanged based on current and projected expenditures.
- 720305      **Microwave Radio Services** (\$12,000) is recommended increased \$5,000 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 increased \$2,000 for general office supplies.
- 721900      **Special Departmental Expense** (\$111,000) is recommended increased \$100,000 to purchase a radio repeater/amplifier (up to \$100,000 for components) for the new State Courthouse, and for equipment and safety gear for assigned Deputies.
- 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 2013-14**

Department: **SHERIFF-GANG TASK  
FORCE (04075)**  
Function: **Public Protection**  
Activity: **Police Protection**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14*</u>	<u>CAO RECOMMENDED 2013-14*</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	209,555	147,989	0	0
710105 Overtime	1,256	3,000	0	0
710110 Uniform Allowance	900	600	0	0
710200 Retirement	66,743	46,300	0	0
710300 Health Insurance	32,848	23,432	0	0
710400 Workers' Compensation Insurance	604	654	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>311,906</b>	<b>221,975</b>	<b>0</b>	<b>0</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	4,986	3,000	0	0
720600 Insurance	280	235	0	0
720800 Maintenance - Equipment	0	300	0	0
721300 Office Expense	0	500	0	0
721600 Rents & Leases - Equipment	20,569	7,000	0	0
721900 Special Departmental Expense	261	500	0	0
722000 Transportation & Travel	0	4,996	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>26,096</b>	<b>16,531</b>	<b>0</b>	<b>0</b>
<b>TOTAL - SHERIFF - GANG TASK FORCE</b>	<b>338,002</b>	<b>238,506</b>	<b>0</b>	<b>0</b>

\* This program is now funded in the Local Community Corrections Budget 61332 which is administered by the Probation Department.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720300 Communications	7,358	6,500	7,500	7,500
720800 Maintenance - Equipment	1,498	7,500	6,500	6,500
721100 Memberships	450	450	450	450
721300 Office Expense	3,368	3,200	3,200	3,200
721400 Professional & Specialized Services	554	3,500	3,500	3,500
721500 Publications & Legal Notices	0	2,000	2,000	2,000
721602 Rents & Leases - Other Equipment	0	4,300	4,300	4,300
721900 Special Departmental Expense	390	5,550	5,550	5,550
722000 Transportation & Travel	8,535	7,000	7,000	7,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>22,153</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>TOTAL - SHERIFF-OCJP NET PROJECT</b>	<b>22,153</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

## 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

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Asset Forfeiture Funds (Revenue Acct 673410)	\$52,959	\$40,000	\$40,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$52,959	\$40,000	\$40,000

**Note:** It is recommended that asset forfeiture funds in the amount of \$40,000, 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 increased \$1,000 based on current expenditures to provide funds for NET communication expense.
  
- 720800**      **Maintenance - Equipment** (\$6,500) is recommended reduced \$1,000 based on current expenditures to provide for maintenance of radio, listening devices, and office equipment.
  
- 721100**      **Memberships** (\$450) is recommended unchanged 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** (\$3,500) is recommended unchanged 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** (\$4,300) is recommended unchanged to provide funds for lease of radio repeaters and other small equipment.
- 721900**      **Special Departmental Expense** (\$5,550) is recommended unchanged to provide general supplies such as film and development, cassettes, evidence bags and labels, gloves, and funding for the Drug Influence Program. Funding in this account may be used for drug “buy money.”
- 722000**      **Transportation & Travel** (\$7,000) is recommended unchanged for meetings, meal costs, and training.



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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	3,714,422	4,149,179	4,630,005	4,630,005
710103 Extra Help	43,712	60,000	105,000	105,000
710105 Overtime	195,242	70,000	100,000	100,000
710106 Standby & Night Premium	28,293	35,000	35,000	35,000
710110 Uniform Allowance	41,130	45,000	45,000	45,000
710200 Retirement	1,079,942	1,184,062	1,425,999	1,425,999
710300 Health Insurance	696,354	738,485	808,389	808,389
710400 Workers' Compensation Insurance	156,416	147,635	228,317	228,317
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>5,955,511</b>	<b>6,429,361</b>	<b>7,377,710</b>	<b>7,377,710</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	21,236	22,371	30,000	30,000
720300 Communications	10,335	11,500	11,500	11,500
720305 Microwave Radio Services	13,518	17,596	18,850	18,850
720500 Household Expense	82,380	82,500	90,000	90,000
720600 Insurance	180,436	166,491	156,138	156,138
720800 Maintenance - Equipment	51,371	52,500	110,000	110,000
721000 Medical, Dental & Lab Supplies	9,950	10,000	11,317	11,317
721100 Memberships	249	350	350	350
721300 Office Expense	17,555	17,300	20,000	20,000
721400 Professional & Specialized Services	71,915	62,800	36,000	36,000
721430 Prof. & Specialized - Inmate Medical Services	2,683,944	2,745,630	2,918,280	2,918,280
721431 Prof. & Specialized - Food Services	694,498	687,222	811,110	811,110
721601 Rents & Leases - County Vehicle	45,801	53,000	63,000	63,000
721602 Rents & Leases - Other Equipment	9,424	25,000	45,000	45,000
721800 Small Tools & Instruments	0	200	200	200
721900 Special Departmental Expense	10,630	15,000	15,000	15,000
722000 Transportation & Travel/Education	17,711	25,000	25,000	25,000
722001 Transportation - Prisoners	3,152	5,000	5,000	5,000
722100 Utilities	363,240	330,000	330,000	330,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,287,344</b>	<b>4,329,460</b>	<b>4,696,745</b>	<b>4,696,745</b>
<b>OTHER CHARGES</b>				
730115 Support & Care of Persons	4,830	15,000	15,000	15,000
731305 Contributions to Other Agencies	41,492	33,195	36,635	36,635
<b>TOTAL OTHER CHARGES</b>	<b>46,322</b>	<b>48,195</b>	<b>51,635</b>	<b>51,635</b>
<b>TOTAL - DEPARTMENT OF CORRECTIONS</b>	<b>10,289,177</b>	<b>10,807,016</b>	<b>12,126,090</b>	<b>12,126,090</b>

## DEPARTMENT OF CORRECTIONS

### COMMENTS

The Department of Corrections operates the 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 local time in the County facility. During the 1978-79 Fiscal Year, operation of the Jail was transferred from the Sheriff-Coroner to the Department of Corrections. The Department's Average Daily Population (ADP) in 2011-12 was 388. As of June 30, 2013, ADP for 2012-13 is 436. Based on these averages and the impact of AB 109, the Department is projecting an ADP of 450 in FY 2013-14. Costs and staffing levels in this budget are reflective of maintaining a high ADP.

In 2007, the State passed AB 900 which authorized competitive grant funding for local jail expansions to Counties that agreed to site a State-operated Secure Re-entry Facility (SRF). In 2008, the Board of Supervisors supported the site of an SRF near the existing County Jail; and in return, Madera County was conditionally awarded \$30 Million from the State to expand the County Jail. In 2010, Madera County received final approval for the \$30 Million dollar project and began construction of the 144-bed addition in the summer of 2011. Staff is continuing to prepare for the upcoming renovation of the current facility and transition into newly constructed areas. The Jail Transition Team continues to work closely with both State and County project teams.

Since the start of the expansion project, the State has focused on Assembly Bill 109 which allows offenders who have been sentenced to State prison for non-violent, non-sex related charges to serve their time at the County jail where sentenced. This legislation has already begun to impact the ADP, as well as staffing, services, and supplies. AB 109 is expected to continue to impact Madera County and other County jails for many years to come. At this time, it is the Department's understanding that the State's plan for the proposed SRF has been terminated and may never be built.

### WORKLOAD

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Average Daily Inmate Population	388	436	450
Bookings	5,425	5,655	5,655

### REVENUE

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
State - Custody and Care Reimbursement	\$11,370	\$57,222	\$ 0
State - Jail Mental Health Realignment	51,000	51,000	51,000
State - POST/STC Training Reimbursement	57,713	55,000	60,000
Federal - Custody and Care Reimbursement	0	5,000	5,000

**DEPARTMENT OF CORRECTIONS**

**REVENUE (continued)**

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Jail Inmate Welfare Trust	\$129,558	\$ 137,000	\$ 137,000
Booking Fees – Cities	4,638	88,000	88,000
SLESF	0	50,000	50,000
SCAAP	0	89,921	85,000
Waste Tire Enforcement	17,599	26,000	10,000
Community Service Fees	27,409	26,289	25,000
Daily Jail Incarceration Fee	40,110	23,000	25,000
AB 109	200,000	550,000	1,400,000
DNA Sample (Prop 69)	0	75,000	50,000
Technology Grant	0	0	93,936
Other Miscellaneous	<u>8,810</u>	<u>11,000</u>	<u>13,000</u>
Total	\$548,207	\$1,244,432	\$2,092,936

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Account Clerk I/II	0	1	0	1
Accounting Technician I/II	1		1	
Administrative Assistant	1		1	
Assistant Corrections Director	0	1	0	1
Correctional Corporal	10		10	
Correctional Lieutenant	2		2	
Correctional Officer I/II	68	15	74	9
Correctional Records Specialist I/II	6	1	6	1
Correctional Sergeant	7		7	
Corrections Director	1		1	
Office Assistant I/II	2	1	2	1
Personnel Technician I/II	2*		2*	
Program Assistant I/II	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	101	20	107	14

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

## DEPARTMENT OF CORRECTIONS

### SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$4,630,005) is recommended increased \$480,826. With the recent expansion of the County Jail, and current and projected inmate population increases due to AB109, the Madera County Department of Corrections requests funding for an additional six full-time correctional officers in a phased-in approach during the fiscal year in order to operate the jail expansion.
- 710103** **Extra Help** (\$105,000) is recommended increased \$45,000 to fund the Jail Chaplin's salary, one (1) extra- help Account Clerk II, two (2) Extra-Help Office Assistants and one (1) Building Maintenance Worker I/II (this was previously funded through Professional & Specialized Services Account). These salaries will be reimbursed from the Inmate Welfare Fund (IWF) account, resulting in no cost to the General Fund. The Extra- Help Account Clerk II will assist the Account Technician with inmate accounts and Inmate Welfare Fund equipment and transactions. The Office Assistants will continue to perform all inmate visitation responsibilities eight hours per day, seven days a week.
- 710105** **Overtime** (\$100,000) is recommended increased \$30,000 due to the combination of frozen and/or vacant positions, security for jail expansion project and increasing inmate population due to AB109. Overtime is strictly monitored, controlled and used to maintain minimum staffing levels mainly in the custody and transportation divisions.
- 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 the past three (3) fiscal years the department has averaged three (3) 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 to fund the uniform allowance as per section 15.00.00 of the Memorandum of Understanding for the Correctional Officer bargaining unit.

## DEPARTMENT OF CORRECTIONS

### SALARIES & EMPLOYEE BENEFITS (continued)

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

### SERVICES & SUPPLIES

**Note:** All services and supplies budget request are based on a projected ADP for Fiscal Year 2013-14 of 450 inmates. Contract rates are based on escalation clauses and agreed to capital increases.

- 720200**      **Clothing & Personal Supplies** (\$30,000) is recommended increased \$7,629 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** (\$11,500) is recommended unchanged for telephone service charges, relocation, replacement, fax line and cellular telephone charges for command, Transport, and CSU staff. Additionally, The California Law Enforcement Teletype System (CLETS) and Cogent Fingerprint line rental is paid from this account.
- 720305**      **Microwave Radio Services** (\$18,850) is recommended increased \$1,254 for the Department's contribution to the Internal Service Funds based on the number of radios utilizing the County's microwave radio network.
- 720500**      **Household Expense** (\$90,000) is recommended increased \$7,500 due to jail expansion and maintenance of 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). Currently the facility pays approximately \$1,600.

## DEPARTMENT OF CORRECTIONS

### **SERVICES & SUPPLIES** (continued)

- 720600**      **Insurance** (\$156,138) is recommended reduced \$10,353 for the Department's contribution to the County's Self-Insured Liability Program (\$71,406); and also includes an appropriation of \$84,732 to pay the annual premium for the County's Catastrophic Inmate Medical Insurance plan.
- 720800**      **Maintenance - Equipment** (\$110,000) is recommended increased \$57,500 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 payments on a new Jail Management System (\$93,936) which is offset through grant funds.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$11,317) is recommended increased \$1,317 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 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 have increased 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 increased \$2,700 for all general office supplies, copy paper, and a number of various forms. This account also provides for computer equipment and minor office equipment purchases and toner. The increase is due to the jail expansion.
- 721400**      **Professional & Specialized Services** (\$36,000) is recommended reduced \$26,800 for the following:
- \$12,000      **Private Security Guard Service**: To guard inmates housed in the hospital, which is more economical than using Correctional Officers. Costs for this service increased \$3,000 from FY 2012-13 due to overages of service.

**SERVICES & SUPPLIES (continued)**

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

\$500      Drug Screening: For in-custody inmates and inmates participating in supervised release and county parole programs. Also screening for inmates suspected of being under the influence of narcotics and/or engaged in importation of drugs into the facility. Costs for this service are unchanged from FY 2012-13.

\$7,500      Psychological Examinations: As required by state law for all Correctional Officer applicants. An estimated 21 examinations will be given in 2013-14 at a rate of \$355 per examination. Costs for this service increased \$4,700 from FY 2012-13 due to the projected number of Correctional Officer applicants in 2013-14.

\$6,000      Polygraph Examinations: Administered to all Correctional Officer applicants. An estimated 40 examinations will be given in 2013-14 at a rate of \$150 per examination. Per the agreement with the paleographer, the department is responsible for no shows at \$75 each. Costs for this service increased \$4,500 from FY 2012-13 due to projected number of correctional officer applicants.

\$10,000      Background Investigations: Conducted on all Correctional Officer applicants. An estimated 14 examinations will be conducted in 2013-14 at a rate of \$700 per investigation. Costs for this service increased \$3,000 from FY 2012-13 due to projected number of correctional officer applicants.

**721430      Inmate Medical Services** (\$2,918,280) is recommended increased \$172,650 due to a 3.8% 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 a base monthly cost of \$243,190. If Adult and Juvenile Quarterly ADP exceeds 490 combined, a per diem of \$5.20 will be assessed.

**721431      Food Service Contract** (\$811,110) is recommended increased \$123,888 due to current and projected inmate population increases related to AB109. Estimated number of meals in 2013-14 is 521,950 at \$1.554 per meal (including 8% sales tax).

**721601      Rents and Leases – County Vehicles** (\$63,000) is recommended increased \$10,000 due to additional transportation related to AB109 inmates. This account funds the department's transporting 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 transporting of inmates by DOC staff over the years has been reduced.



## DEPARTMENT OF CORRECTIONS

### **SERVICES & SUPPLIES** (continued)

- 721602**      **Rents and Leases – Other Equipment** (\$45,000) is recommended increased \$20,000 due to an additional copier and other rental needs related to the jail expansion. This account 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, 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** (\$25,000) is requested unchanged. Management and supervisory staff attend out-of-county professional meetings that are offered or sponsored by the State of California's Corrections Standard Authority, as well as the central California Jail Manager's Association, California State Sheriff's Association, Fresno/Madera Chief's Association and Central California Training Officer's Association.

All new Correctional Officers must be sent to a basic Core Correctional Officer Academy within their first year of employment. The cost for this training is \$700 per student. This includes registration/tuition, per diem, physical training equipment, clothing, etc. It is anticipated ten (10) new Correctional Officers will be attending this training this fiscal year. All training related costs are offset by STC revenue.

Along with the Basic Core Academy, new Correctional Officers must also receive PC 832 training within their first year of employment. It is anticipated ten (10) new Correctional Officers will attend Basic Core and PC 832 this fiscal year. The cost of this training is approximately \$300 per student, and includes tuition, materials and the 500 rounds of ammunition that each student is required to have.

## DEPARTMENT OF CORRECTIONS

### SERVICES & SUPPLIES (continued)

- 722001**      **Transportation - Prisoners** (\$5,000) is recommended unchanged. The transportation unit moves sentenced inmates to the primary reception center at North Kern State Prison in the Southern Central Valley, occasionally DVI located in Tracy in the Northern Central Valley, and to C.R.C located in San Bernardino. This account funds per diem costs associated with this out-of-county travel.
- 722100**      **Utilities** (\$330,000) is recommended unchanged based on current expenditures for utility services.

### OTHER CHARGES

- 730115**      **Support and Care of Persons** (\$15,000) is recommended unchanged 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 increased \$3,440 for contributions made to the Jail Chaplaincy Program. This funding is provided from the (IWF) Inmate Welfare Fund. The increase in this account is related to AB 109 program needs and the jail expansion.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,626,927	1,922,542	2,099,584	2,099,584
710103 Extra Help	200,686	50,000	50,000	50,000
710105 Overtime	124,358	40,000	60,000	60,000
710106 Standby & Night Premium	5,946	8,000	7,000	7,000
710107 Bilingual Pay	1,440	1,440	1,440	1,440
710110 Uniform Allowance	19,080	22,000	21,600	21,600
710200 Retirement	664,438	684,720	754,660	754,660
710300 Health Insurance	280,841	294,927	349,431	349,431
710400 Workers' Compensation Insurance	15,411	33,863	53,279	53,279
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,939,127</b>	<b>3,057,492</b>	<b>3,396,994</b>	<b>3,396,994</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	8,336	9,000	12,000	12,000
720300 Communications	2,316	2,500	2,500	2,500
720500 Household Expense	29,652	27,000	30,000	30,000
720600 Insurance	1,817	1,398	915	915
720800 Maintenance - Equipment	6,540	6,500	6,500	6,500
720900 Maintenance - Structures & Grounds	142	1,000	1,000	1,000
721100 Memberships	0	35	35	35
721300 Office Expense	3,112	4,000	4,000	4,000
721400 Professional & Specialized Services	605,509	621,000	640,476	640,476
721600 Rents & Leases - Equipment	5,307	7,500	5,500	5,500
721800 Small Tools & Instruments	93	100	100	100
721900 Special Departmental Expense	2,629	3,500	3,500	3,500
722000 Transportation & Travel	2,867	1,000	1,000	1,000
722100 Utilities	192,879	195,000	195,000	195,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>861,198</b>	<b>879,533</b>	<b>902,526</b>	<b>902,526</b>
<b>TOTAL - JUVENILE HALL</b>	<b>3,800,325</b>	<b>3,937,025</b>	<b>4,299,520</b>	<b>4,299,520</b>

## 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 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 in an effort 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>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<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	
Supervising Juvenile Detention Officer	<u>4</u>	<u>2</u>	<u>4</u>	<u>2</u>
Total Permanent	40	10	40	10

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$2,099,584) are recommended increased \$177,042 based on recommended staffing levels.
- 710103**      **Extra Help** (\$50,000) is recommended unchanged to reflect annual extra help salary cost.
- 710105**      **Overtime** (\$60,000) is recommended increased \$20,000 to accurately reflect annual overtime cost.
- 710106**      **Standby, Night Premium** (\$7,000) is recommended reduced \$1,000 for the \$3.00 per shift, night work premium.
- 710107**      **Bilingual Pay** (\$1,440) is recommended unchanged.

**SALARIES & EMPLOYEE BENEFITS (continued)**

- 710110      **Uniform Allowance** (\$21,600) is recommended reduced \$400 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** (\$12,000) is recommended increased \$3,000 based on projected clothing cost.
- 720300      **Communications** (\$2,500) is recommended unchanged for the telephone cost of this Department, including the monthly line cost for the Live-Scan digital fingerprinting system.
- 720500      **Household Expense** (\$30,000) is recommended increased \$3,000 based on current need for items such as mops, waxes, 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 Probation Institution Administrators.
- 721300      **Office Expense** (\$4,000) is recommended unchanged based on current and projected expenditures for office supplies.

**SERVICES & SUPPLIES (continued)**

- 721400      **Professional & Specialized Services** (\$640,476) is recommended increased \$19,476 for the food service contract and medical services by contractual provider. This account also includes funding for private security, background checks, and psychological evaluations on prospective employees.
  
- 721600      **Rents & Leases - Equipment** (\$5,500) is recommended reduced \$2,000 for costs related to the rental of vehicles from Central Garage, copy machine rental, and pagers.
  
- 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** (\$195,000) is recommended unchanged for the projected utility costs of the Department.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,699,551	1,945,228	1,855,528	1,855,528
710103 Extra Help	40,321	0	0	0
710107 Premium Pay	1,490	2,900	2,900	2,900
710200 Retirement	614,286	700,791	645,420	645,420
710300 Health Insurance	304,760	341,840	356,775	356,775
710400 Workers' Compensation Insurance	38,171	28,768	41,931	41,931
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,698,579</b>	<b>3,019,527</b>	<b>2,902,554</b>	<b>2,902,554</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	14,109	16,500	14,000	14,000
720305 Microwave Radio Services	17,574	22,874	24,504	24,504
720600 Insurance	2,386	1,836	1,233	1,233
720800 Maintenance - Equipment	878	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	16,373	25,000	25,000	25,000
721100 Memberships	1,641	1,900	1,950	1,950
721300 Office Expense	17,267	14,500	18,450	18,450
721400 Professional & Specialized Services	62,812	90,800	110,800	110,800
721600 Rents & Leases - Equipment	40,768	38,940	48,940	48,940
721900 Special Departmental Expense	7,647	39,250	22,170	22,170
721905 SB 924 Training	44,801	51,855	47,014	47,014
722000 Transportation, Travel & Education	4,268	10,000	11,000	11,000
722001 Transport Prisoners/Wards of Court	526	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>231,049</b>	<b>315,455</b>	<b>327,061</b>	<b>327,061</b>
<b>OTHER CHARGES</b>				
730100 Support & Care of Persons	5,124	48,000	48,000	48,000
<b>TOTAL OTHER CHARGES</b>	<b>5,124</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>
<b>TOTAL - PROBATION</b>	<b>2,934,752</b>	<b>3,382,982</b>	<b>3,277,615</b>	<b>3,277,615</b>



### 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 time-line 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 trancies 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**

	<b>Actual 2011-12</b>	<b>Estimated 2012-13</b>	<b>Projected 2013-14</b>
Superior Court Investigations	1809	2086	2100
Juvenile Court Disposition	1019	620	700
Juvenile Referrals	2,411	2,535	2,800
<b><u>Caseload</u></b>			
Adult Caseload	3762	3858	4,050
Juvenile Caseload	794	750	800

<b>Drug Test Analysis</b>	<b>7/1/11-6/30/12</b>		<b>7/1/12-2/28/13</b>	
	<b>Tested</b>	<b>Positives</b>	<b>Tested</b>	<b>Positives</b>
Adults	869	565 = 65%	668	555 = 83%
Juveniles	544	309 = 49%	219	162 = 75%

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b>Funded</b>	<b>Unfunded</b>	<b>Funded</b>	<b>Unfunded</b>
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	11	19.25	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	36	24.25	34	26.25

**SALARIES & EMPLOYEE BENEFITS**

- 710102      **Permanent Salaries** (\$1,855,528) are recommended reduced \$89,700 based on recommended staffing.
- 710103      **Extra Help** (\$0) is unchanged from the 2012-13 budget.
- 710107      **Premium Pay** (\$2,900) is recommended unchanged based on cost for bilingual pay per the MOU.
- 710200      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

**SERVICES & SUPPLIES**

- 720300      **Communications** (\$14,000) is recommended reduced \$2,500 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** (\$24,504) is recommended increased \$1,630 for the Department's contribution to the Internal Service Fund for 2013-14 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** (\$1,950) is recommended increased \$50 for membership in the Chief Probation Officers of California (\$1,450), the California Association of Probation Services Administrators (\$250), Probation Business Managers Association (\$100), Probation IT Managers Association (\$50), and the California County Revenue Officer's Association (\$100).

**SERVICES & SUPPLIES (continued)**

- 721300**      **Office Expense** (\$18,450) is recommended increased \$3,950 for general office supplies, subscriptions, law books, and costs related to the monthly billing process of the Probation Revenue Division.
- 721400**      **Professional & Specialized Services** (\$110,800) is recommended increased \$20,000 for contracted services for Title IVE claiming, the cost for Automon Case Management System and Columbia Ultimate Collection System with the annual increase to maintenance cost. This account also funds background checks and evaluations on potential employees. Included in this account is the cost for ensuring compliance with TANF Title IVA and Title IVE funding by participation in the TANF Consortium, as well as an annual subscription for online legal research services. Additionally, Probation will also have collection costs for the recovery of delinquent debt, including 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** (\$48,940) is recommended increased \$10,000 for copy machines rental, folding machine for revenue collection services, and the rental of vehicles from the Central Garage. One of the department's production printers required replacement at an increased cost.
- 721900**      **Special Departmental Expense** (\$22,170) is recommended reduced \$17,080. 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); and for 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; these costs are 100% reimbursable from the State
- 721905**      **Standards and Training For Corrections Program** (\$47,014) is recommended reduced \$4,841 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 2013-14.
- 722000**      **Transportation & Travel** (\$11,000) is recommended increased \$1,000 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** (\$48,000) is recommended unchanged 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.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
722000 Transportation & Travel	17,390	105,177	48,414	48,414
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>17,390</b>	<b>105,177</b>	<b>48,414</b>	<b>48,414</b>
<b>TOTAL - PROBATION-CCP (Training)</b>	<b>17,390</b>	<b>105,177</b>	<b>48,414</b>	<b>48,414</b>



## 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 ends June 2014. This is the third year of the grant, and there is no County General Fund contribution to this budget.

### REVENUE

	<b>Actual</b> <b><u>2011-12</u></b>	<b>Estimated</b> <b><u>2012-13</u></b>	<b>Projected</b> <b><u>2013-14</u></b>
CCP (Training) Revenue	\$17,390	\$53,321	\$48,414

### SERVICES & SUPPLIES

**722000**      **Transportation & Travel** (\$48,414) is recommended reduced \$56,763 for officer training and travel.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	79,172	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>79,172</b>	<b>0</b>	<b>0</b>	<b>0</b>
SERVICES & SUPPLIES				
721300 Office Expense	826	1,000	5,000	5,000
721400 Professional & Specialized Services	0	39,431	114,545	114,545
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>826</b>	<b>40,431</b>	<b>119,545</b>	<b>119,545</b>
<b>TOTAL - PROBATION-CCP (Planning)</b>	<b>79,998</b>	<b>40,431</b>	<b>119,545</b>	<b>119,545</b>

## 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 appropriation of \$100,000 in FY 2012-13. This is a three-year grant that began September 2011, ending June 2014; this is the third year of the grant. There is no County General Fund contribution to this budget.

### REVENUE

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
CCP (Planning) Revenue (Fund 6132)	\$79,998	\$457	\$119,545

### SERVICES & SUPPLIES

**721300**      **Office Expense** (5,000) is recommended increased \$4,000 to provide necessary office supplies.

**721400**      **Professional & Specialized Services** (\$114,545) is recommended increased \$75,114 for services provided in the implementation of CCP Planning.

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

Department:

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

Function:

**Public Protection**

Activity

**Detention & Correction**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	146,452	156,385	261,064	261,064
710200 Retirement	54,682	61,228	104,817	104,817
710300 Health Insurance	25,199	26,794	54,574	54,574
710400 Worker's Compensation Insurance	580	628	668	668
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>226,914</b>	<b>245,035</b>	<b>421,123</b>	<b>421,123</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	830	2,000	1,000	1,000
720600 Insurance	215	180	105	105
721300 Office Expense	2,000	3,000	3,000	3,000
721400 Professional & Specialized Services	0	155,360	75,000	75,000
721600 Rents & Leases - Equipment	8,997	9,000	4,000	4,000
721900 Special Departmental Expense	0	14,000	2,500	2,500
722000 Transportation & Travel	0	2,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>12,043</b>	<b>185,540</b>	<b>86,605</b>	<b>86,605</b>
<b>TOTAL - PROBATION - CRIME PREVENTION ACT OF 2000</b>	<b>238,957</b>	<b>430,575</b>	<b>507,728</b>	<b>507,728</b>

**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 \$432,728 during the 2013-14 fiscal year which includes a 0.5% (\$2,153) 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**

	<b><u>Actual</u> <u>2011-12</u></b>	<b><u>Estimated</u> <u>2012-13</u></b>	<b><u>Projected</u> <u>2013-14</u></b>
State	\$241,183	\$432,728	\$432,728
Carry-Over Funds	<u>0</u>	<u>0</u>	<u>75,000</u>
Total Revenue	\$241,183	\$432,728	\$507,728

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Deputy Probation Officer I/II/III	3	1	4*	
Program Assistant		1		1
Senior Deputy Probation Officer	<u>—</u>	<u>1</u>	<u>1</u> *	<u>—</u>
Total Permanent	3	3	5	1

\*It is recommended to fund a Deputy Probation Officer I/II/III and Senior Deputy Probation Officer to meet the staffing needs for this program.

## PROBATION - CRIME PREVENTION ACT OF 2000

### SALARIES & EMPLOYEE BENEFITS

- 710102      **Permanent Salaries** (\$261,064) is recommended increased \$104,679 based on the cost of recommended staffing.
- 710200      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300      **Communications** (\$1,000) is recommended reduced \$1,000 and reflects the telecommunication charges of this Division.
- 720600      **Insurance** reflects the Department's contribution to the County's self-insured Liability Program.
- 721300      **Office Expense** (\$3,000) is recommended unchanged to provide necessary office supplies.
- 721400      **Professional & Specialized** (\$75,000) is recommended reduced \$80,360 for contracted services with the Levante Foundation to provide literary skill and credit recovery programming.
- 721600      **Rents & Leases - Equipment** (\$4,000) is recommended reduced \$5,000 for the use of vehicles from the Central Garage.
- 721900      **Special Departmental Expense** (\$2,500) is recommended reduced \$11,500 to fund miscellaneous safety equipment
- 722000      **Transportation & Travel** (\$1,000) is recommended reduced \$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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	176,972	200,885	223,368	223,368
710103 Extra Help	8,072	40,000	0	0
710105 Overtime	4,010	0	0	0
710110 Uniforms	540	0	0	0
710200 Retirement	62,098	73,267	80,634	80,634
710300 Health Insurance	31,551	27,529	48,046	48,046
710400 Worker's' Compensation Insurance	549	595	845	845
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>283,792</b>	<b>342,276</b>	<b>352,893</b>	<b>352,893</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,712	4,000	4,000	4,000
720600 Insurance	215	215	215	215
721300 Office Expense	3,176	10,000	10,000	10,000
721400 Professional & Specialized Services	0	101,667	51,048	51,048
721600 Rents & Leases - Equipment	2,971	5,000	5,000	5,000
721900 Special Departmental Expense	203	10,000	10,000	10,000
722000 Transportation & Travel	162	8,000	18,000	18,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>9,440</b>	<b>138,882</b>	<b>98,263</b>	<b>98,263</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Transfer	8,320	0	30,000	30,000
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>8,320</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>
<b>TOTAL - PROBATION - YOUTHFUL OFFENDER GRANT</b>	<b>301,552</b>	<b>481,158</b>	<b>481,156</b>	<b>481,156</b>



## 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 following year. There is no County General Fund contribution to this budget. Funding for this program is now under the 2011 Realignment.

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
YOBG Grant Revenue	\$301,552	\$481,158	\$481,156

### STAFFING

	<u>2012-13</u> <u>Authorized</u>	<u>2013-14</u> <u>Recommended</u>
<u>Permanent</u>		
Deputy Probation Officer I/II/III	2	2
Juvenile Detention Officer III	1	1
Probation Technician I/II	<u>1</u>	<u>2*</u>
Total	4	5

\*It is recommended to fund an additional Probation Technician I/II necessary for enhancements to the YOBG Program.

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$223,368) are recommended increased \$22,483 based on the cost of recommended staffing.

**710103**      Extra Help (\$0) is not recommended; a reduction of \$40,000. Funding for a 0.25 FTE Mental Health Clinician for the Boot Camp Program at Juvenile Hall is allocated as an Intrafund Transfer – Expense (770100).

## PROBATION - YOUTHFUL OFFENDER BLOCK 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 Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$4,000) is recommended unchanged based on the telecommunications costs of this program.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300**      **Office Expense** (\$10,000) is recommended unchanged based on anticipated expenditures for office supplies.
- 721400**      **Professional & Specialized Services** (\$51,048) is recommended reduced \$50,619 to provide for contracts with juvenile assessment services (\$28,667) and miscellaneous expenses (\$22,381) related to the National Council on Crime Delinquency assessments.
- 721600**      **Rents & Leases - Equipment** (\$5,000) is recommended unchanged to provide for the use of vehicles from Central Garage.
- 721900**      **Special Departmental Expense** (\$10,000) is recommended unchanged officer safety equipment.
- 722000**      **Transportation & Travel** (\$18,000) is recommended increased \$10,000 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** (\$30,000) is recommended allocated to fund a 0.25 FTE Mental Health Clinician from Behavioral Health Services to the Boot Camp Program. This was previously allocated as an Extra Help expense.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720400 Food	0	0	4,000	4,000
721300 Office Expense	4,019	12,100	15,100	15,100
721400 Professional & Specialized Services	65,022	83,028	109,896	109,896
721900 Special Departmental Expense	3,072	872	872	872
722000 Transportation & Travel	684	4,000	9,374	9,374
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>72,797</b>	<b>100,000</b>	<b>139,242</b>	<b>139,242</b>
<b>TOTAL - PROBATION - PROUD PARENTING PROGRAM GRANT</b>	<b>72,797</b>	<b>100,000</b>	<b>139,242</b>	<b>139,242</b>

## 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; Mentoring Component that connects juveniles at the Court Day School Program and Boot Camp with mentors; Parenting Classes/Workshops that address parenting issues for teens and their parents; and Mentoring and Family Activities that foster positive relationships between the teens and their parents, mentors, and the community. There is no fiscal impact to the County General Fund as all equipment, contracts, services and supplies are completely funded by the Proud Parenting Program Grant.

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Proud Parenting Program Grant Revenue	\$78,735	\$100,000	\$139,242

### SERVICES & SUPPLIES

- 720400**     **Food** (\$4,000) is recommended increased \$4,000 for program events. This cost was previously budgeted in the Professional and Specialized Services Account.
  
- 721300**     **Office Expense** (\$15,100) is recommended increased \$3,000 to provide necessary office supplies.
  
- 721400**     **Professional & Specialized Services** (\$109,896) is recommended increased \$26,868 for contracted Curriculum Facilitator, Mentoring Coordinator, and Recreational Leadership program services.
  
- 721900**     **Special Departmental Expense** (\$872) is recommended unchanged for mentor background checks.
  
- 722000**     **Transportation and Travel** (\$9,374) is recommended increased \$5,374 for training and participant field trip costs.

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

Department: **PROB-JABG/ART  
GRANT (04789)**  
Function: **Public Protection**  
Activity: **Detention & Correction**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721300 Office Expense	9,092	0	0	0
721400 Professional & Specialized Services	0	0	0	0
721900 Special Departmental Expense	4,660	0	0	0
722000 Transportation & Travel	15,899	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>29,651</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - PROBATION - JABG/ART</b>	<b>29,651</b>	<b>0</b>	<b>0</b>	<b>0</b>

**COMMENTS**

In May 2007, Governor Schwarzenegger established the California Gang Reduction, Intervention and Prevention (CalGRIP) initiative to combat gang and youth violence and created the Office of Gang and Youth Violence Policy (OGYVP) to coordinate statewide gang and youth violence reduction efforts. At the Governor's request to support the CalGRIP initiative, the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP), which oversees the use of Juvenile Accountability Block Grant (JABG) funds, recommended to the CSA Board that \$1.1 million of federal JABG funds be used to reduce gangs and youth violence. At the recommendation of OGYVP, the SACJJDP specifically recommended that those funds support efforts to build capacity within probation departments to implement or expand the evidence-based model of Aggression Replacement Training (ART) for juvenile offenders.

This grant was originally for a period of two years beginning July 2009, ending June 2011. On May 9, 2011, CDCR extended the contract period until December 2011. This grant has now been completed.

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

Department: **PROB-JAG/ARRA  
GRANT (04792)**  
Function: **Public Protection**  
Activity: **Detention & Correction**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	67,118	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>67,118</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - PROBATION - JAG/ARRA</b>	<b>67,118</b>	<b>0</b>	<b>0</b>	<b>0</b>

**COMMENTS**

In November 2009, Senate Bill 678 was passed by the legislature, providing seed money for probation departments to begin offering evidence-based services to adult felons with the goal of reducing the number of commitments to state prison because of a violation of probation (VOP). Madera County's share of the JAG/ARRA fund was \$187,808; Madera County fully expended the original State allocation in Fiscal Year 2011-12.



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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	313,996	657,339	663,704	663,704
710103 Extra Help	0	0	29,014	29,014
710200 Retirement	101,504	233,911	241,811	241,811
710300 Health Insurance	72,978	154,465	132,929	132,929
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>488,478</b>	<b>1,045,715</b>	<b>1,067,458</b>	<b>1,067,458</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,150	6,000	3,600	3,600
720600 Insurance	300	300	300	300
720800 Maintenance - Equipment	288	0	0	0
721300 Office Expense	29,528	5,000	2,500	2,500
721400 Professional & Specialized Services	334,037	246,700	2,500	2,500
721600 Rents & Leases - Equipment	6,725	25,000	12,000	12,000
721900 Special Departmental Expense	26,650	20,000	5,000	5,000
722000 Transportation & Travel	1,533	3,500	4,000	4,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>401,210</b>	<b>306,500</b>	<b>29,900</b>	<b>29,900</b>
<b>FIXED ASSETS</b>				
740300 Equipment	3,256	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>3,256</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - PROBATION -CCPIA</b>	<b>892,944</b>	<b>1,352,215</b>	<b>1,097,358</b>	<b>1,097,358</b>

**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**

	<b><u>Actual</u> <u>2011-12</u></b>	<b><u>Estimated</u> <u>2012-13</u></b>	<b><u>Projected</u> <u>2013-14</u></b>
CCCPI (SB678) Revenue	\$1,476,975	\$1,352,215	\$1,097,358

**STAFFING**

	<b><u>2012-13</u> <u>Authorized</u></b>	<b><u>2013-14</u> <u>Recommended</u></b>
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** (\$663,704) are recommended increased \$6,365 based on the cost of recommended staffing.
- 710102**      **Extra Help** (\$29,014) is recommended increased \$29,014 for one (1) part-time Program Assistant I/II to assist with data entry and processing of the increased number of offenders due to State Realignment (AB109).
- 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 reduced \$2,400 based on the telecommunications costs of this program.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300**      **Office Expense** (\$2,500) is recommended reduced \$2,500 for general office supplies.
- 721400**      **Professional & Specialized Services** (\$2,500) is recommended reduced \$244,200 due to prior year contracts with Behavioral Intervention, Inc. for the adult Day Reporting Program being covered under the CCP AB109 budget. This account will fund background checks and evaluations on potential employees.
- 721600**      **Rents & Leases - Equipment** (\$12,000) is recommended reduced \$13,000 for the rental of vehicles from Central Garage.
- 721900**      **Special Departmental Expense** (\$5,000) is recommended reduced \$15,000 for miscellaneous safety equipment and ammunition required for officers carrying weapons to maintain weapon proficiency.
- 722000**      **Transportation & Travel** (\$4,000) is recommended increased \$500 for officer training and travel.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	171,908	291,142	797,642	797,642
710105 Overtime	1,742	0	12,000	12,000
710110 Uniforms	1,080	0	0	0
710200 Retirement	55,399	104,255	309,795	309,795
710300 Health Insurance	26,229	63,401	128,687	128,687
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>256,357</b>	<b>458,798</b>	<b>1,248,124</b>	<b>1,248,124</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	106	7,500	7,500	7,500
720600 Insurance	0	2,500	2,500	2,500
721300 Office Expense	18,471	15,000	15,000	15,000
721400 Professional & Specialized Services	106,014	552,833	1,264,600	1,264,600
721600 Rents & Leases - Equipment	570	30,000	30,000	30,000
721900 Special Departmental Expense	11,611	85,000	50,000	50,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>136,772</b>	<b>692,833</b>	<b>1,369,600</b>	<b>1,369,600</b>
<b>FIXED ASSETS</b>				
740300 Equipment	0	30,000	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>OPERATING TRANSFER OUT</b>				
750000 Operating Transfer Out	235,000	1,113,675	1,460,785	1,460,785
<b>TOTAL OPERATING TRANSFER OUT</b>	<b>235,000</b>	<b>1,113,675</b>	<b>1,460,785</b>	<b>1,460,785</b>
<b>TOTAL - PROBATION - AB109</b>	<b>628,129</b>	<b>2,295,306</b>	<b>4,078,509</b>	<b>4,078,509</b>

## 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 AB109/AB117 specifies new local responsibilities for managing certain adult offenders and allows for maximum local budget and programming flexibility within 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, 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 2012-2013, the Madera County Sheriff-Gang Task Force received funding from Local Community Corrections (LCC) AB109, 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 current fiscal situation in Madera County the Gang Task Force would potentially not have survived the budget cuts necessary to balance the 2012-2013 Madera County Budget. For FY 2013-14, the Gang Task Force has been incorporated into the LCC AB109 budget to provide continuity of service to the citizens of Madera County.

### REVENUE

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
LCC (AB109) Revenue	\$1,688,239	\$3,376,479	\$4,078,509

### STAFFING

	<b>2012-13 <u>Authorized</u></b>	<b>2013-14 <u>Recommended</u></b>
<b><u>Permanent</u></b>		
Deputy Chief Probation Officer	0	1*
Deputy District Attorney	0	1*
Deputy Probation Officer I/II/III	5	6*
Program Assistant I/II	1	1
Senior Deputy Probation Officer	<u>1</u>	<u>1</u>
Total	<u>7</u>	<u>10</u>

\*It is recommended to fund additional positions as noted above to supervise offenders and successfully implement AB109, as approved by CCP Executive Committee.

## PROBATION – LOCAL COMMUNITY CORRECTIONS

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$797,642) is recommended increased \$506,500 based on the cost of recommended staffing and additional funds to allow for future positions as the AB109 population dictates, which has been approved by the CCP Executive Committee.
- 710105**      **Overtime** (\$12,000) is recommended increased \$12,000 to provide funds for overtime primarily related to the gang task force.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$7,500) is recommended unchanged based on the telecommunications costs of this program.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300**      **Office Expense** (\$15,000) is recommended unchanged for general office supplies.
- 721400**      **Professional & Specialized Services** (\$1,264,600) is recommended increased \$711,767 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 AB109 clients by Work Force Development. A component of AB109 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 (1) City of Madera Police Officer and (1) City of Chowchilla Police Officer.
- 721600**      **Rents & Leases - Equipment** (\$30,000) is recommended unchanged for the rental of vehicles from Central Garage.
- 721900**      **Special Departmental Expense** (\$50,000) is recommended reduced \$35,000 for miscellaneous safety equipment and ammunition required to maintain weapon proficiency for officers carrying weapons.



## PROBATION – LOCAL COMMUNITY CORRECTIONS

### FIXED ASSETS

**740300**      Fixed Assets (\$0) is not recommended; a reduction of \$30,000.

### INTRAFUND TRANSFERS

**750000**      Operating Transfer Out (\$1,460,785) is recommended increased \$347,110 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	205,125	210,378	231,002	231,002
710103 Extra Help	13,011	10,000	10,000	10,000
710104 Temporary Salaries - PCF	159,852	210,000	195,000	195,000
710200 Retirement	68,767	56,036	77,854	77,854
710300 Health Insurance	18,866	19,807	22,691	22,691
710400 Workers' Compensation Insurance	55,138	46,617	68,653	68,653
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>520,758</b>	<b>552,838</b>	<b>605,200</b>	<b>605,200</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	19,726	25,000	25,000	25,000
720300 Communications	16,879	15,000	15,000	15,000
720305 Microwave Radio Services	47,314	61,584	66,974	66,974
720500 Household Expense	16,438	16,000	16,000	16,000
720600 Insurance	1,517	1,110	1,143	1,143
720800 Maintenance - Equipment	368,863	350,000	350,000	350,000
720900 Maintenance - Structures & Grounds	16,393	23,000	23,000	23,000
721100 Memberships	14,762	12,000	12,000	12,000
721300 Office Expense	7,849	9,500	9,500	9,500
721400 Professional & Specialized Services	34,246	45,800	45,800	45,800
721460 Professional & Spec. CDF Contract	3,237,080	3,244,319	3,302,949	3,302,949
721500 Publications & Legal Notices	937	1,200	1,200	1,200
721600 Rents & Leases - Equipment	376	3,000	3,000	3,000
721700 Rents & Leases - Building	32,002	33,000	33,000	33,000
721800 Small Tools & Instruments	3,277	3,000	3,000	3,000
721900 Special Departmental Expense	29,888	45,000	46,200	46,200
722000 Transportation & Travel	397	750	750	750
722100 Utilities	66,305	70,000	70,000	70,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>3,914,251</b>	<b>3,959,263</b>	<b>4,024,516</b>	<b>4,024,516</b>

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
FIXED ASSETS				
740300 Equipment/Furniture	94,001	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>94,001</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - FIRE PREVENTION</b>	<b>4,529,010</b>	<b>4,512,101</b>	<b>4,629,716</b>	<b>4,629,716</b>

**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 Chukchansi Tribe of the Picayune 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-1920’s. 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 15<sup>th</sup> to May 15<sup>th</sup>, 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:

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Suppression Cost Collection	\$2,860	\$3,000	\$3,000
Federal, State & Local Reimbursement	225,833	130,000	170,000
Madera County Weed Abatement	39,778	30,000	30,000
CSA 22 Zone of Benefit "B"	<u>181,523</u>	<u>200,000</u>	<u>195,000</u>
<b>Total</b>	<b><u>\$449,994</u></b>	<b><u>\$363,000</u></b>	<b><u>\$398,000</u></b>

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.

**FIRE PREVENTION**

**IV. STAFFING**

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Account Clerk II	0	1	0	1
Office Assistant II	1		1	
Fire Master Mechanic	2		2	
Fire Equipment Manager	<u>1</u>	-	<u>1</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 Board of Supervisors' action.

**ADDITIONAL COMMENTS CONCERNING CAL FIRE CONTRACT**

The CAL FIRE contract FY 2013-2014 includes the following items:

- The current staff benefit rate for CAL FIRE Peace Officer/Firefighter (POF) staff is 65.73%, up from the FY 2012-13 final rate of 62.79%.
- The current staff benefit rate for CAL FIRE POF Extended Duty Week Compensation (EDWC) staff is 32.40%, up from the FY 2012-13 final rate of 29.15%.
- The current CAL FIRE administrative rate is 11.49%, down from the FY 2012-13 final rate of 11.51%.

**FIRE PREVENTION**

**VI. WORKLOAD**

<b><u>STATIONS</u></b>	<b><u>CY 2009*</u></b>	<b><u>CY 2010*</u></b>	<b><u>CY 2011*</u></b>	<b><u>CY 2012*</u></b>
<b><u>Battalion 13 (Madera Battalion)</u></b>				
Station #1 Madera (Company 1) CAL FIRE Staffed	1,034	999	924	935
Station #2 Chowchilla (Company 2)	369	340	369	404
Station #3 Madera Acres (Company 3) CAL FIRE Staffed	899	788	790	745
Station #4 Dairyland (Company 4)	24	1	158	0
Station #5 Central California Women's Facility (Company 5) CCWF Staffed	385	334	370	302
Station #9 Rolling Hills (Company 9) CAL FIRE Staffed	233	200	256	257
Station #19 Bonadelle (Company 19) CAL FIRE Staffed	596	637	598	436
<b><u>Battalion 4214 (Ahwahnee Battalion)</u></b>				
Station #12 Oakhurst (Company 12) CAL FIRE Staffed	478	578	536	428
Station #14 Bass Lake (Company 14)	198	211	99	148
Station #15 Raymond (Company 15)	65	88	78	107
Station #16 Ahwahnee (Company 16)	200	203	90	155
Station #18 Cedar Valley (Company 18)	103	162	68	98
<b><u>Battalion 4215 (Coarsegold Battalion)</u></b>				
Station #8 Indian Lakes (Company 8) (Casino) CAL FIRE Staffed	517	588	641	659
Station #10 Yosemite Lakes Park (Company 10)	332	317	147	282
Station #11 North Fork (Company 11)	280	273	81	216
Station #13 Coarsegold (Company 13)	220	221	259	256
Station #17 O'Neals (Company 17)	<u>96</u>	<u>88</u>	<u>103</u>	<u>122</u>
<b>TOTAL FOR COUNTY STATIONS</b>	<b>6,029</b>	<b>6,028</b>	<b>5,567</b>	<b>5,550</b>



**FIRE PREVENTION**

**VI. WORKLOAD (continued)**

<b>*AMADOR Stations (Amador coverage period only)</b>	<b><u>CY 2009*</u></b>	<b><u>CY 2010*</u></b>	<b><u>CY 2011*</u></b>	<b><u>CY 2012*</u></b>
Ahwahnee CAL FIRE	146	28	188	151
Bass Lake CAL FIRE	137	122	138	118
Rancheria CAL FIRE	168	122	160	138
Raymond CAL FIRE	<u>49</u>	<u>3</u>	<u>28</u>	<u>66</u>
<b>TOTAL FOR CAL FIRE STATIONS</b>	<b>500</b>	<b>275</b>	<b>514</b>	<b>473</b>
<b>TOTAL FOR ALL STATIONS</b>	<b>6,529</b>	<b>6,303</b>	<b>6,081</b>	<b>6,023</b>

\*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)  
2013-2014**

<b><u>Current CAL FIRE Positions</u></b>	<b><u>Duty Station</u></b>	<b><u>Recommended</u></b>
(1) Captain	Station #1 Madera - Company 1	\$ 138,958
(2) Engineers	Station #1 Madera - Company 1	239,586
(1) Captain	Station #3 Madera Acres - Company 3	138,958
(2) Engineers	Station #3 Madera Acres - Company 3	239,586
(1) Captain	Station #9 Rolling Hills - Company 9	138,958
(2) Engineers	Station #9 Rolling Hills - Company 9	239,586
(1) Captain	Station #12 Oakhurst - Company 12	138,958
(2) Engineers	Station #12 Oakhurst - Company 12	239,586
(1) Captain	Station #19 Bonadelle - Company 19	138,958
(2) Engineers	Station #19 Bonadelle - Company 19	239,586
(2) Battalion Chief	B13 and Administrative BC	327,255

## FIRE PREVENTION

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

<b><u>Current CAL FIRE Positions</u></b>	<b><u>Duty Station</u></b>	<b><u>Recommended</u></b>
(1) Captain	Madera – Training	0
(2) Communication Operators	Mariposa - Emergency Command Center	167,101
(1) Office Technician (half-time)	Mariposa - Support Services	32,151
(1) Office Assistant (half-time)	Mariposa - Support Services	27,837
(1) Engineer – Relief	County-wide	<u>0</u>

**TOTAL CAL FIRE STAFFING COST (Not including AMADOR & Station #8 Costs) \$2,447,064**

### **SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$231,002) is recommended increased \$20,624 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 reduced \$15,000 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.

### **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.

## FIRE PREVENTION

### SERVICES & SUPPLIES (continued)

- 720300**      **Communications** (\$15,000) is recommended unchanged for all telephone costs at fourteen (14) stations and Headquarters, cell phone services, internet, and the wireless data transfer.
- 720305**      **Microwave Radio Services** (\$66,974) is recommended increased \$5,390 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, 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 aging fire stations.
- 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.

**FIRE PREVENTION**

**SERVICES & SUPPLIES (continued)**

**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** (\$3,302,949) is recommended increased \$58,630, as per the following accounts:

<b><u>CAL FIRE Contract* (SCHEDULE A)</u></b>	<b><u>2010-11 Authorized</u></b>	<b><u>2011-12 Authorized</u></b>	<b><u>2012-13 Authorized</u></b>	<b><u>2013-14 Recommended</u></b>
Permanent Salaries & Benefits	\$1,678,019	\$1,660,313	\$1,781,612	\$1,811,775
HAZMAT Premium Pay Differential	15,729	24,377	25,395	25,854
EDWC Payment (Planned Overtime)	554,603	606,630	619,703	635,298
Uniform Allowance	23,594	23,362	23,411	23,934
Overtime (Unplanned)	29,421	29,421	29,421	29,421
Travel Expense/Training/Office Expense/Utilities	11,260	11,260	11,285	11,285
Paid Call Firefighters	150,000	0	0	0
Administration Fee	272,366	281,701	286,694	291,566
Amador –FF staffing, Command Support				
Unplanned OT	(2 stations)	(4 Stations)	(4Stations)	(4 Stations)
(Including Administrative Charge)	<u>221,572</u>	<u>452,855</u>	<u>466,798</u>	<u>473,816</u>
<b>TOTAL CAL FIRE CONTRACT</b>	<b>\$2,956,564</b>	<b>\$3,089,919</b>	<b>\$3,244,319</b>	<b>\$3,302,949</b>
(Not including Station #8)				

**SERVICES & SUPPLIES (continued)**

**Professional & Specialized Services (continued)**

**RECAP OF State CAL FIRE Schedule A Contract:**

Permanent Salaries & Benefits (\$1,811,775) are recommended increased \$30,163 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 (\$25,854) is recommended increased \$459.

EDWC Payment (\$635,298) is recommended increased \$15,595 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

Uniform Allowance (\$23,934) is recommended increased \$523 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 (\$291,566) is recommended increased \$4,872 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 2013-2014 preliminary administration charge is 11.49%.

Amador Stations and Support Command Cost (\$473,816) is recommended increased \$7,018. 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 is during the Amador period (non-fire season). An 11.49% 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.

## FIRE PREVENTION

### **SERVICES & SUPPLIES** (continued)

- 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 increased \$1,200 for firefighting supplies based on prior year expenditures. The general breakdown is:
- 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.
- 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,311	5,000	5,000	5,000
720300 Communications	1,752	1,800	1,800	1,800
720500 Household Expense	1,314	3,000	3,000	3,000
720800 Maintenance - Equipment	33,670	32,000	32,000	32,000
720900 Maintenance - Structures & Grounds	1,196	2,000	2,000	2,000
721300 Office Expense	1,010	1,300	1,300	1,300
721400 Professional & Specialized Services	564,226	617,204	628,971	628,971
721800 Small Tools & Instruments	380	400	400	400
721900 Special Departmental Expense	1,680	7,000	7,000	7,000
722100 Utilities	9,954	9,300	9,300	9,300
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>619,492</b>	<b>679,004</b>	<b>690,771</b>	<b>690,771</b>
<b>TOTAL - FIRE - CHUKCHANSI INDIAN CASINO</b>	<b>619,492</b>	<b>679,004</b>	<b>690,771</b>	<b>690,771</b>



## 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 2009</u>	<u>CY 2010</u>	<u>CY 2011</u>	<u>CY 2012</u>
Station #8 Indian Lakes (Company 8) Casino Incidents	517	588	641	659

### REVENUE

	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Chukchansi Indian Tribe and SB 621 Funds	\$541,343*	\$545,165*	\$671,204*	\$688,971*

**\*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)**

**Estimated 12-Month  
Employee Salary & Benefit Cost  
(Includes Salary, EDWC & Staff Benefits Only)  
2013-14**

<b><u>CAL FIRE Classification</u></b>	<b><u>Station</u></b>	<b><u>Recommended</u></b>
(1) Captain	Indian Lakes #8 (Company 8 - Casino)	\$138,958
(2) Engineer	Indian Lakes #8 (Company 8 - Casino)	\$239,588
(2) Fire Fighter I	Indian Lakes #8 (Company 8 - Casino)	<u>\$175,339</u>
<b>TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES</b>		<b>\$553,885</b>

**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 to 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** (\$628,971) is recommended increased \$11,767 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)**

	<b><u>2010-11</u></b> <b><u>Authorized</u></b>	<b><u>2011-12</u></b> <b><u>Authorized</u></b>	<b><u>2012-13</u></b> <b><u>Authorized</u></b>	<b><u>2013-14</u></b> <b><u>Recommended</u></b>
Permanent Salaries & Benefits	\$372,523	\$371,146	\$392,559	\$399,421
EDWC Payment (Planned Overtime)	132,136	143,541	150,672	154,463
Uniform Allowance	5,432	5,348	5,360	5,360
Overtime (Unplanned)	4,906	4,906	4,906	4,906
Administrative Charge	<u>56,958</u>	<u>62,783</u>	<u>63,707</u>	<u>64,821</u>
<b>TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES</b>	<b>\$571,946</b>	<b>\$587,724</b>	<b>\$617,204</b>	<b>\$628,971</b>

**RECAP OF State CAL FIRE Schedule A Contract:**

Permanent Salaries & Benefits (\$399,421) are recommended increased \$6,862 for CAL FIRE staffing for Station #8 Indian Lakes.

EDWC Payment (\$154,463) is recommended increased \$3,791 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

Uniform Allowance (\$5,360) is recommended unchanged 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 (\$64,821) is recommended increased \$1,114 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 2013-2014 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	652,405	739,858	836,913	836,913
710103 Extra Help	136,198	102,536	128,552	128,552
710106 Standby & Night Premium	3	250	250	250
710200 Retirement	182,483	202,650	242,144	242,144
710300 Health Insurance	106,911	132,296	136,500	136,500
710400 Workers' Compensation Insurance	2,659	2,921	3,905	3,905
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,080,659</b>	<b>1,180,511</b>	<b>1,348,264</b>	<b>1,348,264</b>
<b>SERVICES &amp; SUPPLIES</b>				
720100 Agricultural	12,557	16,500	7,500	7,500
720200 Clothing & Personal Supplies	41	250	250	250
720300 Communications	2,238	3,000	3,000	3,000
720500 Household Expense	18	50	50	50
720600 Insurance	1,948	1,492	1,114	1,114
720800 Maintenance - Equipment	9,920	5,500	5,500	5,500
721000 Medical, Dental & Lab Supplies	0	100	100	100
721100 Memberships	2,625	2,650	2,650	2,650
721300 Office Expense	3,317	4,000	4,000	4,000
721400 Professional & Specialized Services	256	15,000	15,000	15,000
721600 Rents & Leases - Equipment	70,898	61,000	61,000	61,000
721800 Small Tools & Instruments	203	500	500	500
721900 Special Departmental Expense	757	1,000	7,500	7,500
722000 Transportation & Travel	2,686	5,000	5,000	5,000
722020 Central Garage Services	6,260	16,500	16,500	16,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>113,723</b>	<b>132,542</b>	<b>129,664</b>	<b>129,664</b>
<b>TOTAL - AG. COMMISSIONER/WTS &amp; MEASURES</b>	<b>1,194,382</b>	<b>1,313,053</b>	<b>1,477,928</b>	<b>1,477,928</b>

## 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>	<b>Man-hours Actual <u>2011-12</u></b>	<b>Man-hours Estimated <u>2012-13</u></b>	<b>Man-hours Projected Need <u>2013-14</u></b>
Pest Detection*	4,440	5,126	5,800
Integrated Pest Control	10	10	20
Pest Management**	4,983	5,040	5,400
Pest Exclusion	2,491	2,430	3,000
Pesticide Use Enforcement	9,714	9,671	11,600
Nursery and Seed Inspection	119	96	150
F & V, Egg Quality Control, Organic Producers	103	248	300
Apiary Inspections	34	20	50
Crop Statistics	352	483	560

\*Includes Pest Detection Trapping Program (Extra Help)

\*\*Includes GWSS Trapping Program (Extra Help)

## AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

### WORKLOAD - WEIGHTS & MEASURES

<u>Category Work</u>	<b>Man-hours Actual <u>2011-12</u></b>	<b>Man-hours Estimated <u>2012-13</u></b>	<b>Man-hours Projected Need <u>2013-14</u></b>
Device Inspections, Service Agents	1,743	2,276	3,000
Weighmaster Program	0	40	5
Petroleum	113	92	100
Quantity Control	12	2	5

### REVENUE

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
State - Agricultural Administration	\$283,347	\$163,898	\$167,150
State - Agricultural Pest Trapping	105,754	100,747	100,000
State - Pesticide	375,112	411,214	400,000
State - Agriculture-Glassy-Winged Sharpshooter	162,074	166,400	130,000
Agricultural Services	364,599	337,343	365,360
Sales and Other	<u>9,080</u>	<u>5,350</u>	<u>11,827</u>
TOTAL	\$1,299,966	\$1,184,952	\$1,174,337

### STAFFING

	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Permanent</u></b>				
Agricultural and Standards Inspector I/II/III/Senior, Or Agricultural Standards Technician	9	3	9	3
Agricultural Commissioner	0	1	1	
Assistant Agricultural Commissioner	1		1	
Deputy Agricultural Commissioner	1	1	1	1
Office Services Supervisor I, or Administrative Analyst I/II	1		1	
Program Assistant I/II	<u>2</u>		<u>2</u>	
Total Permanent	14	5	15	4



## AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

### STAFFING (continued)

**Note:** The Agricultural Commissioner position was budgeted for a portion of FY 2012-13. The position was filled for 8 ½ months of FY 2012-13 and is proposed to be filled for FY 2013-14.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$836,913) is recommended increased \$97,055 based on the cost of recommended staff.
- 710103**      **Extra Help** (\$128,552) is recommended increased \$26,016 to account for the expenditure for a Weights and Measures retired annuitant and 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** (\$7,500) is recommended reduced \$9,000 for gas cartridges which are resold at cost to growers for squirrel control. The reduction is due to the amount of inventory on hand. 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. A major equipment failure, that is not anticipated to soon re-occur, increased communications expense in FY 2012-13 beyond the budgeted amount.

## AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

### SERVICES & SUPPLIES (continued)

- 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.
- 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** (\$4,000) is recommended unchanged for general office supplies, copier usage, computer hardware and software, and small furniture.
- 721400**      **Professional & Specialized Services** (\$15,000) is recommended unchanged for expenses related to administrative hearings, testing of meters and devices under agreement with Merced County, and other services as required.
- 721600**      **Rents & Leases - Equipment** (\$61,000) is recommended unchanged 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** (\$7,500) is recommended increased \$6,500 to purchase eight computer replacements, 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, RIFA baiting materials and other pest detection trapping program supplies.

## AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

### SERVICES & SUPPLIES (continued)

- 722000**      **Transportation & Travel** (\$5,000) is recommended unchanged based on actual expenses for registration fees at Commissioner/Sealer conferences, training workshops for inspectors, the annual Assistant Commissioner conference, regional Deputy meetings, and Commissioner Association committee meetings.
- 722020**      **Central Garage Services** (\$16,500) is recommended unchanged. 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 2013-14. The Department expects to recover approximately \$8,500 of this expense from the GWSS trapping contract. The 2013-14 recommended budget estimate reflects the minimum anticipated expenditure for this account.

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

Department:

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

Function:

**Public Protection**

Activity:

**Protective Inspection**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	74,522	78,249	88,308	88,308
710103 Extra Help	6,599	45,000	40,000	40,000
710200 Retirement	25,054	27,102	31,255	31,255
710300 Health Insurance	7,008	7,351	8,114	8,114
710400 Workers' Compensation	235	254	371	371
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>113,419</b>	<b>157,956</b>	<b>168,048</b>	<b>168,048</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,670	1,700	1,600	1,600
720600 Insurance	5,327	3,730	3,059	3,059
721100 Memberships	0	150	175	175
721300 Office Expense	-452	750	3,000	3,000
721400 Professional & Specialized Services	9,523	0	0	0
721600 Rents & Leases - Equipment	0	5,000	6,000	6,000
721800 Small Tools & Instruments	0	375	375	375
722000 Transportation & Travel	0	750	750	750
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>16,068</b>	<b>12,455</b>	<b>14,959</b>	<b>14,959</b>
<b>TOTAL - RMA - FIRE PREVENTION FOR LAND DEVELOPMENT</b>	<b>129,487</b>	<b>170,411</b>	<b>183,007</b>	<b>183,007</b>

**RMA - FIRE PREVENTION FOR LAND DEVELOPMENT**

**COMMENTS**

On January 10, 2006, the Board of Supervisors established the Department of Fire Prevention for Land Development under the Resource Management Agency. 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). Services provided by this department include plan reviews for new development and remodels, building inspections, and other necessary duties to complete the function of fire prevention for development.

**REVENUE**

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Fees, Permits, Fines, etc.	\$83,977	\$75,000	\$88,308

**STAFFING**

	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
<b><u>Permanent</u></b>				
Fire Marshal	1		1	
Fire Prevention Officer	0	2	0	2
Program Assistant	<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 increased \$10,059 based on the cost of recommended staffing.
  
- 710103**      **Extra Help** (\$40,000) is recommended reduced \$5,000 to provide clerical support approximately 20 hours a week, and a 25-hour per week Extra Help Fire Prevention Officer position until the Department has a need for filling the Program Assistant and Fire Prevention Officer positions on a full-time basis. The Extra Help Fire Prevention Officer 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.

## RMA - 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 Department's contribution to the County's Self-Insurance Internal Service Fund.

### **SERVICES & SUPPLIES**

**720300**      **Communications** (\$1,600) is recommended reduced \$100 based on the projected communications costs of this Department.

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

**721100**      **Memberships** (\$175) is recommended increased \$25 for the estimated membership requirements needed for department personnel to attend code training, which is a State-mandated training.

**721300**      **Office Expense** (\$3,000) is recommended increased \$2,250 due to a new code cycle requiring the purchase of additional code updates (\$1,750), as well as to provide for general office supplies and one (1) new desktop computer.

**721600**      **Rents & Leases - Equipment** (\$6,000) is recommended increased \$1,000 based on current and projected mileage and rental costs for vehicles from the Central Garage.

**721800**      **Small Tools & Instruments** (\$375) is recommended unchanged to purchase safety and measurement equipment.

**722000**      **Transportation & Travel** (\$750) is recommended unchanged to provide funds for out-of-County travel and training for the Department. 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	584,976	519,484	616,790	616,790
710103 Extra Help	54,460	116,959	149,034	149,034
710200 Retirement	173,587	169,523	208,299	208,299
710300 Health Insurance	71,635	89,396	78,476	78,476
710400 Workers' Compensation Insurance	25,570	33,210	65,823	65,823
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>910,228</b>	<b>928,572</b>	<b>1,118,422</b>	<b>1,118,422</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	383	350	350	350
720300 Communications	5,546	6,000	7,920	7,920
720600 Insurance	8,772	6,227	4,908	4,908
720800 Maintenance - Equipment	0	300	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	830	600	860	860
721200 Miscellaneous Expense	8,170	0	0	0
721300 Office Expense	3,326	7,500	11,000	11,000
721400 Professional & Specialized Services	0	2,000	82,000	82,000
721500 Publications & Legal Notices	0	100	700	700
721600 Rents & Leases - Equipment	39,206	32,000	32,000	32,000
721800 Small Tools & Instruments	211	500	500	500
721900 Special Departmental Expense	1,438	750	750	750
722000 Transportation & Travel	7,604	7,000	12,000	12,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>75,486</b>	<b>63,372</b>	<b>153,333</b>	<b>153,333</b>
<b>TOTAL - RMA - BUILDING INSPECTION</b>	<b>985,714</b>	<b>991,944</b>	<b>1,271,755</b>	<b>1,271,755</b>



### **COMMENTS**

The Building Division 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.

Madera County has adopted the California Building Code as mandated by the State of California as part of the 12-part California Code of Regulations the Department is required to enforce in addition to the 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, 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.

**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 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.

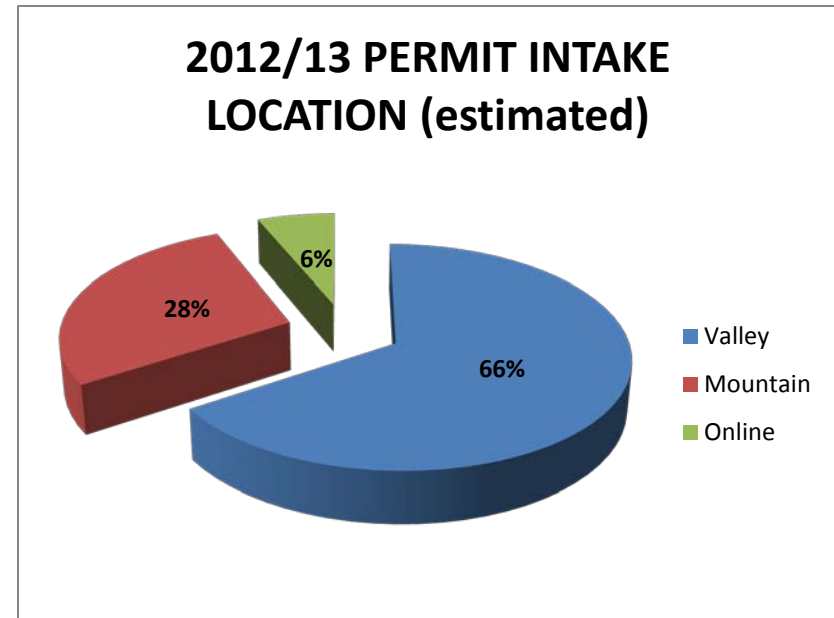
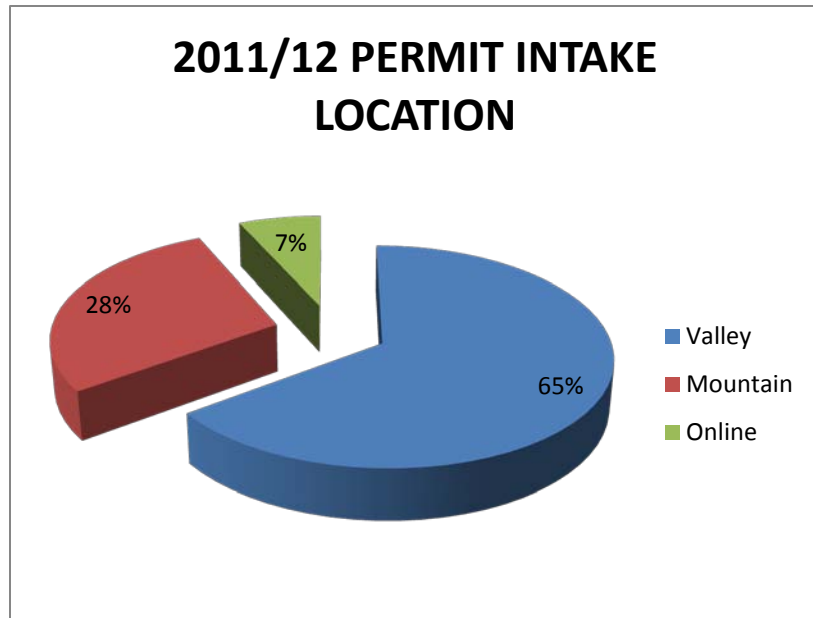
The second half of the building/construction process is the inspection of the work. Inspections are made during certain points in the project, depending on the work that's being performed. For example, retaining walls require inspections of the footing, after block is laid and steel placed but before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

**WORKLOAD**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
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

**WORKLOAD (continued)**

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



**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Construction Permits	\$507,442	\$571,650	\$602,200
Grading Permits	0	0	0
Plan Check Fees	299,459	319,650	423,000
Miscellaneous Revenue	<u>32,514</u>	<u>80,000</u>	<u>55,000</u>
Total Revenue	\$839,415	\$971,300	\$1,080,200

**RMA - BUILDING INSPECTION**

**STAFFING**

<u>Permanent</u>	2012-13 Authorized			2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official	1			1	
Building Inspector I/II	3	2		3	2
Commercial Plan Checker*	0		1	0	
Plan Checker	4			4	
Permit Technician	2			2	
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>-</u>	<u>0</u>	<u>1</u>
Total Permanent Staffing	10	3	1	10	3

\*The Commercial Plan Checker position was eliminated with the 2012-13 fiscal year.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$616,790) are recommended increased \$97,306 based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$149,034) is recommended increased \$32,075 so that the Department may continue funding a Program Assistant and three Building Inspector II's, who have been assisting the department due to increased permit activities, a Building Inspector who is out on injury and the continuation of the inspections at the Jail Expansion project and other County projects. Approximately \$48,600 of this account will be reimbursed through the Jail Expansion project, similar to 2012-13.
- 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** (\$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.

## RMA - BUILDING INSPECTION

### SERVICES & SUPPLIES (continued)

- 720300**      **Communications** (\$7,920) is recommended increased \$1,920 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 department 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. Also included in this account is a portion of Win Cams (\$250) which is the financial accounting system for timecards, claims and invoices (the other portion is paid out of Special Departmental Expense – 721900).
- 720600**      **Insurance** reflects the Department'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 increased \$260 for increased 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 increased \$3,500 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** (\$82,000) is recommended increased \$80,000 to fund the use of outside contractors for specialized plan checking for which staff does not have the necessary expertise, as well as the technical support services from Computronix for the maintenance of the POSSE database.
- 721500**      **Publications and Legal Notices** (\$700) is recommended increased \$600 for public notices of Fee Increases and Relocation Hearings which are required per state law. With the continuation of flat and streamlined fees, notifications in the local papers have increased dramatically over the past few years, necessitating an increase in this account.
- 721600**      **Rents & Leases - Equipment** (\$32,000) is recommended unchanged for the rental of vehicles from Central Garage based on current and projected staffing levels and building inspection activity.
- 721800**      **Small Tools & Instruments** (\$500) is recommended unchanged based on current and projected staffing levels and building inspection activity.

**SERVICES & SUPPLIES (continued)**

- 721900**      **Special Departmental Expense** (\$750) is recommended unchanged to purchase batteries for GPS units, cameras, other minor special needs expenses, and the estimated cost for the Building Official's certification renewals. Also included in this account is a portion of WinCams (\$250) which is the financial accounting system for timecards, claims and invoices (the other portion is paid out of Communications – 720300).
- 722000**      **Transportation & Travel** (\$12,000) is recommended increased \$5,000 for CASp training and certification (mandated training for the inspection staff), and training on the new 2013 California Building Codes which take 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	408,690	388,015	355,705	355,705
710103 Extra Help	107	0	11,000	11,000
710200 Retirement	110,872	107,320	107,686	107,686
710300 Health Insurance	75,391	82,786	98,269	98,269
710400 Workers' Compensation Insurance	1,927	2,048	2,645	2,645
715000 Other Benefits	600	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>597,586</b>	<b>580,169</b>	<b>575,305</b>	<b>575,305</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,599	2,800	3,300	3,300
720600 Insurance	196	165	43	43
720800 Maintenance - Equipment	10,127	6,000	6,000	6,000
721100 Memberships	775	825	975	975
721300 Office Expense	8,629	14,000	14,000	14,000
721400 Professional & Specialized Services	54,900	40,000	45,000	45,000
721600 Rents & Leases - Equipment	100	4,200	4,200	4,200
721700 Rents & Leases - Buildings	10,303	12,000	12,000	12,000
722000 Transportation & Travel	4,922	7,000	7,000	7,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>92,552</b>	<b>86,990</b>	<b>92,518</b>	<b>92,518</b>
<b>TOTAL - COUNTY CLERK-RECORDER</b>	<b>690,137</b>	<b>667,159</b>	<b>667,823</b>	<b>667,823</b>



**COUNTY CLERK-RECORDER**

**COMMENTS**

**COUNTY CLERK** – This division files and maintains records of fictitious business name statements; 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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
<b><u>Recorder</u></b>			
Births registered/scanned/indexed	1596	1,500	1,600
Deaths registered/scanned/indexed	536	800	800
Marriages registered/scanned/indexed	643	700	700
Maps recorded	36	35	30
Microfilming daily records (frames)	113,051	120,000	120,000
Recorded and Filed Documents	36,147	36,000	36,500
Copies prepared (plain, certified, and no fee)	4,542	5,000	4,700
Certified copies of birth,death, marriage records	5,838	5,500	5,500
Certified copies for Veterans services	94	80	80
CD w/data or images (copied for sale)	186	180	200
Social security truncation project (beginning w/1980 records) (documents processed)	-	-	27,544
<b><u>County Clerk</u></b>			
Certified copies – confidential marriages	28	25	20
Marriage licenses issued (public and confidential)	719	700	700

**COUNTY CLERK-RECORDER**

**WORKLOAD (continued)**

<b><u>County Clerk (continued)</u></b>	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
Fictitious Business Statements filed	740	650	675
Fictitious business statement renewal notices	967	900	900
Notary oaths administered/bond filed	81	60	70
Civil Marriages performed	349	350	350
Notices of Determination/exemption filed	53	50	50
Documents acknowledged/copies prepared	475	450	450
Registration of legal document assistants/process servers	15	12	10

**REVENUE**

	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
<b><u>Recorder division</u></b>			
Recording fees/copies	\$ 515,955	\$ 600,000	\$ 600,000
Documentary transfer tax	484,846	490,000	500,000
Recorder's Modernization funds	110,280	75,000	106,150
Recorder's Micrographics funds	35,827	16,000	17,100
Vital Records Improvement Program funds	4,446	5,000	5,000
Social Security Truncation funds	0	8,136	0
Mediation/Dissolution of Marriages	<u>3,595</u>	<u>3,400</u>	<u>3,500</u>
Totals:	\$1,154,949	\$1,197,536	\$1,231,750
<b><u>Clerk division</u></b>			
Clerk fees – reflects county share of marriage license fees; fees for filing fictitious business name statements; marriage ceremonies performed; and miscellaneous	\$ 51,254	\$ 50,000	\$ 50,000
Totals:	<u>\$ 51,254</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Total Revenue:	\$1,206,203	\$1,247,536	\$1,281,750

**COUNTY CLERK-RECORDER**

**STAFFING**

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II	0.0	0.5	0.0	0.5	
Assistant County Clerk-Recorder	2.0		0.0		2.0*
Clerk/Recorder Division Manager	0.0		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	8.5	3.5	7.5	3.5	2.0

**Note:** The salary/benefits for the Assistant County Clerk in the Recorder Division, now vacant due to the incumbent’s retirement in December 2012, was previously funded 100% from the Recorder Modernization Fund in 2012-13. In addition, the position of Assistant County Clerk-Recorder in the Clerk division was eliminated due to reorganization. Eliminating the position resulted in \$50,000 savings to the General Fund.

A new mid-management title will be created to directly supervise both the Clerk and Recorder divisions effective with fiscal year 2013-14, which will be reimbursed from the Recorder Modernization Fund at 60% of salary/benefits, leaving the county share at 40%.

\*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.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$355,705) is recommended reduced \$32,310 based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$11,000) is recommended increased \$11,000 for a retired annuitant to assist in covering peaks in workload and to backfill when there is a staff shortage. Actual expenditures in this account 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.

**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** (\$3,300) is recommended increased \$500 based on actual expenditures. In this account, only 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** (\$6,000) is recommended unchanged for all maintenance and repairs on the camera, 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. Of the \$6,000 budgeted, approximately \$4,600 is reimbursed from the Recorder Micrographics Fund, and the balance from Recorder Modernization Funds. The only non-reimbursable expense is approximately \$200 for maintenance for a time/date stamp used in the Clerk division.

**721100**      **Memberships** (\$975) is recommended increased \$150 for memberships in the California Association of Clerks and Election Officials (\$325) and the County Recorders' Association (\$650; this portion reimbursed from the Modernization Fund).

**721300**      **Office Expense** (\$14,000) is recommended unchanged for the cost of periodicals, printer supplies, general office supplies; actual expense for the purchase of bancnote paper (for issuance of certified copies of vital records) is reimbursed from the Vital Records Improvement Program (VRIP) funds. Expenses for custom, die-cut labels and custom ribbon for creating recording labels is reimbursed from the Modernization Fund. Total reimbursement from Funds is estimated at 50% of expenses in this account.

**721400**      **Professional & Specialized Services** (\$45,000) 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. All expenses in this account are reimbursed from the Micrographics Fund (approximately \$5,000 for film and processing), and the Modernization Fund (for the balance of the expenses).

**721600**      **Rents & Leases - Equipment** (\$4,200) is recommended unchanged for the department's copier lease.

**SERVICES & SUPPLIES** (continued)

**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).

**722000**      **Transportation & Travel** (\$7,000) is recommended unchanged for the required travel to annual conferences and New Law workshops for both Clerk and Recorder; and Clerk and Recorder legislative committee meetings. 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	642,551	635,605	655,657	655,657
710103 Extra Help	73,184	80,000	165,000	165,000
710105 Overtime	217	0	0	0
710200 Retirement	182,130	177,940	187,563	187,563
710300 Health Insurance	78,527	81,824	81,824	81,824
710400 Workers' Compensation Insurance	9,138	10,107	15,585	15,585
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>985,747</b>	<b>985,476</b>	<b>1,105,629</b>	<b>1,105,629</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,961	3,500	3,500	3,500
720305 Microwave Radio Services	4,056	5,279	5,279	5,279
720600 Insurance	362	304	250	250
720800 Maintenance - Equipment	1,293	1,100	1,200	1,200
721200 Miscellaneous Expense	2,051	0	0	0
721300 Office Expense	5,434	6,000	6,000	6,000
721400 Professional & Specialized Services	46,612	897,790	370,100	370,100
721500 Publications & Legal Notices	6,003	6,000	6,000	6,000
721600 Rents & Leases - Equipment	18,513	20,000	20,000	20,000
721900 Special Departmental Expense	3,160	14,245	13,000	13,000
721969 Special Departmental Expense - Graffiti Abatement	1,076	5,000	5,000	5,000
722000 Transportation & Travel	2,806	12,000	52,700	52,700
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>94,327</b>	<b>971,218</b>	<b>483,029</b>	<b>483,029</b>
<b>TOTAL - RMA - PLANNING</b>	<b>1,080,074</b>	<b>1,956,694</b>	<b>1,588,658</b>	<b>1,588,658</b>

**COMMENTS**

Under the jurisdiction of Community and Economic Development, the Planning Division of the Planning and Building Department'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 Department 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 Department'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 Department is also the lead agency for the development application process. In addition, the Planning Department serves as staff to the Local Agency Formation Commission (LAFCO), preparing reports and recommendations to the Commission.

The Planning Department 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 Department 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 Department 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 and one-third (1/3) for one additional year. The two-thirds (2/3) reduction has been extended for an additional year, ending September 2013.

**WORKLOAD**

The California Government Code Section 65103 requires that a County Planning Department 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.

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Conditional Use Permits/Variances	15	20	20
General Plan Amendments	3	3	3
Rezoning	11	18	14
Parking and Development Review	6	0	0
Site Plan Review	0	0	1
Specific Plans	0	0	0
Mining Permits	0	0	0
Variances (Setbacks)	11	8	10
Zoning Permits	17	8	8
Lot Line Adjustments	12	18	15
Parcel Maps	8	3	5
Subdivisions	0	3	3
House Numbers	35	30	55
Zoning Violations	1,273	1300	1,200
Citations/Request for Complaints	245	450	400
Rezoning Appeals	0	1	1
General Plan Amendment Appeals	0	0	0
Review Building Permits	625	620	650
Review Business Licenses	452	406	450
Public Hearings	17	12	15
Commission Meetings	13	12	14
Environmental Committee Meeting	14	18	20
Negative Declarations	21	27	24
Distressed Homes Registration	0	524	600



**RMA - PLANNING**

**REVENUE**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Zoning Permits	77,603	76,000	85,000
Code Enforcement Fines and Fees	19,856	25,000	28,000
Planning Services	275,389	265,000	350,000
LAFCO-Reimb for County Services	23,033	25,000	30,000
General Plan Update Trust Fund	15,780	13,000	40,000
State – Waste Tire Enforcement Grant	219,178	184,846	180,000
State – Abandon Vehicles Grant	7,864	25,000	100,000
Planning and Technical Assistant Grant	19,250	17,380	0
10 CDBG Housing Rehab and Public Facility	0	42,213	0
NSP-3 CDBG Grant	0	367,000	345,100
River West-Madera	86,965	23,595	0
River Vista-Madera	0	0	60,000
Professional Planners Advancement Strategy Grant	0	22,500	22,500
GIS Database Rose Foundation Grant	0	6,914	0
Other Miscellaneous Revenue	421	300	0
Other Sales	138	0	0
PY Cancel Warrants	10	0	0
<b>TOTAL</b>	<b><u>\$745,487</u></b>	<b><u>\$1,093,748</u></b>	<b><u>\$1,240,600</u></b>

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
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>0</u>	
<b>Total Permanent</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>5</b>

\*Note: One Senior Planner position is being underfilled by a Planner I.

**SALARIES & EMPLOYEE BENEFITS**

- 710102      **Permanent Salaries** (\$655,657) are recommended increased \$20,052 based on the cost of recommended staffing.
- 710103      **Extra Help** (\$165,000) is recommended increased \$85,000 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 department is allocated one Administrative Assistant which is currently vacant; the department is utilizing an extra help, retired annuitant 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 Department's contribution to the County's Self-Insurance Internal Service Fund.

**SERVICES & SUPPLIES**

- 720300      **Communications** (\$3,500) is recommended unchanged for telephone costs and for wireless connections for the three (3) laptops used by the Code Enforcement Officers in the field.
- 720305      **Microwave Radio Services** (\$5,279) is recommended unchanged for the Department's contribution to the Internal Service Fund 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** (\$1,200) is recommended increased \$100 and includes \$450 for binding machine maintenance and \$650 for folding machine maintenance.
- 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.

**SERVICES & SUPPLIES (continued)**

- 721400**      **Professional & Specialized Expense** (\$370,100) is recommended reduced \$527,690. This account includes funding for contracts with consultants for grants including the River Vista-Madera (\$20,000), Grant Support Services (\$5,000), and NSP3 CDBG Grant (\$345,100).
- 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** (\$20,000) is recommended unchanged to lease vehicles from the Central Garage, and the Department's share of copy machine lease (\$5,000). From July 1 through February 29, 2013, the Planning Department mileage equaled 18,525. An estimate for the year would be 29,573 or \$13,207.85. The department has three vehicles, two sedans and one pickup. A portion of the mileage (up to \$13,875) will be funded by the Waste Tire Enforcement Grant.
- 721900**      **Special Departmental Expense** (\$13,000) is recommended reduced \$1,245 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 \$10,500 to purchase equipment and safety helmets for the Waste Tire Enforcement Grant; these expenses are required by the grants and will be offset by the grant funds.
- 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** (\$52,700) is recommended increased \$40,700 for the cost of registration, meals, and lodging for staff attending training, out-of-County meetings, and conferences (\$5,000), and for reimbursements for Planning Commission travel to meetings (\$1,000). An additional \$24,700 is requested for mandatory training for the Waste Tire Enforcement Grant; these expenses will be funded by the grant. Also included in the account is \$22,000 for the cost of registration, meals, and lodging for staff attending training, out-of-County meetings, and conferences specific to advanced training for the Planners; this cost is funded through the Professional Planners Advancement Strategy Rose Foundation Grant for activities specific to southeast Madera County.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
OTHER CHARGES				
731305 Contributions to Other Agencies	48,160	44,751	44,682	44,682
TOTAL OTHER CHARGES	<b>48,160</b>	<b>44,751</b>	<b>44,682</b>	<b>44,682</b>
<b>TOTAL - LOCAL AGENCY FORMATION COMMISSION</b>	<b>48,160</b>	<b>44,751</b>	<b>44,682</b>	<b>44,682</b>

## 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 Councilmen, and one citizen-at-large), and two alternate members (one County Supervisor and one City Councilman). 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 \$42,000.

### OTHER CHARGES

**731305**      Contributions to Other Agencies (\$44,682) is recommended reduced \$69. This represents the County's estimated share of LAFCO's budget.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	291,697	328,930	383,192	383,192
710103 Extra Help	123,300	57,000	70,680	70,680
710105 Overtime	13,524	11,500	11,500	11,500
710106 Standby Pay	6,757	6,400	6,400	6,400
710110 Uniform Allowance	990	2,200	2,200	2,200
710200 Retirement	103,425	90,450	112,745	112,745
710300 Health Insurance	86,669	72,411	85,660	85,660
710400 Workers' Compensation Insurance	86,209	76,421	72,764	72,764
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>712,570</b>	<b>645,312</b>	<b>745,141</b>	<b>745,141</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	364	500	500	500
720300 Communications	5,956	7,000	9,000	9,000
720305 Microwave Radio Services	10,139	13,197	14,137	14,137
720500 Household Expense	9,256	12,500	12,500	12,500
720600 Insurance	1,451	1,372	876	876
720800 Maintenance - Equipment	1,373	2,500	5,000	5,000
720900 Maintenance - Buildings	92	0	0	0
721100 Memberships	120	270	270	270
721200 Miscellaneous Expense	155	0	0	0
721300 Office Expense	4,630	7,000	7,000	7,000
721400 Professional & Specialized Services	31,432	28,000	28,000	28,000
721500 Publications & Legal Notices	337	500	500	500
721600 Rents & Leases - Equipment	32,048	40,000	40,000	40,000
721900 Special Departmental Expense	35,336	32,000	32,000	32,000
722000 Transportation & Travel	396	1,100	1,100	1,100
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>133,084</b>	<b>145,939</b>	<b>150,883</b>	<b>150,883</b>
<b>TOTAL - ANIMAL SERVICES</b>	<b>845,654</b>	<b>791,251</b>	<b>896,024</b>	<b>896,024</b>

## 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 departmental name from Animal Control Department to Animal Services Department. The 2013-2014 fiscal year will be the seventh full year of operating the new 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:

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
License Fees:	\$ 47,812	\$ 48,012	\$ 50,000
▪ \$50.00 or \$8.00 if dog is altered			
▪ \$8.00 or \$4.00 if dog is altered (Senior Discount)			
Humane Services:	150,622	170,000	232,000
Rents/Concessions:	<u>4,383</u>	<u>4,200</u>	<u>4,200</u>
Total:	\$202,817	\$222,212	\$286,200

#### 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 - 1<sup>st</sup> violation; \$100.00 - 2<sup>nd</sup> violation; \$200.00 - 3<sup>rd</sup> violation)
- Leash Law Violations Altered (\$25.00 - 1<sup>st</sup> violation; \$50.00 - 2<sup>nd</sup> violation; \$100.00 - 3<sup>rd</sup> violation)

**Note:** All fees were updated July 1, 2010. Should revenues come in higher or lower than estimated, mid-year adjustments will be made to manage within the budget.

## ANIMAL SERVICES

### STAFFING

<u>Permanent</u>	2012-13 Authorized		2013-14 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** (\$383,192) is recommended increased \$54,262 based on cost of recommended staffing.
- 710103**      **Extra Help** (\$70,680) is recommended increased \$13,860 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.
- 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.



## ANIMAL SERVICES

### SERVICES & SUPPLIES (continued)

- 720300**      **Communications** (\$9,000) is recommended increased \$2,000 to accommodate the use of laptops by officers in the field and other telecommunication costs of this Department.
- 720305**      **Microwave Radio Services** (\$14,137) is recommended increased \$940 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 increased \$2,500 for maintenance of mobile radios, office equipment, and animal handling equipment to more accurately reflect the department's equipment repair needs. This year requires repairs or replacement of partitions between kennels, water heaters and other essential 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** (\$28,000) is recommended unchanged 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.
- 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.

## ANIMAL SERVICES

### SERVICES & SUPPLIES (continued)

- 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.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	56,646	56,646	73,909	56,646
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>56,646</b>	<b>56,646</b>	<b>73,909</b>	<b>56,646</b>
<b>TOTAL - PREDATORY ANIMAL CONTROL</b>	<b>56,646</b>	<b>56,646</b>	<b>73,909</b>	<b>56,646</b>

## PREDATORY ANIMAL CONTROL

### COMMENTS

This budget funds the costs to control predatory animals by providing animal damage management on properties within the County of Madera. The Program is performed under contract by the Animal Damage Control Section of the United States Department of Agriculture, and funds the salary and mileage of Trapper services for the County.

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 for the County, based on increased incidents in the foothill and mountain areas involving bears, mountain lions and the increasing population of coyotes and feral pigs.

The requested 2013-14 funding by State Wildlife Services is in the amount of \$73,909 to provide full-time Trapper services, an increase of \$17,263. On April 16, 2013, the Board of Supervisors directed staff to issue a letter of intent to fund services at the current rate of \$56,646. 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>7/1/10 – 6/30/11</u>	<u>7/1/11 – 6/30/12</u>
ACRES WORKED	94,680	15,507
PROPERTIES WORKED	421	640
SPECIALIST HOURS	1,555	1,801
DAMAGE REPORTED	\$32,181	\$376,030
ANIMALS REMOVED	239	208
TECHNICAL ASSISTANCE PROJECTS	44	68
DISEASE SAMPLES TAKEN	0	0

### SERVICES & SUPPLIES

**721400**      **Professional and Specialized Services** (\$56,646) is recommended unchanged 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 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	4,787	5,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,787</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TOTAL - FISH AND GAME</b>	<b>4,787</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

**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 2013-14 is projected at \$4,200. At the end of the 2011-12 fiscal year, the cash balance for the Fish and Game Fund was \$8,325. As of April 30, 2013, the Fund had a balance of \$10,656.

**SERVICES & SUPPLIES**

**721900**      **Special Departmental Expense** (\$5,000) is recommended unchanged for the 2013-14 fiscal year.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	3,566,423	3,726,366	3,703,198	3,703,198
710103 Extra Help	51,903	56,000	0	0
710105 Overtime	9,308	20,000	20,000	20,000
710107 Premium Pay	240	240	240	240
710200 Retirement	934,890	1,002,571	1,020,325	1,020,325
710300 Health Insurance	617,166	647,757	727,648	727,648
710400 Workers' Compensation Insurance	134,180	154,138	155,377	155,377
710500 Other Benefits	-6,916	500	500	500
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>5,307,192</b>	<b>5,607,572</b>	<b>5,627,288</b>	<b>5,627,288</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	20,509	20,000	20,000	20,000
720300 Communications	32,360	37,000	35,000	35,000
720305 Microwave Radio Services	71,648	93,255	99,903	99,903
720500 Household Expense	28,596	36,000	32,000	32,000
720600 Insurance - Liability	420,926	301,857	80,480	80,480
720601 Insurance - Other	3,475	4,000	4,128	4,128
720605 Employer's Share of Retiree's Insurance	200,869	208,000	200,000	200,000
720800 Maintenance - Equipment	633,730	600,000	600,000	600,000
720900 Maintenance - Structures & Grounds	3,906	15,000	14,000	14,000
721000 Medical, Dental & Lab Supplies	56	300	250	250
721100 Memberships	2,650	3,000	3,000	3,000
721206 Refund/Overcharges	186	1,000	1,000	1,000
721300 Office Expense	25,257	24,000	22,000	22,000
721400 Professional & Specialized Services	3,120,656	8,544,714	5,122,198	5,122,198
721500 Publications & Legal Notices	3,534	4,000	5,600	5,600
721600 Rents & Leases - Equipment	164,089	225,000	200,000	200,000
721700 Rents & Leases - Structures & Grounds	27,616	33,000	38,000	38,000
721800 Small Tools & Instruments	14,260	20,000	25,000	25,000
721900 Special Departmental Expense	2,084,311	2,001,971	2,428,050	2,428,050
722000 Transportation & Travel	7,444	14,000	15,000	15,000
722100 Utilities	104,651	104,000	103,000	103,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>6,970,728</b>	<b>12,290,097</b>	<b>9,048,609</b>	<b>9,048,609</b>



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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
OTHER CHARGES				
730309 Payback to General Fund (A-87)	650,000	0	0	0
730800 Right of Ways	0	25,000	25,000	25,000
731401 Intrafund Expense	424,269	896,994	900,000	900,000
<b>TOTAL OTHER CHARGES</b>	<b>1,074,269</b>	<b>921,994</b>	<b>925,000</b>	<b>925,000</b>
FIXED ASSETS				
740200 Buildings & Improvements	0	30,000	0	0
740300 Equipment	440,118	499,000	727,000	727,000
<b>TOTAL FIXED ASSETS</b>	<b>440,118</b>	<b>529,000</b>	<b>727,000</b>	<b>727,000</b>
<b>TOTAL - RMA - ROADS AND BRIDGES</b>	<b>13,792,307</b>	<b>19,348,663</b>	<b>16,327,897</b>	<b>16,327,897</b>

**RMA - 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, Proposition 42, 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 will also address 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**

	<b>2011-12 <u>Actual</u></b>	<b>2012-13 <u>Estimated</u></b>	<b>2013-14 <u>Projected</u></b>
610802 SB 325 Gas Sales Tax	\$ 727,440	\$ 1,245,061	\$ 1,443,841
610805 LTF Pedestrian & Bicycle Projects	0	0	38,549
620400 Road Privileges and Permits	121,682	119,165	125,000
640101 Interest	83,451	18,375	20,000
640304 Federal - Hwy Row Rental	1,548	1,020	1,000
650201 Highway Users Tax - 2104 and 2106	5,335,866	4,271,114	1,614,485
650202 Highway Users Tax - 2105 (Proposition 111)	1,190,978	1,398,334	1,255,556
650206 State Traffic Congestion Relief 2928 (Proposition 42)	0	0	4,094,872
654030 State Transit Assistance	0	1,000	1,000
654035 ISTEPA Exchange Funds – Federal*	463,374	463,374	463,374
654529 State DOT Rail Grant (Sect 130)	158,430	0	0
654536 Proposition 1B SLPP	150,000	1,450,000	0

**RMA - ROADS AND BRIDGES**

**REVENUE (continued)**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Projected</u></b>
655400 Federal Disaster Relief-FHWA	0	0	0
652700 State Disaster Relief Cal-EMA	0	0	0
655500 Forest Reserve Title I	283,443	253,839	250,000
657000 Federal – Other	422,399	4,500	0
657040 Federal Funded Bridges (Eng. Services Refunds)	1,260,810	418,745	4,389,477
657046 HSIP – Lanes Bridge	37,751	0	0
657056 Federal - Transit Admin (FTA) Amtrak	185,368	2,850	600,000
657057 Federal – 5305 Transit Study	0	0	0
657103 CMAQ	1,339,340	123,111	243,000
657121 FED – ARRA	358,358	0	0
659020 ISTE A Exchange from Madera County Transportation Committee**	586,977	580,032	500,000
661702 Road and Street Services – MCTA	0	328,534	0
661703 Road and Street Services (District #5)	32,500	144,000	145,000
661704 Road and Street Services (Service Areas, Maintenance Districts)	665,551	1,723,353	700,000
661706 Roads Street Intrafund/Other Services	233,717	309,543	250,000
661708 Measure T Reimbursement	432,649	2,350,864	0
662696 Formation Fees	1,506	1,506	0
672000 Other Sales (Sale of Maps)	3,916	1,455	2,000
673000 Miscellaneous Refunds & Revenues	4,545	15,547	15,000
673800 PY Cancel Warrants	109	0	0
673903 Misc Riemb & Refund	4,053	18,713	0
680100 Sales of Fixed Assets, Other Sales and Fee	0	22,248	0
Sub-Total	<u>\$14,085,761</u>	<u>\$15,266,283</u>	<u>\$16,152,154</u>
Cash Balance			175,743
TOTAL	<u>\$14,085,761</u>	<u>\$15,266,283</u>	<u>\$16,327,897</u>

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

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

**RMA - ROADS AND BRIDGES**

**STAFFING**

<b><u>Permanent</u></b>	<b><u>2012-13 Authorized</u></b>	<b><u>2013-14 Recommended</u></b>
Administrative Analyst I/II	1	1
Administrative Assistant	1	1
Assistant Engineer	4	4
Associate Civil Engineer or Engineer I/II/III	1	1
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
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

## RMA - ROADS AND BRIDGES

### RECAP OF MAJOR EXPENDITURE ACCOUNTS:

- 720300**      **Communications** (\$35,000) is recommended reduced \$2,000 based on current expenditures as well as reducing cellular phone costs. This account also includes funds for the communication expense of the Wide Area Network that is pro-rated to this Department.
- 720305**      **Microwave Radio Services** (\$99,903) is recommended increased \$6,648 and represents the Department's contribution to the Internal Service Fund for 2013-14 based on the number of radios in this Department utilizing the County's Microwave Radio Network.
- 720601**      **Insurance - Other** (\$4,128) is recommended increased \$128 based on current year's cost for Property and Pollution Insurance.
- 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** (\$5,122,198) is recommended reduced \$3,422,516 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 reduced \$25,000 based on projected expenditures to rent/lease equipment when County-owned equipment breaks down, or when it is more economical to rent equipment than to purchase equipment.
- 721900**      **Special Departmental Expense** (\$2,428,050) is recommended increased \$426,079 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.
- 731401**      **Intrafund Expense** (\$900,000) is recommended increased \$3,006 based on the 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**

**740200**      **Buildings and Improvements** (\$0) is not recommended, a reduction of \$30,000 based on the completion of repairs and improvements to the rebuilt North Fork Office which had burned down several years ago.

**740300**      **Equipment** (\$727,000) is recommended increased \$228,000 to purchase the following equipment:

- 1      **Stencil Truck (\$110,000)** – This truck would be used by the Traffic department to paint needed road markings throughout the county. The current stencil truck is a 1995 Ford 1-1/4 Ton with 68,200 miles. This truck and the attached equipment are severely worn and use obsolete technology (i.e. belt driven pumps) which is inefficient and prone to continual breakdowns. This vehicle currently also falls under the On-road Diesel Public Fleet regulations (CARB) and will need to be replaced to meet these requirements. The vehicle also exceeds the 150,000 miles or 12 years of age replacement/disposal criteria for Special Service Vehicles, as approved in the County Vehicle Replacement & Disposal Policy & Guidelines. **This truck would be assigned to Traffic Division (11805)**
  
- 1      **Caterpillar 938K Wheel Loader (\$180,000)** – This Loader would replace a 50 year old, 1961 Caterpillar 966 Loader that is worn out and does not meet Air Resources Board emission requirements for the In-Use Off-Road Diesel Vehicle Regulation. **This loader would be assigned to Dist # 3 (11813)**
  
- 1      **4000 gallon Diesel Water Truck (\$155,000)** – This truck would be used on construction and paving projects and would replace a 1990 International water truck that does not meet California Air Resource Board On-road Diesel Public Fleet regulations. **This truck would be assigned to Dist. #4 (11814)**
  
- 1      **4x2 Regular Cab Service Truck with Utility Service Body with Crane (\$105,000)** – This truck would be used by the mechanics shop. It would be equipped with the necessary tools to complete the various repairs due to 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 regulations. **This truck would be assigned to the Mechanics Shop (11804)**

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

- 1 **GPS Survey Equipment (\$50,000)** – The current GPS Survey equipment is outdated and uses software that is no longer supported. In addition, the current equipment does not have the capability to produce the accuracy needed for survey data collected for project designs, GIS information update data, and department asset management information. The new equipment would bring the department up to current standards and technology. This equipment may also be made available for other departments to use under agreement. **This Survey Equipment would be assigned to the Road Dept. Engineering Division Survey Crew (11802)**
- 1 **¾ Ton LWB Regular Cab 4x4 Pickup Truck (\$25,500)** - This pickup would replace a 2001 Ford CNG pickup that has a tank that expires in 2015. **The pickup would be assigned to Dist # 1 (11811)**
- 1 **¾ Ton LWB Regular Cab 4x4 Pickup Truck (\$25,500)** - This pickup would replace a 2001 Ford CNG pickup that has a tank that expires in 2015. **The pickup would be assigned to Dist. # 3 (11813)**
- 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 expire in 2015. **The pickup would be assigned to the Traffic Dept. (11805)**
- 1 **Mid-sized SUV - Chevrolet Traverse (\$30,000)** - This vehicle would be assigned to the Deputy Road Commissioner, whose current truck will be used to backfill the vehicle used for the Road Investigator position. The vehicle previously assigned to the Road Investigator was shifted to the District 3 Foreman as a result of purging CNG trucks from the fleet during a period of vacancy in the Road Investigator position. The Road Investigator Position has been filled and a vehicle is now needed to assign to this position. The SUV vehicle would be available for use by various Road Department staff as needed. **This Vehicle would be assigned to the Deputy Road Commissioner, available for use department wide (11802)**
- 1 **¾ Ton LWB Regular Cab 4x2 Pickup Truck (\$23,000)** - This vehicle serves as the Traffic Foreman's vehicle used for division activities, including countywide service request investigations, signing, and striping operations. The vehicle currently in use has 212,320 miles, which far exceeds the 130,000 miles or 12 years of age replacement/disposal criteria for Passenger Cars, Pickups, and SUVs, as approved in the County Vehicle Replacement & Disposal Policy & Guidelines. **This Pickup would be assigned to the Traffic Foreman (11805)**

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
720300 Communications	2,247	1,100	3,500	3,500
720800 Maintenance - Equipment	4,018	3,500	4,000	4,000
721300 Office Expense	0	50	50	50
721400 Professional & Specialized Services	379,453	900,990	1,403,062	1,403,062
721500 Publications & Legal Notices	0	250	250	250
721900 Special Departmental Expense	9,224	3,152	12,449	12,449
722101 Gas & Electrical Utility	0	0	2,500	2,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>394,941</b>	<b>909,042</b>	<b>1,425,811</b>	<b>1,425,811</b>
FIXED ASSETS				
740200 Buildings and Improvements	0	1,743,310	1,183,929	1,183,929
740300 Equipment/Furniture	76,513	463,791	1,063,562	1,063,562
<b>TOTAL FIXED ASSETS</b>	<b>76,513</b>	<b>2,207,101</b>	<b>2,247,491</b>	<b>2,247,491</b>
<b>TOTAL - RMA - ROAD ( TRANSIT BUDGET)</b>	<b>471,454</b>	<b>3,116,143</b>	<b>3,673,302</b>	<b>3,673,302</b>



**RMA - 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**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Projected</u></b>
610810 LTF Madera County Connection	\$308,119	\$405,000	\$290,859
640101 Interest on Cash	3,016	1,321	1,500
654030 State - Transit Asst. / MCC	49,394	(10,682)	402,411
657055 Federal -Transit-Admin. FTA 5311	245,785	68,168	399,348
657056 State-Transit-Admin. Amtrak Shelter	0	0	450,000
654517 Prop 1B – PTMISEA	3,483	0	1,695,138
654518 Prop 1B – Cal EMA	127,298	0	182,353
673000 Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>
Sub-Total	\$737,095	\$463,807	\$3,421,609
Cash Balance			<u>251,693</u>
TOTAL	\$737,095	\$463,807	\$3,673,302

**SERVICES & SUPPLIES**

- 720300**      **Communications** (\$3,500) is recommended increased \$2,400 to provide funding for yellow-pages costs and AT&T white pages advertisement.
- 720800**      **Maintenance – Equipment** (\$4,000) is recommended increased \$500 based on prior year expenditures and rising costs.
- 721300**      **Office Expense** (\$50) is recommended unchanged.

**SERVICES & SUPPLIES (continued)**

**721400**      **Professional & Specialized Services** (\$1,403,062) is recommended increased \$502,072, as per the following:

Contract Consultant - Moy Services	\$ 69,422
Merced Transit	333,029
MCCAA	110,000
City of Madera (DAR)	176,320
City of Chowchilla (CATX)	105,411
AMTRAK Station Phase II	500,000
Other Contract/Consultant Services	108,880

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

**721900**      **Special Departmental Expense** (\$12,449) is recommended increased \$9,297 based on projected expenses to provide supplies, materials and maintenance for transit projects.

**722101**      **Gas & Electrical Utility** (\$2,500) is recommended increased \$2,500 to provide funding for utility costs for the Amtrak Station and Advanced Flashing Beacons.

**FIXED ASSETS**

**740200**      **Buildings & Improvements** (\$1,183,929) is recommended reduced \$559,381, as per the following:

Shelter Improvement & Enhancements	\$262,610
Transit Facility Improvements	195,862
Park & Ride Lots (2)	486,666
Bus Shelters	100,000
Transit Bus Security Enhancements	63,791
Plug-In Electric Vehicles (PEV) Station	75,000

**740301**      **Equipment** (\$1,063,562) is recommended increased \$599,771, as per the following:

Transit Security Enhancements	\$ 58,930
Security Fence & Surveillance Cameras	209,632
(1) Senior Bus (FY 13/14)	125,000
(6) MCC Buses (FY 13/14)	670,000

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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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	4,819,849	5,972,203	5,954,393	5,954,393
710103 Extra Help	26,463	133,177	133,177	133,177
710105 Overtime	50,532	77,087	57,279	57,279
710106 Stand-by Pay	23,822	24,048	20,348	20,348
710107 Premium Pay	3,797	3,480	3,480	3,480
710200 Retirement	1,244,218	1,533,269	1,546,215	1,546,215
710300 Health Insurance	689,257	962,882	1,009,232	1,009,232
710400 Workers' Compensation Insurance	51,518	59,024	81,774	81,774
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>6,909,456</b>	<b>8,765,170</b>	<b>8,805,898</b>	<b>8,805,898</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	100,530	131,520	116,755	116,755
720305 Microwave Radio Services	16,222	21,115	22,619	22,619
720500 Household Expense	59,079	87,571	69,300	69,300
720600 Insurance	20,758	3,587	2,852	2,852
720601 Insurance - Other	2,500	29,803	29,803	29,803
720605 Employer Share Retiree Insurance	60,244	41,600	130,910	130,910
720800 Maintenance - Equipment	98,729	128,739	113,623	113,623
720900 Maintenance - Structures and Grounds	26,131	52,485	38,697	38,697
721000 Medical/Dental/Lab Supplies	4,386	8,910	38,640	38,640
721100 Memberships	4,534	12,440	16,790	16,790
721200 Miscellaneous Expense	3,077	0	0	0
721300 Office Expense	64,483	237,560	166,558	166,558
721400 Professional & Specialized Services	515,173	925,267	678,148	678,148
721406 Mental Health - Conservatorships	15,000	15,000	15,000	15,000
721414 Friday Nite Live Program	0	6,000	0	0
721416 Mental Health - Institute for Mental Disease	1,025,023	1,256,156	1,505,008	1,505,008
721417 Mental Health - Patients' Rights Advocate	14,988	16,848	16,848	16,848
721421 Mental Health-State Hospital	157,785	450,410	504,591	504,591
721422 Adult System of Care	430,808	521,649	796,115	796,115
721426 Software Maintenance/Modification	3,829	42,227	28,458	28,458
721445 SD/MC Hospital Expense	803,754	797,319	804,490	804,490
721446 Managed Care Network	726,505	282,000	582,000	582,000
721448 KV Support/Administration	352,647	386,027	305,223	305,223

**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 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES (continued)				
721456 Professional & Specialized Services - IT	2,214	60,111	69,957	69,957
721468 Professional & Specialized Services - Unidentified	61,993	74,085	60,084	60,084
721500 Publications & Legal Notices	2,994	4,455	4,455	4,455
721600 Rents & Leases - Equipment	48,877	78,695	79,163	79,163
721700 Rents & Leases - Building	273,333	213,121	162,278	162,278
721900 Special Departmental Expense	13,744	28,404	28,355	28,355
721909 Property Taxes	1,292	4,417	42,944	42,944
721939 Special Departmental Expense - Drug Court	0	72,000	0	0
722000 Transportation & Travel	15,236	39,991	39,869	39,869
722005 Reimbursement - Employee Cars	13,679	0	0	0
722100 Utilities	64,733	80,488	76,405	76,405
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>5,004,278</b>	<b>6,110,000</b>	<b>6,545,938</b>	<b>6,545,938</b>
OTHER CHARGES				
730300 Retire Other L-T Debt	600,000	0	0	0
730500 Interest Other L-T Debt	36,000	58,740	0	0
731001 Building Deprecation	0	0	58,740	58,740
<b>TOTAL OTHER CHARGES</b>	<b>636,000</b>	<b>58,740</b>	<b>58,740</b>	<b>58,740</b>
FIXED ASSETS				
740200 Buildings & Improvements	1,199,516	0	0	0
740300 Equipment	67,305	370,169	170,494	170,494
<b>TOTAL FIXED ASSETS</b>	<b>1,266,820</b>	<b>370,169</b>	<b>170,494</b>	<b>170,494</b>
INTRAFUND TRANSFER				
770100 Intrafund Transfer - Revenue	-572,467	-786,712	-684,194	-684,194
770100 Intrafund Transfer - Expense	0	0	72,000	72,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-572,467</b>	<b>-786,712</b>	<b>-612,194</b>	<b>-612,194</b>
<b>TOTAL - BEHAVIORAL HEALTH SERVICES</b>	<b>13,244,088</b>	<b>14,517,367</b>	<b>14,968,876</b>	<b>14,968,876</b>

## 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, a collaborative program with Department of Social Services and Public Health, serving youth who have been placed in foster 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.

### COMMENTS (continued)

#### 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 2013-14, the Department will have the following MHSA programs in operation:

Community Services and Support (CSS), focusing on treatment for unserved and underserved populations.

- Full Service Partnerships - Children / Transitional Age Youth
- Full Service Partnerships - Adults / Older Adults
- System Development - Expansion Services
- System Development - Supportive Services and Structures

Prevention and Early Intervention (PEI), targeting individuals who are at risk of developing mental illness.

- Community Outreach & Wellness Center(s) (Wellness/Drop-in Centers located in Madera and Oakhurst)
- Community and Family Education

Innovation (INN). The new INNOVATION project is a result of the Request for Proposal (RFP) issued in March 2013. A committee of the Behavioral Health Advisory Board, stakeholders, clients, family members, and Behavioral Health Services staff, selected the successful project. A three-year contract will be submitted to the Madera County Board of Supervisors for approval during the 2013-14 fiscal year.

## BEHAVIORAL HEALTH SERVICES

### COMMENTS (continued)

Housing Program for the Department's Full Service Partnership eligible clientele.

- 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. The first shared housing project in the City of Madera opened its doors for permanent residents on September 26, 2011.

Capital Facilities and Technological Needs (CFTN) provides funds for the Department's facility or technological needs.

- Behavioral Health elected to use these funds for capital facilities, and on September 14, 2012, the new facility became operational and now provides offices for all BHS staff working in the city of Madera.

### WORK PROGRAM

<u>Program</u>	<u>2011-12 Actual Service Hours</u>	<u>2012-13 Estimated Service Hours</u>	<u>2013-14 Projected Service Hours</u>
Mental Health	47,493	46,379	60,735
Madera Access Point	1,113	1,412	4,840
AOD – with Drug Court	3,433	6,699	3,060
Yosemite Women's Center (Perinatal Services)	<u>1,813</u>	<u>1,812</u>	<u>1,620</u>
TOTAL	53,852	56,302	70,255



## BEHAVIORAL HEALTH SERVICES

### STAFFING

<u>Permanent</u>	2012-13 Authorized		2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accountant/Auditor I/II	1		1	
Account Clerk I/II or Accounting Technician I/II	1		1	
Accounting Technician I/II	1		1	
Administrative Analyst I/II	4	2	4	2
Administrative Assistant	2	1	2	1
Assistant Director of Behavioral Health Services	1		1	
Behavioral Health Services Division Manager	2	1	2	1
Central Service Worker	2		2	
Certified Alcohol & Drug Counselor <sup>(3)</sup>	9	1	8	2
Director of Behavioral Health Services	1		1	
Health Education Coordinator	2		2	
Inpatient Nurse Liaison	1		1	
Licensed/Prelicensed Mental Health Clinician	32	2.50	34	0.50
Mental Health Caseworker I/II	18	4	17	5
Mental Health Crisis Worker or Prelicensed Mental Health Clinician <sup>(3)</sup>	1	1	2	0
Office Assistant I/II	6	2	6	2
Personnel Technician I/II or Accounting Technician I/II	1		1	
Prelicensed Mental Health Clinician or Senior Mental Health Caseworker <sup>(1)</sup>	0	2	0	2
Program Assistant I/II <sup>(2)</sup>	13	2	11	4
Registered Nurse I/II <sup>(2)</sup>	1.75	0.25	1.75	0.25
Quality Management Coordinator	1		0	1
Staff Services Manager I	2		2	
Supervising Mental Health Clinician or Behavioral Health Supervisor	7	2	8	1
Vocational Assistant - Driver	3		3	
Total Permanent	<u>112.75</u>	<u>20.75</u>	<u>111.75</u>	<u>21.75</u>

## BEHAVIORAL HEALTH SERVICES

### STAFFING (continued)

As of March 20, 2013, there were 28.50 vacant positions; a net of 7.00 FTE positions are needed to meet the Department's Mandated requirements. Therefore, 21.75 FTE positions will not be filled during the 2013-14 Fiscal Year.

### Justifications for Reclassification and Additional Positions.

- (1) Recommend to flexibly staff a Prelicensed Mental Health Clinician or Senior Mental Health Caseworker to meet the Mental Health mandate to provide 24-hour crisis coverage, and allow the Department to have a larger pool of staff for this assignment.
- (2) Positions that are currently being under-filled are one (1) Registered Nurse I/II and one (1) Program Assistant
- (3) Positions that are currently being over-filled are one (1) Mental Health Crisis Worker, two (2) Certified Alcohol & Drug Counselors

### REVENUE

<u>Source</u>	<u>2013-14 Projected</u>
State - Mental Health (MH) Revenues before 2011	\$ 2,322,249
State - MH Mental Health Services Act (MHSA)	4,513,263
State – Mental Health Revenues 2011	3,665,158
State - MH Realignment Base/ (COWCAP, Jail & DSS 10%)	1,086,675
Federal - Mental Health & Alcohol and Other Drug (AOD) Revenues	1,123,626
Federal - MH & AOD Medi-Cal	2,425,935
Other Mental Health Revenues & Fees	114,170
County Matching Funds	<u>11,973</u>
Total Behavioral Health Services Funding Required	\$15,263,049

### Note to Auditor:

- The Department is recommending Realignment Revenue for FY 2013-14 of \$3,932,401 (Account #651306 & 680200) of which all is estimated to be received from the State during FY 2013-14.
- Additionally, \$393,240 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 2013-14. 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.

## BEHAVIORAL HEALTH SERVICES

### REVENUE (continued)

#### Note to Auditor (continued):

- Any shortfall of MH Realignment funds for 2013-14 is recommended to be transferred from the MH Realignment 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 \$269,879 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.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$5,954,393) are recommended reduced \$17,810 based on recommended staffing.
- 710103**      **Extra Help** (\$133,177) is recommended unchanged to ensure that the State Mandated 24/7 Crisis Coverage has sufficient work force.
- 710105**      **Overtime** (\$57,279) is recommended reduced \$19,808 for after-hour crisis services of 210 hours per month.
- 710106**      **Standby Pay** (\$20,348) is recommended reduced \$3,700 for after-hours coverage with an estimate of 668 hours per month.
- 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** (\$116,755) is recommended reduced \$14,765 based on estimated telephone service costs including projected cell phone expenses. The account includes \$39,889 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. The Department completed the migration to the County network on October 6, 2012. Additional phones were added in the 2012-13 fiscal year to handle the call volume for the various locations.
- 720305**      **Microwave Radio Services** (\$22,619) is recommended increased \$1,504 for the Department's use of the County's Microwave Radio Service by the Chowchilla and Oakhurst locations.
- 720500**      **Household Expense** (\$69,300) is recommended reduced \$18,271 for carpet cleaning, refuse disposal and janitorial services at several locations. Commencing on October 1, 2012, Service Master began direct-invoicing to the Department, and this budget reflects these charges.
- 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** (\$130,910) is recommended increased \$89,310 for the Department's share of retiree health insurance. The increase is due to additional retirees and an estimated increase of three percent (3%) to the current rate.
- 720800**      **Maintenance - Equipment** (\$113,623) is recommended reduced \$15,116 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 13 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 five (5) vehicles per year.
- 720900**      **Maintenance - Structures and Grounds** (\$38,697) is recommended reduced \$13,788 for repairs and modifications to six facilities. The Department utilized County Building and Ground Maintenance Departments for maintenance and ground services. This budget also includes funding for the MHSa Housing Program Supplemental Assignments Agreement related to the Department's clients that are housed in these two projects.

## BEHAVIORAL HEALTH SERVICES

### SERVICES & SUPPLIES (continued)

- 721000**      **Medical/Dental/Lab** (\$38,640) is recommended increased \$29,730 based on current and projected usage for medication and laboratory testing for indigent and AB109 clients and any necessary lab expenses. Services for the AB109 population have increased, which is resulting in an increase in the medication for their treatment.
- 721100**      **Memberships** (\$16,790) is recommended increased \$4,350 based on the 2012-13 dues for the following memberships: the California Mental Health Directors Association (\$4,262), Mental Health Directors Association - Mental Health Services Act (\$900), County Alcohol and Drug Program Administrators (\$4,680), Central Valley Housing (\$978), California Social Work Education Center (CalSWEC) (\$600), National Association for Behavioral Health Care (\$3,250), National Association of Behavioral Health Directors (\$200), California Institute for Mental Health (\$600), Healthcare Compliance Association (\$320), Anasazi Software National Alliance (\$400), and MHSA-PEI (\$600).
- 721300**      **Office Expense** (\$166,558) is recommended reduced \$71,002 for general office supplies. This budget includes the second installment for replacement of one-third of the 150 computers within the Department. Due to the fiscal restraint during the previous fiscal years, the Department wasn't able to maintain the ongoing replacement plan.
- 721400**      **Professional & Specialized Services** (\$678,148) is recommended reduced \$247,119 for contract services for psychiatrists, psychiatrist telemed Employee Assistance Program, burglar and fire alarm monitoring, after-hour answering services, medication monitoring contract, personnel litigation, security for 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.
- 721414**      **Friday Nite Live** (\$0) this program has been discontinued; it was previously funded at \$6,000.

## BEHAVIORAL HEALTH SERVICES

### SERVICES & SUPPLIES (continued)

- 721416**      **Mental Health - Institute for Mental Disease (IMD)** (\$1,505,008) is recommended increased \$248,852 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 Mental 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.
- 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 increased \$54,181 for the purchase of two (2) beds at the acute level in State Mental Health Hospitals.
- 721422**      **Adult System of Care** (\$796,115) is recommended increased \$274,466 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 12 to 15 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. The new Innovation project for \$200,000 will occur after the selection committee and the Madera County Board of Supervisors approves the contract.
- 721426**      **Software Maintenance/Modification** (\$28,458) is recommended reduced \$13,769 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** (\$804,490) is recommended increased \$7,171 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. The State-mandated Manage Care Expense is related to psychiatric inpatient services.

## BEHAVIORAL HEALTH SERVICES

### SERVICES & SUPPLIES (continued)

- 721446**      **Managed Care Network** (\$582,000) is recommended increased \$300,000 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** (\$305,223) is recommended reduced \$80,804 for computer support from Kings View for the Behavioral Health Services Department and the Anasazi client software. The migration to the County Network will result in the termination of the Kings View Network Contract during this fiscal year. However, the Kings View Electronic Health Record will remain. The Cerner Corporation acquired the Anasazi client software in November 2012.
- 721456**      **Professional & Specialized - Information Technology** (\$69,957) is recommended increased \$9,846 to reimburse the Madera County IT Department for maintenance of hardware and software at sites connected to the County network, a 0.50 FTE desktop engineer, and other associated costs.
- 721468**      **Professional & Specialized - Other Unidentified Services** (\$60,084) is recommended reduced \$14,001 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 MHSAs 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 MHSAs Plans.
- 721600**      **Rents & Leases – Equipment** (\$79,163) is recommended increased \$468 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 MHSAs "whatever it takes" mandate, some of these services include transportation to medical appointments.
- 721700**      **Rents & Leases - Building** (\$162,278) is recommended reduced \$50,843 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.

## BEHAVIORAL HEALTH SERVICES

### SERVICES & SUPPLIES (continued)

- 721900**      **Special Departmental Expense** (\$28,355) is recommended reduced \$49 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 increased \$38,527 for Madera Irrigation District taxes and the 7<sup>th</sup> Street site.
- 721939**      **Special Departmental Expense - Drug Court** (\$0) is recommended to be funded through an Intrafund Transfer account as detailed below.
- 722000**      **Transportation & Travel** (\$39,869) is recommended reduced \$122 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** (\$76,405) are recommended reduced \$4,083 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 new 7<sup>th</sup> 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** (\$58,740) is recommended for the 7<sup>th</sup> Street site. The deprecation cost will be charged to the Mental Health, CALWORKS Program, Alcohol and Drug Program, and the Perinatal Program. The MHPA programs (CSS, PEI, WET and INN) will not be charged depreciation since the MHPA program cost was directly charged to the MHPA Capital Facilities and Technological Needs (CFTN) funds. The CFTN funds will revert to the State if not spent by 2018.



## BEHAVIORAL HEALTH SERVICES

### FIXED ASSETS

**740300**      **Equipment** (\$170,494) is recommended reduced \$199,675 for the following fixed assets (there is no net-County cost associated with these assets):

1. Vehicles (R) (\$146,744) 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:

<u>Vehicle to be Replaced</u>	<u>Odometer</u>	<u>Replacement Vehicle</u>	
2001 ¾ Dodge Van	161,700	Mini Van	\$23,370
2001 Chevy Van	174,400	Hybrid Sedan	\$22,307
1999 Chry Mini Van	167,600	Hybrid Sedan	\$22,307
2001 Chevy Van	178,300	Sedan	\$19,659
2000 Toyota Van	181,100	Sedan	\$19,659
2003 Ford Sedan	172,000	Sedan	\$19,721
2002 Dodge Sedan	162,900	Sedan	\$19,721

Each of the vehicles has over 161,700 miles. The Department currently has 17 vehicles over 120,000 miles and 21 vehicles over ten (10) years of age.

2. Promethean Board/Smart Boards (N) (\$23,750) is recommended to purchase two promethean boards/smart boards to assist with Department training, stakeholder, and community groups seminars and/or retreats. The MHSA funding requires stakeholder and community input for planning ongoing operations.

### INTRAFUND TRANSFERS

**770100**      **Intrafund Transfer-Revenue** (\$684,194) is recommended reduced \$102,518 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, Probation Boot Camp Services, and the STOP Program.

**770100**      **Intafund Transfer-Expense** (72,000) is recommended 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.

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	4,137,601	5,464,306	5,542,272	5,542,272
710103 Extra Help	288,113	113,952	301,900	301,900
710105 Overtime	5,982	53,000	0	0
710200 Retirement	1,108,362	1,436,779	1,535,426	1,535,426
710300 Health Insurance	687,202	900,026	1,000,987	1,000,987
710400 Workers' Compensation Insurance	17,563	16,637	26,443	26,443
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>6,244,824</b>	<b>7,984,700</b>	<b>8,407,028</b>	<b>8,407,028</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	241	0	0	0
720300 Communications	90,272	72,933	68,021	68,021
720305 Microwave Radio Services	44,611	0	0	0
720400 Food	2,378	0	0	0
720500 Household Expense	66,527	82,122	83,445	83,445
720600 Insurance	7,767	2,196	1,404	1,404
720601 Insurance-Other	2,300	12,000	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	101,715	99,840	120,840	120,840
720800 Maintenance - Equipment	26,094	40,300	60,225	60,225
720900 Maintenance - Structures & Grounds	6,164	10,300	10,300	10,300
721000 Medical/Dental/Lab Supplies	126,171	166,780	167,001	167,001
721100 Memberships	6,928	12,500	12,000	12,000
721300 Office Expense	170,400	229,341	218,410	218,410
721400 Professional & Specialized Services	611,222	663,459	795,138	795,138
721407 Data Processing Services	26,040	48,900	65,335	65,335
721408 Professional & Specialized Services-CMSP	2,882,147	2,882,147	2,882,147	2,882,147
721500 Publications & Legal Notices	9,392	21,000	20,195	20,195
721600 Rents & Leases - Equipment	43,657	68,517	62,468	62,468
721700 Rents & Leases - Buildings	73,402	84,593	101,425	101,425
721800 Small Tools & Instruments	198	0	0	0
721900 Special Departmental Expense	134,017	123,583	108,661	108,661
722000 Transportation & Travel	55,333	75,490	82,029	82,029
722100 Utilities	1,600	6,090	6,090	6,090

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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,488,577</b>	<b>4,702,091</b>	<b>4,877,134</b>	<b>4,877,134</b>
OTHER CHARGES				
730100 Support & Care of Persons	1,510	0	0	0
730700 Judgments and Damages	6,619	0	0	0
<b>TOTAL OTHER CHARGES</b>	<b>8,129</b>	<b>0</b>	<b>0</b>	<b>0</b>
FIXED ASSETS				
740302 Equipment	25,545	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>25,545</b>	<b>0</b>	<b>0</b>	<b>0</b>
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-482,734	60,000	60,000	60,000
770101 Intrafund Transfer - Department of Social Services	0	-374,265	-827,598	-827,598
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>-482,734</b>	<b>-314,265</b>	<b>-767,598</b>	<b>-767,598</b>
<b>TOTAL - PUBLIC HEALTH DEPARTMENT</b>	<b>10,284,341</b>	<b>12,372,526</b>	<b>12,516,564</b>	<b>12,516,564</b>

## 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.

Services and programs include communicable disease control; public health student nursing education; maternal, child, and adolescent home visitation and case management; laboratory services; vital statistics; child health and 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.

Beginning in Fiscal Year 2012-13, all Public Health Department budgets have been included in a consolidated budget document for ease of presentation.

The following Public Health Department budget organizations (orgs) are included in the consolidated numbers presented in this document:

<u>ORG</u>	<u>TITLE</u>
06810	Health – Administration
06811	Health – CMSP
06822	Health – Bioterrorism Grant
06823	Health – Hospital Preparedness Program
06830	Health – CHDP
06831	Health – CHDP Foster Care
06840	Health – Senior Citizen
06851	Health – AIDS/HIV Program
06852	Health – AIDS Ryan White
06860	Health – Tobacco Education
06862	Health – CDC/Pan Flu
06870	Health – WIC
06880	Health – California Children’s Services
06891	Health – Adolescent Family Life Program
06894	Health – Cal Learn

**PUBLIC HEALTH DEPARTMENT**

<b><u>WORKLOAD</u></b>	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
<b><u>Communicable Disease Control</u></b>			
Immunizations (Child)	6,661	4,128	4,300
Communicable Disease Investigations – TB	2,730	2,980	3,220
Tuberculin Skin Tests	5,474	5,204	6,295
Gonorrhea Treatment	4	4	7
Syphilis Treatment	15	8	10
Communicable Disease Investigations – Other	2,550	3,420	3,455
Sexually-Transmitted Disease Treatments	112	91	110
TB Treatment (LTBI Rx's)	1,135	2,136	2,200
Chlamydia Treatment	19	24	25
Dispensed TB Medication (# of clients)	257	360	380
<b><u>Student Nursing Visits</u></b>	160	170	170
<b><u>Case Management Home Visits</u></b>	4,750	5,830	7,890
<b><u>Examinations</u></b>			
Pre-Employment Exams	199	159	229
<b><u>Laboratory Services &amp; Exams</u></b>			
Bacteriology Specimens	324	350	360
Mycology (Fungus)	440	450	270
Mycobacteriology (TB)	1,508	1,000	624
Immunology (Syphilis serology)	360	400	200
Urinalysis Test	2,761	2,500	2,200
Water Test	1,340	1,400	1,300
Rabies	48	50	44
Urine Drug Testing	7,421	7,500	8,000
<b><u>Vital Statistics</u></b>			
Births	1,720	1,735	1,752
Deaths	815	830	849
Certified Copies Birth/Death Certificates	3,794	3,840	3,878

**PUBLIC HEALTH DEPARTMENT**

<b><u>WORKLOAD (continued)</u></b>	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
<b><u>Vital Statistics (continued)</u></b>			
Animal Bite Reports	55	52	56
Confidential Morbidity Reports	1,542	1,561	1,580
<b><u>CHDP Program</u></b>			
Record Review, Tracking	27,500	27,500	27,500
Follow-Up	6,000	6,000	3,500
Training Sessions	20	20	18
<b><u>Foster Care Program</u></b> (Monthly Avg)			
Probation (Monthly Avg)	305	300	300
Lake Street Foster Care Center	15	15	15
	75	50	50
<b><u>FMAAA – Seniors Program</u></b> (Monthly Avg)			
Comprehensive Health Assessments	100	25	50
Blood Panels	110	40	75
Influenza Immunizations	7,750	3,832	3,500
Tetanus-Diphtheria	120	50	10
Pneumonia Immunizations	150	0	0
Seniors Served through Outreach and Education	175	75	75
Physical Referrals	100	25	50
<b><u>HIV/AIDS Program</u></b>			
Reported HIV/AIDS Cases	284	309	334
HIV/AIDS Deaths (Accumulative)	81	83	85
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	34	35	60
Emergency Services (Food & Medical Transportation – Ryan White)	20	25	25
Short Term Rental Assistance (HOPWA)	16	20	22
HIV/AIDS Medical Care	30	32	34
<b><u>Tobacco Education &amp; Prevention Program Outreach</u></b>			
	80,000	80,000	80,000
<b><u>CCS Program</u></b>			
Therapy & Diagnosis Caseload (Avg)	1444	1178	1170
Monthly MTU Clinic Attendance	190	197	200

**PUBLIC HEALTH DEPARTMENT**

<b><u>WORKLOAD (continued)</u></b>	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
<b><u>CCS Program (continued)</u></b>			
MTU Caseload	133	139	140
<b><u>Women, Infant and Children Program</u></b> (Monthly Avg)	9,125	9,125	9,250

<b><u>REVENUE</u></b>	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
<b><u>Public Health Revenues</u></b>			
Health - Laboratory Fees	\$28,804	\$47,900	\$41,610
Kaiser Grants	77,430	47,752	41,740
Health - Maternal Child Health – Federal	409,016	924,389	829,613
Emergency Medical Services – Trust	41,422	0	0
Health – Realignment	2,113,345	2,778,722	2,804,333
Childhood Lead Poisoning Prevention Funds	84,581	91,255	84,942
TB Prevention-State	11,605	24,597	27,146
Immunization Subvention Project Funds	49,157	49,157	49,157
Health - Vehicle License Fee - CMSP Realignment	2,882,147	2,882,147	2,882,147
Federal Healthy Families	83,936	46,270	57,671
Chlamydia Grant	6,798	6,798	6,798
Targeted Case Management	32,951	0	0
Clinic Fees	5,945	7,100	45,871
Interfund Revenue – Cost Plan	1,030,993	1,030,993	618,218
Senior Citizens	31,942	26,170	24,081
State - California Children’s Services	718,363	696,313	777,168
Federal - California Children’s Services	221,126	346,952	397,561
State - AIDS	72,034	75,050	74,050
Federal - AIDS	97,517	72,658	78,469
State Healthy Families	35,292	12,457	15,527
Tobacco Education	70,544	180,000	0
CHDP	324,402	358,155	333,272

**PUBLIC HEALTH DEPARTMENT**

**REVENUE (continued)**

<b><u>Public Health Revenues</u></b>	<b><u>Actual 2011-12</u></b>	<b><u>Estimated 2012-13</u></b>	<b><u>Projected 2013-14</u></b>
Foster Care	\$83,731	\$82,890	\$93,917
Challenge Grant	60,816	0	0
Adolescent Family Life	239,906	187,722	183,247
Community Transformation / Nutrition	152,939	688,699	696,544
Women, Infant, Child	1,521,430	1,761,819	1,816,216
Emergency Response Preparedness	508,530	428,694	0
Miscellaneous	46,017	0	4,920
Operating Transfer In-Gen Fund	0	0	635,886
Proposition 10	<u>272,615</u>	<u>225,411</u>	<u>236,822</u>
Total Revenue	\$11,315,334	\$13,080,070	\$12,856,926

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>		
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Eliminated</u></b>
Accounting Technician I/II	3	1	4		
Administrative Analyst I/II <sup>(1)</sup>	4		5		
Administrative Assistant	2		2		
Assistant Public Health Director	1		1		
Health Education Coordinator <sup>(2)</sup>	2	1	1	1	1
Health Education Specialist <sup>(1)</sup>	5		6		
Lab Intern or Public Health Microbiologist	1		1		
Medical Secretary I/II <sup>(3)</sup>	2		1		1
Nurse Practitioner	1		1		
Nutritional Assistant I/II <sup>(4)</sup>	15		18		
Nutritional Services Director	1		1		
Nutritionist	2		1	1	
Office Assistant I/II/III <sup>(5)</sup>	2		3		
Office Services Supervisor I/II	1		1		
Physical Therapist	1		1		
Physical Therapist OT Unit Supervisor	1		1		
Program Assistant I/II	2		2		



**PUBLIC HEALTH DEPARTMENT**

**STAFFING (continued)**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>		
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Eliminated</u></b>
Program Manager <sup>(6)</sup>	3.5	0.5	5		
Public Health Assistant <sup>(4)</sup>	5		2		3
Public Health Director	1		1		
Public Health Education Assistant (PHEA) <sup>(7)</sup>	21		22.5		
Public Health Laboratory Director	1		1		
Public Health Laboratory Technician <sup>(8)</sup>	2		1		1
Public Health Nurse I/II <sup>(9)</sup>	10	1.25	12.25		
Public Health Nursing Director	1		1		
Public Health Officer (contract)	1		1		
Public Health Physician (contract)	1		1		
Registered Dietician	3		3		
Registered Nurse I/II or Licensed Vocational Nurse I/II	2		2		
Senior Accounting Technician	1	1	1	1	
Senior Administrative Analyst	1		1		
Senior Nutritional Assistant	4	2	5	1	
Senior Program Assistant	1		1		
Senior Public Health Nurse	2	1	3		
Therapy Assistant	1		1		
X-Ray Technician <sup>(10)</sup>	1				1
<b>Total Permanent</b>	<b>108.5</b>	<b>7.75</b>	<b>114.75</b>	<b>4</b>	<b>1/7</b>

**Position Allocation Changes Justification:**

- (1) It is recommended to increase the Administrative Analyst positions by 1.0 FTE and the Health Education Specialist positions by 1.0 FTE due to increasing program activities.
- (2) It is recommended to eliminate 1.0 FTE vacant Health Education Coordinator positions due to changing grant program funding.
- (3) It is recommended to eliminate 1.0 FTE vacant Medical Secretary I/II positions due to reduced program requirements.

## PUBLIC HEALTH DEPARTMENT

### STAFFING (continued)

#### **Position Allocation Changes Justification (continued):**

- (4) It is recommended to increase the Nutritional Assistant I/II positions by 3.0 FTE due to changing grant program requirements. The increase is offset by the recommended elimination of 3.0 FTE vacant Public Health Assistant positions.
- (5) It is recommended to increase the Office Assistant I/II/III positions by 1.0 FTE due to increasing administrative activities.
- (6) It is recommended to increase the Program Manager positions by 1.0 FTE due to increasing program complexity.
- (7) It is recommended to increase the Public Health Education Assistant positions by 1.5 FTE due to grant program requirements.
- (8) It is recommended to eliminate 1.0 FTE vacant Public Health Laboratory Technician positions no longer required for lab duties.
- (9) It is recommended to increase the Public Health Nurse I/II positions by 1.0 FTE to support DSS program requirements.
- (10) It is recommended to eliminate 1.0 FTE vacant X-Ray Technician due to changing program requirements.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$5,542,272) are recommended increased \$77,966 based on cost of recommended staff.
- 710103**      **Extra Help** (\$301,900) is recommended increased \$187,948 based on an increased need for extra-help staff in the Department's grant programs.
- 710105**      **Overtime** (\$0) is not recommended; a reduction of \$53,000.
- 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.

## PUBLIC HEALTH DEPARTMENT

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$68,021) is recommended reduced \$4,912 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720305**      **Microwave Radio Services** (\$0) is not recommended in this budget, as the expense will be paid directly from the Health Emergency Services Fund (1312). The amount budgeted in the Health Emergency Services Fund (1312) represents the Department's contribution to the Internal Service Fund for 2013-14.
- 720500**      **Household Expense** (\$83,445) is recommended increased \$1,323 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).
- 720605**      **Employer Share – Retiree's Health Insurance** (\$120,840) is recommended increased \$21,000 for the Department's share of retirees' medical insurance based on current expenditures.
- 720800**      **Maintenance - Equipment** (\$60,225) is recommended increased \$19,925 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** (\$10,300) is recommended unchanged to reimburse the General Fund for work performed for the Health Department by RMA - Maintenance and Grounds Division.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$167,001) is recommended increased \$221 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.
- 721100**      **Memberships** (\$12,000) are recommended reduced \$500 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

## PUBLIC HEALTH DEPARTMENT

### SERVICES & SUPPLIES (continued)

- 721100**      **Memberships (continued)**  
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** (\$218,410) is recommended reduced \$10,931 based on current expenditures for general office supplies and forms, postage, equipment and furniture less than the fixed asset limit. This reduction is primarily due to revised grant program requirements.
- 721400**      **Professional & Specialized Services** (\$795,138) is recommended increased \$131,679 based on current expenditures for a variety of essential contracted services including the Public Health Officer (\$75,600), County Laboratory Director Services (\$70,000), Proficiency testing for Laboratory certification and Medical Waste Fees (\$7,000), a Program Manager for the Healthy Beginnings Program (\$72,000), Occupational Therapy Services (\$112,000), numerous emergency preparedness contracts with Madera County healthcare partners (\$91,000), AIDS Emergency Rental Assistance & Support (\$39,000), external lab fees (\$30,000), and various subcontracts required under the Department's grant programs (\$298,538).
- 721407**      **Data Processing Services** (\$65,335) is recommended increased \$16,435 based on current expenditures for Information Technology charges for software support and Wide Area Network costs.
- 721408**      **Professional & Specialized Services - CMSP** (\$2,882,147) is recommended unchanged. The State provides the County with Realignment Funds which the County contributes to the County Medical Services Program.
- 721500**      **Publications & Legal Notices** (\$20,195) recommended reduced \$805 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; etc.
- 721600**      **Rents & Leases - Equipment** (\$62,468) is recommended reduced \$6,049 based on current expenditures for Central Garage vehicles, use of rental cars when County vehicles are not available, and costs for copier lease maintenance agreements.
- 721700**      **Rents & Leases - Building** (\$101,425) is recommended increased \$16,832 based on current expenditures for rental of office space, multiple storage locker spaces, modular leases, and satellite clinics in Chowchilla and Oakhurst.

## PUBLIC HEALTH DEPARTMENT

### SERVICES & SUPPLIES (continued)

- 721900**      **Special Departmental Expense** (\$108,661) is recommended reduced \$14,922 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** (\$82,029) is recommended increased \$6,539 for the Department's Out-of-County travel and to reimburse staff mileage for use of personal vehicles in the course of work in compliance with the program scopes of work.
- 722100**      **Utilities** (\$6,090) is recommended unchanged for the department's cost for utilities in satellite clinics.

**NOTE:**      The total program expenditure accounts detailed above do not reflect the cost of indirect expenses associated with the Countywide Cost Allocation Plan (\$340,632). 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** (\$827,598) is recommended to offset costs for staff working in the Healthy Beginnings Program (\$317,914), the Cal Learn program (\$197,084), the Community Nutrition Expansion Program (\$150,000), a full-time Public Health Nurse (\$100,000), and the Emergency Response Nurse for DSS (\$62,600).

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

Department: **RMA - ENVIRONMENTAL  
HEALTH (07100)**  
Function: **Health & Sanitation**  
Activity: **Health**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	549,341	569,261	612,375	612,375
710103 Extra Help	64,484	55,000	60,000	60,000
710105 Overtime	5,272	0	0	0
710106 Standby-HazMat Emergency Response	11,088	10,000	10,000	10,000
710200 Retirement	162,323	166,669	178,476	178,476
710300 Health Insurance	103,501	91,616	121,004	121,004
710400 Workers' Compensation Insurance	18,079	18,302	8,458	8,458
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>914,087</b>	<b>910,848</b>	<b>990,313</b>	<b>990,313</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	235	500	500	500
720300 Communications	5,635	6,000	6,000	6,000
720305 Microwave Radio Services	14,194	18,475	19,792	19,792
720600 Insurance	556	467	322	322
720800 Maintenance - Equipment	210	2,000	2,000	2,000
721000 Medical, Dental & Lab Supplies	44	200	200	200
721100 Memberships	540	735	735	735
721200 Miscellaneous Expense	1,085	0	0	0
721300 Office Expense	7,185	7,800	25,800	25,800
721400 Professional & Specialized Services	44,285	39,868	46,680	46,680
721500 Publications & Legal Notices	77	300	300	300
721600 Rents & Leases - Equipment	34,270	17,900	17,900	17,900
721900 Special Departmental Expense	2,068	2,000	2,000	2,000
722000 Transportation & Travel	7,290	6,500	6,500	6,500
722100 Utilities	2,828	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>120,504</b>	<b>102,745</b>	<b>128,729</b>	<b>128,729</b>
<b>TOTAL - RMA - ENVIRONMENTAL HEALTH</b>	<b>1,034,591</b>	<b>1,013,593</b>	<b>1,119,042</b>	<b>1,119,042</b>

### COMMENTS

This Department is under the jurisdiction of the Resource Management Agency and 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 Department 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 Department 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 Department 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.

**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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
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



**RMA - ENVIRONMENTAL HEALTH**

**REVENUE**

	<b>Actual <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Environmental Health Fees	\$ 50,807	\$ 75,200	\$ 95,000
Environmental Health Permits	784,664	805,500	854,584
Integrated Waste Management Grant	20,113	18,400	18,400
Solid Waste Tipping Fee (LEA)	50,000	50,000	70,000
Above Ground Petroleum Storage Grant	0	0	0
Hazardous Materials Emer. Prep. Grant	807	7,226	0
California Electronic Reporting System (CERS) Grant	12,132	9,000	27,812
Fines/Penalties	18,592	16,000	12,000
Misc Rev - Loan Repay by RDA (Mill Site)	40,500	30,000	41,246
State Clean Up Fund (UST)	0	0	0
Brownsfield Revolving Loan Fund	0	0	0
Miscellaneous Revenue	<u>1,372</u>	<u>2,500</u>	<u>0</u>
Total	<u>\$978,987</u>	<u>\$1,013,826</u>	<u>\$1,119,042</u>

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Environmental Health Director	1		1	
Program Assistant I/II	1		1	
Registered Environmental Specialist, or Environmental Health Specialist, 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	<u>11</u>	<u>2.5</u>	<u>11</u>	<u>2.5</u>

**SALARIES & EMPLOYEE BENEFITS**

- 710102      **Permanent Salaries** (\$612,375) is recommended increased \$43,114 based on the cost of recommended staffing.
- 710103      **Extra Help** (\$60,000) is recommended increased \$5,000 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 Department 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 2013-14 fiscal year. Department Permits and Fees 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 Department'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** (\$19,792) is recommended increased \$1,317 for the Department's contribution to the Internal Service Fund based on the number of radios in this Department utilizing the County's microwave radio network. The Integrated Waste Management Grant will fund \$800 of the recommended amount.
- 720600      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

**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 Department with thermometers, tracer dyes, batteries, smoke tubes, and testing supplies for water and swimming pools.
- 721100**      **Memberships** (\$735) is recommended unchanged for membership in the California Conference of Directors of Environmental Health (\$445), 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** (\$25,800) is recommended increased \$18,000 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** (\$46,680) is recommended increased \$6,812 to complete the EnvisionConnect software upgrade, which will be funded by the CERS 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. |
| \$ 6,812  | 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** (\$17,900) is recommended unchanged for the rental of vehicles from Central Garage and for copy machine lease.

**SERVICES & SUPPLIES (continued)**

- 721900**      **Special Departmental Expense** (\$2,000) is recommended unchanged for 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 Department 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** (\$6,500) is recommended unchanged 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 2013-14**

Department: **RMA -  
ENGINEERING (11100)**  
Function: **Liner Fund**  
Activity: **Refuse**  
Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12*</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>Estimated Fund Balance as of June 30th</b>		<b>1,757,956</b>	<b>2,189,687</b>	<b>2,189,687</b>
<b>REVENUES</b>				
640101 Interest on Cash	15,121	18,000	18,000	18,000
640300 Rents & Concessions	27,300	19,800	16,200	16,200
620600 Franchise Fees	0	11,000	350,000	350,000
662100 Sanitation/Landfill Surcharge	7,700	2,500	2,500	2,500
662101 Landfill Surcharges	2,126,819	2,480,160	4,200,010	4,200,010
<b>TOTAL REVENUES</b>	<b>2,176,940</b>	<b>4,289,416</b>	<b>6,776,397</b>	<b>6,776,397</b>
<b>EXPENSES</b>				
710102 Permanent Salaries	69,161	0	0	0
710200 Retirement	17,764	0	0	0
710300 Health Insurance	6,433	0	0	0
710400 Workers' Compensation Insurance	422	0	316	316
720200 Clothing and Personal Supplies	0	160	1,000	1,000
720300 Communications	280	9,000	10,000	10,000
720600 Insurance	41,423	20,000	20,000	20,000
720601 General Insurance	0	24,000	24,000	24,000
721100 Memberships	6,000	6,549	7,000	7,000
721200 Miscellaneous Expenses	60,230	0	0	0
721300 Office Expense	0	1,000	10,000	10,000
721400 Professional & Specialized Services	946,833	1,181,322	3,328,659	3,328,659
721433 Outside Attorneys & Other Experts	0	560,000	320,000	320,000
721500 Publications & Legal Notices	552	200	200	200
721600 Rents & Leases - Equipment	1,103	3,000	3,000	3,000
721800 Small Tools & Instruments	0	50	3,000	3,000
721900 Special Departmental Expense	127,607	217,480	291,632	291,632
722000 Transportation & Travel	4,958	2,800	10,000	10,000
722100 Utilities	1,864	5,000	12,000	12,000
731401 Interfund Expend - Cost Plan (A87)	0	0	350,000	350,000
740100 Land	96,200	0	0	0
740200 Buildings and Improvements	216,559	157,100	460,000	460,000
750119 Op Transfer Out Improvement Fund	0	155,899	0	0

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

Department: **RMA -  
ENGINEERING (11100)**  
Function: **Liner Fund**  
Activity: **Refuse**  
Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2011-12*</u>	BOARD APPROVED EXPENDITURES <u>2012-13</u>	DEPARTMENT REQUEST <u>2013-14</u>	CAO RECOMMENDED <u>2013-14</u>
<b>EXPENSES (continued)</b>				
780100 Appropriation for Contingency	0	1,945,856	1,925,590	1,925,590
<b>TOTAL EXPENSES</b>	<b>1,597,389</b>	<b>4,289,416</b>	<b>6,776,397</b>	<b>6,776,397</b>

\*2011/12 Actual Expenditures reflects the consolidation of of budget organization #01380 - Refuse Disposal (General Fund) into budget organization #11100 - Refuse Disposal Liner Fund (Enterprise Fund) to reflect overall operations.

**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 Christmas Day, New Year's Day, and Easter Sunday. 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 placed into operation at 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 of \$22.00/ton for Municipal Solid Waste (MSW), and \$16.00/ton for Yard Waste and Wood Waste. The agreement allows for annual adjustments to the tipping fee based on CPI.

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.

**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.



**RMA - REFUSE DISPOSAL  
Liner Fund**

**REVENUE (continued)**

	<b>Actual <u>2010-11</u></b>	<b>Estimated <u>2011-12</u></b>	<b>Estimated <u>2012-13</u></b>	<b>Projected <u>2013-14</u></b>
Beginning Balance	\$ 0	\$ 0	\$1,757,956	\$2,189,687*
Interest	18,145	15,121	18,000	18,000
Rents	15,750	27,300	19,800	16,200
Franchise Fees	0	0	11,000	350,000
Sanitation/Landfill Surcharges	2,550	7,700	2,500	2,500
Landfill Surcharges	<u>625,907</u>	<u>2,134,518</u>	<u>2,480,160</u>	<u>4,200,010</u>
<b>Total</b>	<b>\$662,352</b>	<b>\$2,184,639</b>	<b>\$4,289,416</b>	<b>\$6,776,397</b>

\*Represents the Estimated Fund Balance as of June 30, 2013; the balance is subject to change due to expenses that may be accrued to June 30, 2013, which have not yet been processed.

**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 increased \$840 to provide rain gear, goggles, hard hats, and vests for protection during landfill inspections and site visits as per OSHA regulations.
- 720300**     **Communications** (\$10,000) is recommended increased \$1,000 to provide for cell phones (\$1,440) and remote video camera monitoring services (\$8,560).
- 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 increased \$451 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 increased \$9,000 to provide technical manuals, reproduction, office furniture, computers and miscellaneous office supplies to operate the scale house.

**EXPENSES** (continued)

- 721400**      **Professional & Specialized Services** (\$3,328,659) is recommended increased \$2,147,337 to provide for the following:
- \$2,340,259      Operation and services of the Fairmead Landfill by Redrock Environmental Group (\$2,240,259), and compaction incentives (\$100,000).
  - \$263,400      Operation and services of the North Fork Transfer Station by Redrock Environmental Group.
  - \$87,000      Disposal Cost of HHW Facility.
  - \$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).
  - \$120,000      Professional Engineering Services for design and permitting of Landfill.
  - \$383,000      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 fully transitioned into performing these services.
- 721433**      **Outside Attorneys & Other Experts** (\$320,000) is recommended reduced \$240,000 to provide for the following:
- \$120,000      Outside attorney services for litigation support services.
  - \$200,000      Outside Expert services for preparing and facilitating RFQ/RFP process, as well as contract negotiations for the Mountain Franchise.
- 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 increased \$2,950 for landfill gas monitoring devices.

**EXPENSES** (continued)

**721900**      **Special Departmental Expense** (\$291,632) is recommended increased \$74,152 for the following regulatory and departmental expenses:

- \$60,000      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.
- \$191,632      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. Estimated buried tons for 2013-14 is 136,880 tons, which is approximately 75%-80% of received tonnage.
- \$40,000      State Regional Water Quality Control Board (RWCQB) for administrative and regulatory oversight fees. The RWCQB increased their regulatory fees in 2011.

**722000**      **Transportation & Travel** (\$10,000) is recommended increased \$7,200 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** (\$12,000) is recommended increased \$7,000 for payment of PG&E, water, sewer, and garbage associated with the old Engineering Building, where the paleontological fossils are currently stored, the flare (component of the gas extraction system), and the scale house.

**731402**      **Interfund A-87** (\$350,000) is recommended for the solid waste operations portion of the interfund expenditure cost plan.

**740200**      **Buildings and Improvements** (\$460,000) is recommended increased \$302,900 for payment of infrastructure costs:

- \$150,000      Installation of gas extraction monitoring wells, as needed to comply with regulatory requirements.
- \$10,000      Installation of landfill remote camera monitoring system, hardware, and software.
- \$300,000      Land Aquisition for future Landfill Expansion of Unit 4.

**EXPENSES** (continued)

- 750119**      **Operating Transfer Out - Improvement Fund** (\$0) is not recommended to transfer to New Landfill Site Closure Fund (0110), a reduction of \$155,899. Previously, this transfer was to fund the future landfill closure costs based on JTD and permit requirements. This fund will be overfunded if the monolithic cover alternative is approved by CalRecycle.
- 780100**      **Appropriation for Contingency** (\$1,925,590) 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.

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

Department: **DEPT OF SOCIAL SERVICES  
ADMINISTRATION (07510)**  
Function: **Public Assistance**  
Activity: **Administration**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	9,140,671	10,391,890	11,199,607	11,199,607
710103 Extra Help	120,924	195,000	316,000	316,000
710105 Overtime	175,712	75,000	75,000	75,000
710106 Standby & Night Premium	40,524	60,000	60,000	60,000
710200 Retirement	2,371,773	2,777,748	3,032,286	3,032,286
710300 Health Insurance	1,490,207	1,496,390	1,796,348	1,796,348
710400 Workers' Compensation Insurance	196,594	210,851	295,595	295,595
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>13,536,405</b>	<b>15,206,879</b>	<b>16,774,836</b>	<b>16,774,836</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	256,139	323,000	429,000	429,000
720500 Household Expense	98,063	95,400	95,400	95,400
720600 Insurance	27,691	8,316	8,316	8,316
720601 General Insurance	4,321	11,085	7,251	7,251
720605 Employer-Share Retiree Health Insurance	366,354	416,000	392,730	392,730
720800 Maintenance - Equipment	37,516	112,000	96,000	96,000
720900 Maintenance - Structures & Grounds	108,886	170,000	160,000	160,000
721100 Memberships	41,651	53,000	57,568	57,568
721300 Office Expense	423,611	960,000	812,100	812,100
721400 Professional & Specialized Services	1,117,563	2,000,573	2,024,147	2,024,147
721500 Publications & Legal Notices	0	250	5,500	5,500
721600 Rents & Leases - Equipment	58,154	98,000	98,000	98,000
721700 Rents & Leases - Buildings	779,158	845,000	864,830	864,830
721900 Special Departmental Expense	1,421,572	1,975,511	2,313,626	2,313,626
722000 Transportation & Travel	75,348	100,000	100,000	100,000
722100 Utilities	143,739	200,000	202,225	202,225
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,959,765</b>	<b>7,368,135</b>	<b>7,666,693</b>	<b>7,666,693</b>

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

Department: **DEPT OF SOCIAL SERVICES  
ADMINISTRATION (07510)**  
 Function: **Public Assistance**  
 Activity: **Administration**  
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
FIXED ASSETS				
740300 Equipment	189,855	162,800	530,500	530,500
<b>TOTAL FIXED ASSETS</b>	<b>189,855</b>	<b>162,800</b>	<b>530,500</b>	<b>530,500</b>
<b>TOTAL - DEPARTMENT OF SOCIAL SERVICES- ADMINISTRATION</b>	<b>18,686,025</b>	<b>22,737,814</b>	<b>24,972,029</b>	<b>24,972,029</b>

## 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 2013-14, it is anticipated the State will allocate approximately \$6,600,000 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 Realigning funds to backfill the state portion of the CalWORKS costs. The 2013-14 MOE is the equivalent of this shifted funding. All CalWORKS/Welfare to Work costs above the Maintenance of Effort are paid 100% 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 2013-14, 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 2013-14 fiscal year from the following sources:

	<b><u>2011-12</u></b> <b><u>Actual</u></b>	<b><u>2012-13</u></b> <b><u>Authorized</u></b>	<b><u>2013-14</u></b> <b><u>Recommended</u></b>
County of Madera	\$209,852	\$206,199	\$204,633
City of Madera	152,220	149,571	148,433
City of Chowchilla	26,542	26,080	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 2013-14 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; therefore, certain services and supplies accounts within the Social Services Administration budget will show a reduction due to the Authority's shared cost. A comment will be made in the accounts in which the Authority will share these costs.

**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 to offset the additional costs. Projected administrative Realignment funding is estimated to be **\$3,212,004** for fiscal year 2013-14 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 217 filled positions, with funding for salaries and employee benefits at a staffing level of 217 (of which 2 positions are assigned to IHSS activities for the IHSS Public Authority). Limiting the number of funded positions limits the local share of cost. During 2012-13, the Department voluntarily allowed many vacant positions to go unfunded based on possible reductions in State funding and/or elimination of State Programs. For 2013-14, the Department will communicate staffing needs to your Board as they arise.

<u>Permanent</u>	<u>2012-13 Authorized</u>	<u>2013-14 Recommended</u>
Account Clerk I/II	8	8
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	2	2
Deputy Director – Welfare	2	2
Director of Social Services	1	1
Eligibility Supervisor, or Employment & Training Worker Supervisor	30 <sup>(1)</sup>	30 <sup>(1)</sup>

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**STAFFING (continued)**

	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>
	<b><u>Authorized</u></b>	<b><u>Recommended</u></b>
<b><u>Permanent</u></b>		
Employment & Training Worker I/II/III or Eligibility Worker I/II/III or Vocational Trainee, or Vocational Assistant	130 <sup>(1)(2)</sup>	130 <sup>(1)(2)</sup>
Legal Assistant	0	1*
Office Assistant I/II/III	17	17 <sup>(3)</sup>
Office Assistant Supervisor I/II	5	5
Personnel Assistant	1	1
Program Manager I	5	5
Program Manager Secretary	2	2
Information Systems Supervisor	1	1
Social Worker I/II/III/IV	65 <sup>(1)</sup>	65 <sup>(1)</sup>
Social Worker Supervisor I/II	14	14
Staff Services Manager I – Fiscal	1	1
Information Systems Analyst	1	1
Systems Support Analyst	<u>4</u>	<u>0**</u>
Total	312	309
<b><u>IHSS Unit Funded by IHSS Public Authority</u></b>		
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>
<b>TOTAL PERMANENT ALLOCATED POSITIONS</b>	<b><u>316</u></b>	<b><u>313</u></b>
<b>Actual Filled Positions</b>	<b>220</b>	<b>217</b>

\*Represents the administrative reorganization approved by the Board of Supervisors on July 9, 2013, to become effective September 1, 2013.

\*\*Represents the allocation of four positions, previously allocated to the Department of Social Services, in the Information Technology Org as approved by the Board of Supervisors on June 25, 2013.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### **STAFFING (continued)**

- (1) Estimated Yardstick Allocation
- (2) No more than 29 can be appointed to the EW 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.

### **SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$11,199,607) are recommended increased \$807,717 based on a recommended staffing level of 217 employees.
- 710103**      **Extra Help** (\$316,000) is recommended increased \$121,000 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.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES

**720300**      **Communications** (\$429,000) is recommended increased \$106,000 based on projected expenses. Included in this account is the Department's share of circuit costs of the County's Wide Area Network (\$186,676).

Also included in this account is the Microwave Radio Services (\$45,238), which represents the Department's contribution to the Internal Service Fund for 2013-14 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.

**720500**      **Household Expense** (\$95,400) is recommended unchanged based on the current contractual janitorial service, rug service and miscellaneous janitorial supplies. This figure includes increased costs for Lake Street, as well as the expansion in Chowchilla. 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 reduced \$3,834 for the Department's contribution to the County's Property Insurance Program.

**720605**      **Employer Share-Retiree Health Insurance** (\$392,730) is recommended reduced \$23,270 based on actual expenditure levels for the Department's share of the County's contribution for the retirees' health insurance premiums.

**720800**      **Maintenance - Equipment** (\$96,000) is recommended reduced \$16,000 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** (\$160,000) is recommended reduced \$10,000 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 an additional \$158 as their share of cost for Maintenance of Structures.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

- 721100**      **Memberships** (\$57,568) is recommended increased \$4,568 for memberships in the County Welfare Directors' Association (\$50,243); the National Association of County Human Services Administrators (NACHSA) (\$375); the Local Chapter of the Personnel Management Association (\$35), the Fresno Madera Continuum of Care (\$250); various Chambers of Commerce (\$670); the Homeless Continuum of Care (\$250) and the Central Valley Consortium (\$5,745), which participation was approved by the Board of Supervisors during 2003-04.
- 721300**      **Office Expense** (\$812,100) is recommended reduced \$147,900 for office and photocopy supplies, mailing costs, and computer supplies. The reduction in appropriations reflects the projected cost to purchase 100 computer replacements (down from 200 in 2012-13) in accordance with approved replacement schedule. The IHSS Public Authority will pay \$7,700 as their share of cost for Office Expense.
- 721400**      **Professional & Specialized Services** (\$2,024,147) is recommended increased \$23,574. Included in this account is the Department's cost for maintenance related to County 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	356,274
<u>Alarm Services</u>	5,000
<u>Card Access System</u> - Ongoing Maintenance	35,000
<u>Annual IT</u> - Anti-Virus Upgrade, Software Licenses and IT Training/Training Software	86,000

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

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

##### NON CalWORKs PROGRAMS (continued)

<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>Permanency Project</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.	25,000
<u>Rushmore</u> – to design, test, implement and maintain a case-review, data collection instrument and evaluation tool specifically designed for the Department to support and capture trends in the Food Stamp, MediCal, CalWorks, Child Welfare, and IHSS Programs. The goal is to identify trends and reduce case errors.	22,500
<u>Employee Fingerprinting</u> – To comply with Resolution 94-398 of the Welfare and Institutions Code 16501 (k)(1)(A) and the California Code of Records, the Department must complete criminal clearance via fingerprints of all employees who are expected to have frequent and routine contact with children as well as those employees who have access to Criminal Offenders Record Information through their assignments.	5,000
<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.	15,000
<u>APS Case Management System</u> – Ongoing costs for case management for APS cases	15,900

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**SERVICES & SUPPLIES (continued)**

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

**NON CalWORKs PROGRAMS (continued)**

<u>CLETS Fingerprinting</u> – Initial and ongoing costs for fingerprinting machine for use by the Department of Social Services. Machine will reduce the current costs incurred to meet mandates for fingerprinting for Child Welfare Services and the incoming Adoptions program.	\$ 3,000
<u>Child Abuse Prevention Intervention and Treatment (CAPIT) Program and Community-Based Child Abuse Prevention (CBCAP)</u> – These are both Grants used to help support the local Child Abuse Prevention Council. CAPIT is \$75,000 per year, and CBCAP is expected to be \$25,000.	100,000
<u>Promoting Safe and Stable Families (PSSF)</u> – The PSSF program provides support for families in the form of early intervention, relative caregiver support and substance abuse treatment and recovery. Approximately \$80,000 will be used for funding the Healthy Beginnings Program, and is reflected in the total expense amount for that program listed under Special Department Expense (721900).	75,000
<u>Educational Support for Dependent Youth (IVE)</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



**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**SERVICES & SUPPLIES (continued)**

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

**NON CalWORKs PROGRAMS (continued)**

<u>Fleet GPS Monitoring System</u> – To track and provide directions for staff in field.	\$ 10,800
<u>Video Conferencing</u> – GotoCorporate (100 users)	6,200
<u>Accucare</u> – Alcohol Severity Index Check/Assessment for Parents	8,000

**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
<u>Vocational Education</u> – 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 increased \$5,250 for Adoptions noticing and recruitment of foster homes and special staff.

**721600      Rents & Leases - Equipment** (\$98,000) is recommended unchanged for the projected rental cost of eleven (11) copy machines (\$97,500) and miscellaneous rentals (\$500).

**721700      Rents & Leases - Buildings** (\$864,830) is recommended increased \$19,830 for lease of the following facilities: 629 East Yosemite Ave (\$172,144); the Administration Office Building on 700 East Yosemite (\$156,846); 720 East Yosemite Avenue (\$369,123); the Oakhurst Office (\$56,545); the Chowchilla Office (\$84,312); the facility on Lake Street (\$24,420), and rented storage space (\$1,440). The IHSS Public Authority will pay \$3,240 as their share of facility costs.

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**SERVICES & SUPPLIES (continued)**

**721900**      **Special Departmental Expense** (\$2,313,626) is recommended increased \$338,115. The IHSS Public Authority will pay \$1,000 as their share of costs. This account covers the following:

<u>IRS Intercept Fee</u> , Vital Statistics, and miscellaneous expenses.	\$ 26,000
<u>Mental Health Substance Abuse</u> - Contract for mental health services for clients in the CalWORKS Program.	495,205
<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>Auditor-Controller</u> – Direct charges for 1 FTE accounting services for Social Services.	70,000
<u>Human Resources</u> – Direct charges for personnel related services performed by Human Resources Department for Social Services.	15,000
<u>Administration/Purchasing</u> – Direct charges for purchasing-related services performed by Admin/Purchasing on behalf of Social Services.	10,000
<u>311</u> – Direct charges related to 311 services related to Social Services.	20,000
<u>General Services</u> – Direct charges for space-related services performed for Social Services.	25,000
<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.	172,000
<u>Public Health</u> - CalLEARN Case Mgmt (\$200k)/CNEP nutrition outcomes (\$150k)	350,000

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**SERVICES & SUPPLIES (continued)**

**Special Departmental Expense (continued)**

<u>Child Welfare Services</u> reimbursement of related costs.	\$250,000
<u>Foster Home Recruitment and Parent Program</u> which allocates funds for development and implementation of recruitment and training activities for Foster Homes, including funds under AB 2129 (\$4,269). There is no County cost.	13,000
<u>Preserving Safe and Stable Families</u>	15,000
<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>Adult Protective Services</u> – provides emergency and temporary housing, temporary caretakers’ costs, wheel chair ramps, apnea monitors, glasses and psychiatric services.	4,500
<u>Kinship Foster Care Program</u> – funding is to assist in removing barriers to create successful placements of relative care giver and foster family homes.	5,000
<u>Foster Family Home Recruitment</u>	7,000
<u>Healthy Beginnings Program</u> – 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

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

- 722000**      **Transportation & Travel** (\$100,000) is recommended unchanged for anticipated training sessions, and cost of gasoline and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$1,000 as their share of costs.
- 722100**      **Utilities** (\$202,225) is recommended increased \$2,225 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.

### FIXED ASSETS

- 740300**      **Equipment** (\$530,500) is recommended increased \$367,700 to purchase the following fixed assets:

#### Vehicles

- 1      Wheelchair Accessible Van to accommodate customers with special transportation needs (N) (\$50,000)

#### Computer Equipment

- 1      Server (R) (\$25,000)  
1      VPN Ipad Access Firewall (N) (\$50,000)  
1      System Configuration Center Manager (N) (\$50,000)  
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      Replace Carpet at 629 East Yosemite and 720 East Yosemite buildings (R) (\$32,500)  
1      Card Access System Upgrades to current system (N) (\$100,000)

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

<u>FUND SOURCES</u>	Federal/State	<u>Total Cost</u>	<u>Local Cost</u>	<u>Cost</u>
Department of Social Services – Administration		\$24,972,029	\$4,897,655	\$20,074,374
Department of Social Services - Public Assistance Programs		34,844,048	9,176,198	25,667,850
Department of Social Services - General Relief		<u>1,157,394</u>	<u>1,157,394</u>	<u>0</u>
<b>TOTAL</b>		<b>\$60,973,471</b>	<b>\$15,231,247</b>	<b>\$45,742,224</b>
	Less Estimated DSS State Realignment for 2011-12		(\$4,600,000)	4,600,000
	Other Revenue <sup>(1)</sup>		(186,000)	186,000
	Transfer Health Realignment		(290,000)	290,000
	Transfer BHS State Realignment		(393,240)	393,240
	2011 Realignment Transfer In (Admin)		(3,212,004)	3,212,004
	2011 Realignment Transfer In (Assist)		<u>(2,614,850)</u>	<u>2,614,850</u>
	<b>ESTIMATED COUNTY TOTAL NET COST</b>		<b>\$3,935,153</b>	<b>\$57,038,318</b>

<sup>(1)</sup>Other revenue includes collections received from various sources for overpayments of warrants issued for Foster Care and CaWORKS.

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

Department: **DEPT. OF SOCIAL SERVICES  
GENERAL RELIEF (07520)**  
Function: **Public Assistance**  
Activity: **General Relief**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	166,071	210,560	210,560	210,560
721900 Special Departmental Expense	151,434	151,434	151,434	151,434
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>317,505</b>	<b>361,994</b>	<b>361,994</b>	<b>361,994</b>
OTHER CHARGES				
730100 Support and Care of Persons	438,081	520,000	535,000	535,000
731305 Contributions to Other Agencies	260,400	260,400	260,400	260,400
<b>TOTAL OTHER CHARGES</b>	<b>698,481</b>	<b>780,400</b>	<b>795,400</b>	<b>795,400</b>
<b>TOTAL - DEPT. OF SOCIAL SERVICES - GENERAL RELIEF</b>	<b>1,015,986</b>	<b>1,142,394</b>	<b>1,157,394</b>	<b>1,157,394</b>

## 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 increased \$15,000 based on the current caseload. This appropriation provides for the County's Maintenance of Effort for Child Development funds, and for the rent, utilities, food and transportation of persons meeting the County's General Relief eligibility criteria.
- 731305**      **Contributions to Other Agencies** (\$260,400) is recommended unchanged for the County's projected contributions to Madera Community Hospital for medical indigents.

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

Department: **DEPT. OF SOCIAL SERVICES  
PUBLIC ASST. PROGRAMS (07530)**  
Function: **Public Assistance**  
Activity: **Aids Programs**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b><u>OTHER CHARGES</u></b>				
730101 CalWORKS				
Federal	11,310,964	11,676,000	11,676,000	11,676,000
State	0	0	0	0
2011 Realignment	8,523,910	8,799,000	8,799,000	8,799,000
County	508,587	525,000	525,000	525,000
<b>Total Aid for CalWORKS</b>	<b>20,343,461</b>	<b>21,000,000</b>	<b>21,000,000</b>	<b>21,000,000</b>
730104 Foster Care				
Federal	968,454	1,424,250	1,370,250	1,370,250
State	0	0	0	0
2011 Realignment	1,054,539	1,550,850	1,492,050	1,492,050
County	1,563,874	2,524,900	2,437,700	2,437,700
<b>Total Foster Care</b>	<b>3,586,867</b>	<b>5,500,000</b>	<b>5,300,000</b>	<b>5,300,000</b>
730105 Welfare to Work				
Federal	475,702	509,140	679,200	679,200
State	84,607	90,860	120,800	120,800
County	0	0	0	0
<b>Total Welfare to Work</b>	<b>560,309</b>	<b>600,000</b>	<b>800,000</b>	<b>800,000</b>
730107 In-Home Supportive Service				
State	720,000	750,000	938,000	938,000
County	3,143,024	2,650,000	3,186,048	3,186,048
<b>Total In-Home Supportive Service</b>	<b>3,863,024</b>	<b>3,400,000</b>	<b>4,124,048</b>	<b>4,124,048</b>
730111 Aid For Adopted Children				
Federal	712,270	1,255,500	1,302,000	1,302,000
State	0	0	0	0
2011 Realignment	614,237	1,082,700	1,122,800	1,122,800
County	205,256	361,800	375,200	375,200
<b>Total Aid For Adopted Children</b>	<b>1,531,763</b>	<b>2,700,000</b>	<b>2,800,000</b>	<b>2,800,000</b>



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

Department: **DEPT. OF SOCIAL SERVICES  
PUBLIC ASST. PROGRAMS (07530)**  
Function: **Public Assistance**  
Activity: **Aids Programs**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b><u>OTHER CHARGES (continued)</u></b>				
730118 Cal-Learn				
Federal	7,223	18,760	18,760	18,760
State	477	1,240	1,240	1,240
County	0	0	0	0
<b>Total Cal-Learn</b>	<b>7,700</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
730119 CalWORKS Child Care				
Federal	101,076	350,000	350,000	350,000
State	14,439	50,000	50,000	50,000
County	0	0	0	0
<b>Total CalWORKS Child Care</b>	<b>115,515</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
730125 KIN GAP				
Federal	70,297	145,200	145,200	145,200
State	18,107	37,400	37,400	37,400
County	18,107	37,400	37,400	37,400
<b>Total KIN GAP</b>	<b>106,511</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>
730126 Cash Assistance Program for Immigrants				
State	12,484	30,000	30,000	30,000
<b>Total Cash Assistance for Immigrants</b>	<b>12,484</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
730129 Housing Assistance/ Transitional Housing Program				
State	137,220	150,000	150,000	150,000
<b>Total Housing Asst/Transitional Housing Progr</b>	<b>137,220</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>TOTAL OTHER CHARGES</b>	<b>30,264,854</b>	<b>34,020,000</b>	<b>34,844,048</b>	<b>34,844,048</b>
<b>TOTAL - DEPARTMENT OF SOCIAL SERVICES- PUBLIC ASSISTANCE PROGRAMS</b>	<b>30,264,854</b>	<b>34,020,000</b>	<b>34,844,048</b>	<b>34,844,048</b>

## 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 2013-14 is estimated at \$4,600,000.

**2011 Realignment** - The provisions of AB 118 and AB 116 have been in effect since July 1, 2011. These bills contain provisions which shifts 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 2013-14 is estimated at \$1,492,050 and \$1,122,800, 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 2013-14, the Department of Social Services – Public Assistance Programs budget has increased \$824,048 from 2012-13 to provide appropriations for the Public Authority Health Benefits which will be fully reimbursed. The 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 2012-13 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 (\$5,300,000) are recommended reduced \$200,000 from 2012-13 fiscal year. County share is estimated at \$2,212,700. For 2013-14, 2011 Realignment is estimated at \$1,492,050, which is funded by sales tax revenue. County-only cases are estimated to cost \$225,000, for a total County cost of \$2,437,700.

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, recently passed 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 (\$800,000) are recommended increased \$200,000 from 2012-13 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 \$17,600,000, of which the County MOE share is \$3,186,048.

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 and benefits. (See In-Home Supportive Services - Public Authority budget.) The County currently compensates the independent providers under the IHSS program with an hourly rate of \$9.75. In addition, \$0.60 cents per hour will be contributed for the independent providers' health benefit costs which is fully reimbursed. Estimated health benefit costs are \$938,000.

### **AID FOR ADOPTED CHILDREN**

Appropriations (\$2,800,000) are recommended increased by \$100,000, 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 \$375,200. 2011 Realignment is estimated to be \$1,122,800, which is funded by sales tax revenue.

## DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

### **CAL-LEARN**

Appropriations (\$20,000) are recommended unchanged. Cal-Learn is funded by State and Federal funds and provides for intense supportive and counseling services for teenage mothers and pregnant girls. The budget provides payments for supportive services such as transportation, child care and ancillary expenses.

### **CalWORKs CHILD CARE**

Child care services are provided to CalWORK's recipients when they enter a job club/search, or when child care is needed for a recipient to complete the Welfare-to-Work Plan. The family will continue to receive child care services until a family's child care is stabilized, but not more than six (6) months.

Appropriations (\$400,000) are recommended unchanged from the 2012-13 fiscal year. For 2013-14, customers are continuing to be exempted from participating in Welfare to Work (WTW) activities, thus diminishing the need for the higher level of child care, and resulting in the reduction to projected child care costs. The allocation was not reduced; the need for services decreased because of the change in regulation and the number of families served in WTW.

### **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 2012-13.

### **CASH ASSISTANCE PROGRAM FOR IMMIGRANTS**

Appropriations (\$30,000) are recommended unchanged. This program is for non-citizens who entered the United States on or after August 22, 1996, and meet Federal definitions of a qualified alien. All Costs for this program are 100% State funded.

**DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS**

**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**

	<b><u>Estimated 2012-13</u></b>	<b><u>Recommended 2013-14</u></b>
County Share	\$17,531,650	\$17,975,198
Less:		
Other Revenue <sup>(1)</sup>	(\$216,000)	(\$186,000)
DSS 1991 Realignment	(\$4,200,000)	(\$4,600,000)
DSS 2011 Realignment	(\$11,432,550)	(\$11,413,850)
10% Transfer Health Realignment <sup>(2)</sup>	(\$290,000)	(\$290,000)
10% Transfer BHS Realignment <sup>(2)</sup>	<u>(\$350,307)</u>	<u>(\$393,240)</u>
<b>NET COUNTY COST</b>	<b>\$1,042,793</b>	<b>\$1,092,108</b>

(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 2013-14**

Department: **IHSS Public Authority  
(77070)**  
Function: **Public Assistance**  
Activity: **Public Assistance**  
Fund: **IHSS Public Authority**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,900	1,900	1,322	1,322
720500 Household Expense	489	489	390	390
720601 General Insurance	16,404	16,850	16,850	16,850
720800 Maintenance - Equipment	300	300	300	300
720900 Maintenance - Structures & Grounds	204	204	158	158
721300 Office Expense	10,088	7,700	7,700	7,700
721400 Professional & Specialized Services	75,562	59,000	18,500	18,500
721500 Publications & Legal Notices	0	250	250	250
721700 Rents & Leases - Building	3,506	3,682	3,240	3,240
721900 Special Departmental Expense	1,000	1,000	63,000	63,000
722000 Transportation & Travel	2,000	2,000	1,000	1,000
722100 Utilities	622	622	638	638
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>112,074</b>	<b>93,997</b>	<b>113,348</b>	<b>113,348</b>
<b>OTHER CHARGES</b>				
730700 Judgements & Damages	0	10,000	10,000	10,000
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>OTHER FINANCING USES</b>				
750100 Operating Transfer Out	1,497,405	750,000	938,000	938,000
<b>TOTAL TRANSFERS</b>	<b>1,497,405</b>	<b>750,000</b>	<b>938,000</b>	<b>938,000</b>
<b>TOTAL - IHSS PUBLIC AUTHORITY</b>	<b>1,609,479</b>	<b>853,997</b>	<b>1,061,348</b>	<b>1,061,348</b>



## 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 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 2013-14 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 shown in the Department of Social Services - Public Assistance Programs Budget (07530). The County currently compensates the independent providers with an hourly rate of \$9.75. In addition, \$0.60 cents per hour will be contributed 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 a Maintenance of Effort (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 2013-14, the total cost of the IHSS Program will be \$17,600,000, of which the Madera County MOE is \$3,186,048.

The County's costs for the providers' health benefits are claimable through the Public Authority claim. This \$0.60 per hour equates to approximately \$938,000 which is reimbursed 100% for 2013-14.

## IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Federal	\$1,016,145	\$426,999	\$478,380
State	992,861	406,199	459,620
Local	<u>10,511</u>	<u>20,799</u>	<u>23,542</u>
<b>Total</b>	<b>\$2,019,517</b>	<b>\$853,997</b>	<b>\$961,542</b>

### SERVICES AND SUPPLIES

- 720300**     **Communications** (\$1,322) is recommended reduced \$578 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 reduced \$99 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 reduced \$46 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 reduced \$40,500 due to shifting the Social Services professional services costs to the Special Departmental Expense account. 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 reduced \$442 for the projected shared costs for use of Social Services' facilities located at 720 East Yosemite Ave.

**721900**      **Special Departmental Expense** (\$63,000) is recommended increased \$62,000 due to the shift of the Social Services professional services costs from the Professional & Specialized Services account. This account also used to purchase materials to promote the Registry to providers and consumers.

**722000**      **Transportation & Travel** (\$1,000) is recommended reduced \$1,000 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 increased \$16 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.

### OTHER FINANCING USES

**Operating Transfer Out** (\$938,000) is recommended to fund the required Health/Admin costs associated with IHSS. These funds are transferred to reimburse the General Fund Department of Social Services – Public Assistance Program Org 07530, where these costs are actually paid.

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

Department: **PUBLIC GUARDIAN  
(08020)**  
Function: **Public Asst./Pub. Protection**  
Activity: **Other Protection**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	31,700	63,000	70,491	70,491
710103 Extra Help	7,179	1,900	1,900	1,900
710106 Standby & Night Premium	0	4,428	4,428	4,428
710200 Retirement	8,249	7,938	20,531	20,531
710300 Health Insurance	6,487	6,384	16,956	16,956
710400 Workers' Compensation Insurance	217	235	235	235
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>53,831</b>	<b>83,885</b>	<b>114,541</b>	<b>114,541</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,122	1,350	1,350	1,350
720600 Insurance	38	42	42	42
720800 Maintenance - Equipment	198	300	300	300
721100 Memberships	700	710	710	710
721300 Office Expense	2,955	3,155	3,155	3,155
721400 Professional & Specialized Services	15,036	125,000	17,500	17,500
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	797	2,100	2,100	2,100
721900 Special Departmental Expense	0	140	119,000	119,000
722000 Transportation & Travel	2,211	2,700	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>23,058</b>	<b>135,697</b>	<b>147,357</b>	<b>147,357</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Transfer	-15,000	-15,000	-15,000	-15,000
<b>TOTAL INTRAFUND TRANSFER</b>	<b>-15,000</b>	<b>-15,000</b>	<b>-15,000</b>	<b>-15,000</b>
<b>GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR</b>	<b>61,890</b>	<b>204,582</b>	<b>246,898</b>	<b>246,898</b>

**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**

	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Public Guardian Fees	\$51,338	\$55,800	\$75,100

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Chief Deputy Public Guardian	0	1 <sup>(1)</sup>	0	1 <sup>(1)</sup>
Deputy Public Guardian	0	1 <sup>(1)</sup>	1	0 <sup>(1)</sup>
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	<u>0</u>	<u>1</u> <sup>(2)</sup>	<u>0</u>	<u>1</u> <sup>(2)</sup>
Total Permanent	1	3	2	2

(1) The Chief Deputy position will be filled by a contracted DSS employee. The Deputy Public Guardian position was filled through normal recruitment process in second quarter of current fiscal year.

(2) Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

Note: Administration of the Public Guardian office is managed by the DSS Director (5%), one DSS Deputy Director (3%), an Office Assistant Supervisor (3%) and the DSS Fiscal Analyst (5%). The level of staff support % from DSS has been increased for fiscal year 2013-2014, due to the actual support claimed for current year.

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$70,491) are recommended increased \$7,491 based on actual cost of staff. In prior fiscal years, the Deputy Public Guardian Salary was budgeted with DSS Salaries and funded under Professional and Specialized Services.
- 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 (\$4,428) is recommended unchanged.
- 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 (\$710) recommended unchanged for the actual cost for the membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** Office Expense (\$3,155) is recommended unchanged.
- 721400** Professional & Specialized Services (\$17,500) is recommended reduced \$107,500 due to budgeting DSS staff under Special Departmental Expenses. Other expenses include PG Pro Software maintenance contract (\$15,000), Komodo Encryption of ACH email (\$100), and Accurint Software - used for looking up relatives of conservatees (\$2,400).



## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### SERVICES & SUPPLIES (continued)

- 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** (\$2,100) is recommended unchanged for the copier lease, and to use vehicles from Central Garage.
- 721900**      **Special Departmental Expense** (\$119,000) is recommended increased \$118,860 due to DSS Salaries and Benefits budgeted here instead of Professional and Specialized account. This account also includes a safety deposit box (\$60) for storing valuables belonging to Public Guardian clients and (\$80) for miscellaneous expenses.
- 722000**      **Transportation & Travel** (\$3,000) is recommended increased \$300 for the lodging and meals for out-of-County trips which include mandated certification trainings for staff.

### INTRAFUND TRANSFER

- 770000**      **Intrafund Transfer** (\$15,000) is recommended unchanged and represents the estimated cost of services the Public Guardian provides for Behavioral Health conservatorship cases.

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

Department: **VETERANS SERVICE OFFICE  
(08010)**  
Function: **Public Asst./Pub. Protection**  
Activity: **Vet. Svs./Other Protection**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	34,964	36,719	42,468	42,468
710103 Extra Help	496	0	0	0
710200 Retirement	8,991	9,779	11,947	11,947
710300 Health Insurance	0	4,200	0	0
710400 Workers' Compensation Insurance	217	235	305	305
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>44,668</b>	<b>50,933</b>	<b>54,720</b>	<b>54,720</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,225	1,150	1,125	1,125
720600 Insurance	50	42	43	43
720800 Maintenance - Equipment	12	75	75	75
721100 Memberships	1,000	1,000	1,000	1,000
721300 Office Expense	1,287	1,700	1,100	1,100
721400 Professional & Specialized Services	49,092	50,000	57,300	57,300
721600 Rents & Leases - Equipment	2,425	2,250	1,500	1,500
722000 Transportation & Travel	3,533	2,500	3,500	3,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>58,625</b>	<b>58,717</b>	<b>65,643</b>	<b>65,643</b>
<b>TOTAL - VETERANS SERVICE OFFICER</b>	<b>103,293</b>	<b>109,650</b>	<b>120,363</b>	<b>120,363</b>

**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, 2011 – June 30, 2012</u>		<u>July 1, 2012 – May, 31 2013</u>	
Total Claims Filed:	423	Total Claims Filed:	352
Monthly Payments*:	\$95,941	Monthly Payments*:	\$135,497
Retro Payments*:	\$871,294	Retro Payments*:	\$1,356,899

**\*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 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Veterans Affairs Subvention	\$25,330	\$25,000	\$25,000

**STAFFING**

<u>Permanent</u>	<u>2012-13 Authorized</u>	<u>2013-14 Recommended</u>
Veterans Services Representative	1	1
Veterans Service Officer	$\frac{1}{2}$ *	$\frac{1}{2}$ *
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** (\$42,468) are recommended increased \$5,749 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 Internal Service Fund.

### **SERVICES & SUPPLIES**

- 720300      **Communications** (\$1,125) is recommended reduced \$25 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 reduced \$600 based on actual and projected expenditures.
- 721400      **Professional & Specialized Services** (\$57,300) is recommended increased \$7,300 for the contract with Fresno County for Veterans Services Officer services, as approved by the Board of Supervisors on October 2, 2012. 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 reduced \$750 for the Department's copier lease.
- 722000      **Transportation & Travel** (\$3,500) is recommended increased \$1,000 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 2013-14**

Department: **COMMUNITY ACTION  
PARTNERSHIP (08200)**  
 Function: **Public Assistance**  
 Activity: **Other Assistance**  
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<b>ACTUAL EXPENDITURES 2011-12</b>	<b>BOARD APPROVED EXPENDITURES 2012-13</b>	<b>DEPARTMENT REQUEST 2013-14</b>	<b>CAO RECOMMENDED 2013-14</b>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	92,155	94,147	98,854	98,854
710108 Vacation & Sick Leave	46,688	0	0	0
710200 Retirement	34,063	32,609	34,851	34,851
710300 Health Insurance	6,444	7,403	8,164	8,164
710400 Workers' Compensation Insurance	326	352	421	421
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>179,676</b>	<b>134,511</b>	<b>142,290</b>	<b>142,290</b>
<b>TOTAL - COMMUNITY ACTION PARTNERSHIP</b>	<b>179,676</b>	<b>134,511</b>	<b>142,290</b>	<b>142,290</b>

## 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 for the organization and direction of programs under Community Action Partnership Administration.

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>	<u>2013-14 Recommended</u>
Community Action Director	1	1

### SALARIES & EMPLOYEE BENEFITS

- 710102**      Permanent Salaries (\$98,854) are recommended increased \$4,707 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.

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

Department: **LIBRARY  
(09110)**  
Function: **Education**  
Activity: **Library Services**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	479,726	394,340	389,556	389,556
710103 Extra Help	60,551	55,943	109,042	109,042
710200 Retirement	116,248	105,311	110,794	110,794
710300 Health Insurance	89,809	96,858	96,237	96,237
710400 Workers' Compensation Insurance	5,235	5,235	9,292	9,292
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>751,569</b>	<b>657,687</b>	<b>714,921</b>	<b>714,921</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	4,830	5,000	5,300	5,300
720500 Household Expense	1,723	1,500	2,800	2,800
720600 Insurance	662	662	393	393
720800 Maintenance - Equipment	398	600	600	600
721100 Memberships	0	71,064	71,064	71,064
721300 Office Expense	8,982	10,000	10,000	10,000
721314 Computer Equipment Less F.A. Unit	0	1,989	0	0
721600 Rents & Leases - Equipment	726	5,900	5,000	5,000
721700 Rents & Leases - Buildings	32,238	32,238	32,238	32,238
721800 Small Tools & Instruments	511	0	0	0
721900 Special Departmental Expense	31,039	25,000	25,000	25,000
722000 Transportation & Travel	1,550	1,000	1,000	1,000
722100 Utilities	95,572	90,500	91,000	91,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>178,231</b>	<b>245,453</b>	<b>244,395</b>	<b>244,395</b>
<b>TOTAL - LIBRARY</b>	<b>929,799</b>	<b>903,140</b>	<b>959,316</b>	<b>959,316</b>



## LIBRARY

### COMMENTS

The Madera County Library provides the public with valuable informational, cultural, and recreational resources. Books, magazines, music, reference materials, electronic media, and a range of support services are made available to patrons county-wide. Services and resources are provided through five public facilities – the Main Library in Madera, and Branch Libraries in Oakhurst, Chowchilla, North Fork, and Madera Ranchos.

### REVENUE

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Public Library Funds (PLF) - Trust Fund	\$ 0	\$25,000	\$25,000
Fines & Fees (Library Services)	38,035	38,000	41,688
Copies	7,773	9,000	9,864
Lost Books	2,978	2,000	1,620
Contributions & Donations	0	1,989	0
Room Rental	292	50	50
Miscellaneous Revenue	<u>3,712</u>	<u>0</u>	<u>0</u>
Total	\$52,790	\$76,039	\$78,222

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>			<u>2013-14 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	0	0	1	1**	0	
County Librarian	1			1	0	
Librarian I/II/III	0.75	0.25	1*	0	1	
Library Technician	0	1		1**	1	
Library Assistant	6.75	2.25		4.75	2.25	2**
Senior Librarian	0	0		0	0	
Supervising Librarian	0	0	1	0	0	
Senior Library Branch Assistant	1	1		1	1	
Library Branch Assistant	<u>1.5</u>	<u>2.5</u>	<u>    </u>	<u>1</u>	<u>3</u>	<u>    </u>
Total	11.0	7.0	3.0	9.75	8.25	2

\*The Board authorized the elimination of the position on February 5, 2013 which became effective on February 28, 2013.

\*\*It is recommended to eliminate two (2.0) Library Assistant positions, and to fund one (1.0) Administrative Assistant and one (1.0) Library Technician.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$389,556) is recommended reduced \$4,784 based on recommended staffing levels.
- 710103**      **Extra Help** (\$109,042) is recommended increased \$53,099 to compensate for the unfilled permanent positions and provide for additional flexibility in staffing the library based on specific needs.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

**SERVICES & SUPPLIES**

- 720300**      **Communications** (\$5,300) is recommended increased \$300 based on actual expenditures.
- 720500**      **Household Expense** (\$2,800) is recommended increased \$1,300 for the actual cost of 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** (\$600) is recommended unchanged for the maintenance of microfilm reader and miscellaneous equipment.
- 721100**      **Memberships** (\$71,064) is recommended unchanged for memberships in the California Library Association (\$300) and the County's membership in the San Joaquin Valley Library System (\$70,764) which is comprised of the following: Computer Operations (\$46,880); Delivery Services (\$7,205); Communications, Cataloguing and other (\$15,690); and a Technology Reserve Account (\$989). Previous years' SJVLS membership fees have been paid with reserves held by the SJVLS, these reserves have been exhausted and are no longer available for use.
- 721300**      **Office Expense** (\$10,000) is recommended unchanged for a wide variety of required collection processing materials, supplies for five coin-operated copy machines, book repairs, and clerical supplies.

**SERVICES & SUPPLIES** (continued)

- 721600**      **Rents & Leases - Equipment** (\$5,000) is recommended reduced \$900 for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries, and for the rental of a car from Central Garage to attend system meetings and service the branch libraries.
- 721700**      **Rents & Leases - Buildings** (\$32,238) is recommended unchanged for the rental of the Madera Ranchos Branch Library.
- 721900**      **Special Departmental Expense** (\$25,000) is recommended unchanged for the purchase of magazine/newspaper subscriptions, continuation of subscriptions, book preservation, microfilm, book purchases and associated processing costs.
- 722000**      **Transportation & Travel** (\$1,000) is recommended unchanged based on projected need for staff training.
- 722100**      **Utilities** (\$91,000) is recommended increased \$500 based on current utility charges and 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 2013-14**

Department: **AG. EXTENSION  
SERVICE (09200)**  
Function: **Education**  
Activity: **Ag. Education**  
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	0	13,453	29,049	29,049
710103 Extra Help	23,022	23,082	0	0
710200 Retirement	334	3,620	8,723	8,723
710300 Health Insurance	0	2,735	10,650	10,650
710400 Workers' Compensation Insurance	211	224	224	224
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>23,567</b>	<b>43,114</b>	<b>48,646</b>	<b>48,646</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	1,038	1,289	1,187	1,187
720600 Insurance	97	81	81	81
720800 Maintenance - Equipment	0	1,000	1,000	1,000
721300 Office Expense	3,214	4,000	4,000	4,000
721600 Rents & Leases - Equipment	5,073	18,200	16,460	16,460
721900 Special Departmental Expense	5,472	1,500	1,450	1,450
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>14,895</b>	<b>26,070</b>	<b>24,178</b>	<b>24,178</b>
<b>FIXED ASSETS</b>				
740300 Equipment	10,847	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>10,847</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - AGRICULTURAL EXTENSION SERVICE</b>	<b>49,309</b>	<b>69,184</b>	<b>72,824</b>	<b>72,824</b>

**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 an agreement with University of California (UC), Madera County finances clerical staff, materials, supplies, facilities and operation expenses for the Cooperative Extension. UC is responsible for funding salaries and benefits for the academic staff, which consist of two (2) Co-Directors, three farm advisors and a 4-H Youth Development program representative. Additionally, 411 4-H Youth are supported by 147 adult volunteers, and 54 Master Gardener volunteers contribute approximately 30,000 volunteer hours each year.

**STAFFING**

In 2013-14 a fulltime Program Assistant I is being recommended in order to open the department five days a week. For the past two years, an Administrative Assistant worked three days a week, with vacation and sick days covered by UC personnel.

<b><u>Permanent</u></b>	<b><u>2012-13</u></b>	<b><u>2013-14</u></b>
	<b><u>Authorized</u></b>	<b><u>Recommended</u></b>
Administrative Assistant	1	0
Program Assistant I	0	1

Note: Permanent position was funded for five months (February through June) in 2012-13. In FY 2013-14 a fulltime Program Assistant I, is being requested.

**SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$29,049) are recommended increased \$15,596 based on recommended staffing.
- 710103**      **Extra Help** (\$0) is not recommended, a reduction of \$23,082.
- 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 estimated share of health insurance premiums.
- 710400**      **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

## AGRICULTURAL EXTENSION SERVICE

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$1,187) is recommended reduced \$102 for telephone and fax costs.
- 720600**      **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$1,000) is recommended unchanged to maintain office and field equipment.
- 721300**      **Office Expense** (\$4,000) is recommended unchanged for general office supplies, newsletters and other related information that this Department offers in the form of education.
- 721600**      **Rents & Leases - Equipment** (\$16,460) is recommended reduced \$1,740 based on the projected use of vehicles from Central Garage and the addition of one Advisor. This account also provides for the cost of leasing a photocopier (\$4,500).
- 721900**      **Special Departmental Expense** (\$1,450) is recommended reduced \$50 based on estimated need for the supplies and services for special demonstration projects and information (4-H, Master Gardeners, County fairs, field days, special projects, etc.), and technical and educational material for this Department. This fund also supports the activities of three cross-county Farm Advisors.

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

Unit Title:           **APPROPRIATIONS FOR CONTINGENCIES  
(09900)**  
Function:           **General**  
Activity:           **Legislative & Administrative**  
Fund:               **General**

**EXPENDITURE CLASSIFICATION**

**APPROPRIATIONS**

<b><u>EXPENDITURE CLASSIFICATION</u></b>	<b><u>BUDGET 2009-10</u></b>	<b><u>BUDGET 2010-11</u></b>	<b><u>BUDGET 2011-12</u></b>	<b><u>BUDGET 2012-13</u></b>	<b><u>RECOMMENDED 2013-14</u></b>
<b>780100 Appropriations for Contingencies - General</b>	2,151,798	2,046,793	2,624,416	2,624,416	2,624,416
<b>Reserve for Information Technology System/Asset Replacement</b>	0	0	0	0	850,908



## 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, and employee compensation and benefits, and serves as a centralized pool of money that reduces the necessity for budgeting maximum amounts in departmental line-item accounts for the 2013-14 Fiscal Year.

The 2013-14 Appropriations for Contingencies is recommended at \$2,624,416, which is unchanged from the previous year. A portion of this funding is anticipated to be required for the following purposes: to cover actual costs related to the two change-of-venue homicide cases 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 \$175 million is 3%, or approximately \$5.3 million.

#### **Reserve for Information Technology System/Asset Replacement**

It is recommended that the available balance from the Tax Collector Delinquent Tax Sales Fund – 6821 (\$189,721) and the Chukchansi Settlement Fund – 1420 (\$661,187), totaling \$850,908, be transferred to the General Fund and formally reserved for future One-Time Information Technology System/Asset Replacement projects.

The Treasurer-Tax Collector's Office periodically conducts a sale of eligible properties that are delinquent on property tax payments in an effort to recover the delinquent property tax amounts. Proceeds from the sale are used to pay the delinquent property taxes and recover the cost of conducting the sale; and any excess funds are placed in the Delinquent Tax Sales Fund. These funds are not available for use until the one-year statute of limitations for claims against excess proceeds is met. Currently, there is a balance of one-time funds in the amount of \$189,721 available for General Fund purposes.

As part of the settlement agreement with the Picayune Rancheria in February 2007, the County received \$800,000 which was deposited in the Chukchansi Settlement Fund. Currently there is a balance of \$661,187 in one-time funds available for General Fund purposes.

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

Department: **CENTRAL GARAGE  
(10800)**  
Function: **General**  
Activity: **Other General**  
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDATION 2013-14</u>
<b><u>INCOME</u></b>				
662740 Charges for Mileage	1,507,213	1,595,766	1,533,138	1,533,138
OTHER INCOME				
640101 Interest	18,016	20,000	20,000	20,000
680103 Sale of Fixed Assets & Other Sales	44,973	12,000	40,000	40,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
673908 Other Income	952	1,000	1,000	1,000
662741 Vehicle Maintenance Charges	203,372	215,000	215,000	215,000
680200 Operating Transfers In	16,000	0	0	0
<b>TOTAL INCOME</b>	<b>1,790,526</b>	<b>1,844,766</b>	<b>1,810,138</b>	<b>1,810,138</b>
<b><u>EXPENSES</u></b>				
721930 Cost of Inventoried Material & Supplies Used	<b>956,686</b>	<b>962,415</b>	<b>987,086</b>	<b>987,086</b>
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	271,769	235,588	244,157	244,157
710200 Retirement	69,471	61,829	69,323	69,323
710300 Health Insurance	54,162	49,079	52,101	52,101
710400 Workers' Compensation	1,012	1,076	1,577	1,577
720200 Clothing & Personal Supplies	1,786	2,100	2,100	2,100
720300 Communications	1,303	1,200	1,200	1,200
720500 Household Expense	1,680	1,400	1,400	1,400
720600 Insurance	77	64	44	44
720605 Employer Share of Retiree Insurance	15,483	18,310	20,140	20,140
720800 Maintenance - Equipment	3,683	3,400	3,400	3,400
720900 Maintenance - Structures & Grounds	289	5,000	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	7	100	100	100
721300 Office Expense	1,219	1,800	1,800	1,800

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

Department: **CENTRAL GARAGE  
(10800)**  
Function: **General**  
Activity: **Other General**  
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDATION 2013-14</u>
OTHER OPERATING EXPENSES (continued)				
721400 Professional & Specialized Services	49,124	82,500	82,500	82,500
721600 Rents & Leases - Equipment	492	600	600	600
721800 Small Tools & Instruments	1,214	2,500	2,500	2,500
721900 Special Departmental Expense	3,443	7,500	25,025	25,025
722000 Transportation & Travel	180	900	900	900
722100 Utilities	13,757	16,000	16,000	16,000
731000 Depreciation	0	266,811	262,028	262,028
731400 Intrafund Transfer - Cost Plan	111,103	124,594	31,157	31,157
<b>TOTAL EXPENSES</b>	<b>1,557,939</b>	<b>1,844,766</b>	<b>1,810,138</b>	<b>1,810,138</b>
<b>Income Over / (Under) Expenses</b>	<b>232,587</b>	<b>0</b>	<b>0</b>	<b>0</b>
FIXED ASSETS				
740300 Equipment	398,407	536,321	576,765	576,765
<b>TOTAL FIXED ASSETS</b>	<b>398,407</b>	<b>536,321</b>	<b>576,765</b>	<b>576,765</b>

## 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>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Sedans	127	133	111
Sheriff Vehicles	65	65	66
Pickups, SUV's, Vans	129	132	129
Trucks	<u>2</u>	<u>2</u>	<u>0</u>
Total Vehicles	323	332	306

### STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>		<u>2013-14</u>
	<u>Funded</u>	<u>Eliminated</u>	<u>Recommended</u>
Automotive Shop Supervisor	1		1
Automotive Technician	2*	1	2
Parts Assistant I/II	1		1
Senior Automotive Technician	<u>1</u>	<u>—</u>	<u>1</u>
Total Permanent	5	1	5

\*One Automotive Technician position was eliminated with the 2012-13 Budget.

### INCOME

**662740**      **Charges for Mileage** (\$1,533,138) is recommended reduced \$62,628, representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. Estimated miles to be traveled during 2013-14 are 2,947,481. It is recommended that the following Central Garage mileage rates be approved for 2013-14:

## CENTRAL GARAGE

### INCOME (continued)

#### 662740 Charges for Mileage (continued)

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, 2012, is 56.5¢ per mile, and will be readjusted by the IRS on January 1, 2014.

### EXPENSES

721930 Cost of Inventoried Materials & Supplies Used (\$987,086) is recommended increased \$24,671 due to rising fuel costs and material and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, accident repair, etc).

### OTHER OPERATING EXPENSES

710102 Permanent Salaries (\$244,157) are recommended increased \$8,569 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 (\$1,200) is recommended unchanged 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.

## CENTRAL GARAGE

### OTHER OPERATING EXPENSES (continued)

- 720605**      **Employer Share of Retiree Insurance** (\$20,140) is recommended increased \$1,830 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.
- 721300**      **Office Expense** (\$1,800) is recommended unchanged for forms, parts manuals, copy costs, and general office supplies.
- 721400**      **Professional & Specialized Services** (\$82,500) is recommended unchanged for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Fuel Storage Tank License Inspector to test and inspect the County Fuel tanks (\$1,800) as well as accounting and billing services provided by the Auditor-Controller's Office that is in excess of what is collected through A-87.
- 721600**      **Rents & Leases - Equipment** (\$600) is recommended unchanged for rental of equipment the shop does not have in inventory.
- 721800**      **Small Tools & Instruments** (\$2,500) is recommended unchanged for hand tools and test equipment used by the staff.
- 721900**      **Special Departmental Expense** (\$25,025) is recommended increased \$17,525 to fund an Internet subscription for service manuals (\$1,500), and for State mandated fuel system updates at three County fueling sites (\$23,525).
- 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** (\$262,028) is recommended reduced \$4,783 to provide funds for equipment and vehicle replacement.

**CENTRAL GARAGE**

**OTHER OPERATING EXPENSES (continued)**

**731400**        **Intrafund Transfer** (\$31,157) is recommended reduced \$93,437 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** (\$576,765) is recommended increased \$40,444 for the following vehicles which have been requested to be replaced by the respective Departments:

<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>
District Attorney	2001 Chevy Sedan	Wrecked	-	Sedan	\$19,690	Recommended
Corrections	2003 Ford E350 Van	175,307	-	E350 Ford Van	\$26,200*	Recommended
Bldg. Inspections	2006 Chevy Pickup	158,892	-	4x4 Pickup	\$19,972	Recommended
Bldg. Inspections	2004 Dodge Pickup	161,130	-	4x4 Pickup	\$19,972	Recommended
Bldg. Inspections	2004 Dodge Pickup	152,171	-	4x4 Pickup	\$19,972	Recommended
Special Districts	1998 Ford ¾ Pickup	152,814	-	Mini SUV	\$23,618	Recommended
Special Districts	2008 Ford ¾ Utility	157,217	-	¾ T 4x4 Pickup/Utility	\$22,703**	Recommended
Probation	1999 Ford Sedan	143,767	-	Police Utility Vehicle	\$26,338***	Recommended
Sheriff	2009 Police SUV	161,000	-	Marked Pursuit PPU	\$54,000 #	Recommended
Sheriff	2008 Pursuit Sedan	157,500	-	Marked Pursuit PPU	\$54,000 #	Recommended
Sheriff	2005 Det 4x4 P/up	153,233	-	½ T 4x4 ExCab Pickup	\$33,500 #	Recommended
Sheriff	2009 Police SUV	164,000	-	Marked Pursuit PPU	\$54,000 #	Recommended
Sheriff	2008 Police SUV	153,000	-	Marked Pursuit PPU	\$54,000 #	Recommended
Sheriff	2007 Det 4x4 P/up	154,000	-	Unmarked Police PPU	\$40,600 #	Recommended
Sheriff	2007 Det 4x4 P/up	165,700	-	Unmarked Police PPU	\$37,100 #	Recommended
Sheriff	2007 Det 4x4 P/up	152,200	-	Unmarked Police PPU	\$37,100 #	Recommended
Sheriff	2002 Police Sedan	167,500	-	Unmarked Police PPV	\$34,000 #	Recommended
<b>Total Vehicles Recommended: 17</b>			<b>Total CG Funds Recommended:</b>		<b>\$576,765</b>	

**FIXED ASSETS (continued)**

**740300      Equipment (continued)**

\*This amount will be increased (approximately \$3,000) Due to transfer costs of the Prisoner cage from the retired vehicle and will be appropriated from funds from the DOC

\*\*This amount will be increased (approximately \$7,000) due to additional costs associated with adding a utility bed and rack and will be appropriated from the Special Districts Budget.

\*\*\*This amount will be increased (approximately \$1,900) due to probation requirements of a partition and safety lights and will be appropriated from the Probation 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 2013-14**

Department: **MICROWAVE RADIO SERVICES  
11300**  
Function: **General**  
Activity: **Other General**  
Fund: **Microwave Radio Fund**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>INCOME</b>				
640101 Interest on Cash	1,691	0	0	0
662742 Microwave Radio Service Charges	461,653	514,739	551,203	551,203
Fund Balance	0	159,604	241,993	241,993
<b>TOTAL INCOME</b>	<b>463,344</b>	<b>674,343</b>	<b>793,196</b>	<b>793,196</b>
<b><u>EXPENSES</u></b>				
<b>OPERATING EXPENSES</b>				
720800 Maintenance - Equipment	63,654	65,564	79,398	79,398
721200 Misc Expense - Sales Tax	0	0	16,665	16,665
721400 Professional & Specialized Expense	408	0	9,000	9,000
721700 Rents & Leases - Building/Land	143,796	160,702	165,203	165,203
721909 Misc Expense - Property Tax	0	0	4,000	4,000
730302 Retire Capital Lease (Equipment)	210,063	236,946	214,237	214,237
731000 Depreciation	0	51,527	32,700	32,700
740301 Fixed Assets	9,822	0	0	0
771400 Interfund Expenses	0	0	30,000	30,000
<b>TOTAL OPERATING EXPENSES</b>	<b>427,743</b>	<b>514,739</b>	<b>551,203</b>	<b>551,203</b>
<b>CONTINGENCIES</b>				
780000 Contingencies	0	159,604	20,665	20,665
<b>TOTAL CONTINGENCIES</b>	<b>0</b>	<b>159,604</b>	<b>20,665</b>	<b>20,665</b>
<b>TOTAL - EXPENSES</b>	<b>427,743</b>	<b>674,343</b>	<b>571,868</b>	<b>571,868</b>
<b>Income Over / (Under) Expenses</b>	<b>35,601</b>	<b>0</b>	<b>221,328</b>	<b>221,328</b>
<b>Carryover Restricted for Capital Replacement</b>				<b>221,328</b>

## 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, Road, 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 recurring costs for terrestrial based circuits through AT&T.

During FY 2013-14, 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** (\$551,203) is recommended increased \$36,464. This income will be used to fund 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. In addition to income from service charges are reserves from FY 2012-13 of \$241,994 which will be used to begin replacing donated equipment, and provision for narrow banding beginning FY 2013-14 on a contingency basis.

### EXPENSES

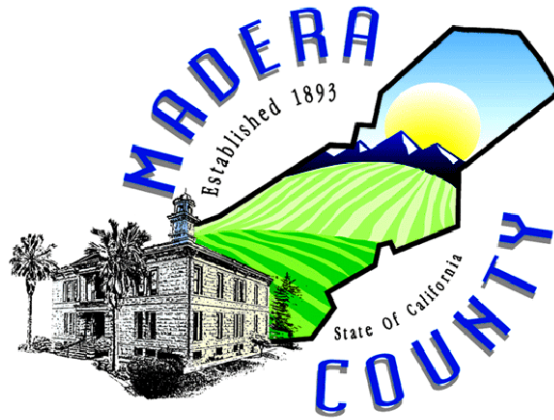
**720800**      **Maintenance - Equipment** (\$79,398) is recommended increased \$13,834 for contracted maintenance services from Fresno County and for battery replacements at two sites.

**721200**      **Miscellaneous Expense – Sales Tax** (\$16,665) is recommended as requested by the Madera County Auditor-Controller to pay for sales tax associated with the capital lease.

## MICROWAVE RADIO SERVICES

### EXPENSES (continued)

- 721400**      **Professional & Specialized** (\$9,000) is recommended for the use of outside contractors to install and configure some components in the replacement of the donated and aging equipment.
- 721700**      **Rents & Leases - Building/Land** (\$165,203) is recommended increased \$4,501 and includes the costs for leasing existing tower space from private land owners.
- 721909**      **Miscellaneous Expense – Property Tax** (\$4,000) is recommended 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 reduced \$22,709, based on 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** (\$32,700) is recommended reduced \$18,827 to reflect replacement of asset equipment this fiscal period.
- 710100**      **Interfund Expenses** (\$30,000) is recommended to appropriately assign labor expended from the Information Technology Department to coordinate all microwave activities and upgrades.
- 780000**      **Contingencies** (\$20,665) is recommended to be funded through unexpended/reserve funds from FY 2012-13.
- Carryover Restricted for Capital Replacement (\$221,328)** is recommended to be funded through unexpended/reserve funds from FY 2012-13 and will be used to begin replacing donated equipment beginning 2013-14. These funds are not rate affecting during this fiscal period.

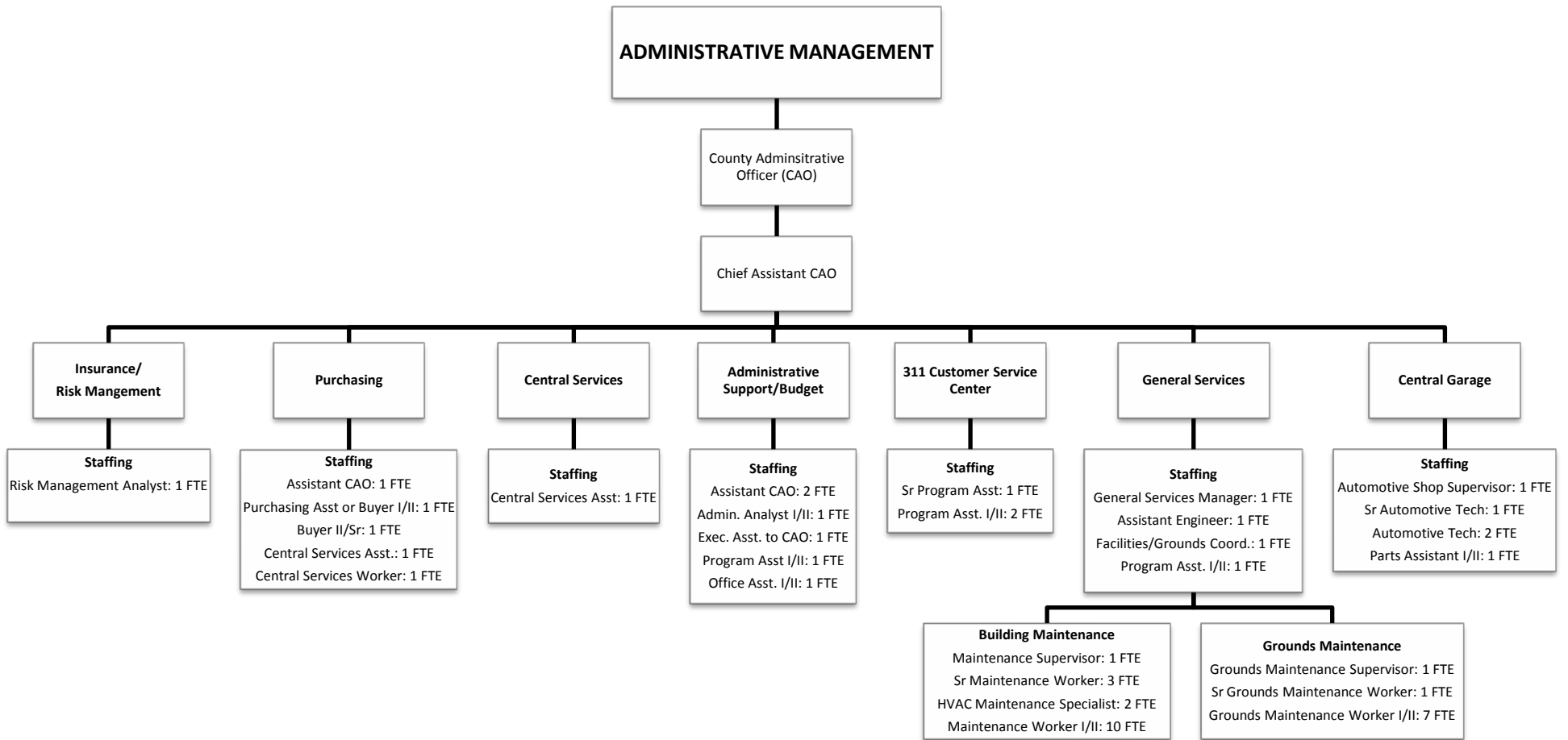


## DEPARTMENTAL ORGANIZATIONAL CHARTS

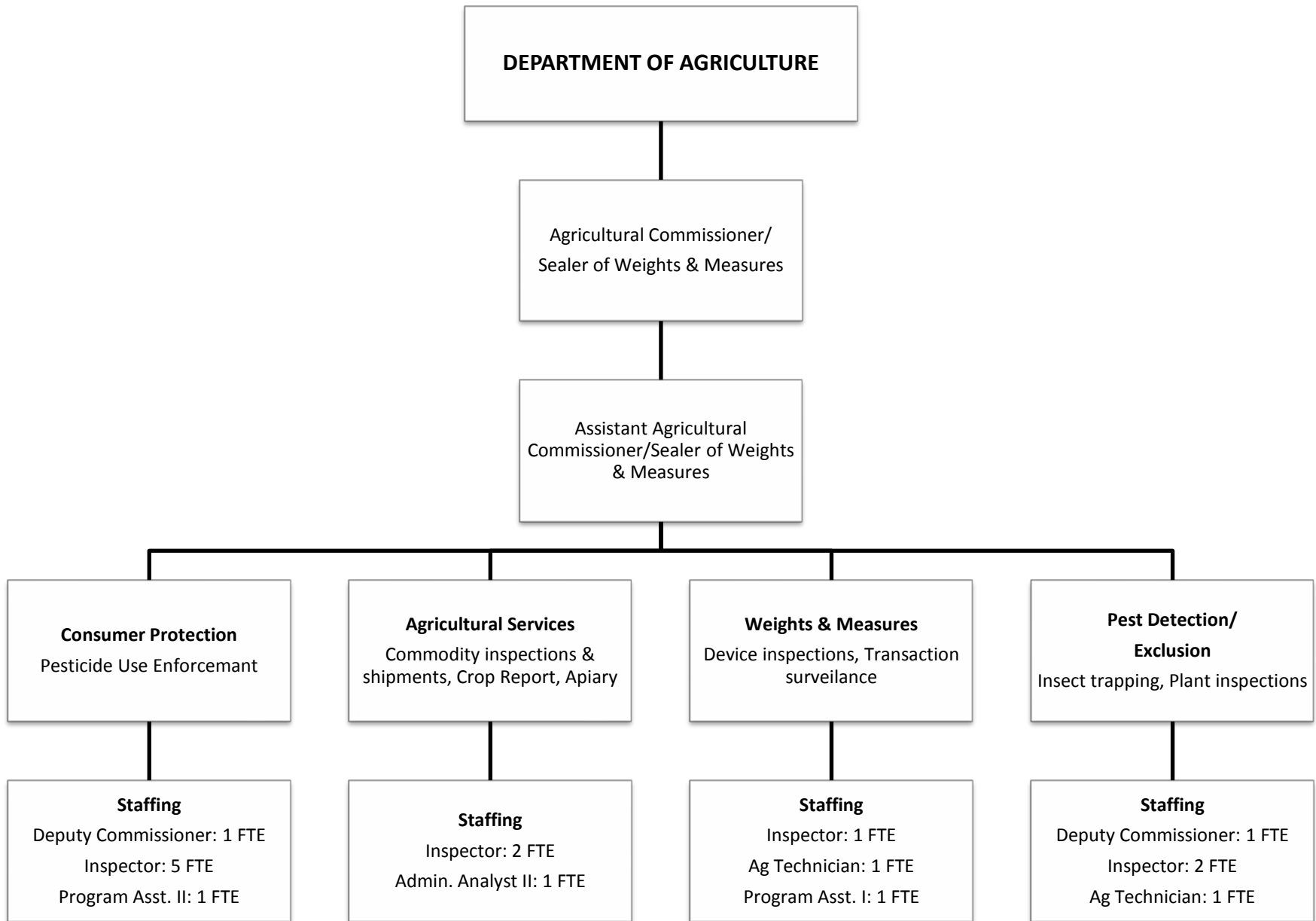
The Departmental Organizational Charts contained in this document reflect the 2012-13 Authorized staffing allocations, inclusive of funded and unfunded positions, and are shown by assignment within the functional areas or programs of the department. These charts are intended to only provide an overview 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.

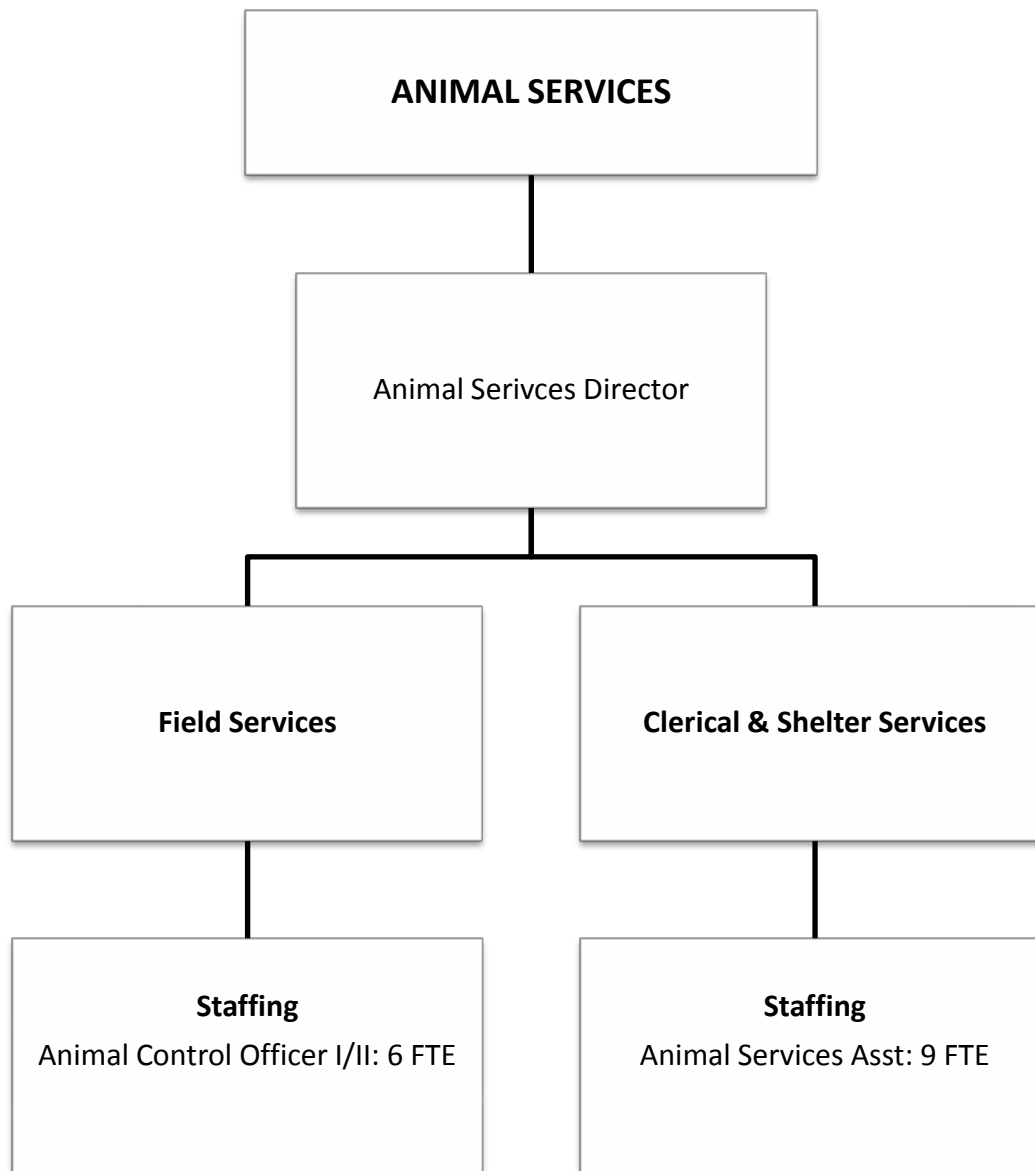
*Note: Organizational charts are presented in alphabetical order by department.*



**Total FTE: 52**

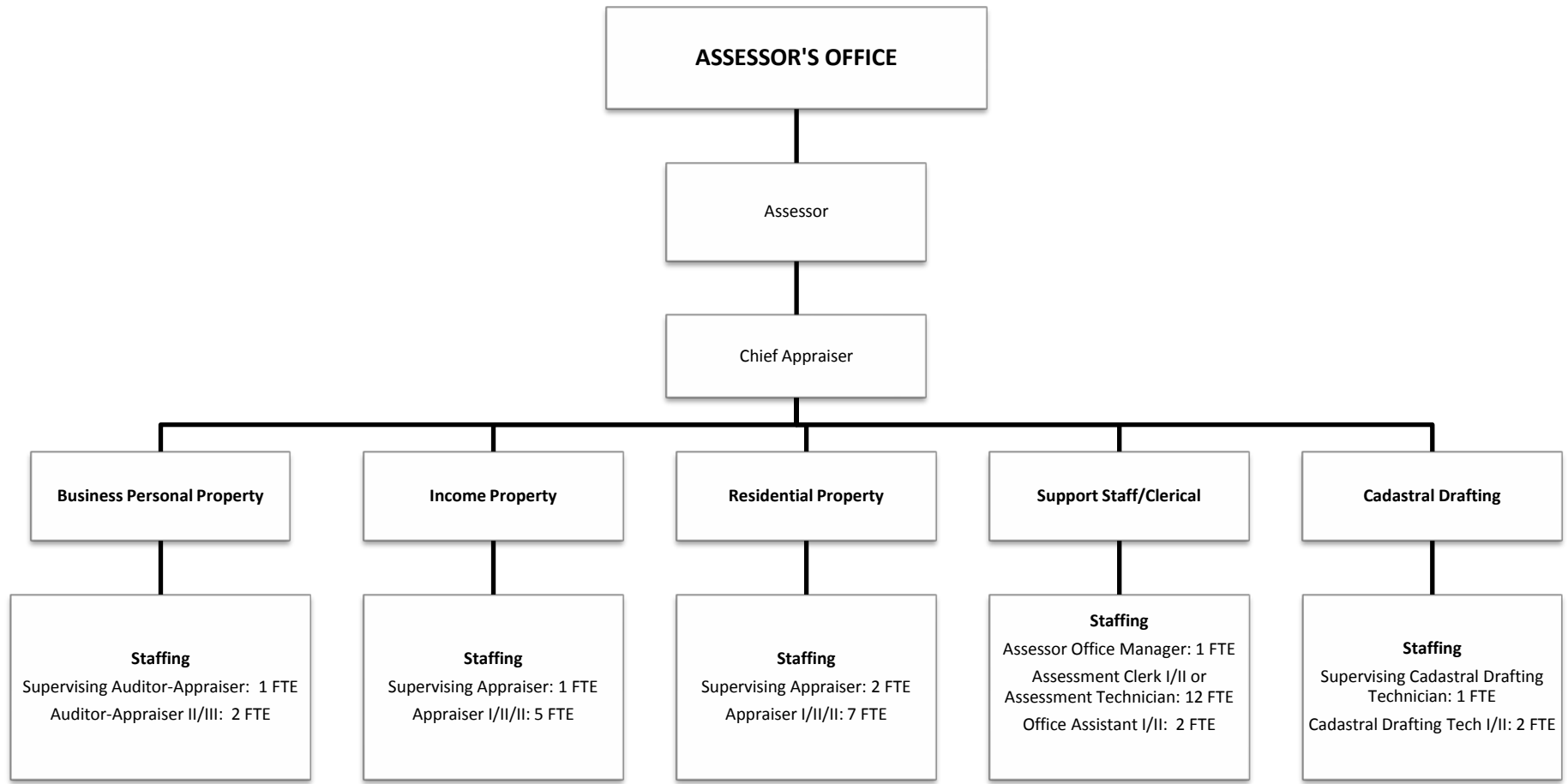


**Total FTE: 19**



**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**  
Deputy Auditor-Controller: 0.5 FTE  
General Acctg Supervisor: 1 FTE  
Sr. Account Tech : 2 FTE  
Account Clerk II: 2 FTE  
Accountant-Auditor II: 1 FTE

**Staffing**  
Deputy Auditor-Controller: 0.25 FTE  
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  
Deputy 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

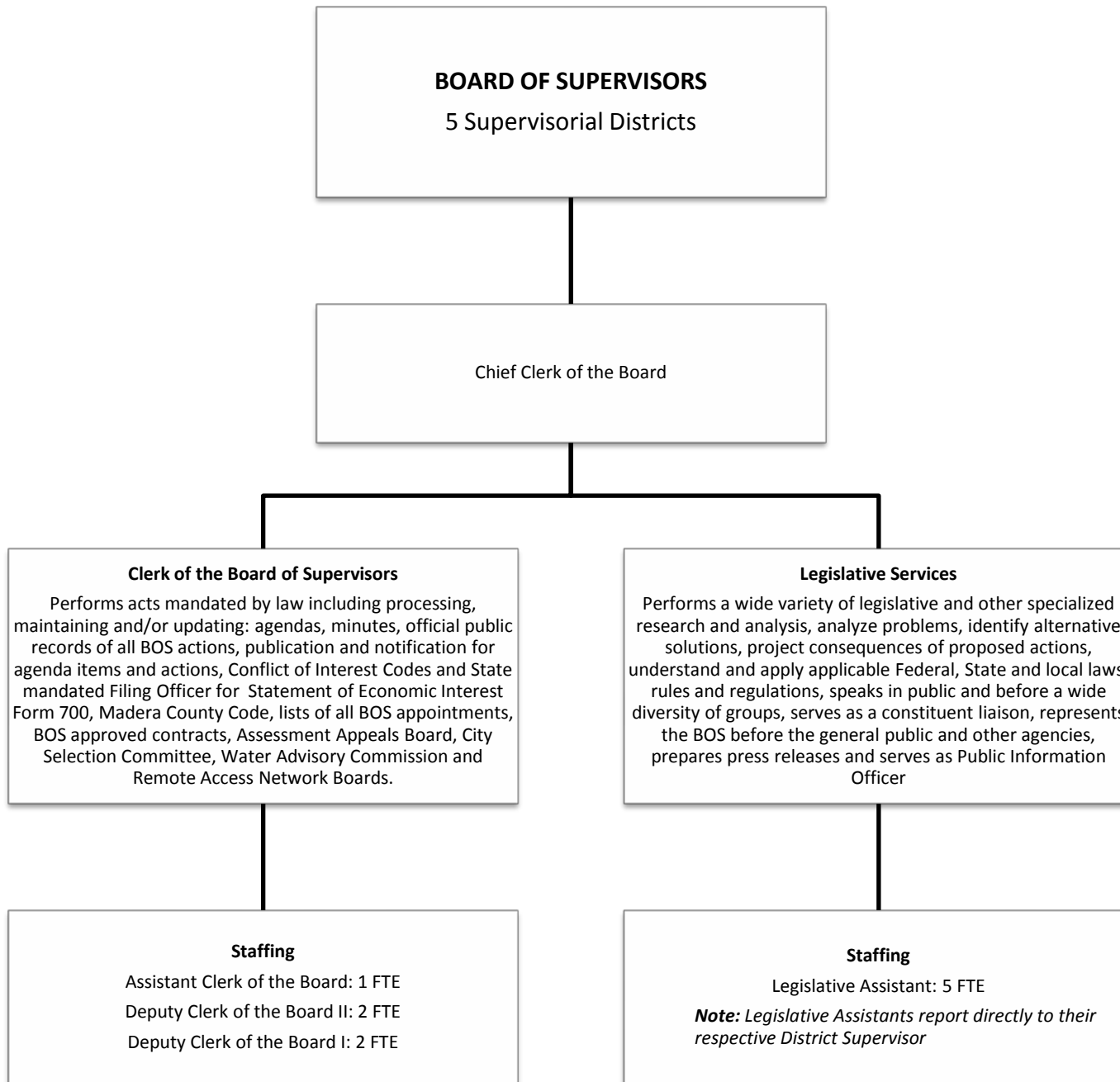
**Staffing**  
Division Manager 1.0 FTE  
Behavioral Health Program Supervisor or Supervision Mental Health Clinician 7.0 FTE  
Licensed Mental Health Clinician or Prelicensed Mental Health Clinician 26.5 FTE  
Mental Health Crisis Worker or Prelicensed Mental Health Clinician 2.0 FTE  
Prelicensed Mental Health Clinician or Senior Mental Helath Caseworker 2.0 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 Superviosr or Supervision Mental Health Clinician 2.0 FTE  
Licensed Mental Health Clinician or Prelicensed Mental Health Clinician 8.0 FTE  
Quality Management Cooridinator or Supervision Mental Health Clinician 1.0 FTE  
Registered 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

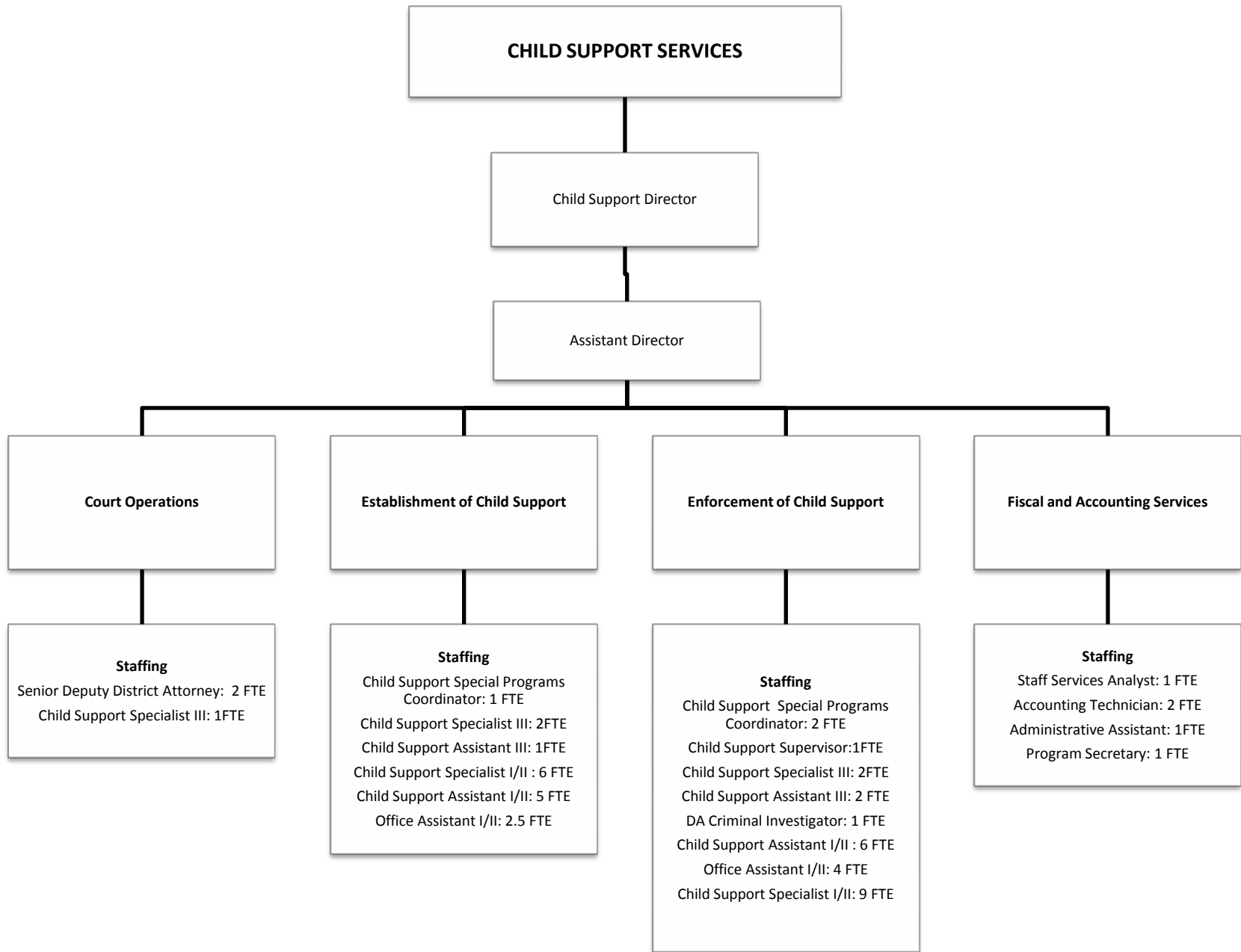
**Staffing**  
Division Manager 1.0 FTE  
Accountant Auditor I/II 1.0 FTE  
Account Clerk I/II or Account Tech I/II 1.0 FTE  
Account Technician I/II 1.0 FTE  
Program Assistant I/II 1.0 FTE

**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

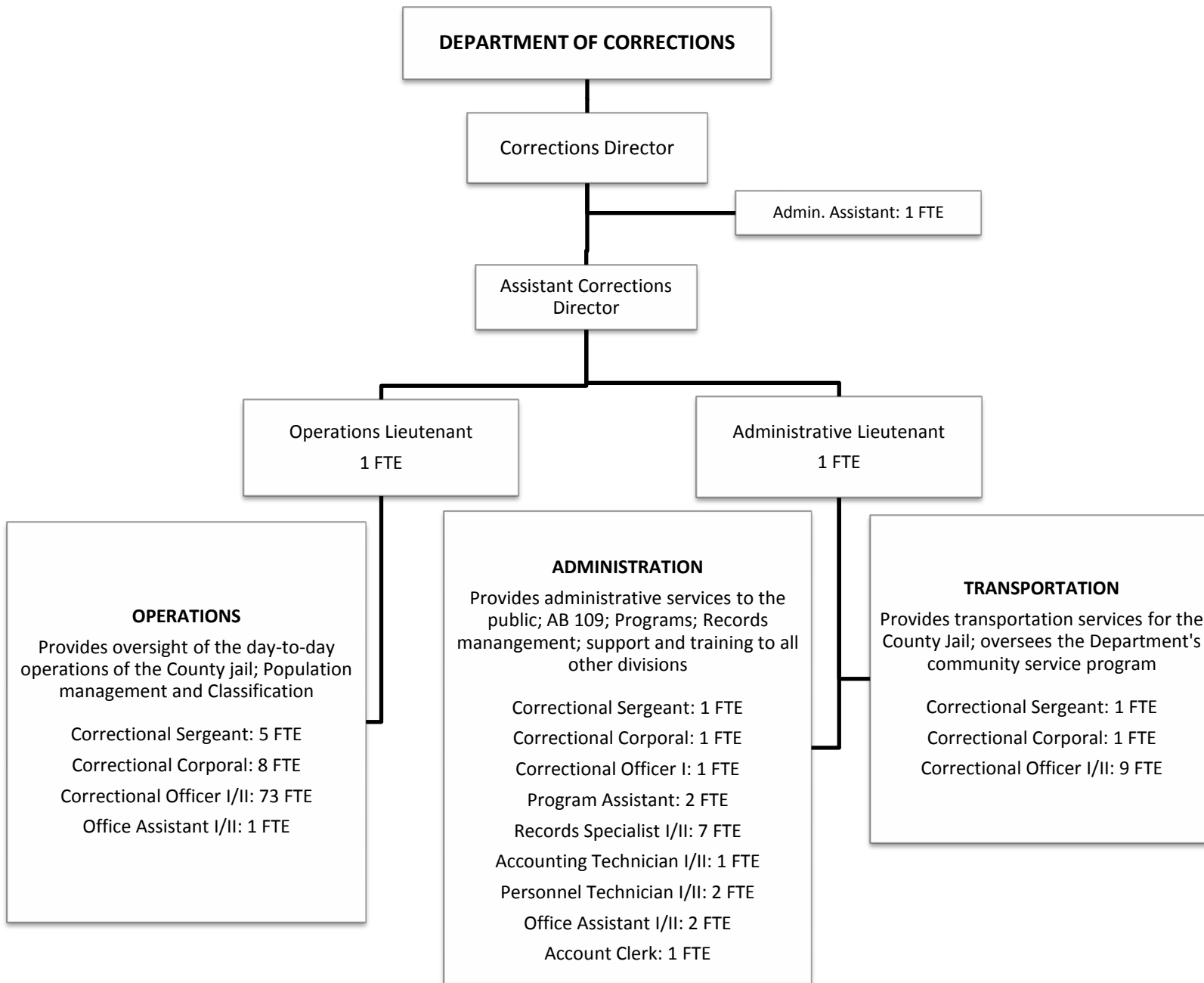
**Total FTE: 133.50**



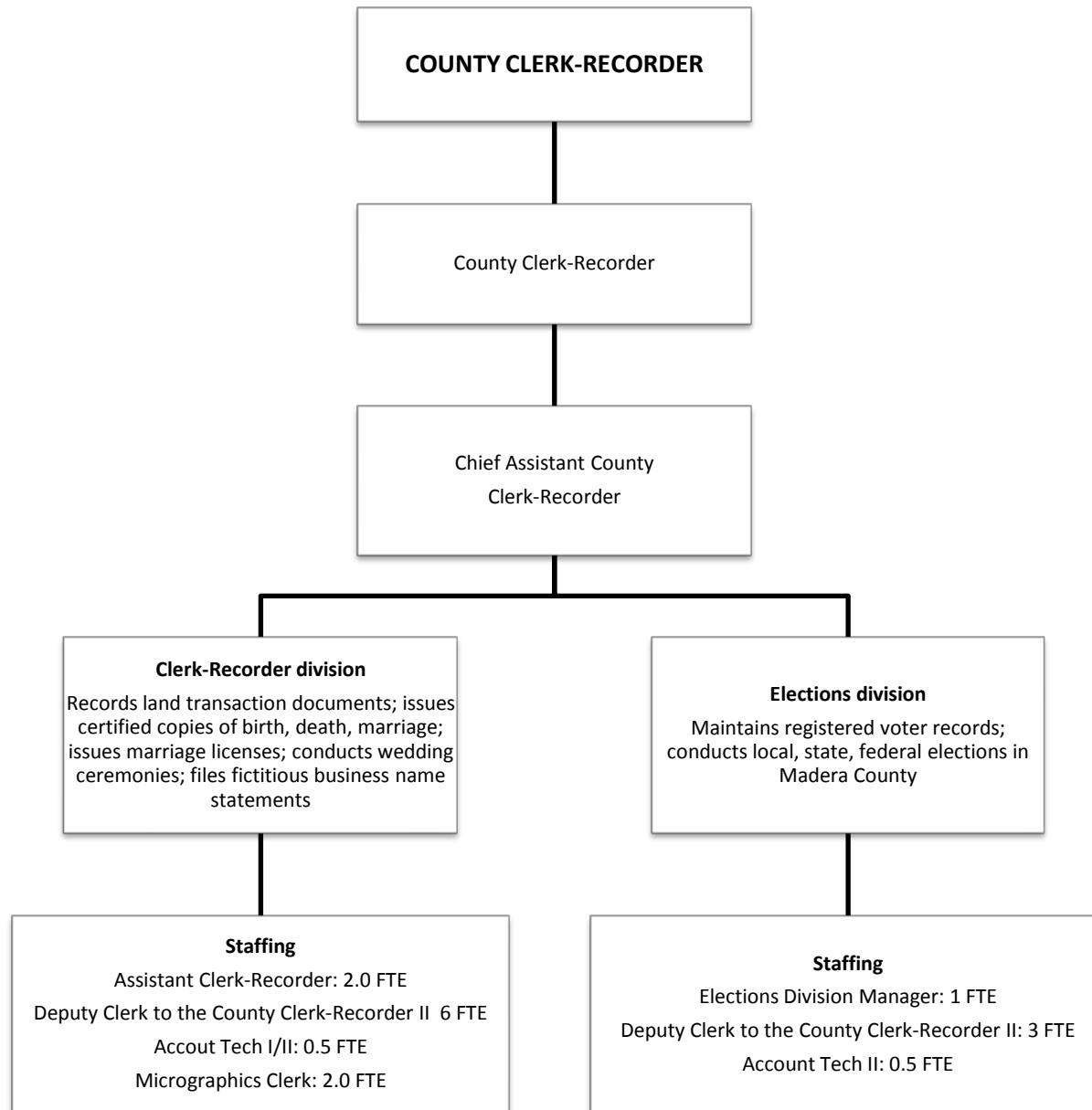
**Total FTE: 16**



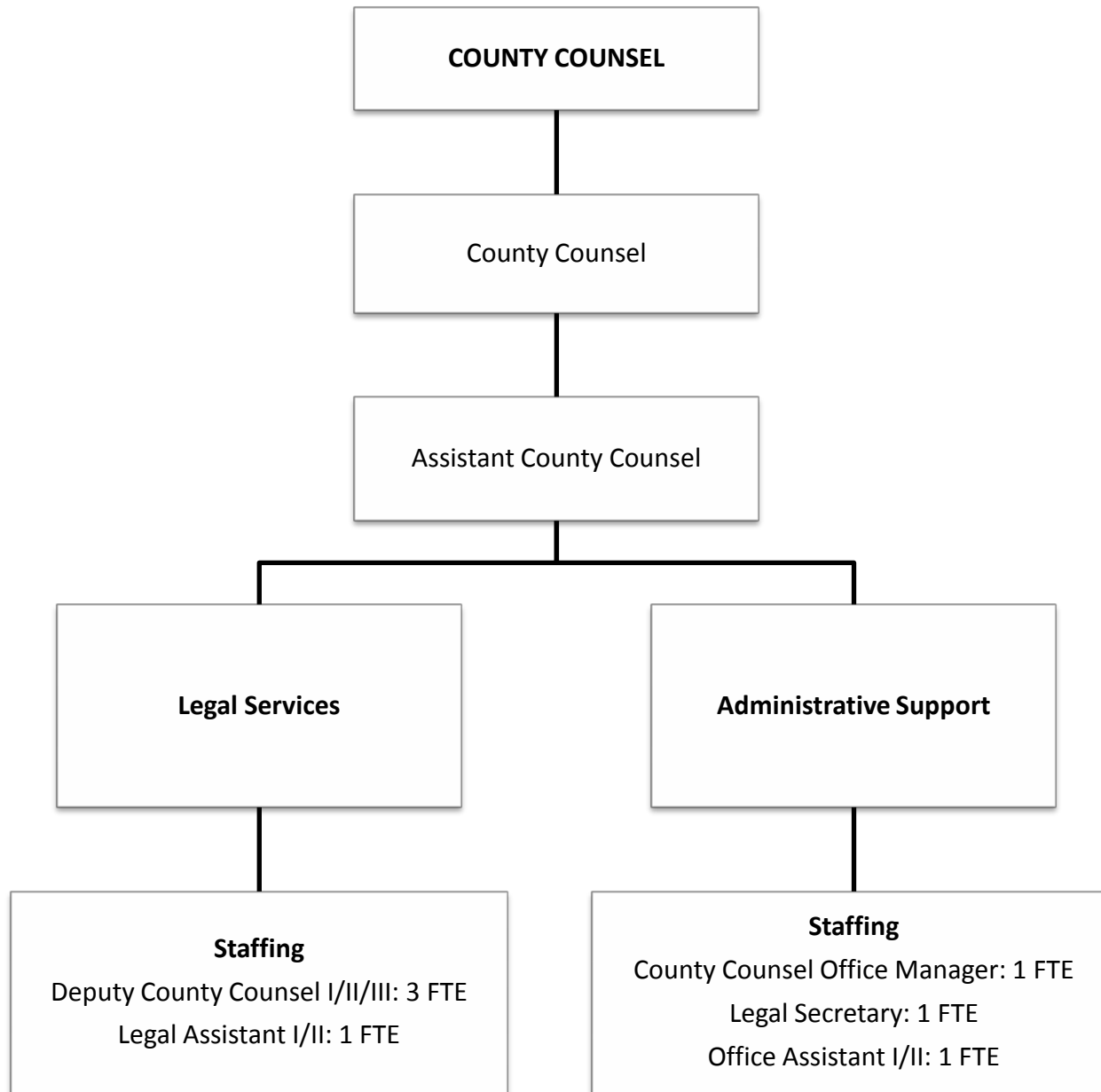
**Total FTE: 54.5**



**Total FTE: 121**

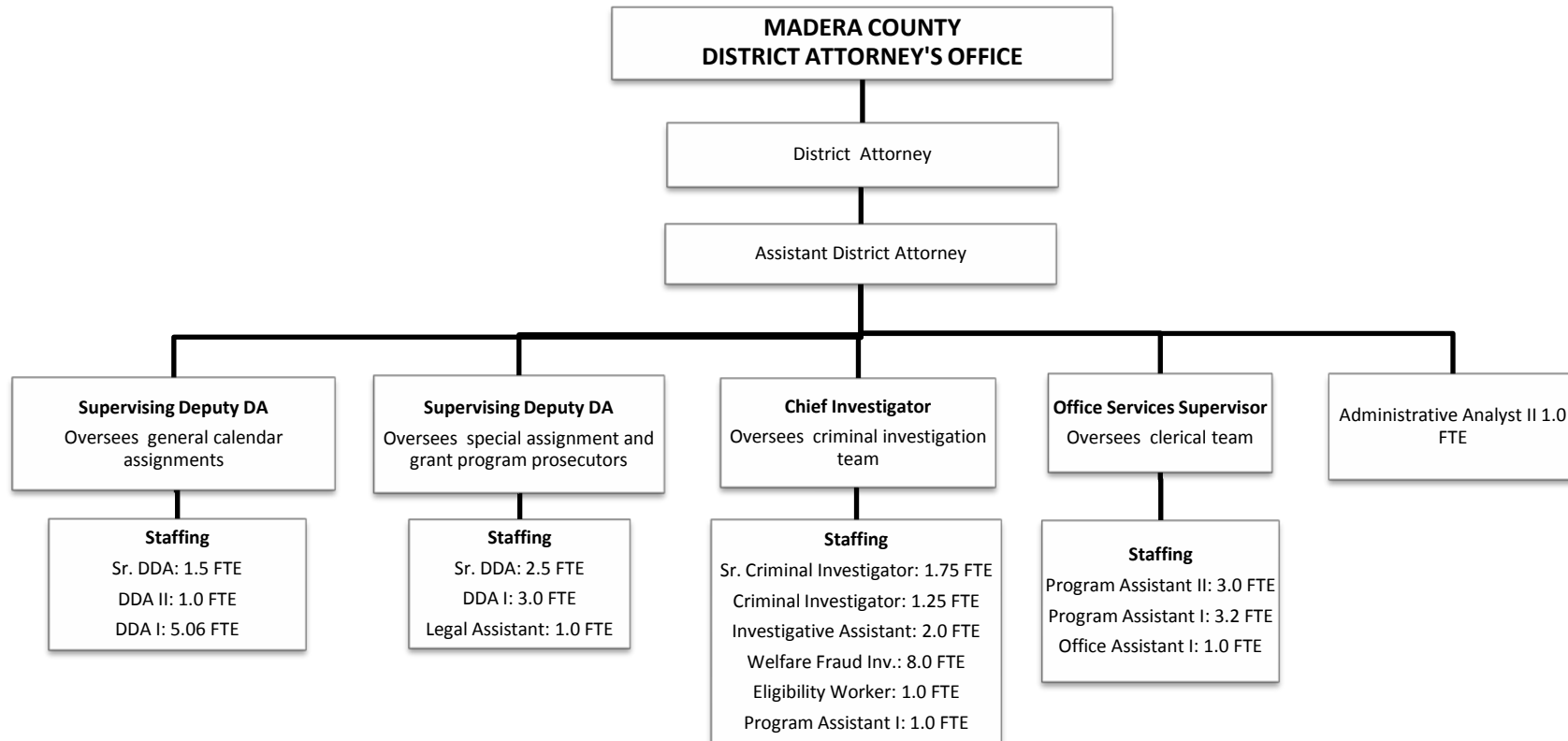


**Total FTE: 18**

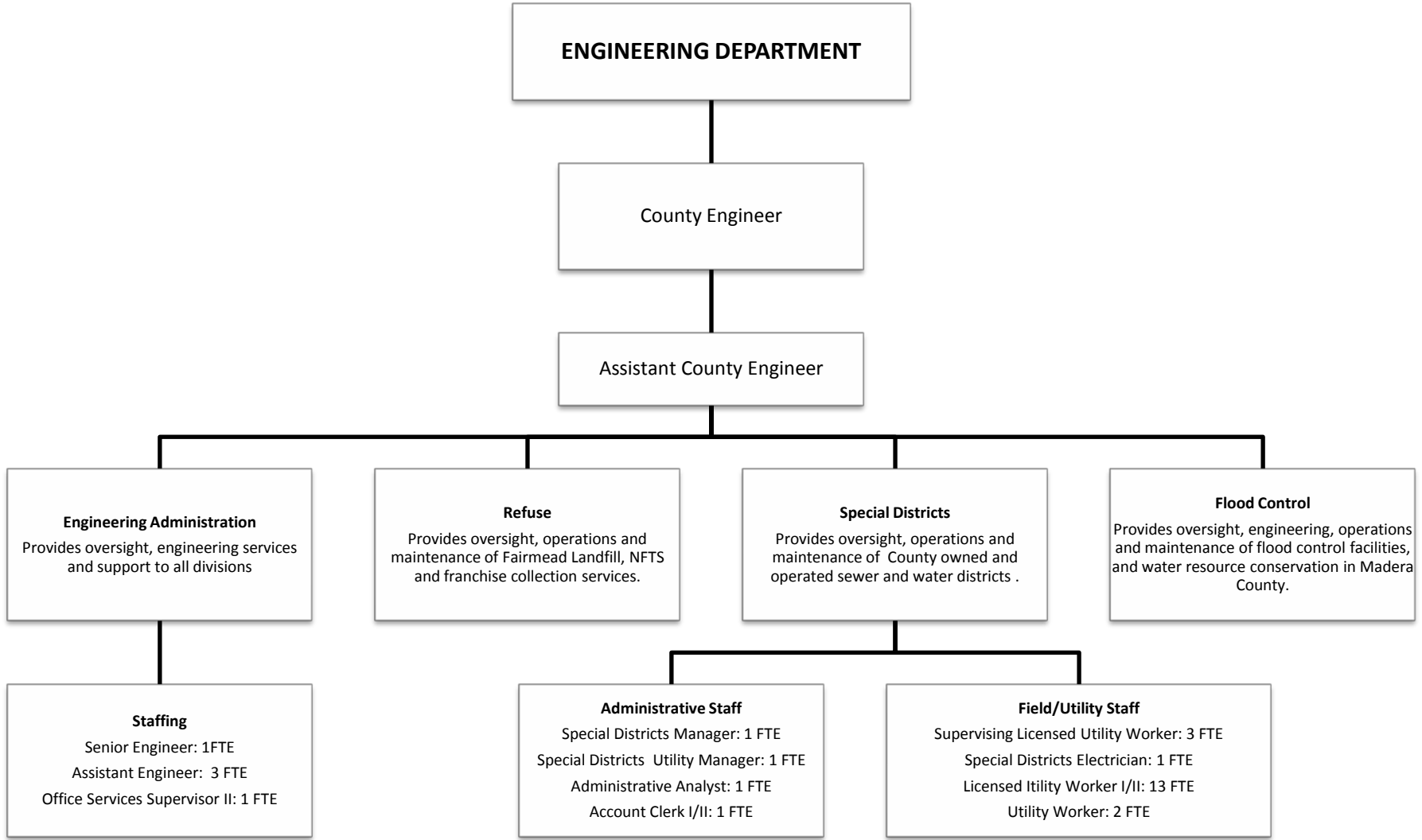


**Total FTE: 9**

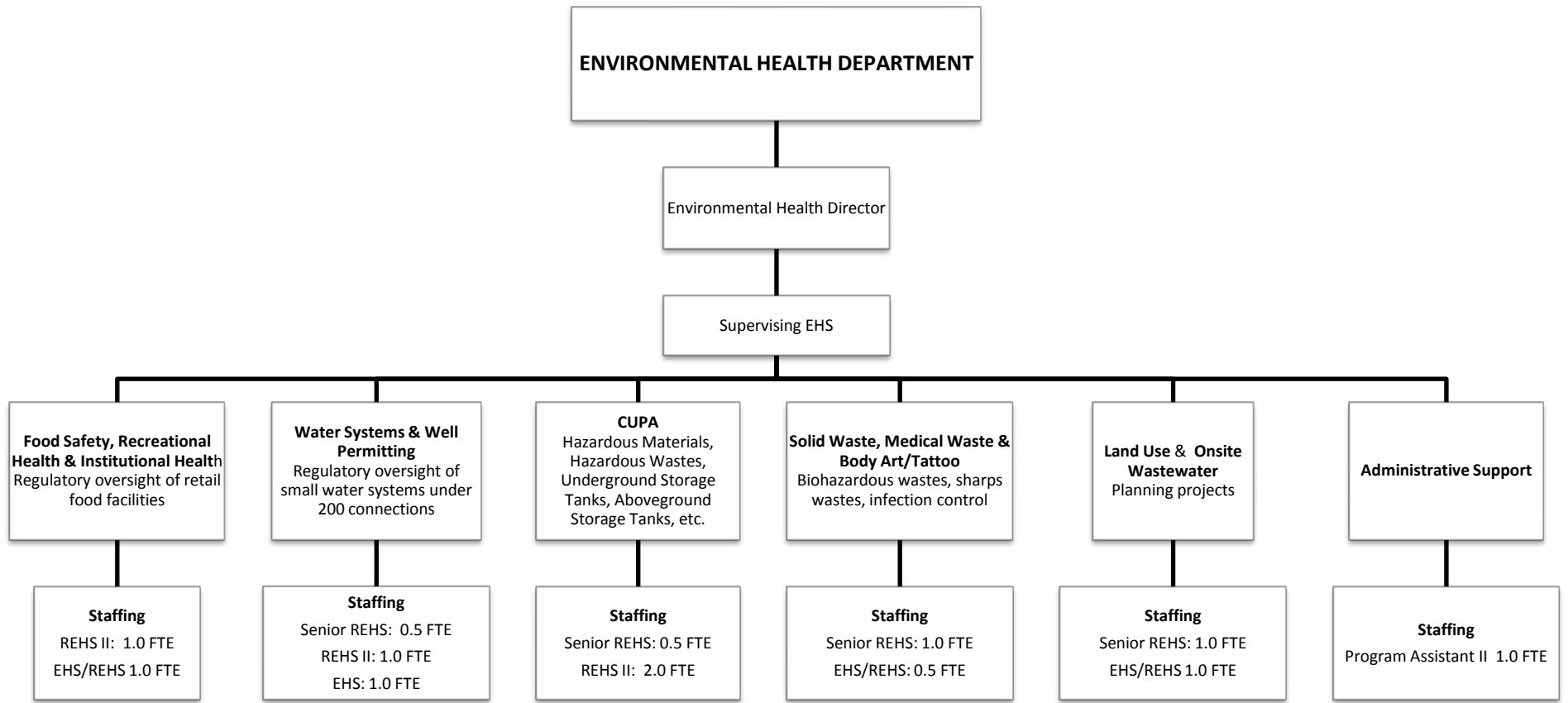




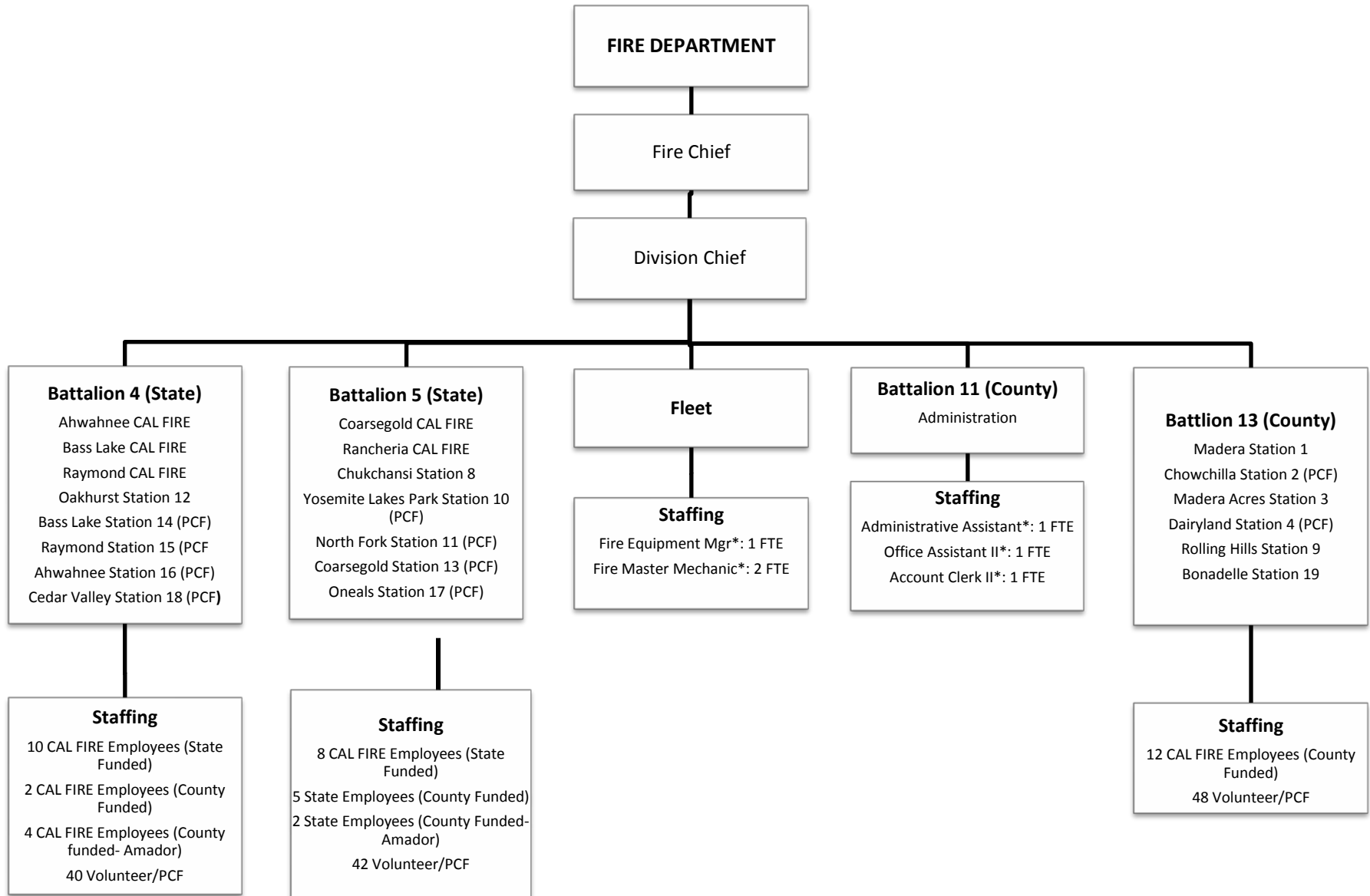
**Total FTE: 43.26**



**Total FTE: 30**

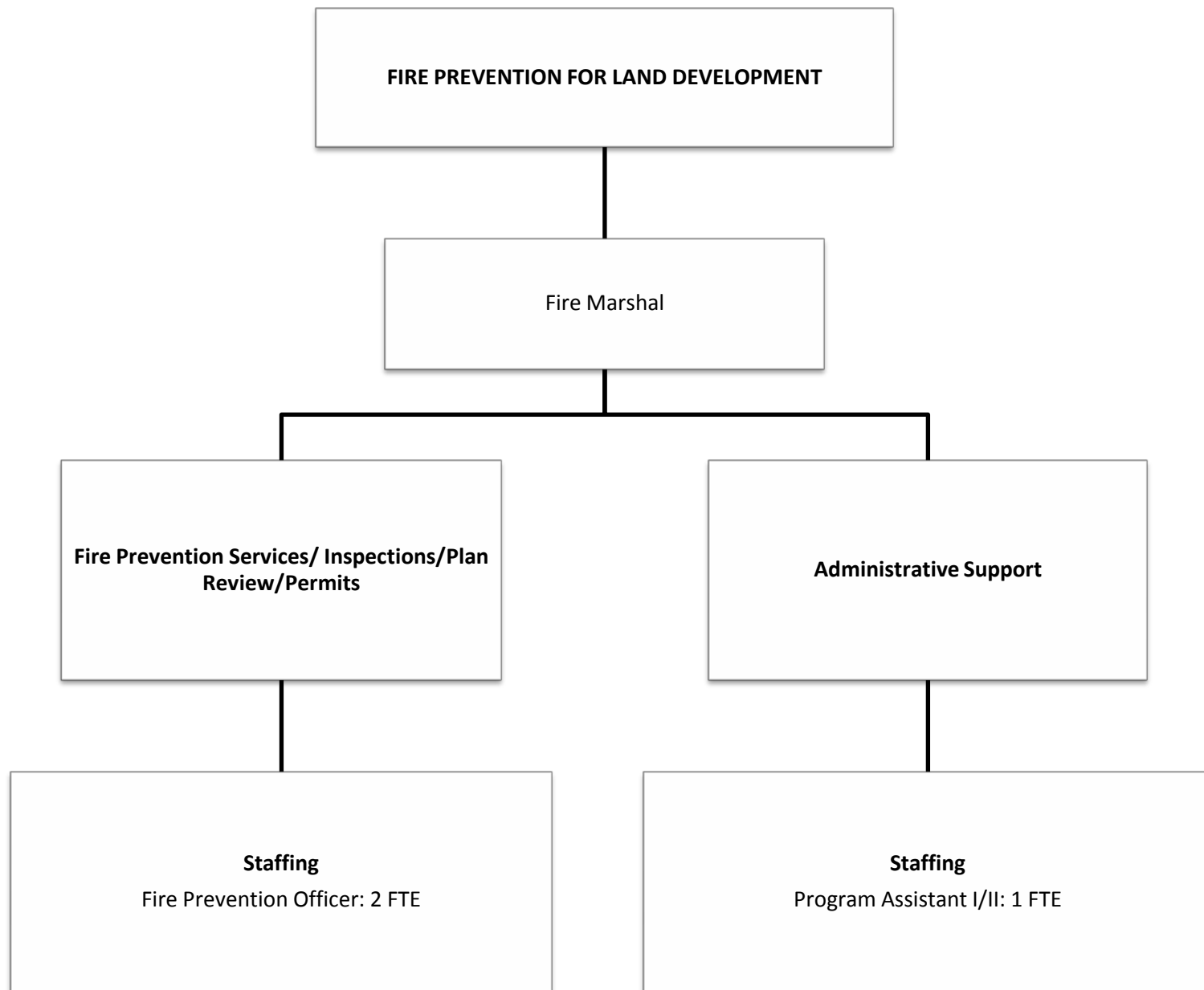


**Total FTE 13.5**

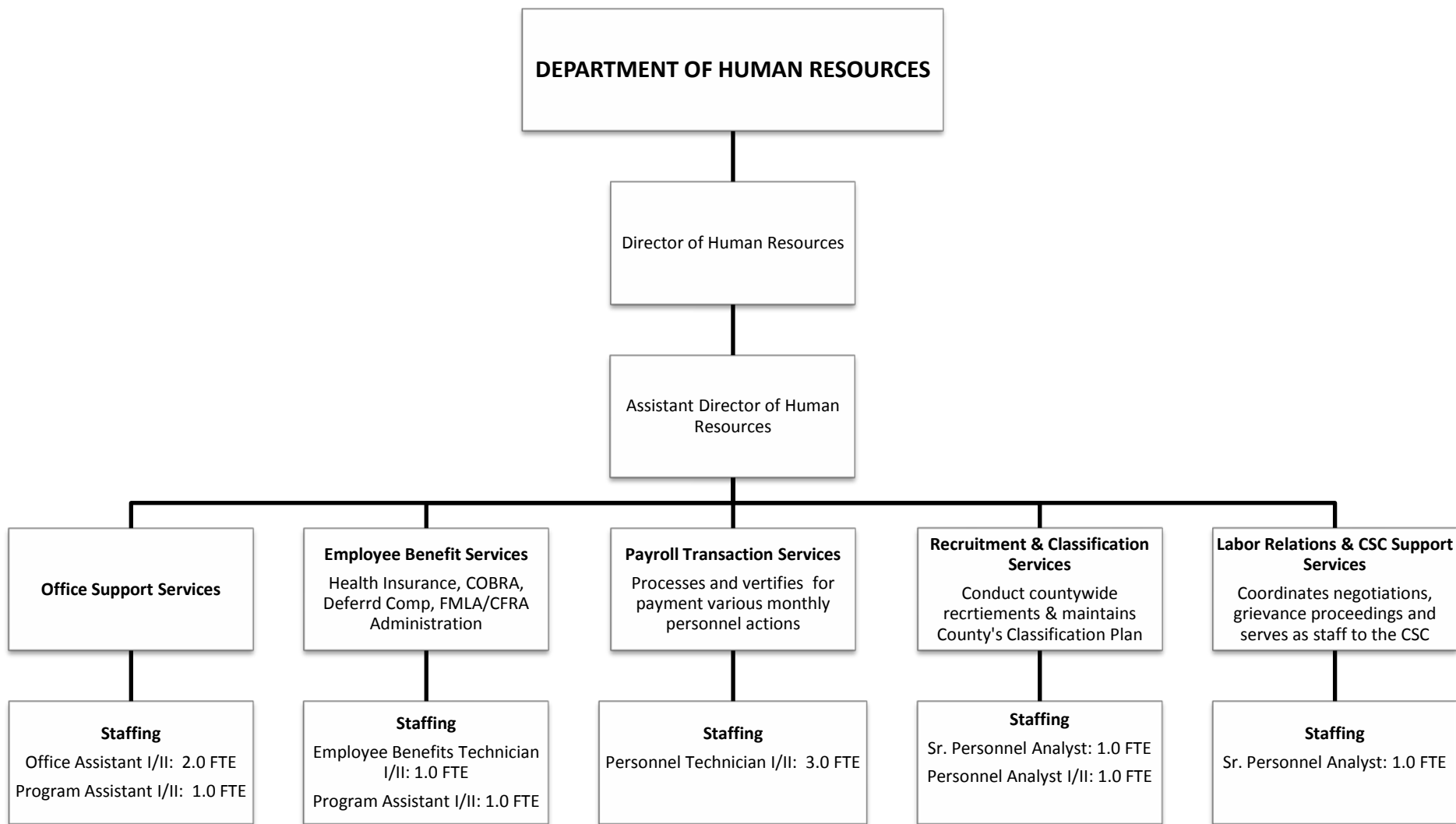


**Total FTE: 6\***

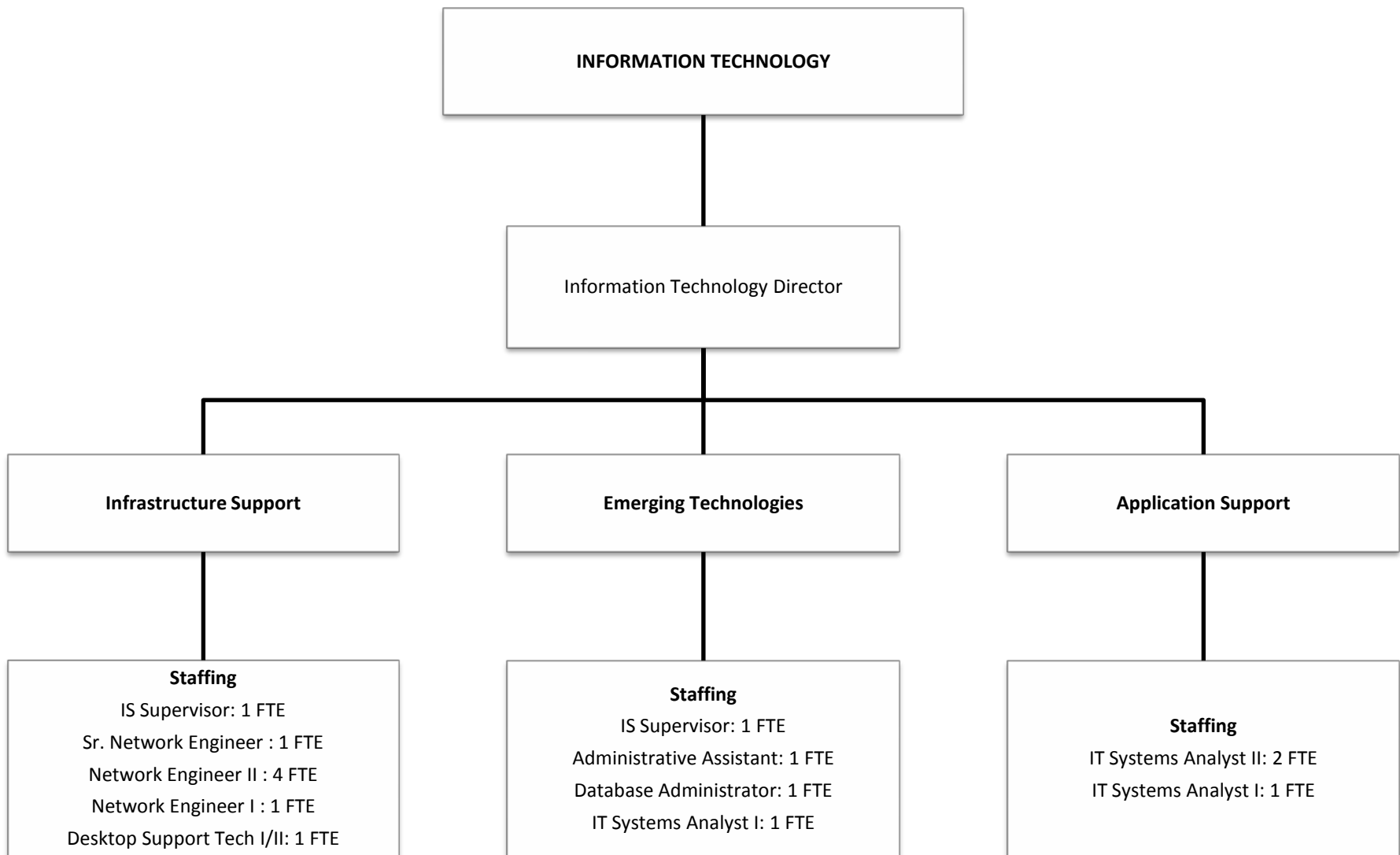
**\*Represents County Employees**



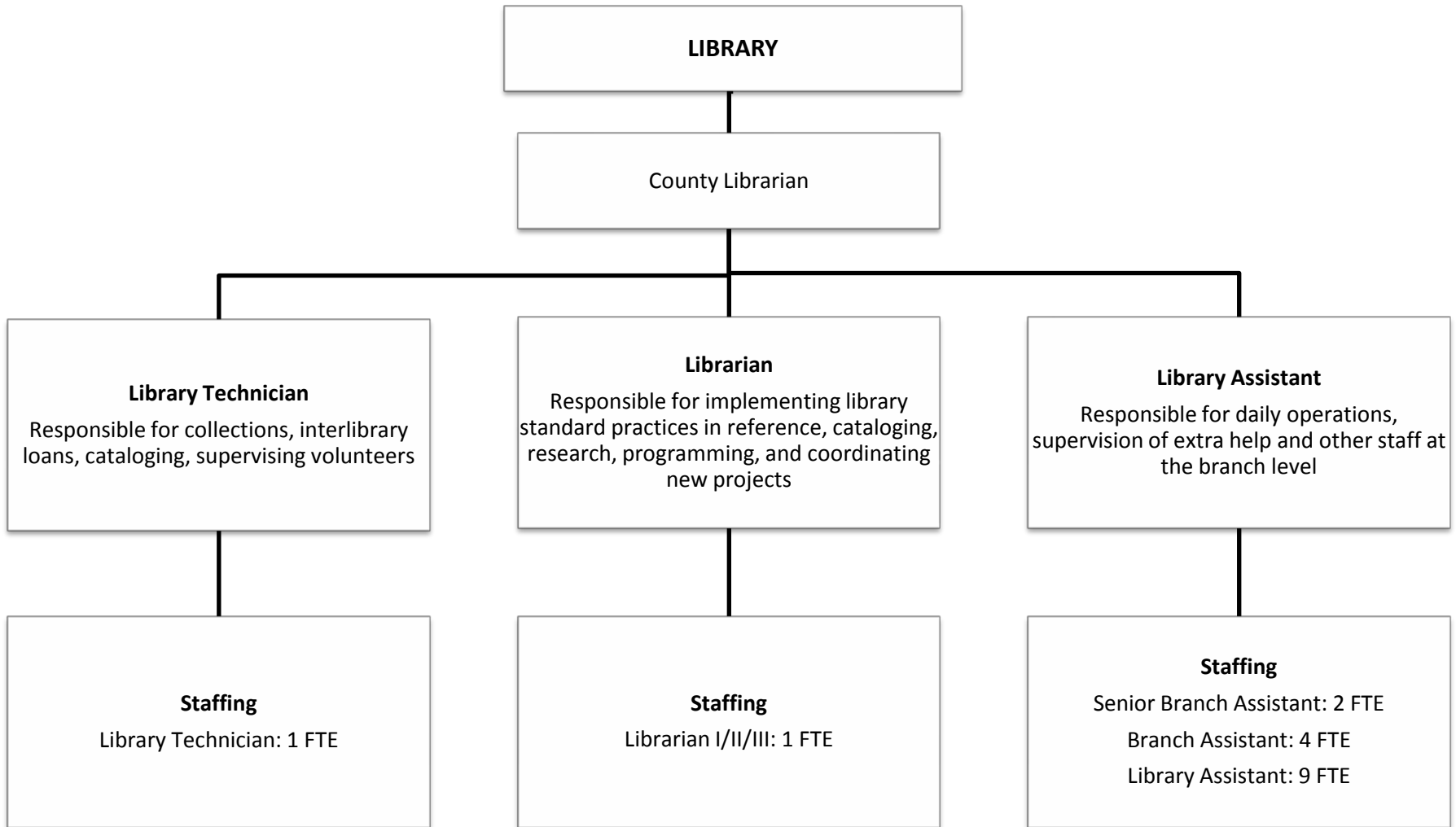
Total FTE:   4



**Total FTE: 13**

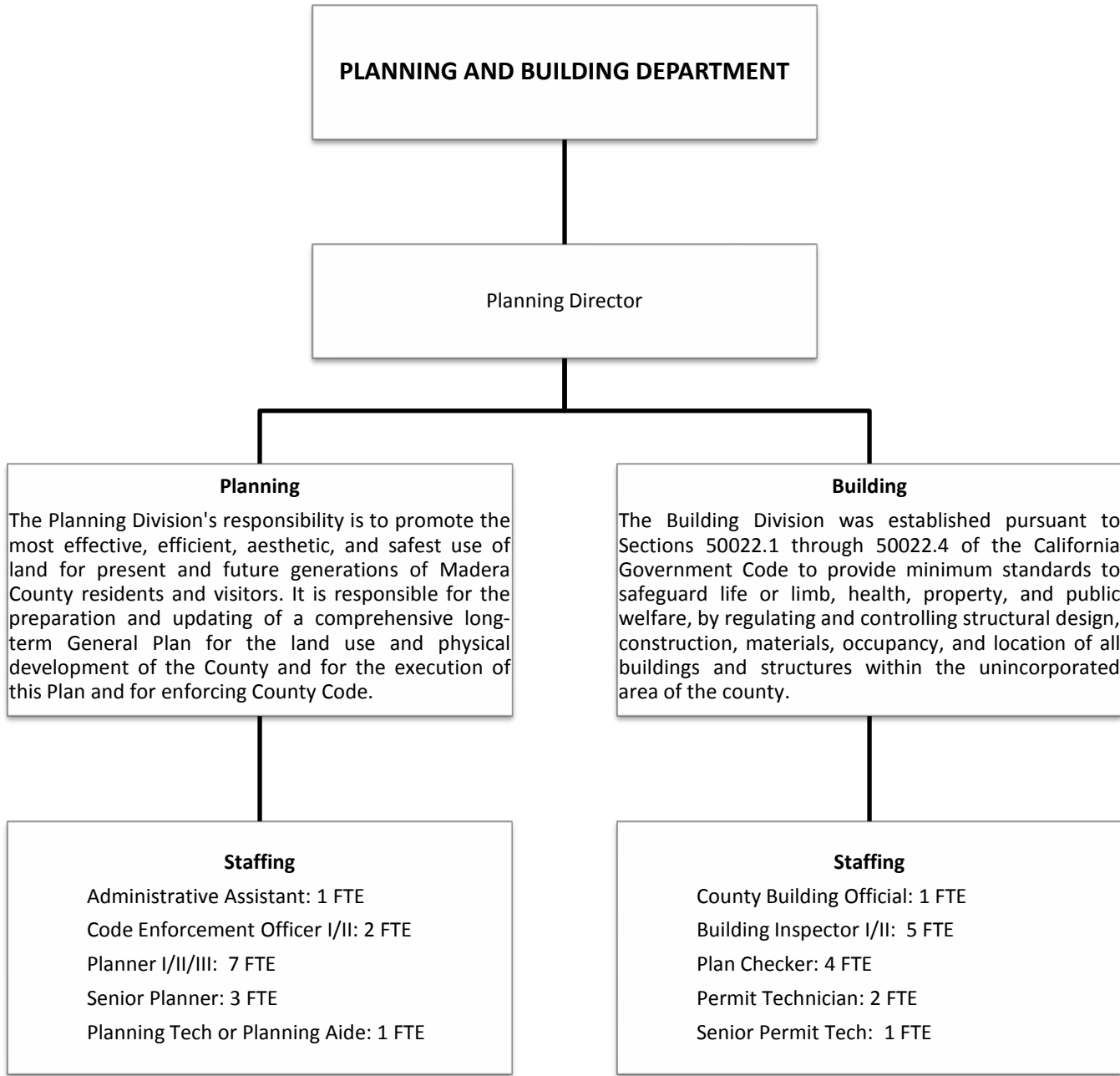


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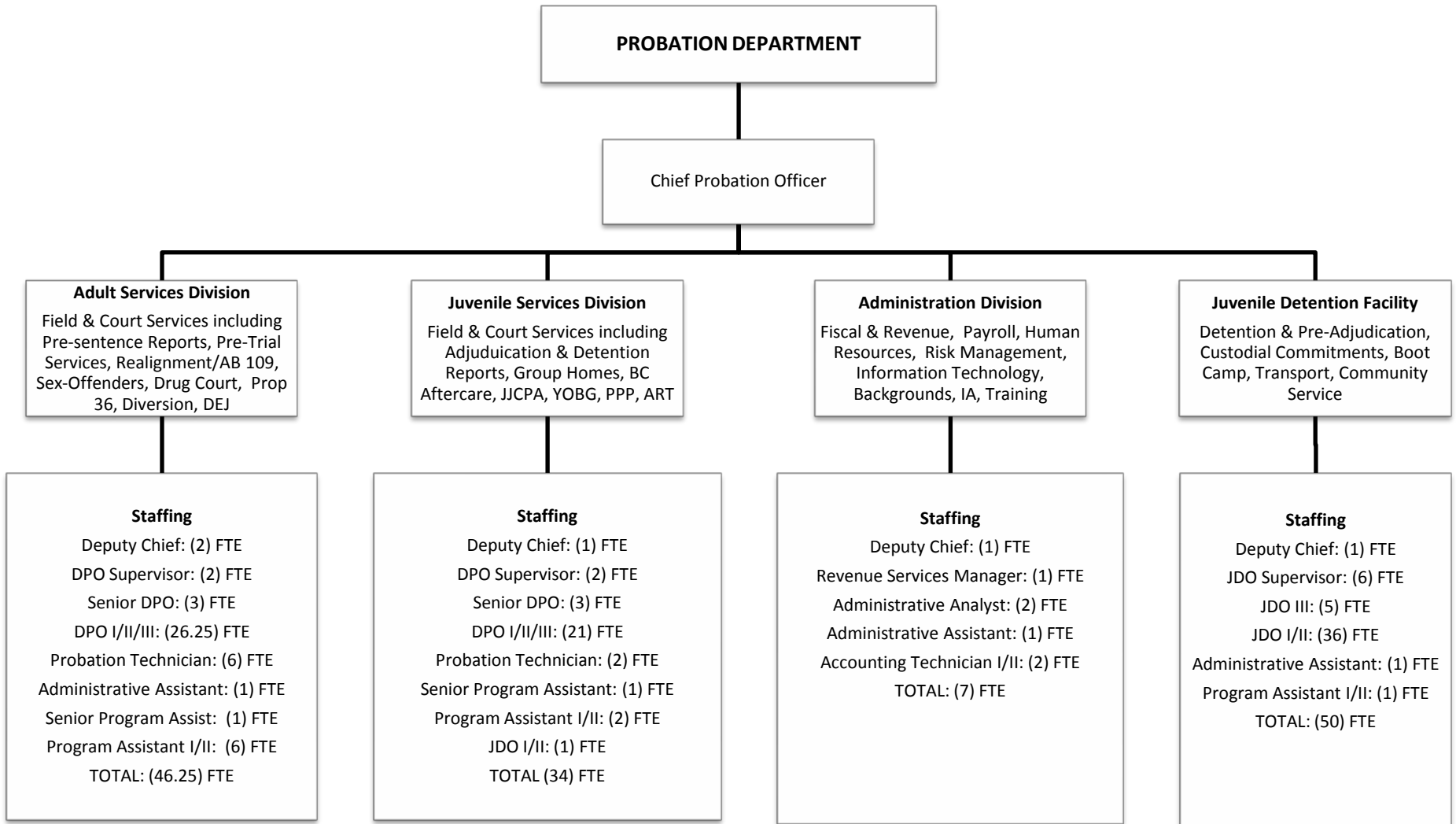


**Total FTE: 18**





**Total FTE: 27**



# PUBLIC HEALTH DEPARTMENT

Public Health Director

Assistant Director

Director of Nursing

**Administration**  
Provides oversight to department operations

**Policy & Planning**  
Coordinates vital statistics, health data, research & policy, and performance management.

**Community Health**  
Provides health education to prevent chronic diseases and builds community capacity for emergency preparedness

**Financial Operations**  
Manages budgets, contracts, billing, accounts payable, & accounts receivables.

**Women Infant & Children Program**  
Provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five.

**Maternal Child Adolescent Health**  
Provides case management services to address comprehensive health, physical, psychosocial needs of the maternal, child, & adolescent population.

**Children's Medical Services**  
Provides care coordination to assist families with children who have special needs or who meet income criteria. Services include case management, medical appointment scheduling, transportation, and access to diagnostic and treatment services.

**Clinical Services**  
Includes Immunization, Lead, Tuberculosis, Sexually Transmitted Disease, Pre-Employment Physicals, and Senior Clinics.

**Laboratory Services**  
Monitors and detects public health threats, ranging from contamination in drinking water to infectious diseases.

**Communicable Disease Control & Prevention**  
Provides health promotion, surveillance, investigation, and control of infectious diseases.

**Staffing**  
Health Officer: 1 FTE  
Program Manager: 1 FTE  
Admin Asst: 1 FTE  
Admin Analyst: 1 FTE  
Office Asst: 1 FTE

**Staffing**  
Program Mgr: 1 FTE  
Admin Analyst: 1 FTE  
Sr Prog Asst: 1 FTE

**Staffing**  
Program Mgr: 1 FTE  
Health Ed Coord: 1 FTE  
Hlth Ed Specialist: 4 FTE  
PH Ed Asst: 2 FTE  
Nutrition Asst: 3 FTE  
PH Asst: 1 FTE  
Reg Dietician: 1 FTE

**Staffing**  
Account Tech: 3 FTE  
Admin Analyst: 2 FTE  
Sr Account Tech: 2 FTE  
Sr Adm Analyst: 1 FTE

**Staffing**  
Nut Svcs Dir: 1 FTE  
Admin Analyst: 1 FTE  
Reg Dietician: 2 FTE  
Nutritionist: 2 FTEs  
Sr Nutrition Asst: 6 FTE  
Nutrition Asst: 15 FTE

**Staffing**  
Sr PHN: 1 FTE  
Program Mgr: 1 FTE  
PHN : 3 FTE  
Hlth Ed Specialist: 1 FTE  
PH Ed Asst: 13.5 FTE

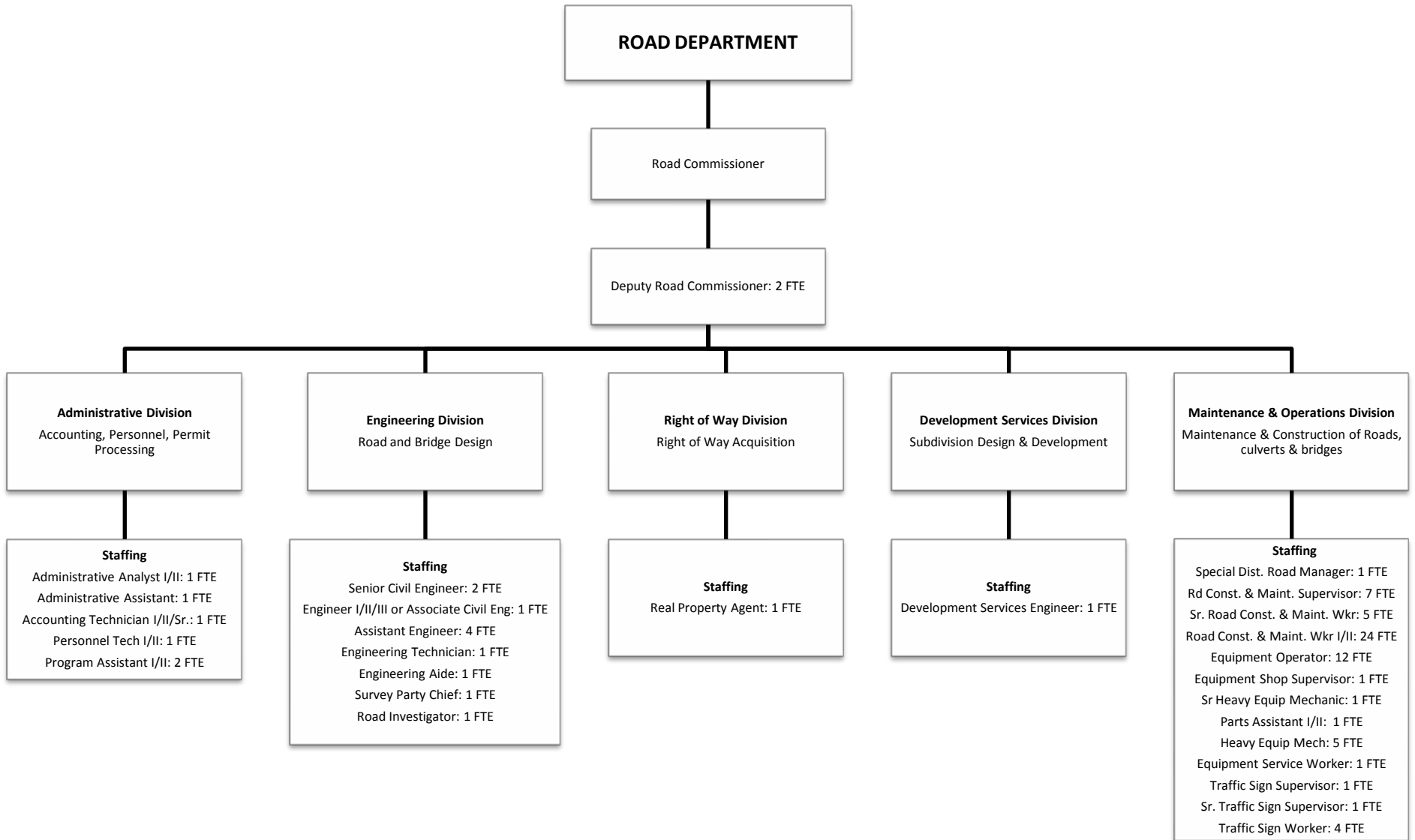
**Staffing**  
Sr PHN: 1 FTE  
PT/OT Unit Supv: 1 FTE  
PT: 1 FTE  
PHN : 4FTE  
RN: 1 FTE  
PH Ed Asst: 3 FTE  
Therapy Asst: 1 FTE  
Program Asst: 2 FTE  
Med Sec: 1 FTE  
Admin Asst: 1 FTE  
Account Tech: 1 FTE

**Staffing**  
Program Mgr: 1 FTE  
RN: 1 FTE  
PHN : 5.25 FTE  
MD: 1 FTE  
NP: 1 FTE  
PH Ed Asst: 3 FTE  
PH Asst: 1 FTE  
Office Serv Sup: 1 FTE  
Office Asst: 2 FTE

**Staffing**  
PH Lab Dir: 1 FTE  
PH Microbio: 1 FTE  
PH Lab Tech: 1 FTE

**Staffing**  
Sr PHN: 1 FTE  
PH Ed Asst: 1 FTE  
Hlth Ed Coord: 1 FTE

**Total FTE: 118.75**



**Total FTE: 86**

**SHERIFF-CORONER**

Sheriff

Undersheriff  
PIO  
Admin Assist

**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: 43 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: 1FTE  
Sergeants: 1 FTE  
Deputy Sheriff : 7 FTE  
Property and Evidence Tech: 1 FTE  
ID Specialist: 1 FTE  
Community Service Officer: 1FTE  
Program Assistant: 1 FTE

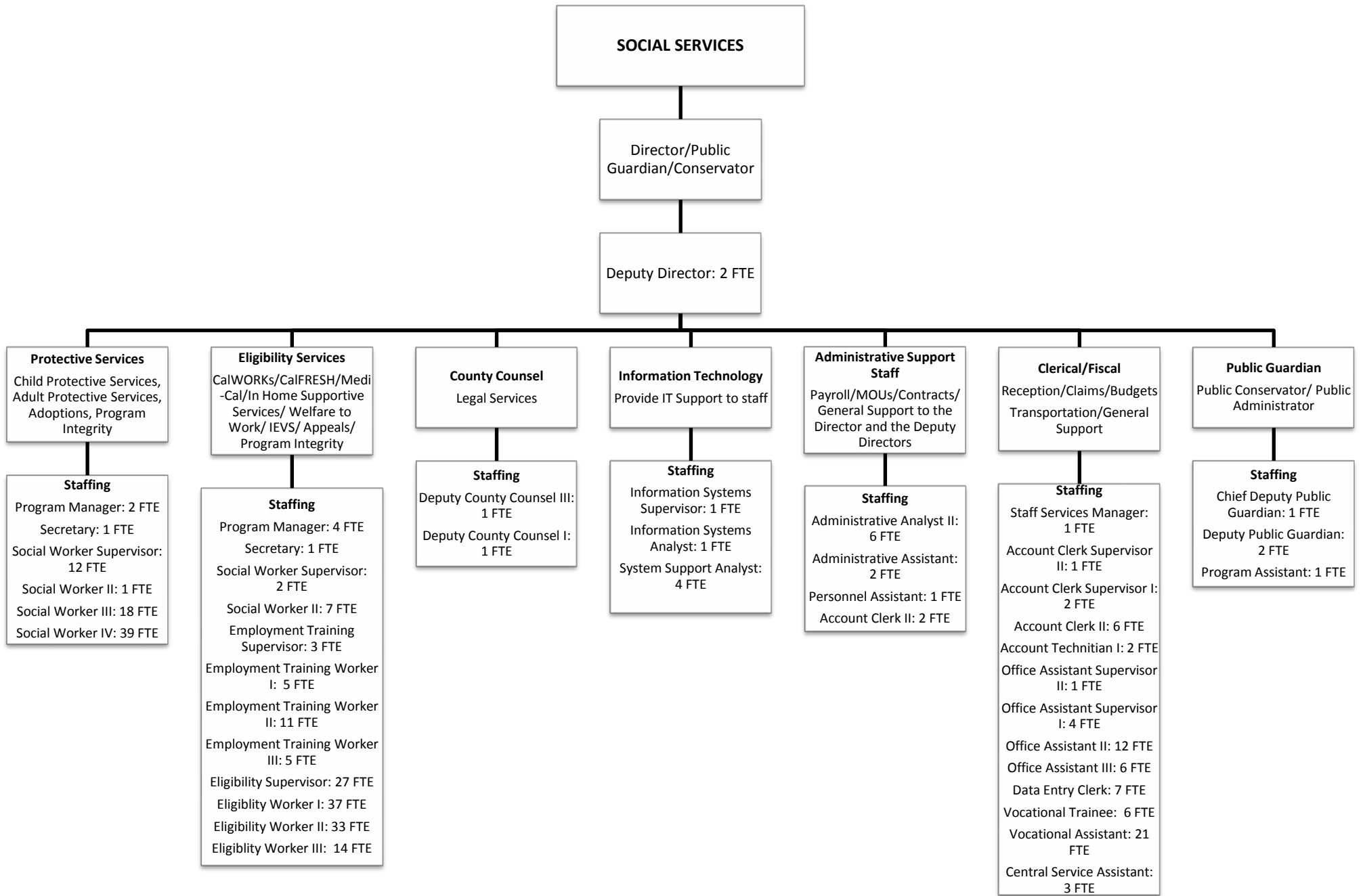
**Emergency Services Division**

Provides advanced planning and management support during crisis operations; schedules training; ; provides dispatch services to all divisions.

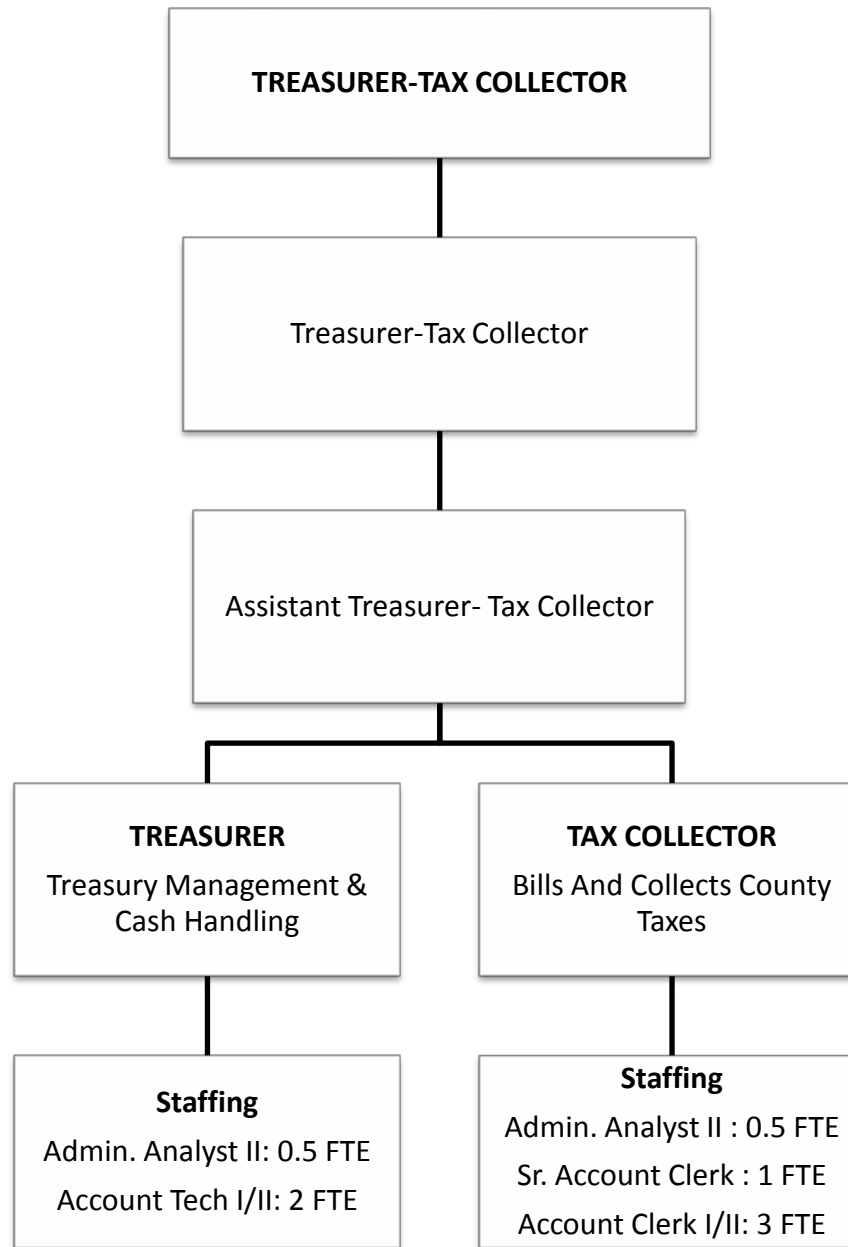
**Staffing**

Lieutenant: 1FTE  
Supervising Comm Dispatcher 1 FTE  
Community Service Officer: 2 FTE  
OES Coordinator: 1 FTE  
Communication Dispatchers: 9 FTE

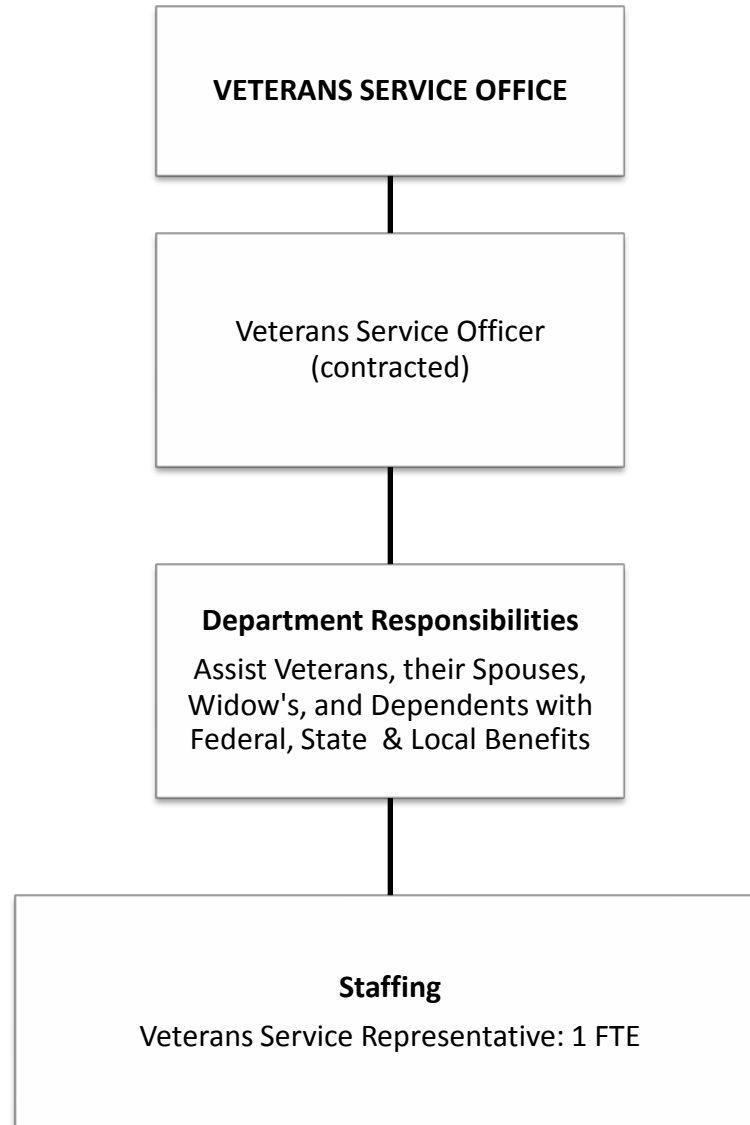
**Total FTE: 124.75**



**Total FTE: 320**



**Total FTE: 9**



**Total FTE: 1**