

RECOMMENDED PROPOSED BUDGET

for the

FISCAL YEAR ENDING JUNE 30, 2013



Madera County Government Center

Recommended by County Administrative Management

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(by page number)

Page

No.

<i>i</i>	<i>Letter to Board of Supervisors</i>
<i>viii</i>	<i>Budget Charts</i>
<i>xiii</i>	<i>County Organizational Chart</i>
<i>xiv</i>	<i>Summary of County Budget Requirements</i>
<i>xx</i>	<i>Analysis of Revenues</i>

COUNTY BUDGETS:

General Government:

1	Board of Supervisors
7	Administrative Management/Purchasing
11	Auditor-Controller
17	Assessor
23	Treasurer-Tax Collector
29	County Counsel
33	Human Resources
39	Elections
43	RMA - Administration
47	RMA - General Services
51	RMA - Engineering
55	RMA - Building Operations
57	RMA - Building Maintenance
63	RMA - Special Districts Services
71	RMA - Flood Control Services Fund
75	RMA - Grounds Maintenance
81	Utilities
83	Insurance
89	Central Services
93	311 – Customer Service Center
97	Information Technology
103	Special Payments

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(by page number)

Page
No.

Public Protection:

107	Child Support Services
113	District Attorney (D.A.)
119	D.A. - Citizens Option for Public Safety
123	D.A. - Statutory Rape Vertical Prosecution Grant
127	D.A. - Workers' Compensation Insurance Fraud
129	D.A. - Auto Insurance Fraud
131	D.A. - DUI Program
135	D.A. - Crime Prosecution Unit
139	D.A. - Welfare Fraud
143	Trial Court Operations
147	Grand Jury
151	Public Defender
155	Sheriff-Coroner
163	Sheriff - Cal EMA SHSGP 2009-0019
167	Sheriff - EMPG Emergency Planning
171	Sheriff - Cal EMA SHSGP 2011-0077
175	Sheriff - Cal EMA SHSGP 2010-0085
177	Sheriff - Bass Lake Operations
181	Sheriff - Federal Domestic Cannabis Eradication
183	Sheriff - COPS-SLESF
187	Sheriff - Chukchansi Casino
191	Sheriff - Rural Crime Prevention Task Force
195	Sheriff - Civil Division
199	Sheriff - Court Security
203	Sheriff - Off Highway Vehicle Enforcement
205	Sheriff - Anti-Drug Program
209	Sheriff - Cal-MMET Grant
213	Sheriff - Justice Assistance Program
215	Sheriff - Gang Task Force
219	Sheriff - OCJP - Net Project
223	Corrections

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(by page number)

Page
No.

Public Protection (continued):

231	Juvenile Hall
235	Probation
243	Probation - CCP-Training
245	Probation - CCP-Planning
247	Probation - Crime Prevention Act of 2000
251	Probation - Youthful Offender Block Grant
255	Probation - Proud Parenting Program
257	Probation - Juvenile Accountability Block Grant
259	Probation - Justice Assistance Grant – ARRA
261	Probation - Community Corrections (SB 678)
265	Probation - Public Safety Realignment (AB 109)
269	Fire Prevention
283	Fire - Chukchansi Indian Casino
289	Agricultural Commissioner/Weights & Measures
295	RMA - Fire Prevention for Land Development
299	RMA - Building Inspection
303	County Clerk-Recorder
309	RMA - Planning
317	Local Agency Formation Commission
319	Animal Services
325	Predatory Animal Control
327	Fish and Game

Public Ways and Facilities:

329	RMA - Roads and Bridges
337	RMA - Road Transit

Health and Sanitation:

341	Behavioral Health Services
357	Health
369	RMA - Environmental Health

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(by page number)

**Page
No.**

Health and Sanitation (continued):

377 RMA - Refuse Disposal Liner Fund

Public Assistance:

385 Social Services - Administration

401 Social Services - General Relief

403 Social Services - Public Assistance Programs

411 IHSS Public Authority

417 Public Guardian/Public Administrator

421 Veterans Service Officer

425 Community Action Partnership

Education:

427 Library

431 Agricultural Extension Service

Other:

435 Appropriations for Contingencies

437 Central Garage

445 Microwave Radio Services

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(in alphabetical order)

Page

No.

<i>i</i>	<i>Letter to Board of Supervisors</i>
<i>viii</i>	<i>Budget Charts</i>
<i>xiii</i>	<i>County Organizational Chart</i>
<i>xiv</i>	<i>Summary of County Budget Requirements</i>
<i>xx</i>	<i>Analysis of Revenues</i>

COUNTY BUDGETS:

93	311 – Customer Service Center
7	Administrative Management/Purchasing
289	Agricultural Commissioner/Weights & Measures
431	Agricultural Extension Service
319	Animal Services
435	Appropriations for Contingencies
17	Assessor
11	Auditor-Controller
341	Behavioral Health Services
1	Board of Supervisors
437	Central Garage
89	Central Services
107	Child Support Services
425	Community Action Partnership
223	Corrections
303	County Clerk-Recorder
29	County Counsel
113	<u>District Attorney:</u>
129	D.A.-Auto Insurance Fraud
119	D.A.-Citizens Option for Public Safety
135	D.A.-Crime Prosecution Unit
131	D.A.-DUI Program
123	D.A. Statutory Rape Vertical Prosecution Grant
139	D.A.-Welfare Fraud

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(in alphabetical order)

Page	
<u>No.</u>	
	<u>District Attorney</u> (continued):
127	D.A.-Workers' Compensation Insurance Fraud
39	Elections
269	Fire Prevention
283	Fire - Chukchansi Indian Casino
327	Fish and Game
147	Grand Jury
357	Health
33	Human Resources
411	IHSS Public Authority
97	Information Technology
83	Insurance
231	Juvenile Hall
427	Library
317	Local Agency Formation Commission
445	Microwave Radio Services
325	Predatory Animal Control
235	<u>Probation:</u>
261	Community Corrections (SB 678)
243	Community Corrections Partnership-Training
245	Community Corrections Partnership-Planning
247	Crime Prevention Act of 2000
259	Justice Assistance Grant – ARRA
257	Juvenile Accountability Block Grant – ART
255	Proud Parenting Program
265	Public Safety Realignment (AB 109)
251	Youthful Offender Block Grant
151	Public Defender
	<u>Resource Management Agency:</u>
43	Administration
299	Building Inspection
57	Building Maintenance

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(in alphabetical order)

**Page
No.**

	<u>Resource Management Agency</u> (continued):
55	Building Operations
51	Engineering
369	Environmental Health
295	Fire Prevention for Land Development
71	Flood Control Services Fund
47	General Services
75	Grounds Maintenance
309	Planning
377	Refuse Disposal Liner Fund
329	Roads and Bridges
337	Road Transit
63	Special Districts Services
155	<u>Sheriff-Coroner:</u>
205	Anti-Drug Program
177	Bass Lake Operations
163	Cal EMA SHSGP 2009-0019
175	Cal EMA SHSGP 2010-0085
171	Cal EMA SHSGP 2011-0077
209	Cal-MMET Grant
187	Chukchansi Casino
195	Civil Division
183	COPS-SLESF
199	Court Security
167	EMPG Emergency Planning
181	Federal Domestic Cannabis Eradication
215	Gang Task Force
213	Justice Assistance Program
219	OCJP - Net Project
203	Off Highway Vehicle Enforcement
191	Rural Crime Prevention Task Force

TABLE OF CONTENTS
2012-13 RECOMMENDED PROPOSED BUDGET
(in alphabetical order)

Page
No.

Social Services:

385	Administration
401	General Relief
403	Public Assistance Programs
417	Public Guardian/Public Administrator
103	Special Payments
23	Treasurer-Tax Collector
143	Trial Court Operations
81	Utilities
421	Veterans Service Officer



COUNTY OF MADERA

ADMINISTRATIVE MANAGEMENT

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

July 31, 2012

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 2012- 2013 RECOMMENDED PROPOSED BUDGET. The following is a summary of budget appropriation totals:

APPROPRIATION SUMMARY (Exclusive of Special Districts)

<u>Fund</u>	<u>Actual 2010-11</u>	<u>Board of Supervisors Approved Expenditures 2011-12</u>	<u>Department Request 2011-12</u>	<u>CAO Recommendation 2012-13</u>	<u>Change from 2011-12 to 2012-13</u>
General	\$157,755,126	\$170,264,745	\$167,603,448	\$167,506,237	(\$2,758,508)
Fish and Game	3,818	5,000	5,000	5,000	0
Refuse Disposal & Flood Control*	231,014	2,469,788	5,129,804	5,129,804	2,660,016
AB 109 & Community Corr. Performance Inc.	0	0	3,647,521	3,647,521	3,647,521
Road	<u>17,245,105</u>	<u>20,536,623</u>	<u>22,464,806</u>	<u>22,464,806</u>	<u>1,928,183</u>
GRAND TOTAL BUDGET REQUIREMENTS	<u>\$175,235,063</u>	<u>\$193,276,156</u>	<u>\$198,850,579</u>	<u>\$198,753,368</u>	<u>\$5,477,212</u>

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

HONORABLE BOARD OF SUPERVISORS

July 31, 2012

The recommended General Fund 2012-13 appropriation of \$167,506,237 is balanced with projected revenue and fund balance shown in the following estimates:

REVENUE SUMMARY - GENERAL FUND

<u>Classification</u>	Board of Supervisors Approved Revenues <u>2011-12</u>	CAO Recommended Estimated Revenues <u>2012-13</u>
Taxes	\$ 37,735,914	\$ 38,737,708
Licenses, Permits, & Franchises	3,381,492	3,320,138
Fines, Forfeits, & Penalties	3,293,253	3,019,930
Revenue from Use of Money and Property	334,857	107,850
Aid from Other Government Agencies	98,710,842	83,648,218
Charges for Current Services	12,666,150	10,841,060
Other Revenue	<u>3,514,786</u>	<u>22,288,603*</u>
REVENUE TOTAL	\$159,637,294	\$161,963,507
FUND BALANCE	1,700,000	1,700,000
RESIDUAL 2010-11 FUND BALANCE	0	2,996,517
RELEASE OF DESIGNATED FUND BALANCE	<u>8,927,451</u>	<u>846,213</u>
GRAND TOTAL	<u>\$170,264,745</u>	<u>\$167,506,237</u>

*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 2012-13 RECOMMENDED PROPOSED BUDGET

The Recommended Proposed Budget for Fiscal Year 2012-13 is a balanced budget that provides funding consistent with your Board's priorities. Funding for most General Government Departments has decreased for the third consecutive year, while funding and service levels within the Public Safety Departments (Sheriff, District Attorney, Probation, and Adult/Juvenile Detention Facilities) have increased. 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 at a methodical and consistent pace, revenues are projected to fall short of expenditures again in 2012-13 by \$6.2 million.

In order to address this anticipated deficiency in revenues while minimizing the impact to service levels, the Proposed Budget includes the continuation of the furlough program to avoid \$2.4 million in annual salary costs. Additionally, this budget utilizes approximately \$3.8 million from special, limited designations. The continuation of a selective hiring freeze is recommended again in 2012-13 as a cost containment measure. It is important to note that the Proposed Budget is consistent with your Board's direction to avoid the use of the limited Teeter Fund reserve and borrowed funds to finance the operations of the County.

The revenue shortfall was projected as high as \$12.3 million during the 2010-11 fiscal year; however, through a series of strategic cost cutting measures and reorganizations authorized by your Board, costs have been reduced significantly in the General Government category and contained in some areas within Public Safety, reducing the revenue shortfall to a projected \$6.2 million. One-time funds and limited designations are again recommended to balance the budget and compensate for this revenue shortfall. Reliance on limited designations and one-time funds to balance the budget is only a short-term solution, which is unsustainable beyond this fiscal year and must be significantly curtailed by 2013-14. It is strongly recommended that a more aggressive cost-cutting strategy be implemented during 2012-13 to try and close the remaining shortfall as quickly as possible. Cost-cutting options will be presented to your Board for consideration and direction during budget hearings.

Governor Brown signed the 2012-13 State budget into law on June 27, 2012, with only a few of the legislative changes included in the County of Madera's Recommended Proposed Budget. A significant 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.

COMMENTS ON THE 2012-13 RECOMMENDED PROPOSED BUDGET (continued)

The following are general comments concerning the Recommended Proposed 2012-13 Budget:

The 2012-13 General Fund Budget has an overall reduction of \$2.8 million from the 2011-12 Fiscal Year. Following is a brief recap of General Fund functions and other points of interest:

- ✓ The General Government category reflects a net reduction of \$8.9 million from Fiscal Year 2011-12. The reduction is primarily a result of the completion of the pay-off of General Fund debt in 2011-12. Most General Government operating budgets have absorbed salary and benefit increases in their proposed budget and reflect no growth in 2012-13, after taking significant reductions in 2011-12. This decrease is partially offset with the net increase of \$188,994 in the insurance budget primarily associated with retiree health benefits.
- ✓ The Public Protection category has increased \$3.5 million over Fiscal Year 2011-12. The increase is primarily due to the following: salary and benefit increases; reduction in furlough at the Department of Corrections; increased funding for the Civil and Court Security functions; and budgeting CDBG funds in the Planning Department which were previously appropriated mid-year.
- ✓ The Health and Sanitation category has decreased \$38,001 from Fiscal Year 2011-12. The decrease is primarily due to the consolidation of the General Fund Refuse Disposal Budget into the Refuse Liner Fund to account for all operational costs. There is a net increase of \$1.3 million in other budgets which is generally due to the increased funding in Behavioral Health Services and Health Department programs.
- ✓ The Public Assistance category has increased \$2.4 million over Fiscal Year 2011-12. 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 \$112,078 over Fiscal Year 2011-12. This increase is primarily in the Library budget and reflects the membership payment to the San Joaquin Library System which was previously funded with technology reserves which are no longer available.

COMMENTS ON THE 2012-13 RECOMMENDED PROPOSED BUDGET (continued)

- ✓ The ending Fund Balance, which acts as a funding source to start the 2012-13 Fiscal Year, is estimated at \$1,700,000. Last year's (6/30/11) Adopted ending fund balance was \$1,700,000. 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 and lower encumbrance levels, the actual June 2011 fund balance was calculated to be \$7.2 million, which was primarily a one-time benefit and left a residual un-appropriated fund balance. The Auditor's Office is scheduled to complete the final June 2012 fund balance calculation after the close-out of the 2011-12 fiscal year, which is expected to be in September.
- ✓ The Public Employees' Retirement System (PERS) recently notified the County that the miscellaneous employees rate will increase from 18.044% to 18.986% for Fiscal Year 2012-13. The current PERS rate for Law Enforcement employees is 21.344% and will increase to 23.100%. It is anticipated that the rates will increase again in the 2013-14 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 seventh annual debt service payment for the new Government Center is \$1,678,919, and this payment is included in this budget.
- ✓ At the preparation of this budget, there are approximately 213 discretionary and 211 subvented positions that are vacant from the approximately 1,475 County authorized positions. The 2012-13 County Budget currently has 183 discretionary positions that are recommended to remain vacant and unfunded for Fiscal Year 2012-13.
- ✓ Appropriations for Contingency is budgeted at \$2,624,416 (1.6% of General Fund) which is deficient for a General Fund Budget of \$168 million. A prudent reserve is approximately 3% or \$5.1 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. 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, 2012, to at least June 30, 2013, 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	\$2,000,000	Type:	Discretionary One-Time Funds
		Use:	This funding was designated by the Board of Supervisors on June 7, 2011 to mitigate impacts on primary Public Safety services.
		Comments:	It is proposed that \$846,213 of these funds be used to offset the net cost increases in the primary public safety departments.
<hr/>			
Residual 2010-11 Fund Balance	\$5,500,000	Type:	Discretionary one-time funds.
		Use:	The residual 2010-11 fund balance of \$5.5 million as determined by the Auditor/Controller’s Office is recommended to be set-aside for future budget purposes.
		Comments:	It is recommended that \$2,996,517 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 14, 2012 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,

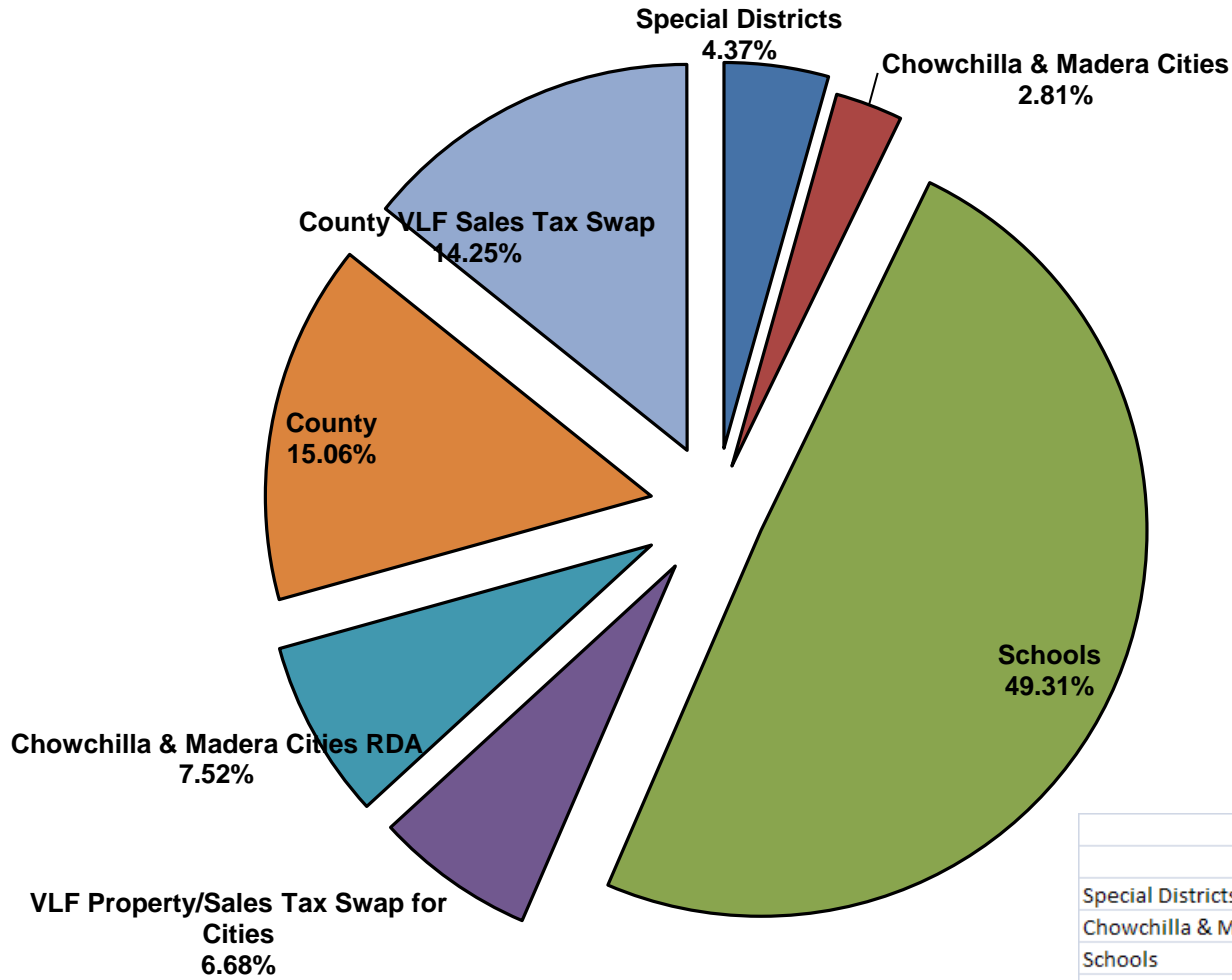


Eric Fleming
County Administrative Officer

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 I*

PROPERTY TAX DISTRIBUTION 2011-12

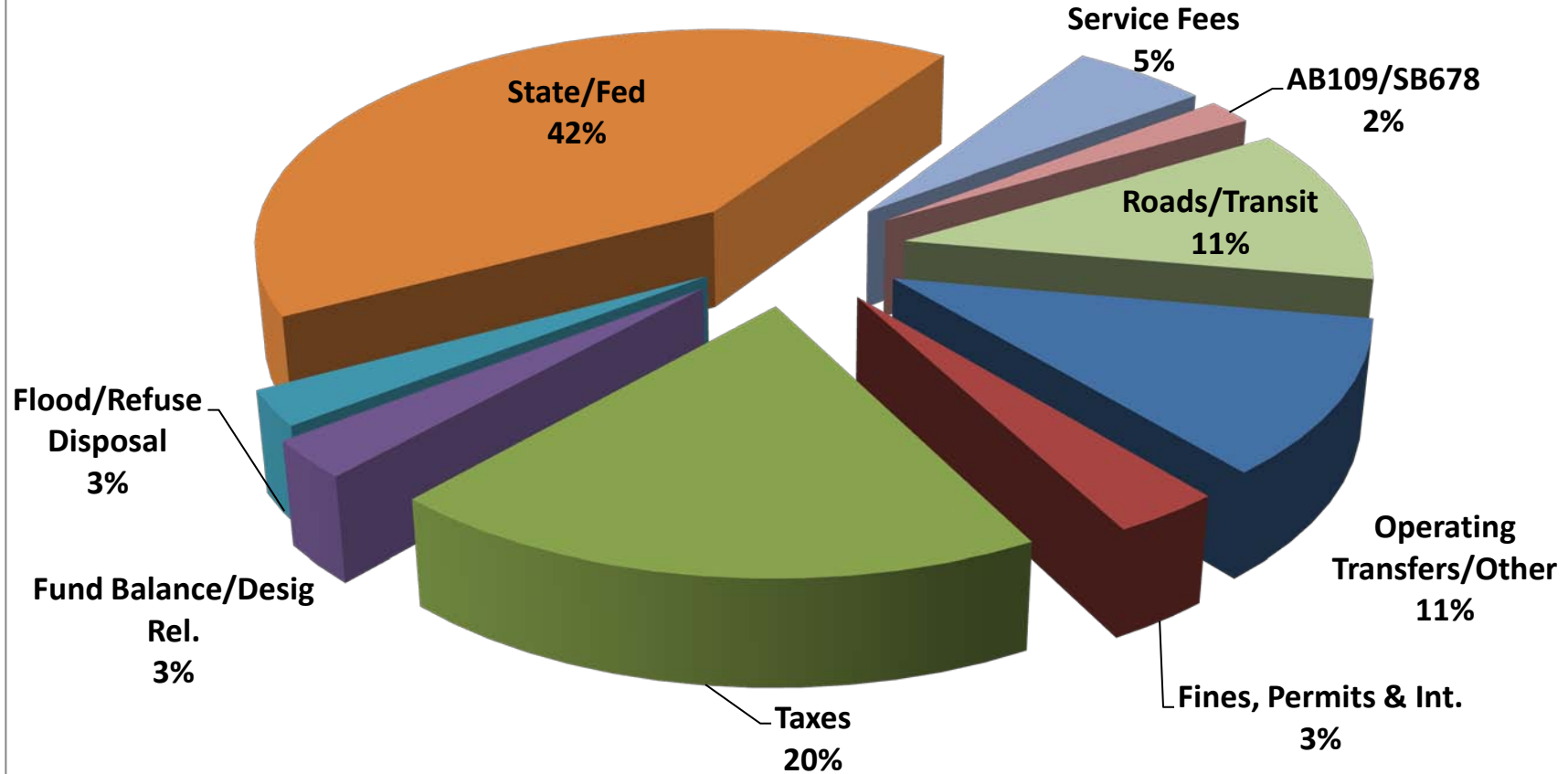


	2009-10	2010-11	2011-12
	Rates	Rates	Rates
Special Districts	4.420%	4.370%	4.370%
Chowchilla & Madera Cities	2.74%	2.81%	2.81%
Schools	49.44%	49.15%	49.31%
VLF Property/Sales Tax Swap for Cities	6.78%	6.72%	6.68%
Chowchilla & Madera Cities RDA	7.98%	7.61%	7.52%
County	14.74%	15.05%	15.06%
County VLF Sales Tax Swap	13.90%	14.29%	14.25%

The 2012-13 Allocation was not available at the time of printing.

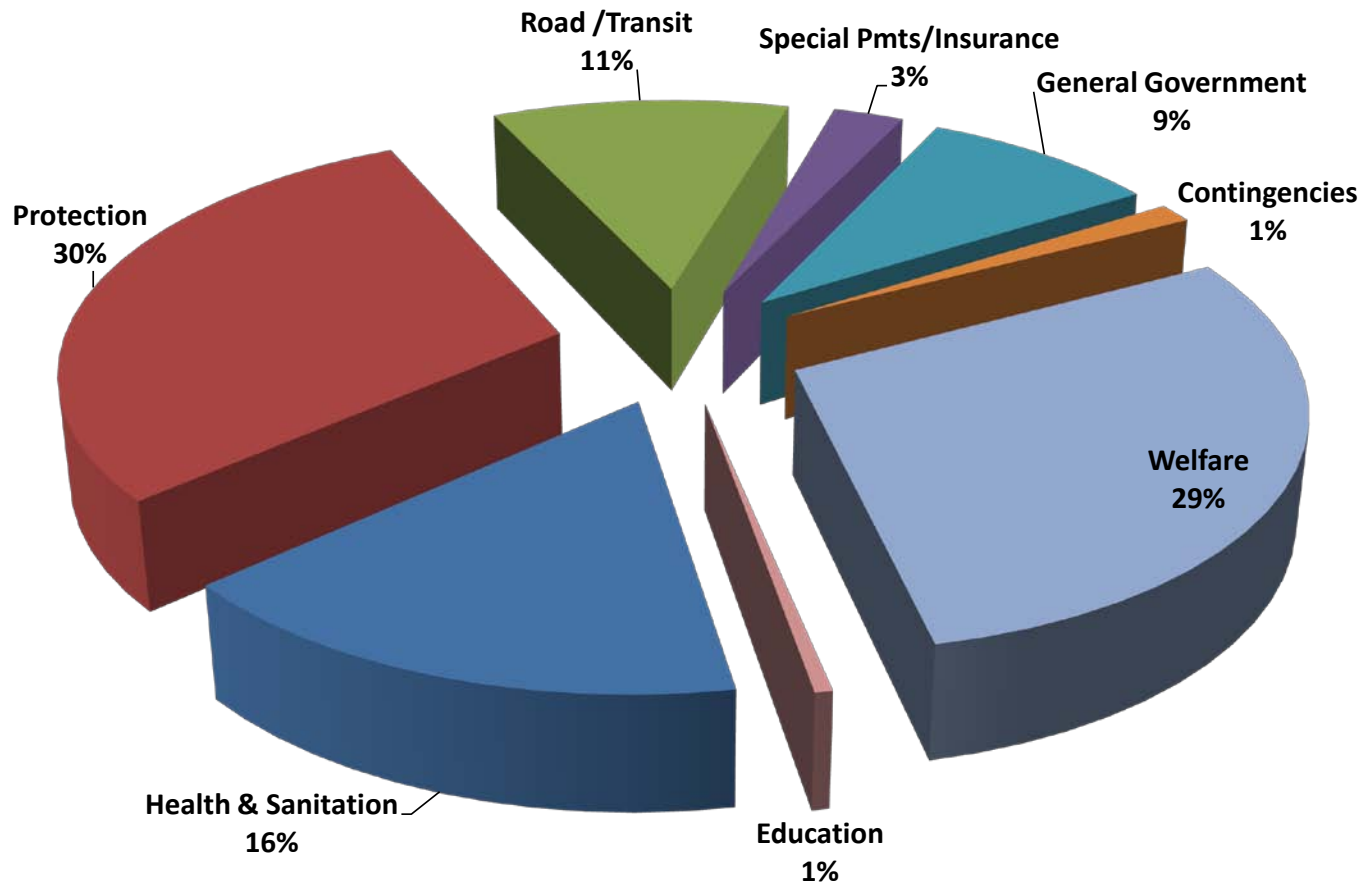
RECOMMENDED 2012-13 REVENUE

\$198,753,368



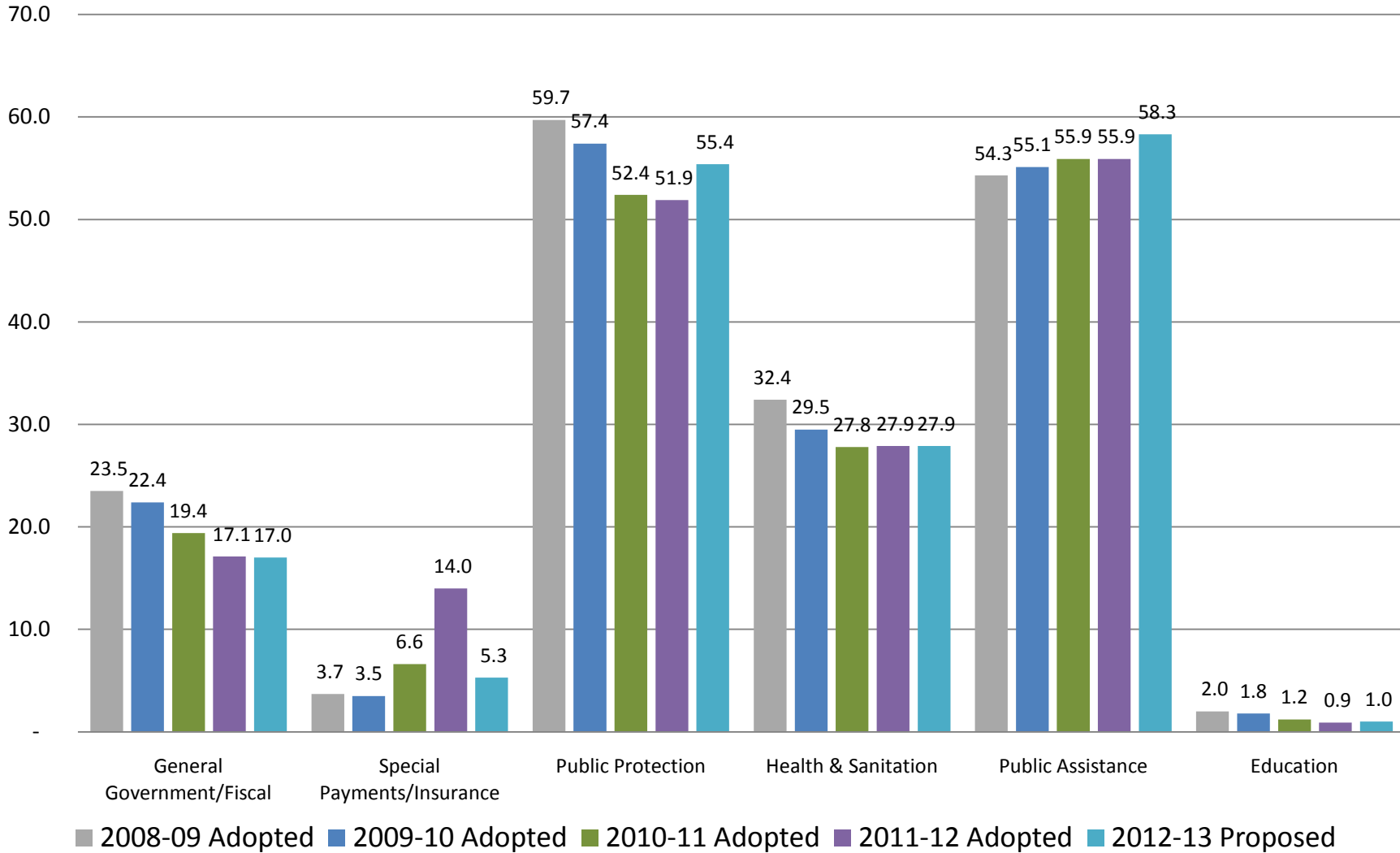
RECOMMENDED 2012-13 EXPENDITURES

\$198,753,368



General Fund Appropriation Comparison 2008-09 to 2012-13

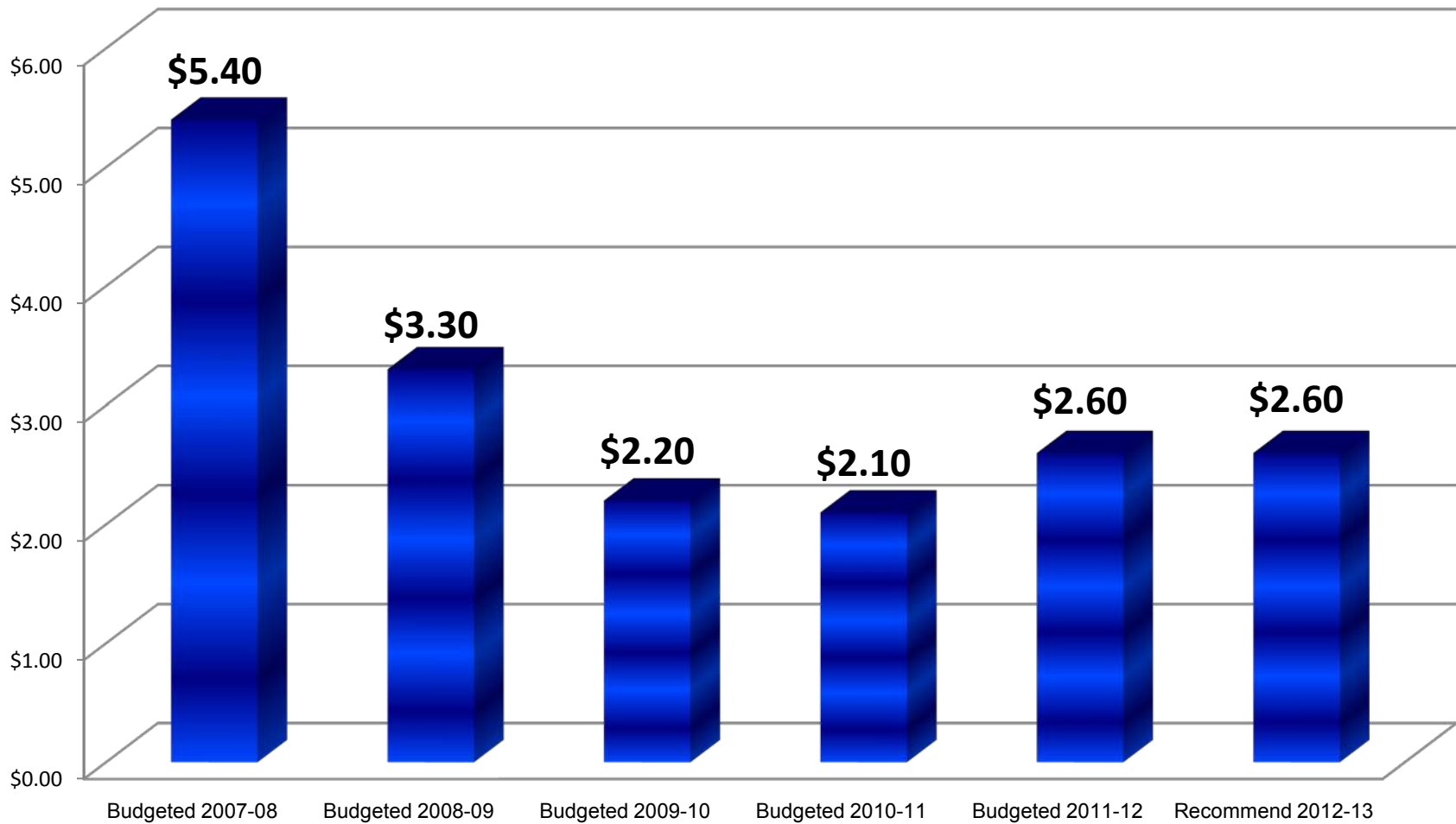
in millions



GENERAL FUND CONTINGENCY BUDGET

SIX YEAR ANALYSIS 2007-08 TO 2012-13

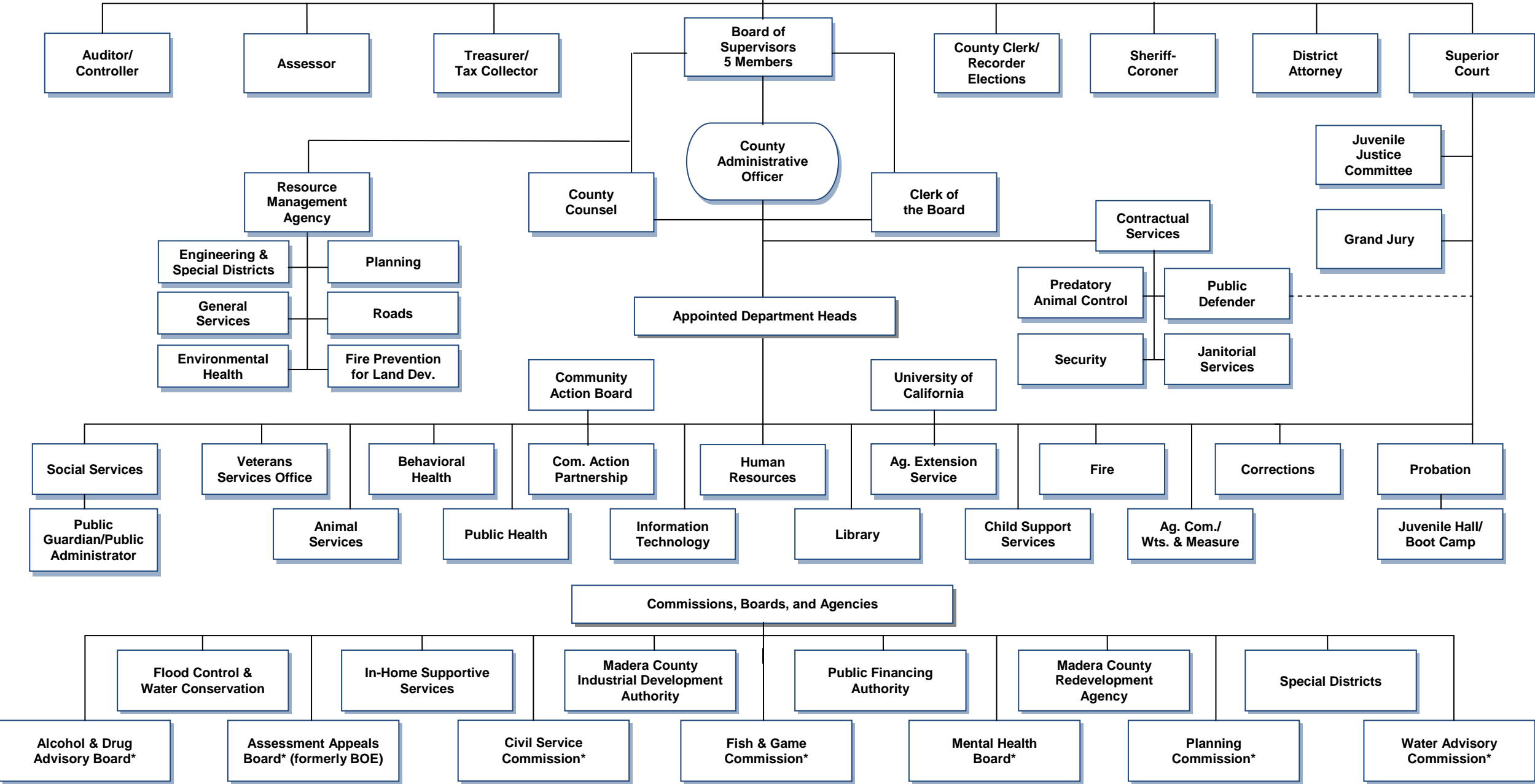
(in millions)





MADERA COUNTY GOVERNMENT ORGANIZATION CHART

ELECTORATE



* denotes a commission, board, or agency in which the Board of Supervisors does not act as such, rather for which the Board has the appointing authority.

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2012-13**

Budget Units (Grouped By Units)	Actual Expenditures 2010-11	Board of Supervisors Approved Expenditures 2011-12	Department Request 2012-13	CAO Recommendation 2012-13	Increase (Decrease) 2011-12/2012-13
<u>GENERAL</u>					
LEGISLATIVE & ADMINISTRATIVE:					
00100 Board of Supervisors	1,422,473	1,301,900	1,292,987	1,292,987	(8,913)
00210 Administrative Management / Purchasing	915,908	610,056	587,036	587,036	(23,020)
TOTAL LEGISLATIVE & ADMINISTRATIVE	2,338,381	1,911,956	1,880,023	1,880,023	(31,933)
FINANCE:					
00310 Auditor-Controller	1,383,995	1,303,314	1,240,462	1,240,462	(62,852)
00330 Revenue Services	393,677	467,630	-	-	(467,630)
00400 Assessor	2,207,084	1,898,987	1,958,902	1,946,529	47,542
00500 Treasurer-Tax Collector	741,529	722,120	715,211	715,171	(6,949)
TOTAL FINANCE	4,726,285	4,392,051	3,914,575	3,902,162	(489,889)
COUNSEL:					
00700 County Counsel	1,163,678	919,214	904,243	904,243	(14,971)
PERSONNEL:					
00800 Human Resources	777,219	747,421	697,255	697,255	(50,166)
ELECTIONS:					
03330 Elections	561,781	678,917	657,245	657,245	(21,672)
PROPERTY MANAGEMENT:					
01310 Resource Management Agency-Administration	918,504	273,989	251,658	251,658	(22,331)
01311 RMA - General Services	-	305,642	188,271	188,271	(117,371)
01315 RMA - Engineering	577,326	731,380	1,174,897	1,167,929	436,549
01320 RMA - Bldg. Operations	332,911	343,970	340,970	340,970	(3,000)
01330 RMA - Bldg. Maintenance	1,017,651	1,063,916	1,065,420	1,065,420	1,504
01340 RMA - Special Districts Services	2,012,209	2,302,129	2,458,925	2,430,425	128,296
15010 RMA - Madera County Flood Control Fund	64,024	355,946	840,388	840,388	484,442
01350 RMA - Flood Control Services	57,268	238,000	-	-	(238,000)
01360 RMA - Grounds Maintenance	372,654	303,312	270,465	270,465	(32,847)

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2012-13**

Budget Units (Grouped By Units)		Actual Expenditures 2010-11	Board of Supervisors Approved Expenditures 2011-12	Department Request 2012-13	CAO Recommendation 2012-13	Increase (Decrease) 2011-12/2012-13
01700	Utilities	762,607	821,000	807,717	807,717	(13,283)
TOTAL PROPERTY MANAGEMENT		6,115,154	6,739,284	7,398,711	7,363,243	623,959
OTHER GENERAL:						
00230	Insurance	2,198,020	2,600,465	2,789,459	2,789,459	188,994
02100	Central Services	468,502	505,684	473,503	473,503	(32,181)
	311 Customer Service Center	-	-	294,411	294,411	294,411
00240	Information Technology	1,972,903	1,592,316	1,638,997	1,638,997	46,681
02200	Special Payments	4,461,286	11,438,335	2,520,533	2,520,553	(8,917,782)
TOTAL OTHER GENERAL		9,100,711	16,136,800	7,716,903	7,716,923	(8,419,877)
TOTAL GENERAL FUNCTION		24,783,209	31,525,643	23,168,955	23,121,094	(8,404,549)
<u>PUBLIC PROTECTION</u>						
JUDICIAL:						
03700	Child Support Services	2,815,740	3,004,447	3,133,115	3,133,115	128,668
03510	District Attorney	2,052,763	2,338,986	2,374,776	2,350,876	11,890
03530	District Attorney - COPS	82,607	91,643	102,149	102,149	10,506
03540	District Attorney - Rape Prosecution Grant	123,429	109,719	110,207	110,207	488
03541	District Attorney - Workers Comp Ins. Fraud	43,370	8,047	-	-	(8,047)
03542	District Attorney - Auto Insurance Fraud	42,540	-	-	-	-
03544	District Attorney - DUI Program	157,619	137,711	139,038	139,038	1,327
03545	District Attorney - Crime Prosecution Unit	115,422	115,423	117,563	117,563	2,140
03550	District Attorney - Welfare Fraud	759,295	843,948	945,060	944,760	100,812
02300	Trial Court Operations (Gen Fund Contri.)	1,501,799	1,534,540	1,509,091	1,509,091	(25,449)
03400	Grand Jury	54,445	71,700	76,500	71,700	-
03600	Public Defender	2,189,895	2,233,464	2,293,568	2,293,568	60,104
TOTAL JUDICIAL		9,938,924	10,489,628	10,801,067	10,772,067	282,439
POLICE PROTECTION:						
04000	Sheriff-Coroner	9,372,237	8,871,226	9,226,272	9,226,272	355,046

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2012-13**

Budget Units (Grouped By Units)		Actual Expenditures 2010-11	Board of Supervisors Approved Expenditures 2011-12	Department Request 2012-13	CAO Recommendation 2012-13	Increase (Decrease) 2011-12/2012-13
04021	Sheriff - CalEMA Homeland Security 2009-0019	69,029	240,000	133,000	133,000	(107,000)
04023	Sheriff - EMPG Emergency Planning	134,789.00	163,000	357,494	357,494	194,494
402	Sheriff - CalEMA Homeland Security 2011-077	-	-	282,993	282,993	282,993
04026	Sheriff - CalEMA Homeland Security 2010-0085	104,851.00	406,163	203,249	203,249	(202,914)
04029	Sheriff - CalEMA Homeland Security 2008-0006	128,188	28,000	-	-	(28,000)
04030	Sheriff - Bass Lake Operations	233,309	200,056	179,295	179,295	(20,761)
04043	Sheriff - Fed-ARRA ADA Grant	238,159	234,123	-	-	(234,123)
04046	Sheriff - Fed-Cannibas Eradication	35,000.00	45,000	85,000	85,000	40,000
04050	Sheriff - COPS (SLESF)	179,243	184,101	202,791	202,791	18,690
04054	Sheriff - Chukchansi Indian Casino	452,193	470,638	528,738	528,738	58,100
04062	Sheriff - Rural Crime Prevention Task Force	247,092	234,526	267,720	267,720	33,194
04064	Sheriff - Court Security/Civil Division	1,105,778	1,266,041	375,673	375,673	(890,368)
0406	Sheriff - Court Security	-	-	1,263,161	1,263,161	1,263,161
04066	Sheriff - Off Highway	2,744	55,000	76,977	76,977	21,977
04070	Sheriff - Anti-Drug Program	173,219	179,912	423,806	423,806	243,894
04071	Sheriff - CAL-MMET	103,332	103,872	222,234	222,234	118,362
04072	Sheriff - JAG Grant	39,265	25,000	30,000	30,000	5,000
04073	Sheriff - USDJ Marshals	-	8,000	-	-	(8,000)
04075	Sheriff - Gang Task Force	322,650	314,896	238,506	238,506	(76,390)
04090	Sheriff - OCJP NET Project	27,290	40,000	40,000	40,000	-
TOTAL POLICE PROTECTION		12,968,368	13,069,554	14,136,909	14,136,909	1,067,355
DETENTION & CORRECTION						
04610	Department of Corrections	10,374,494	10,301,430	10,807,016	10,807,016	505,586
04720	Juvenile Hall	3,899,230	3,649,157	3,937,025	3,937,025	287,868
04700	Probation	4,132,481	3,134,864	3,382,982	3,382,982	248,118
04713	Probation - CCP Training	-	-	105,177	105,177	105,177
04714	Probation - CCP Planning	-	-	40,431	40,431	40,431
04785	Probation - Crime Prevention Act of 2000	316,104	388,047	430,575	430,575	42,528
04787	Probation - Youth Offender Block Grant	300,964	550,137	481,158	481,158	(68,979)
04788	Probation - Proud Parenting Grant	63,888	-	100,000	100,000	100,000
04789	Probation - Aggression Replacement Training	16,720	30,708	-	-	(30,708)
04792	Probation - Juvenile Assistance Grant/ARRA	118,654	78,910	-	-	(78,910)
14370	Probation - Community Corrections SB 678	-	-	1,352,215	1,352,215	1,352,215

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2012-13**

Budget Units (Grouped By Units)	Actual Expenditures 2010-11	Board of Supervisors Approved Expenditures 2011-12	Department Request 2012-13	CAO Recommendation 2012-13	Increase (Decrease) 2011-12/2012-13
61332 Probation - Public Safety Realignment (AB 109)	-	-	2,295,306	2,295,306	2,295,306
TOTAL DETENTION & CORRECTION	19,222,535	18,133,253	22,931,885	22,931,885	4,798,632
FIRE PREVENTION:					
05000 Fire Prevention	4,098,524	4,346,824	4,512,101	4,512,101	165,277
05010 Fire-Chukchansi Indian Casino	574,928	648,724	679,004	679,004	30,280
TOTAL FIRE PREVENTION	4,673,452	4,995,548	5,191,105	5,191,105	195,557
PROTECTIVE INSPECTION:					
05410 Ag. Commissioner/Sealer of Wts. & Measures	1,384,215	1,293,106	1,313,053	1,313,053	19,947
01375 RMA - Fire Prevention - Land Development	126,633	170,702	170,411	170,411	(291)
01370 RMA - Building Inspection	992,274	1,001,245	1,002,294	991,944	(9,301)
TOTAL PROTECTIVE INSPECTION	2,503,122	2,465,053	2,485,758	2,475,408	10,355
OTHER PROTECTION:					
03300 County Clerk-Recorder	719,008	673,182	667,159	667,159	(6,023)
05900 RMA - Planning	1,302,155	1,101,499	1,956,694	1,956,694	855,195
06100 Local Agency Formation Commission Contri	50,436	48,161	44,751	44,751	(3,410)
06000 Animal Services	907,845	796,692	791,251	791,251	(5,441)
06200 Predatory Animal Control	56,646	56,646	56,646	56,646	-
11200 Fish and Game	3,818	5,000	5,000	5,000	-
TOTAL OTHER PROTECTION	3,039,908	2,681,180	3,521,501	3,521,501	840,321
TOTAL PUBLIC PROTECTION FUNCTION	52,346,309	51,834,216	59,068,225	59,028,875	7,194,659
<u>PUBLIC WAYS AND FACILITIES</u>					
PUBLIC WAYS:					
11800 RMA - Roads & Bridges	15,752,338	17,861,611	19,348,663	19,348,663	1,487,052
63860 RMA - Road (Transit)	1,492,767	2,675,012	3,116,143	3,116,143	441,131

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2012-13**

Budget Units (Grouped By Units)	Actual Expenditures 2010-11	Board of Supervisors Approved Expenditures 2011-12	Department Request 2012-13	CAO Recommendation 2012-13	Increase (Decrease) 2011-12/2012-13
TOTAL PUBLIC WAYS FUNCTION	17,245,105	20,536,623	22,464,806	22,464,806	1,928,183
<u>HEALTH & SANITATION</u>					
HEALTH:					
06901/2 Behavioral Health Services	13,905,935	13,352,373	14,517,367	14,517,367	1,164,994
06810 Health	10,539,061	12,242,242	12,372,526	12,372,526	130,284
07000 RMA - Environmental Health	1,072,598	1,009,200	1,013,593	1,013,593	4,393
TOTAL HEALTH	25,517,594	26,603,815	27,903,486	27,903,486	1,299,671
SANITATION:					
01380 RMA - Refuse Disposal	1,224,448	1,261,670	-	-	(1,261,670)
11100 RMA - Refuse Disposal Liner Fund	166,990	2,113,842	4,289,416	4,289,416	2,175,574
TOTAL SANITATION	1,391,438	3,375,512	4,289,416	4,289,416	913,904
TOTAL HEALTH & SANITATION FUNCTION	26,909,032	29,979,327	32,192,902	32,192,902	2,213,575
<u>PUBLIC ASSISTANCE</u>					
ADMINISTRATION:					
07510 Department of Social Services	18,437,817	21,114,337	22,737,814	22,737,814	1,623,477
GENERAL RELIEF:					
07520 General Relief	921,851	1,012,394	1,142,394	1,142,394	130,000
07530 ASSISTANCE PROGRAMS:					
Aid for CalWORKS	22,483,919	20,000,000	21,000,000	21,000,000	1,000,000
Foster Care	4,770,252	5,500,000	5,500,000	5,500,000	-
Aid for Adopted Children	1,634,985	2,700,000	2,700,000	2,700,000	-
Cal-Learn	23,245	20,000	20,000	20,000	-
GAIN Support Services (Welfare to Work)	524,095	700,000	600,000	600,000	(100,000)

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2012-13**

Budget Units (Grouped By Units)	Actual Expenditures 2010-11	Board of Supervisors Approved Expenditures 2011-12	Department Request 2012-13	CAO Recommendation 2012-13	Increase (Decrease) 2011-12/2012-13
In-Home Supportive Service	3,342,293	3,400,000	3,400,000	3,400,000	-
CalWORKS Child Care	109,273	550,000	400,000	400,000	(150,000)
Kin Gap	69,715	220,000	220,000	220,000	-
Cash Assistance Program for Immigrants	16,321	45,000	30,000	30,000	(15,000)
Housing Assistance/Transitional Program	157,132	160,000	150,000	150,000	(10,000)
TOTAL ASSISTANCE PROGRAMS	33,131,230	33,295,000	34,020,000	34,020,000	725,000
VETERANS SERVICE/PUBLIC GUARDIAN: * previously combined					
08020 Public Guardian	204,907	194,206	204,582	204,582	10,376
08010 Veterans Service	110,447	109,765	109,650	109,650	(115)
OTHER ASSISTANCE:					
08200 Community Action Partnership	159,136	189,983	134,511	134,511	(55,472)
TOTAL PUBLIC ASSISTANCE FUNCTION	52,760,481	55,915,685	58,348,951	58,348,951	2,433,266
<u>EDUCATION</u>					
09110 Library	1,090,777	789,094	913,140	903,140	114,046
09200 Agricultural Extension Service	100,150	71,152	69,184	69,184	(1,968)
TOTAL EDUCATION FUNCTION	1,190,927	860,246	982,324	972,324	112,078
TOTAL FINANCING REQUIREMENT	<u>175,235,063</u>	<u>190,651,740</u>	<u>196,226,163</u>	<u>196,128,952</u>	<u>5,477,212</u>
<u>APPROPRIATIONS FOR CONTINGENCIES</u>					
Appropriations for Contingencies-General	-	2,624,416	2,624,416	2,624,416	-
GRAND TOTAL BUDGET REQUIREMENTS	175,235,063	193,276,156	198,850,579	198,753,368	5,477,212

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
<u>TAXES</u>					
610100 Property Taxes - Current Secured	16,132,494	15,032,232	15,200,000	14,606,902	15,566,291
610200 Property Taxes - Current Unsecured	342,972	392,618	366,501	321,795	321,549
610300 Property Taxes - Prior Secured	90,814	201,458	60,000	-	60,000
610400 Property Taxes - Prior Unsecured	31,353	20,830	29,378	-	30,000
610500 Property Taxes - Current Secured - VLF Swap	14,756,420	13,713,473	13,713,473	13,796,996	13,797,800
610502 Property Taxes - In-Lieu VLF-Supplemental	(45,873)	70,656	80,000	70,999	72,000
610503 Property Taxes - VLF - Unitary	7,723	33,624	-	36,562	-
610600 Property Taxes - Supplemental Current	3,290	56,890	60,000	58,293	70,000
610700 Property Taxes - Supplemental Prior	38,088	44,967	35,688	-	35,688
610801 Sales & Use Tax	4,557,423	4,756,342	4,080,000	3,418,202	4,300,000
610808 Sales & Use Tax Compensation Fund (Sales Tax Swap)	1,146,393	1,479,035	1,479,034	1,840,350	1,840,380
610901 Hotel and Motel	2,399,144	1,253,361	1,918,000	2,006,148	2,003,000
610902 Documentary Stamp	447,912	531,927	540,000	397,251	490,000
610903 Race Horse Tax	1,072	879	1,000	867	1,000
610904 Timber Yield Tax	381	-	8,000	-	-
610906 Aircraft	150,892	130,125	164,840	79,749	150,000
610909 Teeter Plan Surplus	1,100,000	1,100,000	-	-	-
Total Taxes	41,160,498	38,818,417	37,735,914	36,634,114	38,737,708
<u>LICENSES, PERMITS AND FRANCHISES</u>					
620100 Animal Licenses	34,352	44,362	50,000	44,914	50,000
620200 Business Licenses	143,454	105,523	115,036	97,191	90,000
620300 Construction Permits	627,649	437,622	575,000	448,133	571,650
620500 Zoning Permits	134,291	74,843	84,000	74,847	84,000
620600 Franchises, Garbage, Utilities & Cable TV	1,281,029	1,318,479	1,305,000	1,246,198	1,300,000
620700 Other Licenses and Permits	94,196	89,466	119,900	110,395	119,600
620701 Boat Licenses	145,588	119,692	200,056	97,179	179,295
620704 Environmental Health Permits	669,050	806,990	806,000	756,884	798,593
620705 Burial Permits-Indigent	2,207	1,730	-	1,620	500
620706 Auto Theft Deterrent Fees (DUI)	146,880	113,073	90,000	90,483	90,000
620707 Ag Preserve Permits	800	300	500	1,100	500
620710 Grading Permits	36,598	49,214	36,000	31,064	36,000
Total Licenses, Permits and Franchises	3,316,094	3,161,294	3,381,492	3,000,008	3,320,138
<u>FINES, FORFEITURES AND PENALTIES</u>					
630101 County Share of State Fines	60,367	49,492	55,000	32,256	40,000

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

<u>Budget Classification</u>	<u>Actual Revenues 2009-10</u>	<u>Actual Revenues 2010-11</u>	Board of Supervisors		<u>CAO Recommended 2012-13</u>
			<u>Approved Revenues 2011-12</u>	<u>11-Month Actual 2011-12</u>	
630204 Criminal	877,352	683,176	800,000	518,799	640,000
630221 PC 1463.14 Drug Analysis Fine	343	342	-	167	200
630222 State-County Share of Penalty PC 1464	302,328	286,863	300,000	218,144	260,500
630227 RMA Code Enforcement Fines/Fees	3,650	19,626	11,000	18,541	15,000
630228 Juvenile Supervision/Service Fees	36,166	39,435	30,000	33,586	30,000
630229 Juvenile Boot Camp W&I 903/094	15,810	18,348	17,500	15,404	17,500
630230 Juvenile Probation Supervision W&I 602	5,825	3,859	5,000	3,099	5,000
630231 Juvenile Record Seal W&I 781	240	120	-	448	-
630300 Forfeitures & Penalties	-	-	-	6,325	-
630306 Restitution Fine Rebate 10%	31,989	28,950	17,000	21,129	18,000
630307 Other Fines	3,277	79,945	18,000	16,778	12,000
630308 Restitution to County Departments	1,504	1,479	1,500	306	1,500
630310 Bail Forfeiture	56,076	-	30,000	-	-
630320 Bad Check Penalties	4,574	3,973	5,000	2,462	5,000
630400 Penalties/Cost Delinquent Taxes	686	272	230	265	230
630401 Cost of Tax Collection	82,400	66,105	58,388	35,170	45,000
630402 County Redemption Fees	27,508	17,720	35,000	14,160	25,000
630403 Penalties & Interest on Taxes	88,815	89,231	9,635	2,370	5,000
630404 Tax Loss Reserve Excess	700,000	4,200,000	1,900,000	-	1,900,000
Total Fines, Forfeitures and Penalties	2,298,910	5,588,936	3,293,253	939,409	3,019,930
<u>REVENUE FROM USE OF MONEY & PROPERTY</u>					
640101 Interest	318,576	279,796	300,000	82,603	100,000
640103 Interest on Property Tax Collection	28,485	22,360	-	401	-
640300 Rents and Concessions	20,609	22,612	30,657	17,767	3,500
640302 Bldg/Improvement Rentals	5,100	5,050	-	14,267	150
640303 Others Rents/Concessions	9,900	4,206	4,200	4,046	4,200
Total Revenue from Use of Money & Property	382,670	334,024	334,857	119,084	107,850
<u>INTERGOVERNMENTAL REVENUES</u>					
State					
650204 Diesel Tax - Off Road	6,903	241	500	-	-
650302 Motor Vehicle In-Lieu Tax 1984	-	327,931	-	-	-
650307 VLF Health Realignment CMSP	2,882,147	2,882,147	2,882,147	-	2,882,147
650800 St. Admin Public Assistance	-	3,368,900	925,000	-	-
650804 CalWORKS Admin TANF	1,428,633	1,298,136	1,078,119	777,310	1,144,414
650810 Social Services Admin	4,442,649	4,421,886	3,781,618	1,716,273	948,911

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
650811 Welfare to Work Admin-Assistance	41,240	126,495	126,268	15,055	132,616
650901 CalWORKS (AFDC)	11,461,906	13,608,053	8,380,000	5,259,771	-
650902 Adopted Children	1,077,841	1,144,004	1,199,500	99,619	150,000
650905 Foster Care	939,775	2,611,704	1,482,275	929,587	-
650907 Foster Care-Emergency Assistance	4,132	-	-	-	-
650909 Welfare to Work (GAIN)	22,254	12,062	106,003	11,183	90,860
650910 Public Assistance - Realignment	4,606,142	4,757,229	4,930,307	4,091,412	4,930,307
650911 Emotionally Disturbed Children	130,576	120,044	-	(4,395)	-
650914 St. Cal Learn	-	-	1,239	167	1,239
650915 CalWorks Child Care	(35,398)	(12,756)	69,022	-	50,198
650916 Kin Gap	32,595	84,947	37,400	46,938	37,400
650917 Cash Assist for Immigrants	40,096	22,240	45,000	4,161	30,000
651101 Health - Admin. - California Children Services	45,295	26,387	19,074	1,863	30,341
651102 Health - Therapy - California Children Services	132,633	158,991	110,000	83,653	110,000
651103 Health - Realignment - California Children Services	79,037	335,315	143,493	-	179,984
651105 Health - Medi-Cal-California Children Services	161,900	162,809	94,415	31,461	188,688
651106 Health - Healthy Families	-	45	5,821	29,920	12,457
651107 Health - CCS MTU Reimbursement	-	-	186,800	-	186,800
651301 Behavioral Health - Small Counties Emergency Grant	20,050	29,595	-	65,750	-
651302 Behavioral Health - Alcohol/Drug	48,297	106,424	-	-	-
651303 Behavioral Health - Perinatal	145,018	145,018	-	-	-
651306 Behavioral Health - Realignment	2,701,463	2,497,618	3,453,301	96,554	3,469,881
651307 Behavioral Health - Jail-Realignment	38,250	51,000	51,000	38,250	51,000
651309 Behavioral Health - Managed Care	595,142	692,116	-	87,593	778,770
651310 Behavioral Health - EPSDT	618,870	770,648	-	-	1,067,926
651312 Behavioral Health - STOP	22,032	35,847	30,539	1,617	30,539
651320 Behavioral Health - Other Revenue	-	-	11,973	-	11,973
651321 Behavioral Health - State Replacement Funds	-	-	1,579,519	-	157,898
651323 Behavioral Health - Drug Court	172,603	152,814	172,012	64,795	172,011
651325 Behavioral Health - Prop 36	117,424	-	-	-	-
651326 Behavioral Health - Service Act (Prop 63)	3,979,283	6,237,485	5,446,670	-	4,953,648
651330 Behavioral Health - AB 3632	53,223	59,108	-	69,644	-
651400 Health - TB Control	16,161	16,961	9,000	6,054	24,597
652108 Health - AIDS Program	97,848	55,249	55,252	42,017	55,252
652109 Health - AIDS Blood Test	2,290	-	-	-	-
652110 Health - Tobacco Education	207,784	103,984	138,816	33,568	180,000
652111 Health - Child Health and Disability Program-Admin.	381,225	349,985	351,000	245,925	358,155
652112 Health - Foster Care	88,419	81,200	78,898	41,263	82,890

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

Budget Classification	Actual Revenues 2009-10	Actual Revenues 2010-11	Board of Supervisors		CAO Recommended 2012-13
			Approved Revenues 2011-12	11-Month Actual 2011-12	
652113 Health - Realignment	2,261,657	2,709,112	5,025,704	-	3,809,715
652115 Health - Immunization Subvention Project	97,422	50,418	25,000	-	49,157
652116 Health - AIDS Drugs	1,250	1,250	1,000	1,000	1,000
652118 Health - Community Challenge Grant	270,873	113,501	-	60,816	-
652120 Health - Adolescent Family Life Program	279,290	196,981	152,325	119,812	187,722
652123 Health - Chlamydia Grant	10,167	6,798	6,800	3,144	6,798
652125 Health - Asthma Initiative	44,555	-	-	-	-
652126 Health - Aides Surveillance	36,140	19,922	-	10,846	18,798
652127 Health - Aides Education & Prevention	17,152	-	20,126	-	-
652128 Health - Aides EID/Bridge	13,577	-	-	-	-
652201 Agricultural Administration	327,007	287,072	258,950	260,962	195,580
652202 Agriculture-Detection Trapping	111,094	102,428	100,000	64,540	109,034
652203 Agriculture-Pesticide	274,798	359,043	285,000	375,112	300,000
652204 Agricultural G-W Sharpshooter	113,263	160,333	127,000	40,251	180,000
652503 State-Prison Crime Reimbursement - DA	182,344	113,402	154,631	71,037	125,000
652505 Public Asst. - Crim Justice Sys - Realignment	404,586	422,909	400,000	366,412	420,000
652507 Probation TANF (Juvenile Probation Camp Funds)	510,524	485,510	400,000	23,963	440,000
652508 St Proud Parenting Program	-	66,476	-	67,669	100,000
652800 Veterans Affairs	26,368	22,376	20,000	21,650	20,000
652900 Homeowners' Property Tax Relief	431,713	36,574	222,007	114,613	220,024
654000 St. Abandoned Vehicle	-	-	-	-	30,000
654001 911 Emergency Number Reimbursement	73,583	-	-	-	-
654004 Anti-Drug Program	210,403	-	-	-	-
654005 Child Care Food Program-Juvenile Hall	8,358	4,234	5,000	5,033	5,000
654007 Correctional Training-SB 924	117,445	95,530	115,000	23,511	111,855
654008 Custody-Care Subsistence	128,448	362,666	250,000	11,370	-
654010 Child Support IV D Incentive	1,129,446	2,142,317	1,015,137	902,448	1,037,323
654012 Fire Equipment Reimbursement	453,914	41,075	80,000	109,987	95,000
654013 Volunteer Fire Assistance Program	-	-	60,000	39,830	35,000
654017 Integrated Waste Management	18,185	18,197	18,200	1,820	18,200
654020 Library-Public Library Funds	121,899	30,000	25,000	-	25,000
654022 State Mandated Costs	54,958	162,864	50,000	13,649	20,000
654023 Office of Emergency Services-Reimbursement	48,471	-	-	-	-
654025 Sales Tax (Public Safety)	6,005,816	6,566,851	5,925,000	4,937,205	6,275,000
654026 State-POST Reimbursement	8,716	1,639	3,000	1,540	3,000
654027 State Reimburse Election Costs	3,209	121,769	2,800	788	800
654028 State-Financial Assistance	162,000	162,000	162,000	162,000	162,000
654032 Open Space Lands	38	-	-	-	-

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
654039 DA - Auto Insurance Fraud Grant	11,388	-	-	-	-
654040 DA - Workers' Compensation Fraud Grant	46,185	1,447	8,047	5,990	-
654043 DA - Statutory Rape Grant	96,212	40,107	60,000	47,852	20,000
654044 SLESF - District Attorney	41,993	-	40,000	-	-
654045 SLESF - Department of Corrections	55,000	-	20,000	-	-
654046 SLESF - Sheriff (COPS)	113,132	-	115,000	-	-
654057 Sheriff - Rural Crime Prevention Task Force	179,506	17,273	180,000	96,858	-
654064 State Off Hwy Vehicle	-	56,146	55,000	27,222	76,977
654068 Probation - Crime Prev Act (SLESF Juv. Justice)	283,711	-	388,047	-	-
654079 State - Waste Tire Enforcement	88,504	197,931	167,471	244,640	235,000
654085 State - Homeland Security	482,780	13,816	-	-	-
654092 State - Hazardous Materials Prep Grant	5,577	6,456	-	-	2,000
654107 State - Prop 12 Grant	-	29,100	-	-	-
654110 DJJ Youth Off Block Grant	210,867	315,640	550,137	-	-
654200 State - Help America Vote Grant	-	6,072	-	-	-
654509 State - Indian Gaming Special District for Fire & Sheriff	-	68,000	-	100,229	-
654511 State-Abandoned Vehicle Fee	-	-	55,029	-	-
654512 State - Cal-MMet Grant	100,386	97,210	103,872	96,438	-
654516 State - Cal Fed Watershed Grant	27,177	204,622	-	-	-
654519 Above Ground Petroleum Storage Grant	13,570	-	-	-	-
654520 State- Clean Up Fund (UST)	-	-	2,500	-	-
654521 State- Small Communities Waste Water Grt (So Fork)	36,413	19,297	-	-	-
654522 State- BSARF Fees 10%	1,918	304	1,500	-	1,500
654524 State-Dpt. of Transportation (Madera Ranchos Ave 12)	59,949	61,332	-	-	-
654525 State-Dpt of Transportation (Fairmead Project)	87,855	39,335	-	-	-
654526 State-Emergency Local Hazard Grant	55,877	-	-	63,190	-
654527 State-Cannabis Eradication Program	15,000	-	-	-	-
654530 Plan & Tech Assist. Grant	-	-	31,000	19,250	13,750
654532 River West Madera Grant	-	67,570	167,160	78,081	955,258
654533 State-CERS Grant	-	-	-	12,133	37,000
Federal					
655000 Fed. Admin Public Assistance	-	5,631,100	1,575,000	-	-
655006 Social Services - Administration	7,922,997	9,964,935	9,166,230	7,302,544	9,639,449
655007 CalWorks Administration	(458,317)	1,271,681	4,263,116	1,063,629	4,603,197
655008 Cal Learn Administration-Assistance	180,386	185,774	-	10,883	-
655009 Welfare to Work Administration-Assistance	2,507,605	2,464,734	1,641,248	2,119,201	1,723,767
655101 CalWorks (AFDC)	7,221,978	6,281,497	11,120,000	7,517,873	11,676,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
655102 Foster Care	1,097,860	1,714,488	1,482,275	1,531,623	1,424,250
655103 Foster Care Emergency Assistance	51,793	1,757	-	773	-
655104 Adopted Children	1,286,782	1,382,852	1,312,200	1,013,220	1,255,500
655106 Welfare to Work Gain	575,798	(59,025)	593,997	1,462	509,140
655110 Cal Learn	(101,465)	37,707	18,761	1,700	18,761
655111 CalWorks Child Care	392,696	(88,363)	480,978	82,020	349,802
655112 Kin Group	61,298	(269,134)	145,200	37,591	145,200
655202 CCS Medi-Cal Administration	33,423	79,228	162,721	71,470	346,952
655203 Health -Health Families	-	167	21,621	63,982	46,270
655205 Health CACTI	-	-	-	-	253,000
655206 Health CNEP	-	-	-	17,213	435,699
655600 Grazing Fees	311	527	-	306	-
655800 In-Lieu Tax	701,345	762,819	700,000	-	700,000
656001 Behavioral Health - Medi-Cal	2,472,990	1,943,404	1,995,464	-	2,384,855
656003 Behavioral Health - Alcohol/Drug Medi-Cal	25,499	44,478	22,614	-	22,162
656005 Behavioral Health - Alcohol/Drug/Perinatal	740,820	597,876	829,784	-	931,478
656006 Behavioral Health - McKinney-Path	25,141	45,141	40,550	25,057	39,800
656008 Behavioral Health - SAMHSA	222,385	208,846	210,566	205,731	208,846
657001 Community Services	168,888	159,137	189,983	147,723	134,511
657002 Custody/Care Subsistence	4,536	15,648	11,000	-	11,000
657003 IV D Child Support-Administration	2,181,215	1,848,782	1,985,911	1,751,811	2,089,792
657006 Forest Services Reimb Dep Sheriff	20,800	40,031	34,000	69,000	35,000
657008 Health - Administration - MCH	159,401	166,951	79,724	84,504	924,389
657010 Health - Administration - Senior Citizens	43,402	20,763	25,000	24,307	26,170
657011 Health - WIC	1,885,298	2,033,745	2,233,343	255,452	1,761,819
657013 Child Care Food Program-Juvenile Hall	117,562	68,281	65,000	66,962	65,000
657016 Title IV E Probation Recovery	253,118	266,392	268,750	149,287	268,750
657024 FEMA & OES Grant	-	43,048	81,500	67,194	153,220
657025 Health - AIDS Grant (Ryan White)	96,398	50,326	75,186	57,639	72,658
657037 MC Childhood Lead Poison	97,062	71,637	86,000	(6)	91,255
657044 Health - Targeted Case Management	84,211	37,775	-	-	-
657081 Justice Assistance Grant	179,305	31,842	25,000	-	30,000
657082 US Marshals Services	6,400	-	8,000	-	-
657083 Federal - CDC Phase 1	73,785	-	60,290	-	-
657084 Department of Corrections SCAAP	-	89,921	85,000	-	85,000
657086 Federal - Anti-Drug Grant	-	113,386	179,912	165,580	180,000
657088 Federal - CDC Phase 2	138,038	(30,583)	-	-	-
657089 Federal - CDC Phase 3	412,979	(20,009)	-	-	-

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

<u>Budget Classification</u>	<u>Actual Revenues 2009-10</u>	<u>Actual Revenues 2010-11</u>	Board of Supervisors		<u>CAO Recommended 2012-13</u>
			<u>Approved Revenues 2011-12</u>	<u>11-Month Actual 2011-12</u>	
657090 Health - Bio Preparedness	231,187	296,145	256,602	83,422	246,978
657091 Health - HRSA	188,066	160,270	165,286	119,679	181,716
657093 USDA Communities Facilities Grant - Fire	-	91,500	-	-	-
657094 USDA Grant ARRA Sheriff	-	70,000	-	-	-
657095 JAG - ARRA	113,787	224,550	78,910	113,229	-
657105 Brownsfield Revolving Loan Grant	16,662	-	-	-	-
657111 Homeland Security Grant	-	206,677	670,163	315,107	615,242
657115 ARRA ADA Grant	-	175,111	82,000	161,012	-
657120 JAGB Agress Rpl. Grant	11,650	11,424	30,708	36,409	-
657122 Cannibus Eradication	-	55,000	-	-	-
659001 Other Gov't Agencies	12,590	-	-	-	-
659005 Other Governmental-Boot Camp Program	41,040	1,375	40,000	53,250	85,000
659008 Children & Families Com (Prop 10) (Health)	464,061	358,607	608,059	252,416	475,481
659010 Other Governmental-RDA Pass Thru	1,405,595	1,278,766	1,238,066	1,280,927	1,242,216
659017 Fresno-Madera Agency on Aging	1,089	-	-	-	-
659018 IHSS Public Authority	56,256	46,680	40,500	46,699	40,500
659024 Chukchansi Gaming Problems	3,638	18,534	50,000	-	75,000
659030 City/Chowchilla Prison Annex	538,258	430,791	300,000	201,296	200,000
659045 Health-Obesity Endowment Grant	133,299	24,540	-	-	-
659046 DA Chukchansi Grant	-	-	-	25,000	-
659047 Fresno Regional Foundation	50,000	50,000	38,200	-	-
Total Intergovernmental Revenue	86,928,308	103,656,299	98,710,842	49,084,076	83,648,218
<u>CHARGES FOR CURRENT SERVICES</u>					
660100 Assessment and Tax Collection Fees	35,919	51,288	55,000	40,088	107,000
660101 Property Tax Administration Fee	556,799	490,759	482,000	-	478,000
660102 Supplemental Tax Fee	160,519	77,424	125,000	75,154	120,000
660103 Property Characterization Fee	22,535	20,230	22,500	12,831	22,500
660221 Special Assmt. Fire Services	48,582	-	-	-	-
660230 Parcel Merger Fee	829	-	-	-	-
660231 Business Investment District	-	-	3,000	-	3,000
660234 Local Ag. Preserve Assessment (AB 1265)	-	-	750,000	772,135	725,000
660300 Auditing and Accounting Fees	73,674	70,156	152,343	17,563	250,173
660500 Elections Services	27,601	137,518	17,062	15,863	96,400
660600 Legal Services	12,359	28,090	53,250	18,831	25,000
660610 Public Defender - Juvenile Cases	66,313	48,106	59,000	29,229	36,000
660801 Engineering Services	3,417	6,778	180,596	7,846	82,000

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

Budget Classification	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
660802 Engineering Plan Check Fees	312,512	203,452	310,000	258,056	319,650
660803 Engineering Services-Special Districts	1,468,121	1,381,759	1,708,430	1,491,436	1,872,888
660804 Engineering Services-Flood Control District	254,444	59,559	238,000	-	-
660805 Planning Services	528,392	283,022	342,700	234,865	345,500
660806 Engineering Services - Development Review Fees	49,063	35,903	31,000	24,568	24,000
660807 Strong Motion Inst Fees 95%	9,820	4,869	-	5,655	3,000
661000 Agricultural Services	262,812	333,524	298,950	325,617	311,500
661100 Civil Process Services	2,056	2,232	3,000	1,683	-
661101 Sheriff - Civil Process Service Fees	63,649	61,016	92,000	49,080	120,000
661201 General Court Fees	240,407	172,902	225,000	176,623	210,000
661203 Family Court Services Reimbursement	3,240	873	3,000	991	3,000
661301 Public Guardian Fees	110,200	216,290	45,000	51,215	55,800
661400 Humane Services	113,867	148,789	175,000	142,483	170,000
661500 Law Enforcement Services	77,237	83,528	100,000	39,236	111,000
661501 Booking Fee (City)	91,983	91,720	88,000	4,205	-
661502 Booking Fees-County Arrests	2,065	1,020	1,000	955	-
661503 Court Security Services-Sheriff Bailiffs	557,096	511,684	998,000	215,997	-
661601 Recording Fees-Clerk, Health, Recorder	530,829	591,380	565,700	471,312	547,000
661801 Health Lab Fees	34,325	34,182	55,000	25,060	-
661802 Environmental Health Fee	65,870	70,339	70,000	44,640	107,900
661810 Clinic Fees	13,740	16,132	-	4,646	7,100
661811 Behavioral Health - Private Pay, Ins.	33,841	22,419	17,150	26,593	35,050
661812 Insurance Pay	1,688	18,408	1,000	6,257	5,000
661813 Behavioral Health - Medicare	46,718	73,875	10,000	55,815	10,000
661816 Inmate Medical Co Pay	16,095	5,371	-	3,197	-
662000 California Children Services	760	865	500	463	500
662101 Landfill Surcharges	1,448,825	1,384,955	1,261,670	1,051,392	-
662303 Juvenile Hall Maintenance	4,778	3,701	5,000	39	1,000
662304 Work Furlough Program	2,489	2,522	1,000	4,004	5,000
662305 Foster Care Reimbursement	57,546	148,104	95,000	94,694	95,000
662500 Library Services	59,137	39,270	30,000	30,794	30,000
662510 Lost Book Collections	7,748	5,198	4,900	2,648	4,900
662696 Formation Fees	750	150	300	300	300
662700 Other Charges for Services	485	355	300	290	300
662701 Board of Supervisors Services	108	108	108	-	-
662704 Copies	15,940	16,539	16,429	11,756	14,800
662705 Coroner's Fees	6,341	6,766	6,000	5,492	-
662709 Mental Health Monitoring Fees	34,776	26,870	25,000	19,235	35,000

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
662712 Fire Cost Recovery	21,675	6,101	4,000	2,840	3,000
662714 Mediation-Dissolution/Marriage	3,405	3,785	3,500	2,875	3,500
662715 Nuisance Abatement	50,877	58,603	36,000	35,047	30,000
662716 Collection Fees-Probation	12,390	14,973	12,500	12,006	12,500
662717 Alternate Sentencing Fees	2,459	6,062	2,700	22,915	26,400
662718 Drug Screening-Probation	7,096	5,581	6,500	4,170	6,500
662719 Electronic Monitoring-Probation	1,254	1,015	1,000	638	1,000
662720 Probation Services	199,178	190,688	180,000	149,325	180,000
662721 Administrative Collection Fees [PC 1205(d)]	106,263	93,859	100,000	94,842	100,000
662722 Public Defender Fees	93,118	94,830	80,100	94,087	80,100
662723 Services to Other Agencies	576,341	465,310	476,870	344,818	677,186
662725 Welfare Repay-Administrative Fees	40,841	2,318	2,000	3,534	2,000
662726 Reimbursement of Burials	9,098	10,594	5,000	12,379	5,000
662728 Vision/Dental Administrative Fee	939	1,054	-	780	-
662733 Corrections Training Tuition	-	1,969	-	-	-
662735 Probation Services Reports	63,959	58,492	55,000	51,577	55,000
662735 Revenue Services Division Charges	-	-	184,430	-	-
662765 Sheriff-Reimburse Indian Casino	416,544	492,702	511,434	370,216	571,980
662766 Fire-Reimburse Indian Casino	574,193	541,097	630,016	355,313	671,204
662780 Special District Ad.	458,199	558,293	593,699	444,247	557,537
662800 INTRAFUND Revenue	160,698	192,837	236,721	189,869	255,652
662801 INTRAFUND Revenue-Cost Plan	1,056,956	3,353,775	766,434	186,175	1,126,994
662802 INTRAFUND - Computer Services	34,745	17,558	21,358	12,543	25,246
662804 LAFCO - Reimbursement for County Services	35,436	32,779	25,000	15,780	25,000
662910 Daily Jail Confinement	-	4,503	8,000	34,567	35,000
Total Charges for Current Services	11,463,964	13,198,778	12,666,150	8,311,375	10,841,060
<u>MISCELLANEOUS REVENUE</u>					
671001 Welfare Repayments	42,956	71,608	65,000	54,185	65,000
671002 Interim Assistance Reimbursement-GA	47,671	43,240	49,500	24,213	50,000
671003 Welfare - Cancelled Warrants	1,408	1,196	1,000	-	1,000
671004 Welfare CalWorks Reimbursement	43,981	-	55,000	-	55,000
671005 Welfare General Assistance Repay	1,376	605	500	1,120	500
672000 Other Sales	9,598	2,137	13,000	9,044	13,000
672002 Sale of Seized Property	-	-	-	13,867	-
673000 Misc - Other	63,260	107,933	5,400	7,950	4,100
673100 Unclaimed Money	4,616	54,539	5,000	-	-

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

<u>Budget Classification</u>	Board of Supervisors				
	Actual Revenues 2009-10	Actual Revenues 2010-11	Approved Revenues 2011-12	11-Month Actual 2011-12	CAO Recommended 2012-13
673101 Prisoner's and Miscellaneous Unclaimed	2,586	1,011	-	-	-
673200 Employee Witness/Jury Fees	874	1,497	2,000	1,707	-
673300 Contributions and Donations	3,910	6,002	-	7,745	1,989
673302 Health - Flu Donations	8,593	4,541	4,000	7,952	-
973317 Fireman's Fund Ins Co Grant	-	-	-	-	-
673319 Chukchansi Tribe Contribution	-	-	40,000	40,000	-
673320 Health - Immunization Registry	41,719	17,196	-	-	-
673324 Kaiser Math Grant	-	-	-	35,000	-
673326 Jackass Rock Donation	3,775	-	-	-	-
673327 Kaiser Health Grant	-	-	-	42,430	47,752
673402 Roberta Wills Trust #6341 and #6351	-	-	-	-	-
673406 Jail Inmate Welfare Trust 6051	135,550	68,500	179,000	-	137,000
673409 Friday Night Live-Trust	17,544	14,000	14,000	-	14,000
673410 Seized Funds & Property Trust (6166 & 6167)	96,757	34,318	85,000	-	125,000
673412 Emergency Medical Services Funds Trust	45,522	109,442	41,422	41,422	-
673418 Criminal Justice Construction Trust 1320	80,000	-	-	-	-
673437 D.A. Seized Funds - Trust 5776	-	11,146	16,000	980	18,750
673442 Child Support Interest Revenue from Trust Accounts	-	-	20,000	-	6,000
673800 Prior Year Cancelled Warrants	5,817	2,817	550	-	700
673900 Other Miscellaneous	118,658	332,765	31,120	67,116	85,015
673903 Miscellaneous Reimbursement	38,371	78,504	29,848	78,476	24,750
673904 Misc Reimbursement - Salaries /Benefits	296,240	36,806	203,000	111,398	924,590
673907 Misc Reimbursement - Mental Health	-	-	16,735	-	16,735
673910 Misc Reimbursement - Insurance	6,777	-	3,000	45,254	-
673918 Misc Reimbursement - Medical	3,213	3,174	2,000	1,049	-
673920 Misc Reimbursement - Other	1,202	1,786	1,500	3,173	-
673920 Reimbursement from Road Fund for Undercharged A-87	-	650,000	650,000	-	-
Total Miscellaneous Revenue	1,121,974	1,654,763	1,533,575	594,081	1,590,881
<u>OTHER FINANCING SOURCES</u>					
680103 Sale of Fixed Assets	1,074	197	2,000	8,096	2,000
Operating Transfers In:					
680200 Operating Transfers In	1,933,893	1,501,767	757,908	20,799,643	19,388,022
680215 Local Enforcement Agency Funds-Trust 0114	50,000	50,000	50,000	-	50,000
680229 Self Insurance General Liability	105,580	90,014	51,258	-	-
680231 Criminal Justice Facilities Trust	22,500	150,000	150,000	-	170,000
680234 Fire Assessment - CSA 22 - Zone B	152,513	95,263	190,000	-	200,000

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

Budget Classification	Actual Revenues 2009-10	Actual Revenues 2010-11	Board of Supervisors		CAO Recommended 2012-13
			Approved Revenues 2011-12	11-Month Actual 2011-12	
680235 Self Insurance Workers' Compensation	10,720	10,001	76,257	-	-
680237 Health -Child Safety Seats Trust 5932	-	7,567	-	-	-
680242 Special Revenue 1325	33,000	35,000	10,000	-	-
680245 Title III	7,057	-	-	-	-
680248 Modernization (Operating Transfer In-Trust 1346)	218,108	181,809	114,038	-	120,000
680249 Micrographics (Operating Transfer In-Trust 1345)	83,864	92,495	58,750	-	17,700
680251 Vital Health Statistics (OTI) (Recorder) (Trust 1367)	8,414	20,541	5,500	-	5,000
680264 Sheriff Small Counties AB 443	-	575,000	350,000	-	550,000
680266 Tobacco Financing Phase II	-	53,801	-	-	-
680268 Planning GP Upgrade	-	-	-	-	40,000
680270 Eng. Building Maint	5,000	-	-	-	-
680271 OTI LC 4850	-	123,338	125,000	-	125,000
680350 Cash Flow Loan	-	-	-	429,386	-
680521 Loan Repayment - Special Revenue	74,703	74,703	-	-	-
680523 Loan Repayment By RDA to General Fund	225,000	74,550	40,500	-	30,000
680524 Loan to General Fund from Measure A Road Funds	8,457,910	-	-	-	-
Total Other Financing Sources	11,389,336	3,136,046	1,981,211	21,237,125	20,697,722
TOTAL REVENUE	<u>158,061,754</u>	<u>169,548,557</u>	<u>159,637,294</u>	<u>119,919,272</u>	<u>161,963,507</u>
FUND BALANCE	2,246,998	-	1,700,000	-	1,700,000
RELEASE OF DESIGNATED FUND BAL - Public Safety	-	-	8,927,451	-	846,213
RESIDUAL 2010-11 AVAILABLE FUND BALANCE	-	-	-	-	2,996,517
GRAND TOTAL	160,308,752	169,548,557	170,264,745	119,919,272	167,506,237

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	819,511	784,782	774,445	774,445
710103 Extra Help	8,071	0	0	0
710200 Retirement	231,363	235,480	239,899	239,899
710300 Health Insurance	109,894	91,528	92,161	92,161
710400 Workers' Compensation Insurance	4,245	3,396	3,596	3,596
TOTAL SALARIES & EMPLOYEE BENEFITS	1,173,084	1,115,186	1,110,101	1,110,101
SERVICES & SUPPLIES				
720300 Communications	8,558	7,900	7,900	7,900
720600 Insurance	4,075	11,287	7,459	7,459
720800 Maintenance - Equipment	16,016	17,000	17,000	17,000
721100 Memberships	30,453	30,627	30,627	30,627
721300 Office Expense	5,317	7,000	7,000	7,000
721400 Professional & Specialized Services	119,993	28,200	28,200	28,200
721500 Publications & Legal Notices	4,759	7,000	7,000	7,000
721600 Rents & Leases - Equipment	9,631	13,700	13,700	13,700
721900 Special Departmental Expense	3,727	4,000	4,000	4,000
722000 Transportation & Travel	46,860	60,000	60,000	60,000
TOTAL SERVICES & SUPPLIES	249,389	186,714	182,886	182,886
TOTAL - BOARD OF SUPERVISORS	1,422,473	1,301,900	1,292,987	1,292,987

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.

Effective January 1, 2012, the Chief Clerk of the Board became the Filing Officer for the Statement of Economic Interests Form 700. Department staff are currently processing calendar year 2012 filings. At this time, staff is unable to calculate the total number of hours that will be needed to process each of the approximately 330 Forms, serve notices, adjudicate fines and coordinate with the Fair Political Practices Commission; however, it is believed the annual workload for this new responsibility will be significant. Administering the Form 700 filings will place additional pressure on current staff and significantly lessen the ability of the Department to function at current staffing levels. Unfortunately, it is expected that fines collected through the administration of Form 700 filings will only generate approximately \$100 in revenue.

WORKLOAD

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Board Agendas Prepared	37	40	46
AAB and Other Miscellaneous Committee	30	36	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

WORKLOAD (continued)

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Contracts, Insurance Certificates, Bonds Processed	504	500	550
Appointments to Committees	69	65	70
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

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Agenda Subscriptions	\$ 108	\$ 0	\$ 0
Agricultural Preserve Fees	450	1,100	500
Board of Equalization Findings	500	500	300
Form 700 Fines	0	100	100
Maintenance District and Service Area Filing Fees	150	300	300
Film Permits	100	100	100
Photocopy Charges	59	150	150
Misc Revenue	265	100	200
Travel Reimbursement	<u>3,944</u>	<u>1,500</u>	<u>1,500</u>
Total Revenue	<u>\$5,576</u>	<u>\$3,850</u>	<u>\$ 3,150</u>

STAFFING

	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Clerk to the Board of Supervisors	0	1	0	1
Chief Clerk to the Board of Supervisors	1		1	

STAFFING (continued)

<u>Permanent (continued)</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy Clerk to the Board of Supervisors I/II	2	2	2	2
Legislative Assistant	5		5	
Members, Board of Supervisors	<u>5</u>	<u>3</u>	<u>5</u>	<u>3</u>
Total Permanent	13	3	13	3

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$774,445) is recommended reduced \$10,337 based on the cost of recommended staffing levels.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$7,900) is recommended unchanged for all office telephones and the District 2 Chowchilla Office, two fax machines, and six PDA's 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.

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$30,627) is recommended unchanged for the dues of County Supervisors' Association of California (CSAC) (\$15,541), Regional Council of Rural Counties (RCRC) (\$11,875), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,335), County Clerk Association (\$225), National Forest Counties and School Coalition (\$276) and California Association of Public Information Officials (CAPIO) (\$175).
- 721300** **Office Expense** (\$7,000) is recommended unchanged; however, due to the shift of responsibilities for copying agenda supporting documents from the individual departments to the Board of Supervisors' department, this account may need to be increased. This account funds 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** (\$7,000) is recommended unchanged for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$13,700) is recommended unchanged for the lease of vehicles from the Central Garage and two copiers.
- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000** **Transportation & Travel** (\$60,000) is recommended unchanged for mileage and the cost of conferences, seminars, and training for Board Members, Clerk of the Board, staff and Assessment Appeals Board (AAB) Members. It is expected that due to budget constraints, travel will again be limited in 2012-13. 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. While fewer Supervisors may attend the Annual NACo and CSAC Conferences, the addition of at least one new Supervisor will create an additional expense for mandatory participation in the New Supervisors Institute.

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)

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 Board members are reimbursed from this account for attendance at the AAB meetings, as well as reimbursement for mileage. 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 2012-13**

Department:

**ADMINISTRATIVE
MANAGEMENT/PURCHASING (00210)**

Function:

General

Activity:

Legislative & Administrative

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	523,771	383,178	394,025	394,025
710103 Extra Help	52,300	35,000	19,900	19,900
710200 Retirement	120,246	112,090	116,441	116,441
710300 Health Insurance	56,180	48,297	50,886	50,886
710400 Workers' Compensation Insurance	8,843	6,547	6,892	6,892
TOTAL SALARIES & EMPLOYEE BENEFITS	761,340	585,112	588,144	588,144
SERVICES & SUPPLIES				
720300 Communications	2,388	2,500	2,500	2,500
720600 Insurance	269	294	242	242
720800 Maintenance - Equipment	508	800	800	800
721100 Memberships	986	1,050	1,050	1,050
721300 Office Expense	11,580	14,500	11,500	11,500
721400 Professional & Specialized Expense	133,809	0	0	0
721500 Publications & Legal Notices	685	500	500	500
721600 Rents & Leases - Equipment	789	2,000	2,000	2,000
722000 Transportation & Travel	3,554	3,300	3,300	3,300
TOTAL SERVICES & SUPPLIES	154,568	24,944	21,892	21,892
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	-23,000	-23,000
TOTAL INTRAFUND TRANSFER	0	0	-23,000	-23,000
TOTAL - ADMINISTRATIVE MANAGEMENT	915,908	610,056	587,036	587,036

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>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II	0	1		1**	
Assistant County Administrative Officer	0	2		0	2
Buyer II or Senior Buyer	0	1		0	1
Central Services Assistant	0	1	1*	0	1
Central Services Worker	0	1		0	1
Chief Assistant County Administrative Officer	1			1	
County Administrative Officer	1			1	
Executive Assistant to the CAO	1			0**	
Office Assistant I/II	0	1		0	1
Program Assistant I/II	1			1	
Purchasing Assistant I/II or Buyer I/II	1			1	
Total	5	7	1	5	6

*One vacant Central Services Assistant position was transferred to the Central Services Budget (02100).

**The Executive Assistant is overfilling the Administrative Analyst position.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$394,025) are recommended increased \$10,847 based on recommended staffing.
- 710103 **Extra Help** (\$19,900) is recommended reduced \$15,100 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** (\$2,500) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$800) is recommended unchanged for estimated maintenance costs for typewriters, printers, and computer equipment.
- 721100 **Memberships** (\$1,050) is recommended unchanged for membership in the County Administrative Officers Association (CAOAC) (\$850), and Madera Compact (\$200).
- 721300 **Office Expense** (\$11,500) is recommended reduced \$3,000 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** (\$2,000) is recommended unchanged for rental of vehicles from the Central Garage.
- 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 is used 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 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2010-11	BOARD APPROVED EXPENDITURES 2011-12	DEPARTMENT REQUEST 2012-13	CAO RECOMMENDED 2012-13
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	784,651	785,764	819,913	819,913
710103 Extra Help	56,531	95,000	93,000	93,000
710105 Overtime	5,653	2,000	2,000	2,000
710200 Retirement	204,996	219,506	228,740	228,740
710300 Health Insurance	111,089	117,694	112,056	112,056
710400 Workers' Compensation Insurance	3,773	3,038	4,630	4,630
710500 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	1,167,893	1,223,002	1,260,339	1,260,339
SERVICES & SUPPLIES				
720300 Communications	3,080	3,160	3,160	3,160
720600 Insurance	239	322	270	270
720800 Maintenance - Equipment	58,844	1,000	1,000	1,000
721100 Memberships	495	2,250	2,250	2,250
721300 Office Expense	28,795	38,561	38,561	38,561
721400 Professional & Specialized Services	114,989	87,433	122,296	122,296
721600 Rents & Leases - Equipment	1,638	1,750	1,750	1,750
722000 Transportation & Travel	8,022	9,618	9,618	9,618
TOTAL SERVICES & SUPPLIES	216,102	144,094	178,905	178,905
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	-63,782	-198,782	-198,782
TOTAL - AUDITOR-CONTROLLER	1,383,995	1,303,314	1,240,462	1,240,462

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; and compiles County Special District budgets, including accounts receivable and billings for Special Districts, and prepares documents for the Comprehensive Annual Financial Statements.

WORKLOAD

	Actual 2010-11	Estimated 2011-12	Projected 2012-13
Accounts Payable Transactions	61,150	60,000	60,000
Auditor Warrants	64,395	65,000	65,000
Payroll Warrants	17,989	15,000	15,000
Payroll EFTs	14,106	14,100	14,000
Journal Entries	64,960	64,900	64,900
Cash Receipts	40,200	40,000	40,000
Bond Rates Calculated	27	24	24
Utility Accounts	5,000	6,350	6,350

REVENUE

	Actual 2010-11	Estimated 2011-12	Projected 2012-13
Acct Fees for MDs,SAs,Courts, Other Funds	\$109,167	\$98,561	\$174,273
Property Tax Administration Fee*	23,825	17,000	18,000
Refunds & Reimbursements	7,711	0	0
Direct Assessments	0	11,382	10,000
DIF 4% Admin for Report Preparation	0	20,000	5,000
RDA Dissolution Costs	0	0	20,000
Agreed-Upon Procedures RDA (Gallina)	0	0	19,000
ISF Accounting Charges	0	20,000	27,500
Accounting/Payroll Assistance – LAFCO	0	0	2,000
Payroll Assistance for First 5	0	2,400	2,400
Total	<u>\$140,703</u>	<u>\$169,343</u>	<u>\$278,173</u>

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accountant-Auditor I/II	3	1	3	1	
Accounting Technician II	2	1	2	1	
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	1		0		1**
Payroll Technician	2		2		
Senior Accountant Auditor	1		1		
Senior Accounting Technician	0	1	0	1	
Supervising Accountant-Auditor	<u>1*</u>		<u>2*</u>		
Total Permanent	15	6	15	6	1

* Includes the transfer of one Supervising Accountant-Auditor position from Revenue Services Division to the Auditor's Budget, as approved by your Board on April 3, 2012.

** 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** (\$819,913) are recommended increased \$34,149 based on cost of recommended staff.

710103 **Extra Help** (\$93,000) is recommended reduced \$2,000 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 newly hired Auditor-Controller, Assistant Auditor-Controller and Deputy Auditor-Controller.

710105 **Overtime** (\$2,000) is recommended unchanged based on actual costs.

SALARIES & EMPLOYEE BENEFITS (continued)

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

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,160) 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** (\$1,000) is recommended unchanged based on actual costs.
- 721100** **Memberships** (\$2,250) is recommended unchanged for the following memberships: County Auditors' Association (\$300), CPA license for the Auditor-Controller staff (\$400), and California CPA Education Foundation (\$1,550).
- 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** (\$122,296) is recommended increased \$34,863 for the following expenditures:
- | | |
|-----------|---|
| \$ 19,000 | Agreed-upon Procedures for RDA dissolution (Gallina). (Revenue offset of \$19,000.) |
| 34,546 | Consultant Contract for multi-year contract for property tax admin fee, Cost Allocation Plan and SB90 claims. |
| 44,000 | Sungard/Bi-Tech - Software Maintenance of the IFAS Accounting System. |
| 4,250 | Cascade Software Maintenance Agreement for Utilities Billing Computer System |
| 5,500 | Computer systems consultant to assist in resolving remaining issues with IFAS software conversion and CDD reports (Reduced \$10,000 due to decrease in services). |
| 15,000 | Bi-Annual Actuarial Valuation for Post-Employment Benefits required for annual financial audit. |
- 721600** **Rents & Leases - Equipment** (\$1,750) is recommended unchanged for the copy machine lease.

SERVICES & SUPPLIES (continued)

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** (\$198,782) is recommended for accounting services provided to sub-vented departments.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,515,009	1,213,546	1,230,905	1,230,905
710103 Extra Help	10,976	47,903	70,333	70,333
710105 Overtime	0	3,600	3,600	3,600
710200 Retirement	346,035	317,524	326,596	326,596
710300 Health Insurance	212,525	189,295	192,720	192,720
710400 Workers' Compensation Insurance	46,450	26,249	26,214	26,214
715000 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	2,132,195	1,798,117	1,850,368	1,850,368
SERVICES & SUPPLIES				
720300 Communications	4,857	6,000	6,000	6,000
720600 Insurance	474	585	491	491
720700 Juries/Witnesses/Interpreters	531	0	0	0
720800 Maintenance - Equipment	6,497	10,000	13,690	10,000
721100 Memberships	520	520	520	520
721300 Office Expense	17,065	20,000	20,000	20,000
721400 Professional & Specialized Services	16,660	28,820	32,153	30,470
721600 Rents & Leases - Equipment	4,202	13,500	10,680	10,680
721900 Special Departmental Expense	276	0	0	0
722000 Transportation & Travel	19,747	18,000	25,000	18,000
TOTAL SERVICES & SUPPLIES	70,829	97,425	108,534	96,161
FIXED ASSETS				
740300 Equipment	4,060	3,445	0	0
TOTAL FIXED ASSETS	4,060	3,445	0	0
TOTAL - ASSESSOR	2,207,084	1,898,987	1,958,902	1,946,529

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.

(THIS SPACE IS LEFT BLANK INTENTIONALLY – WORKLOAD FOLLOWS ON THE NEXT PAGE)

WORKLOAD

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Secured Roll Assessments	57,200	57,240	57,300
Unsecured Roll Assessments	6,270	6,000	6,100
Supplemental Roll Assessments	7,042	6,075	6,100
Deeds Processed	6,200	6,204	6,300
Parcel Splits	205	100	100
Exemptions (Veteran, Religious, Welfare)	550	625	675
Homeowner Exemptions Processed	1,370	1,200	1,250
Map Pages Changed	165	78	80
Map Sales	1,180	603	800
Mandatory Audits Accomplished	34	38	44
Non-Mandatory Audits Accomplished	3	0	0
Ag Preserve & Farmland Security Zone Parcels	4,303	4,310	4,320
Airplanes Assessed	191	180	190
Boats Assessed	2,356	1,962	1,766
Business Statements	4,864	4,207	4,600
Farm Statements	2,111	2,217	2,100
Address Changes	3,145	3,600	3,800
Building Permits (New Construction)	713	713	720
Board Order Changes Processed	4,068	4,835	4,800
Letters of Changed Value Mailed	4,068	335	368
Supplemental Notices Mailed	3,243	3,698	4,068
Appraiser Parcel Visits	400	350	300
Assessment Appeals	550	465	425
Assessed Value Notices	6,607	6,457	6,600
Agricultural Insert to Property Statement	2,111	2,128	2,100
Agricultural Preserve Questionnaire	4,310	0	4,300
Mobile Homes (Secured/Unsecured)	1,766	1,734	1,750
State Board of Equalization Tax Rate Area Changes	7	9	10
Acreage Changes	15	29	30
Proposition 8 Declines in Value	19,705	17,536	16,500

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Copy Sales	\$ 3,724	\$ 3,500	\$ 3,500
Property Characteristic Sales	20,230	22,000	22,500
Canandaigua Escape Taxes (Reimbursement)	0	0	45,000
Property Tax Administration*	<u>417,024</u>	<u>400,000</u>	<u>400,000</u>
Total	\$440,978	\$425,500	\$471,000

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Appraiser I/II/III	8.5	3.5	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	0	2
Supervising Appraiser	2	1	2	1
Supervising Auditor-Appraiser	1		1	
Supervising Cadastral Drafting Technician	<u>1</u>		<u>1</u>	
Total Permanent	25.5	12.5	25	13

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,230,905) are recommended increased \$17,359 based on the cost of recommended staff.

710103 **Extra Help** (\$70,333) is recommended increased \$22,430 to provide assistance for statement processing during March-June and to backfill vacancies in critical times when establishing the tax roll due to a reduced permanent staffing allocation. Additionally, funds are budgeted to cover costs associated with the defense of Canandaigua litigation and the evaluation of escaped assessments. These costs will be offset through the additional tax revenue resulting from the revised assessments.

SALARIES & EMPLOYEE BENEFITS (continued)

- 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 (\$2,300), Lektriever software support (\$1,000), joint imaging system maintenance (\$3,500), maintenance on the Drafting Map Plotter (\$1,200), and other maintenance requirements (\$2,000).
- 721100 **Memberships** (\$520) is recommended unchanged to allow the Department to participate in the California Assessors' Association.
- 721300 **Office Expense** (\$20,000) is recommended unchanged based on projected expenditures for printed forms, Central Duplicating costs, general office supplies, and drafting material.
- 721400 **Professional & Specialized Services** (\$30,470) is recommended increased \$1,650 based on anticipated costs. This account provides the following expenditures:
- | | |
|----------|--|
| \$10,350 | <u>Property Statement</u> for printing, collating, processing and mailing by our mail service. |
| 10,000 | <u>California Counties Cooperative Exchange Program</u> for ten audit exchanges at \$1,000 per exchange. |
| 1,210 | <u>Agreement for Petroleum and Geothermal Property Sales Study</u> with Harold Bertholf, Inc. |
| 4,500 | <u>Imageport Software License</u> for receipt of imaged documents from the Recorder's Office. |

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

- 1,700 Standard Data Record (SDR) Viewer Madera County's share of cost in SDR (Standard Data Record) for large businesses.
- 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.
- 1,650 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 (\$10,680) is recommended reduced \$2,820 for the leasing of vehicles from Central Garage and for the copy machine lease.

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.

FIXED ASSETS

740300 Equipment (\$0) Fixed assets are not recommended.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	448,771	413,352	390,250	390,250
710103 Extra Help	309	17,988	38,852	38,852
710200 Retirement	111,093	123,437	112,729	112,729
710300 Health Insurance	66,529	62,828	69,587	69,587
710400 Workers' Compensation Insurance	1,639	1,423	1,536	1,536
715000 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	629,541	620,228	614,154	614,154
SERVICES & SUPPLIES				
720300 Communications	3,160	2,280	1,660	1,660
720600 Insurance	138	140	118	118
720800 Maintenance - Equipment	9,928	10,448	10,488	10,448
721100 Memberships	200	200	200	200
721300 Office Expense	20,823	12,010	11,000	11,000
721400 Professional & Specialized Services	71,019	70,230	69,879	69,879
721500 Publications & Legal Notices	4,055	3,000	4,000	4,000
721600 Rents & Leases-Equipment	11	160	288	288
722000 Transportation & Travel	2,653	3,424	3,424	3,424
TOTAL SERVICES & SUPPLIES	111,987	101,892	101,057	101,017
TOTAL - TREASURER-TAX COLLECTOR	741,529	722,120	715,211	715,171

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
<u>TAX COLLECTOR</u>			
Transient Occupancy Tax Billing Statements	262	261	260
Business Improvement District Billing Statements	262	261	260
Business License Renewals	2,460	2,400	2,500
Secured Tax Statements	57,666	57,690	57,600
Current Secured Reminders	2,969	3,000	3,500
Delinquent Secured Notices	3,993	3,611	4,000
Unsecured Tax Statements	6,466	6,546	6,400
Supplemental Tax Statements	5,248	3,996	4,000
Notice of Impending Powers to Sell	65	102	90
Parcels Published for Sale	0	0	50
Parcels Sold	0	0	10
Annual Unsecured Lien Notices	N/A	927	1,000
Unsecured Liens Active	669	695	700
Mobile Home Tax Clearances	96	65	100
Refunds and Returned Items	1,928	1115	2,000
Active 4-Pay Part Pay Payment Plans – All Other	16	73	93
Active 5-pay Payment Plans – Secured Taxes	N/A	845	900

WORKLOAD (continued)

<u>TREASURER</u>	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Credit Card Transactions	1,692	1,924	1,800
Cash Receipts (Permits)	8,316	8,077	8,500
Auditor Warrants Processed	29,468	24,601	25,000
County Payroll Warrants	4,503	4,050	4,000
County Welfare Warrants	25,005	10,000	12,000

WORK PROGRAM

Journal Entries (Book Transfers)			
School Entries	280	355	300
Auditor Entries	111	89	100
Welfare Entries	117	108	100
Investment Transactions (SYMPRO)	511	485	500
Bank Transfers (Wire)	342	378	350
Returns (NSF)	364	350	350
Treasury Deposits	215	205	200
Tax Collector Deposits	483	473	470

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Licenses, Permits & Franchises	\$10,000	\$12,675	\$14,000
Charges for Services	105,731	87,982	115,000
Miscellaneous Revenues	2,485	4,200	1,500
Services to other Agencies	<u>380,187</u>	<u>383,442</u>	<u>425,750</u>
Total	\$498,403	\$488,299	\$556,250

The Licenses & Permits includes the Business Improvement Tax, Transient Occupancy Tax, and Business License Administrative cost reimbursement. The Charges for Services includes the cost for Property Tax Collection Assessment and Tax Fee, and Property Tax Administration fees that are reimbursed through the revenues collected from various agencies as allowed by law. 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>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Account Clerk I/II	3		3	
Accounting Technician I/II	2		2	
Administrative Analyst I/II	1		1	
Assistant Treasurer-Tax Collector	1		1	
Senior Account Clerk	0	1	0	1
Treasurer-Tax Collector	1		1	
Total Permanent	8	1	8	1

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$390,250) are recommended reduced \$23,102 based on cost of recommended staff.
- 710103** Extra Help (\$38,852) is recommended increased \$20,864 based on the need for clerical support during peak tax collection periods and assistance with critical tasks such as quarterly reconciliation of TOT/BID, monthly Business License payments, and 4-pay/5-pay collection agreements including the corresponding monthly settlement reports with the Auditor.
- 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 (\$1,660) is recommended reduced \$620 based on current expenditures and reduction of services.
- 720600** Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$10,448) is recommended unchanged 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 (\$473), 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** (\$11,000) is recommended reduced \$1,010 based on actual expenditures for general office supplies, forms, printing, and envelopes. This amount includes \$230 for subscriptions relating to investments and code enforcement, \$370 for government and tax code updates, and \$1,500 for office equipment replacements such as calculators, battery/surge protectors, and computer monitors.
- 721400** **Professional & Specialized Services** (\$69,879) is recommended reduced \$351 based on previous and current year expenditures. All of the costs for Professional & Specialized Services are recoverable, except for the Pre-Sort Center (\$4,500) which is responsible for the mailing of the County's property tax bills. Software maintenance costs are also recovered through the Treasury Administration fees.

<u>Tax Collector</u>	<u>Recommended</u>
Constable/Collections	\$ 500
Pre-Sort Center	4,500
DMV On-Line	60
 <u>Treasury (All Recoverable)</u>	
Banking Services*	\$34,000
Audit of Investment Portfolio	2,000
Financial Advisor Services	4,000
Wells Fargo Tobacco Fund Trustee	3,000
Brinks Courier Service	8,400
 <u>Software Maintenance (Treasury)</u>	
Financial Management (Sympro)	\$ 6,956
Check Handling RT/Lawrence	<u>6,463</u>
TOTAL	\$69,879

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued)

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

- 721500** **Publications & Legal Notices** (\$4,000) is recommended increased \$1,000 based on actual and estimated costs for publications, including the announcement of a Tax Sale, Notice of Power to Sell and Excess Proceeds of properties sold at the tax sale. The tax sale publications are assessed to the defaulted properties and fully recovered when properties are redeemed or sold. Other publications required by law include the notice of property tax due dates and deadlines, delinquent taxpayer announcements, and defaulted tax listing.
- 721600** **Rents & Leases – Equipment** (\$288) is recommended increased \$128 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	578,296	481,219	491,623	491,623
710103 Extra Help	739	0	0	0
710200 Retirement	132,838	135,093	142,969	142,969
710300 Health Insurance	54,410	52,978	50,648	50,648
710400 Workers' Compensation Insurance	3,008	2,457	2,763	2,763
TOTAL SALARIES & EMPLOYEE BENEFITS	769,291	671,747	688,003	688,003
SERVICES & SUPPLIES				
720300 Communications	3,332	3,000	3,300	3,300
720600 Insurance	156	167	140	140
720800 Maintenance - Equipment	473	1,000	500	500
721100 Memberships	4,993	5,500	5,500	5,500
721300 Office Expense	29,125	26,000	26,000	26,000
721400 Professional & Specialized Services	349,384	205,000	174,000	174,000
721500 Publication & Legal Notices	525	0	0	0
721600 Rents & Leases - Equipment	580	800	800	800
722000 Transportation & Travel	5,819	6,000	6,000	6,000
TOTAL SERVICES & SUPPLIES	394,387	247,467	216,240	216,240
TOTAL - COUNTY COUNSEL	1,163,678	919,214	904,243	904,243
GRAND TOTAL - COUNTY COUNSEL	1,163,678	919,214	904,243	904,243

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.

WORKLOAD

	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>Legal and Other Documents</u>		
Contracts/MOUs/PAAAs	400	300
Legal Opinions	50	50
Ordinances	100	50
Resolutions	300	350
Legal Review	50	100
Public Records Requests	50	50
Subpoenas	50	40
Miscellaneous (Lot Lines, Parcel Maps, OODs)	100	100
Disciplines/Grievances	60	35
<u>Litigation Handled In-House</u>		
Probate/LPS Cases	150	150
Child Welfare Cases	400	350
Property Tax Appeals	650	500
Tort and Civil Rights Cases	33	33
Personnel/Discrimination Cases	4	4
Condemnation Cases	0	0
CEQA/Land Uses Cases	12	12
Zoning Violations	3	3
Business/Contract	1	1
Other	1	1

Note: Due to the addition and re-organization of categories, data from the 2009-10 fiscal year is not available.

WORKLOAD (continued)

	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>Litigation Handled by Outside Counsel</u>		
Tort and Civil Rights Cases	7	0
Personnel/Discrimination Cases	8	0
Other	1	0

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant County Counsel	1			1	
County Counsel	1			1	
County Counsel Office Manager	1			1	
Deputy County Counsel I/II/III*	1	2	0.5	1	2
Legal Secretary I/II or Legal Assistant*	2		0.5	2	
Office Assistant I/II	<u>0</u>	<u>1</u>		<u>0</u>	<u>1</u>
Total Permanent	<u>6</u>	<u>3</u>	<u>1.0</u>	<u>6</u>	<u>3</u>

*One Legal Secretary was eliminated effective August 12, 2011, and 0.5 FTE of a Deputy County Counsel transferred to the Department of Social Services and 0.5 FTE of a Legal Assistant was transferred from the Department of Social Services to the County Counsel's Office, effective to July 1, 2011.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$491,623) is recommended increased \$10,404 based on 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** (\$3,300) is recommended increased \$300 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 reduced \$500 based 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 reduced \$31,000 for 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 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	434,840	436,039	447,071	447,071
710103 Extra Help	34,481	35,000	30,000	30,000
710200 Retirement	113,035	119,314	126,600	126,600
710300 Health Insurance	75,817	95,907	85,846	85,846
710400 Workers' Compensation Insurance	2,524	1,518	1,643	1,643
TOTAL SALARIES & EMPLOYEE BENEFITS	660,697	687,778	691,160	691,160
SERVICES & SUPPLIES				
720300 Communications	1,661	1,700	1,200	1,200
720600 Insurance	121	204	171	171
720800 Maintenance - Equipment	189	400	500	500
721100 Memberships	250	250	250	250
721300 Office Expense	12,048	13,000	12,000	12,000
721400 Professional & Specialized Services	84,321	83,789	83,474	83,474
721500 Publications & Legal Notices	10,504	13,000	12,000	12,000
721600 Rents & Leases - Equipment	145	0	0	0
721900 Special Departmental Expense	1,023	1,500	1,500	1,500
722000 Transportation & Travel	6,260	5,800	5,000	5,000
TOTAL SERVICES & SUPPLIES	116,522	119,643	116,095	116,095
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	-60,000	-110,000	-110,000
TOTAL - HUMAN RESOURCES	777,219	747,421	697,255	697,255

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 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>Recruitment/Testing</u>			
Announcements	35	40	38
Applications Evaluated	1836	1,595	1,500
Written Exams	9	7	7
Oral Exams	18	22	20
Bilingual Exams	2	3	3
Eligible Lists	54	85	85
Promotional Eligible Lists	38	37	30
Executive Recruitment	1	3	1
Eligible Lists and Add'l Names Certified to Departments	135	123	110
<u>Personnel Transactions</u>			
New Hires – Permanent	74	70	60
New Hires - Extra Help	76	79	83
Promotions	147	91	88
Separations	152	146	108
Separations – Extra Help	74	82	125
Overtime Calculations	10,017	5,900	6,750
<u>Civil Service Commission</u>			
Regular and Special Meetings	16	15	15

WORKLOAD (continued)

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>Labor Relations</u>			
Meet and Confer	36	88	55
<u>Employee/Organizational Issues</u>			
Department Consultation	N/A	100	100
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	N/A	6,804	7,200
Deferred Compensation Forms	N/A	1,620	1,728
Voluntary Benefit and Life Insurance Forms/Changes	N/A	696	800
Employee Inquiries about Benefits	N/A	3,500	3,900
Protected Leave Monitoring (i.e. FMLA)	N/A	650	960
<u>Reception</u>			
Phone Calls	9,000	9,100	9,300

STAFFING

	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Human Resources Director	0	1	0	1
Employee Benefits Technician I/II	1		1	
Employee Relations Officer or Senior Personnel Analyst	1		1	
Human Resources Director	1		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	$\frac{1}{9}$		$\frac{1}{9}$	
Total Permanent	$\frac{9}{9}$	$\frac{4}{4}$	$\frac{9}{9}$	$\frac{4}{4}$

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$447,071) is recommended increased \$11,032 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$30,000) is recommended reduced \$5,000 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 contractual/legislation issues related to open enrollment and the County's Benefit Programs (\$20,000).
- 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 reduced \$500 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 increased \$100 based on projected expenditures for the maintenance of typewriters, computer equipment, fax machine and telephones.
- 721100** **Memberships** (\$250) is recommended unchanged for membership in the County Personnel Administrators Association of California.
- 721300** **Office Expense** (\$12,000) is recommended reduced \$1,000 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.

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$83,474) is recommended reduced \$315 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 (\$12,350); 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 (\$4,024); estimated cost for retirement actuarial studies (\$400); the estimated cost of a negotiator to represent the County in labor relations negotiations (\$37,250); the use of outside investigators/counsels for investigating discrimination, harassment, and/or hostile work environment allegations (\$15,000), and HR Module configuration services as needed to facilitate County business (\$3,500).
- 721500** **Publications & Legal Notices** (\$12,000) is recommended reduced \$1,000 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 reduced \$800 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	183,798	200,082	201,726	201,726
710103 Extra Help	6,371	7,000	20,000	20,000
710105 Overtime	138	0	0	0
710200 Retirement	49,117	55,378	57,700	57,700
710300 Health Insurance	29,668	32,395	33,090	33,090
710400 Workers' Compensation Insurance	991	683	720	720
TOTAL SALARIES & EMPLOYEE BENEFITS	270,083	295,538	313,236	313,236
SERVICES & SUPPLIES				
720300 Communications	2,179	2,500	2,500	2,500
720600 Insurance	81	129	109	109
720800 Maintenance - Equipment	3,213	5,500	5,000	5,000
721100 Memberships	50	50	200	200
721300 Office Expense	31,269	30,000	30,000	30,000
721400 Professional & Specialized Services	58,928	59,000	48,000	48,000
721500 Publications & Legal Notices	3,116	3,000	3,000	3,000
721700 Rents & Leases - Buildings	510	700	700	700
721900 Special Departmental Expense	190,063	280,000	250,000	250,000
722000 Transportation & Travel	2,289	2,500	4,500	4,500
TOTAL SERVICES & SUPPLIES	291,698	383,379	344,009	344,009
TOTAL - ELECTIONS	561,781	678,917	657,245	657,245

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 the registration of voters; maintenance of voter registration lists and records; preparation of precinct and district maps; verification of signatures on petitions; and filing campaign disclosure statements. Duties in an election season include: ballot layout and acquisition; preparation and mailing of vote-by-mail ballots; processing of voted ballots for tabulation; procurement, training and payment of poll workers; acquisition of polling sites and preparation of polling place supplies; and programming and deploying HAVA-compliant voting equipment. This division is also responsible for the State-mandated voter out-reach program that is reimbursed by the State.

WORKLOAD – Elections Conducted

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
November 2010 (major – 112 precincts)	General election		
June 2012 (major – 98 precincts)		Presidential/fed/state/local primary	
November 2012 (major – 98 precincts)			General election

It should be noted that special elections can be called by the Governor or by any jurisdiction in the county, which could affect the projected schedule for 2012-13.

REVENUE (totals by category)

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
State reimbursements	\$3,450	\$500	\$800
State reimbursement for May 2009 special election	118,319	0	0
Help American Voters Act reimbursements	6,072	0	0
Other Agency reimbursements	125,263	200	86,750
Election sales/services provided	<u>12,355</u>	<u>24,180</u>	<u>9,650</u>
Totals:	\$265,459	\$24,880	\$97,200

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Clerk-Recorder	0.5		0.5	
Assistant County Clerk-Elections Services	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** (\$201,726) are recommended increased \$1,644 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$20,000) is recommended increased \$13,000 for extra-help staff to augment regular staff for the primary election.
- 710105** **Overtime** (\$0) is not recommended again for 2012-13; with careful time management, staff should not accrue more than 40 hours of compensatory time.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,500) is recommended unchanged based on present cost experience.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$5,000) is recommended reduced \$500 based on anticipated costs for maintenance contracts for servers and printers, for pre-election service on four ballot card readers, and to service equipment and computers not covered by maintenance agreements.
- 721100** **Memberships** (\$200) is recommended increased \$150 to provide membership in the California Association of Clerks and Election Officials (CACEO) for four Elections division staff at \$50 each.
- 721300** **Office Expense** (\$30,000) is recommended unchanged 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** (\$48,000) is recommended reduced \$11,000 for vendor software maintenance agreements that have a fixed cost, including: DFM software maintenance contract (\$26,000), and Hart InterCivic (electronic voting equipment vendor) annual software license/support maintenance agreement (\$22,000). It should be noted that the DFM contract is calculated upon our report of registration as of 1/01/12, which was reflected as 42,138; this expense will increase for 2013-2014, as registration count is currently at approximately 52,000.
- 721500** **Publications & Legal Notices** (\$3,000) is recommended unchanged for mandated legal notices published in adjudicated newspaper in the county regarding the November 2012 general election, and publications for voter outreach.
- 721700** **Rents & Leases - Building** (\$700) is recommended unchanged for the rental of polling places for the November 2012 general election.
- 721900** **Special Departmental Expense** (\$250,000) is recommended reduced \$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).
- 722000** **Transportation & Travel** (\$4,500) is recommended increased \$2,000 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 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	449,943	0	0	0
710103 Extra Help	34,612	69,200	0	0
710200 Retirement	117,809	5,290	0	0
710300 Health Insurance	43,415	0	0	0
710400 Workers' Compensation Insurance	2,755	1,894	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	648,534	76,384	0	0
SERVICES & SUPPLIES				
720300 Communications	14,976	3,500	2,500	2,500
720600 Insurance	80,862	87,205	61,618	61,618
720800 Maintenance - Equipment	893	1,000	0	0
721300 Office Expense	3,230	1,500	800	800
721400 Professional & Specialized Services	146,817	73,900	161,740	161,740
721600 Rents & Leases - Equipment	2,343	2,000	0	0
721700 Rents & Leases - Buildings	20,699	0	0	0
721703 Common Area Maintenance Fee	0	25,000	25,000	25,000
721900 Special Departmental Expense	0	3,000	0	0
722000 Transportation & Travel	150	500	0	0
TOTAL SERVICES & SUPPLIES	269,970	197,605	251,658	251,658
TOTAL - RMA - ADMINISTRATION	918,504	273,989	251,658	251,658

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. RMA has jurisdiction over the following County Departments:

- Resource Management Agency - Administration
- Resource Management Agency - Department of Engineering
- Resource Management Agency - Environmental Health Department
- Resource Management Agency - Fire Prevention for Land Development Department
- Resource Management Agency - General Services
- Resource Management Agency - Planning Department
- Resource Management Agency - Road Department

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	0		1 ⁽¹⁾		
Administrative Services Director	0		1 ⁽¹⁾		
Assistant Engineer	0		1 ⁽²⁾		
Deputy Resource Management Agency Director	0		1 ⁽¹⁾		
Parks & Public Facilities Director	0		1 ⁽³⁾		
Program Assistant I/II	0		1 ⁽²⁾		
Resource Management Agency Director	0	1 ⁽⁴⁾	—	0	1 ⁽⁴⁾
Total Permanent	0	1	6	0	1

(1) These positions were eliminated effective June 30, 2011.

(2) These positions were removed and placed in new budget organization 01311 – RMA - General Services.

(3) This position had been approved in concept by the Board of Supervisors several years ago; however no job description or salary had been established since that approval. The position was deleted.

(4) The Resource Management Agency Director is being provided under contract.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$0) is not recommended again in 2012-13 based on the reduction of permanent positions from this budget organization.
- 710103** **Extra Help Salaries** (\$0) are recommended reduced \$69,200 based on the Director responsibilities being provided under contract.
- 710200** **Retirement** (\$0) no retirement contributions are recommended based on the reduction of permanent positions in this budget organization.
- 710300** **Health Insurance** is not recommended again in 2012-13 based on the reduction of permanent positions in this budget organization.
- 710400** **Workers' Compensation** is not recommended based on the reduction of permanent positions in this budget organization.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,500) is recommended reduced \$1,000 to provide the anticipated telephone and alarm line expenses of this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.
- 721300** **Office Expense** (\$800) is recommended reduced \$700 based on prior year actual expenditures for office supplies .
- 721400** **Professional & Specialized Services** (\$161,740) is recommended increased \$87,840 to fund the ongoing licensing, maintenance, database costs, and technical support services of Computronix for the maintenance of the POSSE database used by the RMA Departments (\$85,250); the fire alarm system for the RMA facility (\$2,000); and a contract for the responsibilities of the RMA Director (\$74,490).
- 721600** **Rents & Leases - Equipment** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.

SERVICES & SUPPLIES (continued)

- 721703** **Common Area Maintenance Fees** (\$25,000) is recommended unchanged for the RMA facility's cost of the common area expenses shared by the owners and tenants at the RMA's location. Expenses include parking lot and grounds maintenance, common utilities, property taxes, and insurance costs, and are based on prior year actual expenditures.
- 721900** **Special Departmental Expense** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.
- 722000** **Transportation & Travel** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11*</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	163,374	139,738	139,738
710200 Retirement	0	42,408	35,889	35,889
710300 Health Insurance	0	19,360	13,644	13,644
TOTAL SALARIES & EMPLOYEE BENEFITS	0	225,142	189,271	189,271
SERVICES & SUPPLIES				
720300 Communications	0	1,500	900	900
721300 Office Expense	0	1,500	600	600
721400 Professional & Specialized Services	0	75,000	75,000	75,000
721600 Rents & Leases - Equipment	0	2,000	2,000	2,000
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	0	80,500	79,000	79,000
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	-80,000	-80,000
TOTAL INTRAFUND TRANSFER	0	0	-80,000	-80,000
TOTAL - RMA - General Services	0	305,642	188,271	188,271

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

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>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Engineer	1 ⁽¹⁾		0	1
Facilities/Grounds Coordinator	0	1	0	1
General Services Manager	1		1	
Program Assistant I/II	1 ⁽¹⁾		1	
Total Permanent	3	1	2	2

(1) These positions were transferred from budget organization 01310 – RMA-Administration effective June 30, 2011.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$139,738) are recommended reduced \$23,636 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$900) is recommended reduced \$600 to provide the anticipated telephone and cell phone expenses of this Division.
- 721300** **Office Expense** (\$600) is recommended reduced \$900 for office supplies based on projected expenditures.
- 721400** **Professional & Specialized Services** (\$75,000) is recommended unchanged to fund a contracted Grants Manager.
- 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	233,518	313,295	433,869	433,869
710103 Extra Help	71,472	114,000	255,971	255,971
710105 Overtime	808	0	0	0
710200 Retirement	69,635	106,301	191,615	191,615
710300 Health Insurance	47,794	66,000	107,613	107,613
710400 Workers' Compensation Insurance	1,742	1,264	1,369	1,369
TOTAL SALARIES & EMPLOYEE BENEFITS	424,969	600,860	990,437	990,437
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	0	50	50	50
720300 Communications	6,851	6,500	5,000	5,000
720305 Microwave Radio Services	67,091	41,233	0	0
720600 Insurance	123	157	160	160
720800 Maintenance - Equipment	0	300	300	132
721100 Memberships	0	530	2,400	2,400
721300 Office Expense	3,650	2,500	6,000	4,000
721400 Professional & Specialized Services	60,001	61,000	146,000	146,000
721500 Publications & Legal Notices	2,816	300	300	300
721600 Rents & Leases - Equipment	10,084	16,000	12,000	12,000
721800 Small Tools & Instruments	199	250	250	250
721900 Special Departmental Expense	250	500	6,000	6,000
722000 Transportation & Travel	1,292	1,200	6,000	1,200
TOTAL SERVICES & SUPPLIES	152,357	130,520	184,460	177,492
FIXED ASSETS				
740300 Equipment	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0
TOTAL - RMA - ENGINEERING	577,326	731,380	1,174,897	1,167,929

COMMENTS

In April 2002, the Board of Supervisors passed 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 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). With the transfer of these functions, RMA-Engineering Department has continued responsibility over the following divisions with individual budgets within the RMA:

Resource Management Agency – Engineering	01315
• Building Inspection	01370
• Flood Control Services Trust Fund	15010
• Refuse Disposal (Liner Fund)	11100
• Special District Services	01340

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician II	1			0		1*
Administrative Assistant	0		1			
Assistant County Engineer	0	1		0	1	
Assistant Engineer	1			3**		
County Engineer	1			1		
Office Services Supervisor II	1			1		
Senior Civil Engineer	<u>1</u>			<u>1</u>		
Total Permanent	<u>5</u>	<u>1</u>	<u>1</u>	<u>6</u>	<u>1</u>	<u>1</u>

*The Accounting Technician position is recommended to be eliminated.

**Two Assistant Engineers are recommended to be transferred from other budgets into 01315 - One Assistant Engineer from Refuse Budget (01380) and One Assistant Engineer moved from Special District Budget (01340).

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$433,869) are recommended increased \$120,574 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$255,971) is recommended increased \$141,971 based on the cost of using extra-help civil engineers to work on projects for which this cost 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 reduced \$1,500 based on the current and projected staffing levels and cell phone expenses of this Department.
- 720305** **Microwave Radio Services** (\$0) is not recommended, a reduction of \$41,233, as the Department will not utilize the County's microwave radio network; and therefore, will not contribute to the Internal Service Fund for 2012-13.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$132) is recommended reduced \$168 based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100** **Memberships** (\$2,400) is recommended increased \$1,870 for membership in the California Land Surveyors' Association (\$250) and the County Engineers Association (\$350), CSAC (\$350), ESJPA (\$250), and RWMG (\$1,200).
- 721300** **Office Expense** (\$4,000) is recommended increased \$1,500 for office and computer supplies based on the current and projected staffing levels.

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$146,000) is recommended to fund the continued need for surveyor services (\$50,000) and outside engineering and construction services (\$92,000). This account also funds two (2) licenses for AutoCAD Civil 3D (\$2,800), and one (1) license for Water CAD (\$1,200).
- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged for cost to advertise bidding of County projects.
- 721600** **Rents & Leases - Equipment** (\$12,000) is recommended reduced \$4,000 based on current and projected expenditures for the rental of copy machines used by this Department and rental of vehicles from the Central Garage.
- 721800** **Small Tools & Instruments** (\$250) is recommended unchanged.
- 721900** **Special Departmental Expense** (\$6,000) is recommended increased \$5,500 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** (\$1,200) is recommended unchanged to provide out-of-county travel, private mileage reimbursement, and training. This is based on the current and projected staffing levels.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	0	0	0	0
720500 Household Expense	13,848	17,000	14,000	14,000
720502 Household Expense - Refuse Disposal	1,182	1,100	1,100	1,100
721400 Professional & Specialized Services	541,837	550,000	550,000	550,000
721900 Special Departmental Expense	1,024	850	850	850
TOTAL SERVICES & SUPPLIES	557,891	568,950	565,950	565,950
TOTAL - BUILDING OPERATIONS	557,891	568,950	565,950	565,950
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-224,980	-224,980	-224,980	-224,980
TOTAL INTRAFUND TRANSFERS	-224,980	-224,980	-224,980	-224,980
GRAND TOTAL - BUILDING OPERATIONS	332,911	343,970	340,970	340,970

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

SERVICES & SUPPLIES

- 720500** **Household Expense** (\$14,000) is recommended reduced 3,000 for any miscellaneous cleaning supplies and paper products that may be needed which are not required under the current janitorial contract.
- 720502** **Household Expense - Refuse Disposal** (\$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** (\$550,000) is recommended unchanged. 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

\$241,350 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), Behavioral Health Services (\$68,150), Public Health (\$46,340), and RMA - Road Department (\$16,370).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	473,513	530,000	524,484	524,484
710103 Temporary Salaries	40,392	38,000	38,000	38,000
710105 Overtime	5,852	0	0	0
710106 Stand-By Pay & Night Premium	216	500	500	500
710200 Retirement	118,299	132,990	139,702	139,702
710300 Health Insurance	100,415	109,444	107,464	107,464
710400 Workers' Compensation Insurance	23,290	21,078	34,192	34,192
TOTAL SALARIES & EMPLOYEE BENEFITS	761,977	832,012	844,342	844,342
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,833	5,200	5,200	5,200
720300 Communications	1,315	700	5,700	5,700
720500 Household Expense	516	2,000	1,900	1,900
720600 Insurance	2,038	2,554	1,828	1,828
720800 Maintenance - Equipment	7,511	9,000	9,000	9,000
720900 Maintenance - Structures & Grounds	134,904	140,000	130,000	130,000
720905 Maintenance - Structures & Grounds-Jail	27,225	40,000	35,000	35,000
721000 Medical, Dental & Lab Supplies	0	500	500	500
721300 Office Expense	338	1,200	1,200	1,200
721400 Professional & Specialized Services	93,853	90,000	90,000	90,000
721600 Rents & Leases - Equipment	24,462	30,000	30,000	30,000
721800 Small Tools & Instruments	5,249	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	2,733	3,500	3,500	3,500
721900 Special Departmental Expense	3,830	4,850	4,850	4,850
722000 Transportation & Travel	43	400	400	400
TOTAL SERVICES & SUPPLIES	308,850	333,904	323,078	323,078
TOTAL - RMA - BUILDING MAINTENANCE	1,070,827	1,165,916	1,167,420	1,167,420

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-53,176	-102,000	-102,000	-102,000
TOTAL INTRAFUND TRANSFERS	-53,176	-102,000	-102,000	-102,000
GRAND TOTAL - RMA - BUILDING MAINTENANCE	1,017,651	1,063,916	1,065,420	1,065,420

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>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Building Crafts & Maintenance Supervisor	1		1	
Building Crafts & Maintenance Worker I/II	7	3	7	3
Heating & Air-Conditioning Maintenance Specialist	2		2	
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total Permanent	12	4	12	4

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$524,484) are recommended reduced \$5,516 based on the cost of recommended staffing.
- 710103** **Temporary Salaries** (\$38,000) are recommended unchanged for the extra help worker at the Jail. This position will be fully offset with Inmate Welfare Trust Funds.
- 710106** **Stand-By Pay & Night Premium** (\$500) is recommended unchanged based on the cost of one staff member on the evening shift at 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.

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 increased \$5,000 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 newly implemented CRM system. Cell phone costs for Building Maintenance were previously budgeted in Engineering Budget (Org 01315).
- 720500** **Household Expense** (\$1,900) is recommended reduced \$100 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** (\$9,000) is recommended unchanged based on anticipated 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** (\$130,000) is recommended reduced \$10,000 for the necessary supplies to perform maintenance work on County facilities.
- 720905** **Maintenance - Structures & Grounds - Jail** (\$35,000) is recommended reduced \$5,000 to purchase numerous maintenance items which will be required for the Jail facility.
- 721000** **Medical, Dental & Laboratory Supplies** (\$500) is recommended unchanged based on prior year expenditures and projected need.
- 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.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$30,000) is recommended unchanged 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** (\$4,850) is recommended unchanged 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** (\$102,000) is recommended unchanged 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. Corrections will fund extra help services at the Jail utilizing the Inmate Welfare Trust Fund.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>	<u>BOARD ADOPTED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS					
710102 Permanent Salaries	1,092,829	1,266,233	1,166,353	1,166,353	1,166,353
710103 Extra Help	49,927	0	43,682	43,682	43,682
710105 Overtime	59,095	50,000	60,000	60,000	60,000
710106 Stand-By Pay	32,108	35,000	40,000	40,000	40,000
710200 Retirement	272,338	325,797	322,305	322,305	322,305
710300 Health Insurance	182,138	244,589	234,792	234,792	234,792
710400 Workers' Compensation Insurance	93,269	75,929	95,310	95,310	95,310
TOTAL SALARIES & EMPLOYEE BENEFITS	1,781,704	1,997,548	1,962,442	1,962,442	1,962,442
SERVICES & SUPPLIES					
720200 Clothing & Personal Supplies	5,727	6,500	6,500	6,500	6,500
720300 Communications	6,998	12,000	12,000	12,000	12,000
720305 Microwave Radio Services	0	25,010	0	0	0
720500 Household Expense	10	600	800	800	800
720600 Insurance	7,975	19,233	41,883	41,883	41,883
720800 Maintenance - Equipment	355	15,000	25,000	17,000	17,000
720900 Maintenance - Structures & Grounds	182	250	500	500	500
721000 Medical, Dental & Lab Supplies	0	1,500	4,500	1,500	1,500
721100 Memberships	2,028	2,438	3,800	3,800	3,800
721300 Office Expense	3,437	8,000	13,500	8,000	8,000
721400 Professional & Specialized Services	1,495	7,500	160,000	160,000	120,000
721500 Publications & Legal Notices	0	250	1,000	1,000	1,000
721600 Rents & Leases - Equipment	164,317	160,000	170,000	160,000	160,000
721800 Small Tools & Instruments	79	5,000	7,000	5,000	5,000
721900 Special Departmental Expense	1,897	3,500	3,500	3,500	3,500
722000 Transportation & Travel	1,764	4,000	4,000	4,000	4,000
722100 Utilities	19,548	0	0	0	0
TOTAL SERVICES & SUPPLIES	215,812	270,781	453,983	425,483	385,483

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
FIXED ASSETS				
740300 Equipment	14,693	33,800	42,500	42,500
TOTAL FIXED ASSETS	14,693	33,800	42,500	42,500
TOTAL - RMA - SPECIAL DISTRICTS SERVICES	2,012,209	2,302,129	2,458,925	2,430,425

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
District Revenue	\$1,944,386	\$2,208,034*	\$2,430,425
Indirect Related Revenue	<u>209,106</u>	<u>217,838</u>	<u>230,000</u>
Total Revenue	\$2,153,492	\$2,425,872	\$2,660,425
<u>EXPENSES</u>			
Expenditures	\$2,012,208	\$1,972,517	\$2,430,425
Indirect Costs	<u>209,106</u>	<u>217,838</u>	<u>230,000</u>
Total Cost	\$2,221,314	\$2,193,677	\$2,660,425

*Revenues are expected to exceed expenditures due to the receipt of under collected admin. charges from prior years.

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Account Clerk I/II	1	1
Administrative Analyst I/II	1	1
Assistant Engineer*	1	0*
Licensed Utility Worker I/II, or Utility Worker	15	15
Special Districts Manager	1	1
Special Districts Utility Manager	1	1
Supervising Licensed Utility Worker	<u>3</u>	<u>3</u>
Total Permanent	24	23

*The Assistant Engineer is recommended to be transferred to the Engineering Admin Budget (01315).

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,166,353) is recommended reduced \$99,880 based recommended staffing.
- 710103** **Extra Help** (\$43,682) is recommended to fund an extra help Special Disticts Electrician.
- 710105** **Overtime** (\$60,000) is recommended increased \$10,000 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 are called back outside of their regularly scheduled hours.
- 710106** **Stand-by Pay** (\$40,000) is recommended increased \$5,000 to provide for two (2) 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** (\$6,500) is recommended unchanged for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations to protect against Arc Flash. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 720300** **Communications** (\$12,000) is recommended unchanged for telephone, cell phone, internet, and answering service costs. Cell phones to be used as primary method of communication for field staff. The cell phones will be 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. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 720500** **Household Expense** (\$800) 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. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 720800** **Maintenance – Equipment** (\$17,000) is recommended increased \$2,000 for maintaining heavy equipment (trucks, tractors, and implements), generators, pumps, welders, sewer cleaning equipment, etc. The increase is due to the addition of equipment purchased through the EPA grant. 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 increased \$250 based on projected expenses for minor maintenance costs for the valley shop facilities including herbicides, paint, and fence repair materials. Account 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** (\$3,800) is recommended increased \$1,362 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. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

RMA - SPECIAL DISTRICTS SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$8,000) is recommended unchanged for office supplies. Account reimbursed by all districts based on prorata share of improved water and sewer units.
- 721400** **Professional & Specialized Services** (\$160,000) is recommended increased \$152,500 for analysis of privatization of Special Districts (\$40,000), engineering (\$100,000), software maintenance (\$10,000), public outreach (\$6,000), emergency and other services (\$4,000). These services could be provided by the County or Private providers. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- NOTE: Professional & Specialized Services was reduced to \$120,000, removing \$40,000 for analysis of privatization of Special Districts, per Board Direction.**
- 721500** **Publications & Legal Notices** (\$1,000) is recommended increased \$750 based on new requirements for publishing official notices and required newspaper announcements. Account reimbursed by all districts based on prorata 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. Account reimbursed by all districts based on miles driven while servicing each district.
- 721800** **Small Tools & Instruments** (\$5,000) is recommended unchanged to purchase and replace tools and instruments carried on district vehicles, and tools and instruments used by the county electricians. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 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. Account 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. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

FIXED ASSETS

740300 **Equipment** (\$42,500) is recommended increased \$8,700 for the purchase of two (2) Utility Beds with rack and trailer package needed for the scheduled replacement of trucks #s (\$12,500), and the purchase of automated meter reading equipment (\$30,000). Account 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)

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES</u>	<u>BOARD APPROVED EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>CAO RECOMMENDED</u>
	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13*</u>	<u>2012-13*</u>
EXPENSES				
720100 Agriculture	0	0	1,500	1,500
721427 Property Tax Admin	0	0	6,000	6,000
721400 Professional & Specialized Services	18,460	6,000	625,000	625,000
721433 Outside Attorney's & Other Experts	0	0	20,000	20,000
721900 Special Departmental Expense	0	0	4,000	4,000
721901 Special Departmental Expense - Sandbags	0	0	5,000	5,000
722000 Transportation and Travel	0	0	1,500	1,500
750100 Operating Transfer Out	45,564	238,000	0	0
780100 Appropriation for Contingency	0	111,946	177,388	177,388
TOTAL EXPENSES	64,024	355,946	840,388	840,388

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.

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 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).

REVENUE

	Actual 2010-11	Estimated 2011-12	Projected 2012-13
Beginning Balance	0	0	\$294,388
Flood Control Property Taxes and misc revenues	\$194,371	\$214,677	\$176,000
Grant Revenues (IRWMP)	0	0	\$370,000
Total	\$194,371	\$214,677	\$840,388

SERVICES & SUPPLIES

- 720100** **Agriculture** (\$1,500) is recommended to purchase poison bait and Round-up type herbicides supplies.
- 721427** **Property Tax Admin** (\$6,000) is recommended for payment to Auditor's and Assessor's offices for administration and collection of tax revenues.
- 721400** **Professional & Specialized Services** (\$625,000) is recommended for work to be performed on Ash Slough as part of IRWMP Grant (\$370,000), maintenance of Ash Slough, Berenda Slough, and Fresno River (\$95,000), update Madera County Storm Water Management Plan (\$16,000), Repair levee boils on Fresno River due to 2011 flood events (\$33,000), preliminary engineering design of Madera Ranchos multi-use basin (\$20,000), Update Madera County Groudwater Management Plan (\$85,000) and Water Advisory Commission members stipend (\$6,000).
- 721433** **Outside Attorney's & Other Experts** (\$20,000) is recommended to provide funding for legal representation when required by the Commission.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$4,000) is recommended to fund the estimated cost for Fish and Game Mitigation Fees.
- 721901** **Special Departmental Expense – Sandbags** (\$5,000) is recommended 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 Ground Maintenance budget (01360).
- 722000** **Transportation & Travel** (\$1,500) is recommended for the Water Advisory Commissioners' mileage reimbursement.
- 780100** **Appropriation for Contingency** (\$177,388) is recommended to be appropriated for contingency.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	154,933	144,249	148,053	148,053
710103 Extra Help	44,048	0	0	0
710105 Overtime	220	0	0	0
710200 Retirement	42,633	37,063	39,436	39,436
710300 Health Insurance	36,760	36,649	37,476	37,476
710400 Workers' Compensation Insurance	67,245	48,647	20,268	20,268
TOTAL SALARIES & EMPLOYEE BENEFITS	345,839	266,608	245,233	245,233
SERVICES & SUPPLIES				
720100 Agricultural	2,664	6,000	3,500	3,500
720200 Clothing & Personal Supplies	3,133	3,000	3,000	3,000
720300 Communications	264	300	2,000	2,000
720500 Household Expense	1,933	2,000	1,700	1,700
720600 Insurance	4,870	5,154	3,432	3,432
720800 Maintenance - Equipment	12,969	15,000	11,500	11,500
720900 Maintenance - Structures & Grounds	1,945	5,000	5,000	5,000
721000 Medical, Dental & Lab Supplies	0	150	0	0
721100 Memberships	0	100	100	100
721300 Office Expense	355	500	500	500
721400 Professional & Specialized Services	2,159	0	0	0
721600 Rents & Leases - Equipment	17,886	18,000	18,000	18,000
721800 Small Tools & Instruments	1,603	3,500	3,500	3,500
721900 Special Departmental Expense	1,339	2,000	2,000	2,000
721901 Special Departmental Expense - Sandbags	0	5,000	0	0
722000 Transportation & Travel	2,210	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	53,330	66,704	55,232	55,232
TOTAL - RMA - GROUNDS MAINTENANCE	399,169	333,312	300,465	300,465

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-26,515	-30,000	-30,000	-30,000
TOTAL INTRAFUND TRANSFERS	-26,515	-30,000	-30,000	-30,000
GRAND TOTAL - RMA - GROUNDS MAINTENANCE	372,654	298,312	270,465	270,465

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 (01350). 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>	2011-12 Authorized		2012-13 Recommended	
	<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	1		1	
Total Permanent	4	5	4	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$148,053) are recommended increased \$3,804 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended again for 2012-13.
- 710105** **Overtime** (\$0) is not recommended again for 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

- 720100** **Agriculture** (\$3,500) is recommended reduced \$2,500 for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.

SERVICES & SUPPLIES (continued)

- 720200** **Clothing & Personal Supplies** (\$3,000) is recommended unchanged to provide uniforms, rain gear, gloves, and safety equipment.
- 720300** **Communications** (\$2,000) is recommended increased \$1,700 based on the Department's projected share of telecommunications cost, including monthly cell phone costs for staff to utilize the County's newly implemented CRM system. Cell phone costs for Building Maintenance were previously budgeted in Engineering Budget (Org 01315).
- 720500** **Household Expense** (\$1,700) is recommended reduced \$300 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** (\$11,500) is recommended reduced \$3,500 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.
- 721000** **Medical, Dental & Laboratory Supplies** (\$0) is not recommended, a reduction of \$150.
- 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 2012-13, 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** (\$18,000) is recommended unchanged to provide for rental of vehicles from the Central Garage and any necessary rental equipment.

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$3,500) is recommended unchanged 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.
- 721901** **Special Departmental Expense - Sandbags** (\$0) is not recommended, a reduction of \$5,000. Funds for this account are now appropriated under Flood Control Services Fund (15010), as it is a more appropriate budget organization for this expense.
- 721908** **Special Departmental Expense – Jackass Rock** (\$0) is not funded again in 2012-13. Through this account, the County had historically paid the annual fee for the special use permit required by the U.S. Forest Service to operate Jackass Rock Youth Camp. During FY 2009-10, the County entered into a no-cost, no-liability agreement with the Jackass Rock Camp Association (JARCA) to run the Camp. The JARCA pays the permit fee in full each year.
- 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
722100 Utilities	762,607	821,000	807,717	807,717
TOTAL SERVICES & SUPPLIES	762,607	821,000	807,717	807,717
TOTAL - UTILITIES	762,607	821,000	807,717	807,717

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 Officer.

SERVICES & SUPPLIES

722100 **Utilities** (\$807,717) is recommended reduced \$13,283 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 2012-13**

Department:

**INSURANCE
(00230)**

Function:

General

Activity:

Other General

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	70,469	88,811	90,366	90,366
710200 Retirement	19,021	22,819	24,070	24,070
710300 Health Insurance	10,572	12,102	12,316	12,316
710400 Workers' Compensation Insurance	264	207	224	224
TOTAL SALARIES & EMPLOYEE BENEFITS	100,326	123,939	126,976	126,976
SERVICES & SUPPLIES				
720600 Insurance	11	14	12	12
720601 Insurance Premiums	164,338	157,000	143,673	143,673
720602 Unemployment Insurance	463,181	550,000	500,000	500,000
720605 Employer Share Retiree Health Insurance	1,916,478	2,275,000	2,600,000	2,600,000
720606 Insurance Administrative Fees	46,665	51,000	51,000	51,000
720800 Maintenance - Equipment	0	250	250	250
721300 Office Expense	86	500	500	500
721600 Rents & Leases - Equipment	0	200	200	200
722000 Transportation & Travel	30	200	200	200
TOTAL SERVICES & SUPPLIES	2,590,789	3,034,164	3,295,835	3,295,835
TOTAL - INSURANCE	2,691,115	3,158,103	3,422,811	3,422,811
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-493,095	-557,638	-633,352	-633,352
TOTAL INTRAFUND TRANSFER	-493,095	-557,638	-633,352	-633,352
GRAND TOTAL - INSURANCE	2,198,020	2,600,465	2,789,459	2,789,459

COMMENTS

This Department, 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 Department 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>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
<u>Permanent</u> Risk Management Analyst	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$90,366) are recommended increased \$1,555 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** (\$143,673) are recommended reduced \$13,327 for the premium costs of policies as follows: Property Insurance, which includes Terrorism and Sabotage, Boiler and Machinery Insurance (\$129,000), Pollution (\$8,173) and Crime Bond (\$6,500).

SERVICES & SUPPLIES (continued)

- 720602** **Unemployment Insurance** (\$500,000) is recommended reduced \$50,000 based on the current year's (2011-12) experience. This budget reimburses the State for unemployment benefits paid to eligible recipients previously employed by the County.
- 720605** **Employer-Share Retiree Health Insurance** (\$2,600,000) is recommended increased \$325,000 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 April 30, 2012, there were 416 retirees participating in the PERS Health Benefits Program.
- 720606** **Insurance Administrative Fees** (\$51,000) is recommended unchanged based on current actual costs.
- 720800** **Maintenance - Equipment** (\$250) is recommended unchanged for maintenance expense 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

\$57,004 of the combined premiums for Property and Pollution coverage will be charged to the Insurance Premium accounts of Road Department (\$3,357), Social Services (\$4,174), Public Health (\$2,207), Behavioral Health Services (\$2,415), Child Support (\$556), and various Maintenance and Special Districts (\$44,295); and \$832,000 will be charged to the Employer-Share Retiree Health Insurance accounts of the subvented departments of Public Health (\$99,840), Social Services (\$416,000), Behavioral Health Services (\$41,600), Child Support (\$66,560), and Road Department (\$208,000) for their share of the County's contribution towards the retirees' health insurance premiums.

**RECOMMENDED 2012-13 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 \$1,441,000 as of June 30, 2012. It is recommended that the County implement a two-year 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 a portion of the 2011-12 projected fund excess each year. This plan will smooth out the potential under or over funding cycles of the program's assets.

Based on the actuary's estimated 2012-13 claim values, an additional \$1,811,000 is recommended to be added to the fund at a 70% confidence level. To fund the estimated 2012-13 claims values, it is recommended that \$1,655,786 be contributed from the General Fund, \$154,138 from the Road Fund, and \$1,076 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 \$133,000 as of June 30, 2012.

Based on the actuary's estimated 2012-13 claim values, an additional \$1,100,000 is recommended to be added to the fund at the 70% confidence level. To fund the estimated 2012-13 claims values, it is recommended that \$731,613 be contributed from the General Fund, \$301,857 from the Road Fund, \$66,466 from Special Districts, and \$64 from Central Garage.

NOTE: The Estimated Fund Expenses for the Workers' Compensation and Liability programs for 2012-13 are shown on the following page.

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

	<u>Workers' Compensation</u>	<u>Liability</u>
<u>RECOMMENDED ACTUARIAL FUNDING</u>		
Estimated Fund Balance as of 6/30/12	\$7,506,000	\$1,082,000
Actuarial's Recommended Fund Balance as of 6/30/12	6,065,000	949,000
Estimated Fund Excess (or Deficit)	1,441,000	133,000
 Recommended Fund Contribution for 2012-13 (Funding based on a level of confidence of 70% for Workers' Compensation and 70% for Liability)	 1,811,000	 1,100,000
Less: Road Department Contribution	(154,138)	(301,857)
Less: Central Garage Contribution	(1,076)	(64)
Less: Districts Contribution	(0)	(66,466)
 RECOMMENDED GENERAL FUND CONTRIBUTION	 \$1,655,786	 \$ 731,613
Combined Total Recommended General Fund Contribution	 <u>\$2,387,399</u>	
 <u>ESTIMATED FUND EXPENSES FOR 2012-13</u>		
Judgement & Damages	2,000,000	450,000
Professional and Legal Services	0	700,000
Excess Insurance Authority Premiums	638,000	678,000
Annual Actuary Studies	2,000	2,000
Adjustment Services	232,000	52,500
State Self-Insurance Assessment Premium	47,000	0
Hearing Tests	1,800	0
Hepatitis B Immunization	1,500	0
 Total Recommended Fund Expenses for 2012-13	 <u>\$ 2,922,300</u>	 <u>\$ 1,882,500</u>

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	28,805	0	0
710103 Extra Help	0	35,000	25,000	25,000
710200 Retirement	0	7,402	7,500	7,500
710300 Health Insurance	0	6,585	9,000	9,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	77,792	41,500	41,500
SERVICES & SUPPLIES				
720300 Communications	3,293	4,000	4,000	4,000
720500 Household Expenses	140	0	0	0
720800 Maintenance - Equipment	0	500	500	500
720900 Maintenance - Buildings & Improvement	0	0	0	0
721203 Miscellaneous Expense	0	0	0	0
721300 Office Expense	1,941	3,000	3,000	3,000
721301 Office Expense-Duplicating	1,547	4,000	4,000	4,000
721302 Office Expense-Postage	271,170	265,000	240,000	240,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	3,556	0	0	0
721406 Professional & Specialized Services - Software Main.	199,637	185,392	192,503	192,503
721600 Rents & Leases - Equipment	11,423	25,000	5,000	5,000
721700 Rents & Leases - Buildings	4,466	0	0	0
721900 Special Departmental Expense	0	0	0	0
722000 Transportation & Travel	80	500	500	500
TOTAL SERVICES & SUPPLIES	497,253	487,892	450,003	450,003
TOTAL - CENTRAL SERVICES	497,253	487,892	491,503	491,503
INTRAFUND TRANSFER				
770000 Intrafund Transfer	-28,751	-60,000	-18,000	-18,000
TOTAL INTRAFUND TRANSFER	-28,751	-60,000	-18,000	-18,000
GRAND TOTAL - CENTRAL SERVICES	468,502	505,684	473,503	473,503

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, a separate budget organization has been developed for 311/Customer Service Center. All items associated with 311 operations have been moved to the newly created budget organization.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1*	0	1*
Program Assistant I/II	1	0	0**	0
Total Permanent Staff	1	1	0	1

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

**The Program Assistant position was transferred to the newly created 311/Customer Service Center budget organization, as it is associated with 311/CRM system.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$0) are recommended reduced \$28,805 based on recommended staffing.

710103 **Extra Help** (\$25,000) is recommended reduced \$10,000 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.

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 for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.
- 720800** **Maintenance - Equipment** (\$500) is recommended unchanged for maintenance agreements for the mail room equipment.
- 721300** **Office Expense** (\$3,000) is recommended unchanged for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$4,000) is recommended unchanged for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are produced annually and are charged back to the using Departments.
- 721302** **Office Expense - Postage** (\$240,000) is recommended reduced \$25,000 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** (\$192,503) is recommended increased \$7,111 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 \$16,041 per month.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended reduced \$20,000 for the maintenance of Central Services copiers, and for the use of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

INTRAFUND TRANSFER

- 770000** **Intrafund Transfer** (\$18,000) is recommended reduced \$42,000. 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **ADMINISTRATION**
 311 CUSTOMER SVC CTR (002XX)
 Function: **General**
 Activity: **Customer Service/Call Center**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	138,531	138,531
710103 Extra Help	0	0	21,000	21,000
710200 Retirement	0	0	36,899	36,899
710300 Health Insurance	0	0	34,026	34,026
710400 Workers' Compensation Insurance	0	0	733	733
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	231,189	231,189
SERVICES & SUPPLIES				
720300 Communications	0	0	11,000	11,000
720600 Insurance	0	0	122	122
720800 Maintenance - Equipment	0	0	1,100	1,100
721300 Office Expense	0	0	4,500	4,500
721400 Professional & Specialized Services	0	0	88,100	88,100
721900 Special Departmental Expense	0	0	14,400	14,400
722000 Transportation & Travel	0	0	4,000	4,000
TOTAL SERVICES & SUPPLIES	0	0	123,222	123,222
INTRAFUND TRANSFER				
770100 Intrafund Transfer	0	0	-60,000	-60,000
TOTAL INTRAFUND TRANSFER	0	0	-60,000	-60,000
TOTAL - 311 CUSTOMER SERVICE CENTER	0 *	0 *	294,411	294,411

*This budget is newly created for the County's 311/CRM 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 new 311 Call Center /Citizen Request Management (311/CRM) system (along with assistance from all County departments) to improve customer service delivery county-wide. Originally, all of the staffing and costs associated with operating 311/CRM were to be incorporated into the Central Services budget (02100). However, while the implementation budget was incorporated into the Central Services budget during fiscal year 2011-12, it became apparent during budget preparation for 2012-13 that the ongoing operational budget for the 311/CRM system would be more appropriate as a separate, newly-created organizational unit and not incorporated within the Central Services budget.

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>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Program Assistant I/II	0	3*
Senior Program Assistant	0	1**
Total Permanent Staff	0	4

Note: Staffing of the 311/CRM Customer Service Center is 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.

*Two Program Assistant I/II positions are underfilled by two Office Assistant II positions transferred from Revenue Services.

**Senior Program Assistant is overfilled by the Collector transferred from Revenue Services.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$138,531) are recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$21,000) is recommended to fund the retired Revenue Services Officer to continue with non-criminal justice collection 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

- 720300** **Communications** (\$11,000) is recommended for the projected telephone costs (service and equipment), including a \$725 monthly reoccurring cost charged by AT&T for access to the 311 service.
- 720800** **Maintenance - Equipment** (\$1,100) is recommended for the folding machine maintenance agreement.
- 721300** **Office Expense** (\$4,500) is recommended based on projected need for basic office expenses, including paper and envelopes for generating utility billing statements. Also included in this account is \$3,000 for three computers for the 311 staff to effectively and efficiently operate the 311/CRM system, and will be offset with Development Impact Fees to complete the implementation of the project.
- 721400** **Professional & Specialized Services** (\$88,100) is recommended for the collection costs in the recovery of delinquent non-criminal justice related debts, including commission fees for outside collection agency services (\$4,000); charges for use of DMV software (\$60); shared cost with Probation for a skip tracing tool called Accurant (\$800), and the computer system maintenance contract for five licenses (\$8,640). Also included in this account is \$69,600 for the remaining project implementation occurring in the first quarter of 2012-13 (funded through unused Development Impact Fees budgeted for this project in 2011-12), and \$5,000 for ongoing marketing of the new 311/CRM systems.
- 721900** **Special Departmental Expense** (\$14,400) is recommended to fund the purchase of the remaining software licenses needed for the CRM system, and will be offset with Development Impact Fees.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$4,000) is recommended for staff training related to the operations of the 311/CRM systems.

INTRAFUND TRANSFER/REVENUES

\$75,000 of the operating costs for the 311/CRM system will be recovered through charges the Professional and Specialized Services accounts subvented departments. Additionally, \$78,000 in Development Impact Fees will be budgeted to complete the project phase of the customer service center.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,016,515	1,057,254	957,192	957,192
710103 Extra Help	51,970	0	40,000	40,000
710105 Overtime	196	2,500	2,500	2,500
710106 Stand-By	17,847	20,000	20,000	20,000
710200 Retirement	263,218	280,697	258,442	258,442
710300 Health Insurance	126,964	135,528	134,148	134,148
710400 Workers' Compensation Insurance	34,349	22,071	23,451	23,451
TOTAL SALARIES & EMPLOYEE BENEFITS	1,511,059	1,518,050	1,435,733	1,435,733
SERVICES & SUPPLIES				
720300 Communications	168,943	139,000	114,150	114,150
720600 Insurance	29,631	36,535	41,578	41,578
720800 Maintenance - Equipment	112,569	173,000	174,500	174,500
721300 Office Expense	4,932	5,350	3,350	3,350
721400 Professional & Specialized Services	317,324	134,600	213,400	213,400
721600 Rents & Leases - Equipment	3,511	2,500	59,700	59,700
722000 Transportation & Travel	19,017	17,500	40,500	40,500
TOTAL SERVICES & SUPPLIES	655,927	508,485	647,178	647,178
FIXED ASSETS				
740300 Equipment	201,501	0	15,500	15,500
TOTAL FIXED ASSETS	201,501	0	15,500	15,500
TOTAL - INFORMATION TECHNOLOGY	2,368,487	2,026,535	2,098,411	2,098,411
770100 Intrafund Transfer	-395,584	-434,219	-459,414	-459,414
GRAND TOTAL - INFORMATION TECHNOLOGY	1,972,903	1,592,316	1,638,997	1,638,997

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 2012-13 include:

- Countywide Digital Signature Implementation
- Virtual Server Implementation
- Continued leveraging of CRM to automate manual processes

DEPARTMENT WORK PROGRAM

	<u>Actual 2011-12</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1,390	1,390	1,515
Support for Help Desk (# of Calls)	8,350	5,900	8,600
Supported and maintained Servers	82	64	64
Supported Wide Area Network (locations)	40	40	40
Ordered, configured & installed networked computers	115	50	50
Ordered, configured & installed peripheral devices	50	68	68
Implemented Major Projects	44	63	63
Administer Video Conferencing System (sites)	5	8	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	35

REVENUE

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

	Actual <u>2010-11</u>	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
Computer Services	\$35,743	\$18,900	\$25,246
Microsoft Settlement Funds	<u>0</u>	<u>0</u>	<u>45,895</u>
Total	\$35,743	\$18,900	\$71,141

STAFFING

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

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Information Technology</u>				
Administrative Assistant	1		1	
Database Administrator	1		1	
Desktop Support Technician I/II, or Network Engineer I/II	5	2	5	2
Director of Information Technology	1		1	
Information Systems Supervisor, or Information Technology Manager	3		2	1
Information Technology Systems Analyst I/II	4	1	4	1
Office Assistant I/II	1		1	
Senior Information Technology Analyst	0	1	0	1
Senior Network Engineer	<u>1</u>	<u>4</u>	<u>1</u>	<u>5</u>
Sub-Total	17	4	16	5
<u>Department of Social Services</u>				
Information Systems Analyst I/II	1		1	
Information Systems Supervisor	<u>1</u>		<u>1</u>	
Sub-Total	2		2	
TOTAL PERMANENT STAFF	19	4	18	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$957,192) are recommended reduced \$100,062 based on the recommended staffing level. Salaries will be offset by approximately \$198,325 from sub-vented departments.
- 710103** **Extra Help** (\$40,000) is recommended increased by \$40,000, which is completely offset by support revenue from Behavioral Health Services.
- 710105** **Overtime** (\$2,500) is recommended unchanged for when it is necessary to work after hours to repair computer and system malfunctions.
- 710106** **Stand-By** (\$20,000) is recommended unchanged to provide call-out support for 24/7 operations using network installations, such as the Sheriff's Department, Department of Corrections, and Juvenile Hall.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$114,150) is recommended reduced \$24,850, reflecting consolidation of data circuits and disconnection of county-wide ISDN lines used for video conferencing during 2011-12. This account provides funding for the Department's on-going telephone and fax needs (\$1,000); monthly charges for 19 cell phones and three wireless devices (\$10,350); and operating cost of the Wide-Area Network (\$102,800), which will be partially offset by charges to sub-vented Departments (\$57,770).
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$174,500) is recommended increased \$1,500 and provides funds for the repair of computers and diagnostic equipment (\$15,000); maintenance of the Wide-Area Network equipment (\$126,000), Network Attached Storage (\$7,000) located at the Road 28 campus, and RMA and Peripheral network systems maintenance (\$26,500). Charges to sub-vented departments will partially offset these costs (\$78,112).

SERVICES & SUPPLIES (continued)

721300 **Office Expense** (\$3,350) is recommended reduced \$2,000 for office supplies, backup tapes, domain registration, and Microsoft Technet subscriptions.

721400 **Professional & Specialized Services** (\$213,400) is recommended increased \$78,800 due to a one-time increase in consulting services to implement the Virtual Server environment (\$45,000) and a resumption of LaserFiche maintenance costs (\$32,000 removed from 2011-12 budget). This account funds the following:

\$ 45,000	Virtualized Server Environment implementation & consulting fee
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)
10,000	Operating System Upgrades
5,000	What's Up Gold Network Monitoring SW Maintenance
4,700	SSL Certificate Renewal – offsite remote access to County servers for email access requires an encryption certification.
100	Provisio Software, network documentation suite
32,000	LaserFiche software annual fee
9,600	Network Monitoring and Security
8,000	Remote Access

721600 **Rents & Leases - Equipment** (\$59,700) is recommended increased \$57,200 to provide funding for anticipated server leasing beginning mid-fiscal year. Leasing this equipment will significantly reduce fixed asset costs and result in a net cost avoidance of approximately \$232,750 over the next five fiscal periods by reducing the number of separate servers that would otherwise be acquired as part of the annual server replacement schedule. It is anticipated approximately thirty (30) servers will be incorporated into the Virtual server environment.

722000 **Transportation & Travel** (\$40,500) is recommended increased \$23,000 to provide additional staff training on CRM and Virtual Server support, and to reimburse employees for use of their private vehicles.

FIXED ASSETS

740300 **Equipment** (\$15,500) is recommended increased \$15,500 to provide email Exchange Load Balancers to ensure redundancy of this core County system. This equipment is critical to balance the data load on the County email systems to decrease the possibility of catastrophic downtime.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department:

Function:

Activity:

Fund:

**SPECIAL PAYMENTS
(02200)**

General

Other General

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721200 Miscellaneous Expense	656,062	1,314,903	478,259	478,259
721400 Professional & Specialized Services	278,595	273,295	283,295	283,295
TOTAL SERVICES & SUPPLIES	934,657	1,588,198	761,554	761,554
OTHER CHARGES				
730200 Bond Redemption	900,000	0	0	0
730300 Retire Other Long-Term Debt	1,784,397	8,090,707	0	0
730500 Retire Long Term Debt-Govt. Center Project	781,492	1,679,406	1,678,919	1,678,919
731305 Contributions to Other Agencies	60,740	80,024	80,060	80,060
TOTAL OTHER CHARGES	3,526,629	9,850,137	1,758,979	1,758,979
TOTAL - SPECIAL PAYMENTS	4,461,286	11,438,335	2,520,533	2,520,533

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** (\$478,259) is recommended reduced \$836,644 for the 2012-13 Fiscal Year primarily due to the payment of \$836,744 to the State for audit findings and the associated under-remittance of court-related revenues to the state for the period 2003 through 2009; this liability was paid off in the 2011-12 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. Additionally, this account includes \$333,158 in appropriations to pay the third and final vacation/sick leave payouts associated with the Early Retirement Incentive Program.

721400 **Professional & Specialized Services** (\$283,295) is recommended increased \$10,000 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 (previously budgeted in the Board of Supervisors Budget)

OTHER CHARGES

The following items budgeted under Retire Other Long-Term Debt were paid off in Fiscal Year 2011-12:

Court Audit Liability	836,744
Measure A Loan Liability	6,826,379
Criminal Justice Facility Fund Loan Liability	50,000
Fire Mitigation Loan Liability	636,222
Tobacco Phase II Loan Liability	578,106

OTHER CHARGES (continued)

730500 **Retire Long-Term Debt - Government Center** (\$1,678,919) is recommended reduced \$487 to provide funds for the seventh of a 20-year payment plan for the Government Center (principal \$965,000 and interest \$713,920).

731305 **Contributions to Other Agencies** (\$80,060) is recommended increased \$36 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 2012-13, and is allocated year-to-year based on Board Policy. As of the writing of this budget, no request for 2012-13 has been received from the Senior Citizens Program.
- **In-Home Supportive Services** (\$20,800) is recommended increased \$36, which represents the local share (20%) of the cost of the IHSS administrative budget.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,655,219	1,697,374	1,677,653	1,677,653
710103 Extra Help	22,005	5,000	96,488	96,488
710105 Overtime	0	5,000	5,000	5,000
710107 Premium Pay	5,055	5,100	5,100	5,100
710200 Retirement	398,033	445,844	456,763	456,763
710300 Health Insurance	289,329	323,420	319,699	319,699
710400 Workers' Compensation Insurance	15,349	11,324	11,628	11,628
TOTAL SALARIES & EMPLOYEE BENEFITS	2,384,990	2,493,062	2,572,331	2,572,331
SERVICES & SUPPLIES				
720300 Communications	25,166	26,000	26,000	26,000
720500 Household Expense	17,946	18,975	18,975	18,975
720600 Insurance	1,169	5,094	5,405	5,405
720601 General Insurance	507	521	556	556
720605 Employer Share Retiree Insurance	49,739	56,724	66,560	66,560
720800 Maintenance - Equipment	1,915	6,000	10,000	10,000
720900 Maintenance - Structures & Grounds	7,295	9,000	9,200	9,200
721100 Memberships	410	10,000	9,425	9,425
721300 Office Expense	30,500	40,000	40,000	40,000
721400 Professional & Specialized Services	165,031	196,000	234,000	234,000
721900 Special Departmental Expense	16,417	16,417	16,535	16,535
722000 Transportation & Travel	7,044	10,000	10,000	10,000
722100 Utilities	25,484	34,526	32,000	32,000
TOTAL SERVICES & SUPPLIES	348,623	429,257	478,656	478,656
OTHER CHARGES				
730302 Retire - Capital Lease	36,662	28,072	28,072	28,072
730502 Interest - Capital Lease	45,465	54,056	54,056	54,056
TOTAL OTHER CHARGES	82,127	82,128	82,128	82,128
TOTAL - CHILD SUPPORT SERVICES	2,815,740	3,004,447	3,133,115	3,133,115

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 2012-13, the Department will remain 100% sub-vented with a combination of State and Federal funding, with no impact on the General Fund. This continues to become more challenging each year as the State and Federal allocations have been held flat for several years. The Department continues to hold several positions vacant and makes ongoing efforts to reduce operational costs.

WORKLOAD

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

	<u>Currently Receiving Assistance</u>	<u>Formerly Received Assistance</u>	<u>Never Received Assistance</u>	<u>Total</u>
October 2010	2,209	2,812	1,504	6,525
October 2011	2,130	3,011	1,405	6,546
February 2012	2,172	3,012	1,403	6,587

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

REVENUE (continued)

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
(A) State - Child Support Administration	\$1,028,468	\$1,015,137	\$1,037,323
(B) Federal - Child Support Administration	1,968,126	1,985,911	2,001,628
(C) Interest Revenue from Trust Accounts	24,645	20,000	6,000
(D) Additional Federal Revenue	0	7,908	58,188
(E) Excess Incentive Trust Fund (5591)	<u>0</u>	<u>0</u>	<u>29,976</u>
	\$3,021,239	\$3,028,956	\$3,133,115*

***Note:** The Department is billed for its share of the Countywide Cost Allocation Plan. In FY 2012-13, the budgeted cost allocation amount is \$0.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
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		15	
Child Support Specialist III	4	1	4	1
Child Support Supervisor	0	1	0	1
Deputy Director of Child Support Services	1		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	1	5
Personnel Technician I/II or Office Assistant I/II	0	0.5	0	0.5
Program Secretary	0	1	0	1
Staff Services Analyst I (General)	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent	37	17.5	36	18.5

STAFFING (continued)

*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 2012-13, this position will not be filled or funded.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,677,653) are recommended reduced \$19,721 based on cost of recommended staff.
- 710103** **Extra Help** (\$96,488) is recommended increased \$91,488 for extra-help staff which is funded by the State for the purpose of Child Support document scanning project.
- 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** (\$26,000) is recommended unchanged based on estimated usage and for the Child Support share of cost of County WAN connections.
- 720500** **Household Expense** (\$18,975) is recommended unchanged for janitorial services and supplies for the building provided through a contracted service provider. This amount also includes 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.

SERVICES & SUPPLIES (continued)

- 720605** **Employer Share of Retiree Insurance** (\$66,560) is recommended increased \$9,836 for the annual cost of the County's share of health insurance costs for retirees from the Department.
- 720800** **Maintenance - Equipment** (\$10,000) is recommended increased \$4,000 for maintenance of office and computer equipment, and vehicles. Increase in appropriations is related to the addition of copier maintenance agreement.
- 720900** **Maintenance - Structures and Grounds** (\$9,200) is recommended increased \$200 based on projected expenses for the various maintenance requirements of the Child Support building.
- 721100** **Memberships** (\$9,425) is recommended reduced \$575 to pay for California Attorney Dues (\$970) and CSDA (Child Support Director's Association) 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** (\$234,000) is recommended increased \$38,000 based on increased direct billing from other departments for services delivered to Child Support. Projected expenses are as follows:
- | | |
|---|-----------|
| Genetic Testing/Paternity Declarations | \$ 22,307 |
| Service of Process | 63,699 |
| County IT Staff Support | 109,994 |
| 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 increased \$118 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.

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$32,000) is recommended reduced \$2,526 based on actual costs for the Child Support building.

OTHER CHARGES

730302 **Retire- Capital Lease** (\$28,072) is recommended unchanged.

730502 **Interest- Capital Lease** (\$54,056) is recommended unchanged.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,098,432	1,311,582	1,223,407	1,223,407
710103 Extra Help	185,978	113,385	164,239	164,239
710105 Overtime	8,436	5,000	5,000	5,000
710200 Retirement	294,324	401,430	384,633	384,633
710300 Health Insurance	130,020	174,537	213,759	213,759
710400 Workers' Compensation Insurance	121,359	93,820	110,980	110,980
710500 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	1,839,749	2,099,754	2,102,018	2,102,018
SERVICES & SUPPLIES				
720300 Communications	5,892	5,300	5,300	5,300
720600 Insurance	93,419	99,682	105,034	105,034
720702 Witness Fees	1,107	1,500	1,500	1,500
720800 Maintenance-Equipment	3,523	1,000	1,000	1,000
721100 Memberships	6,175	8,000	8,000	8,000
721300 Office Expense	34,955	30,000	29,624	29,624
721400 Professional & Specialized Services	18,991	28,150	47,050	28,150
721600 Rents & Leases - Equipment	31,121	27,750	35,000	30,000
721900 Special Departmental Expense	4,284	16,000	16,000	16,000
721910 Juvenile Justice Commission	883	5,850	3,500	3,500
721912 Special Departmental Expense - POST Training	0	2,000	2,000	2,000
722000 Transportation & Travel	6,884	14,000	18,750	18,750
722100 Utilities	673	0	0	0
TOTAL SERVICES & SUPPLIES	207,907	239,232	272,758	248,858
FIXED ASSETS				
740300 Fixed Assets - Equipment/Furniture	5,107	0	0	0
TOTAL FIXED ASSETS	5,107	0	0	0
TOTAL - DISTRICT ATTORNEY	2,052,763	2,338,986	2,374,776	2,350,876

COMMENTS

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

WORKLOAD

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
FILES OPENED*	7,928	8,600	8,900
CONSOLIDATED COURTS			
Juvenile Petitions	798	1020	1,000
Jury Trials	76	80	90
Felonies Filed	1,593	1,500	1,600
Misdemeanors Filed	3,797	3,520	3,600

* 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 2010-11, there were 1,972 direct-filed cases. As of March 2012, there are 1,211 direct-filed cases in the 2011-12 Fiscal Year.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Bad Check Restitution	\$3,948	\$8,000	\$5,000
Copies	175	0	100
Cancel Warrants	316	0	500
Misc reimbursement & Refunds	2,113	140	150
Asset Forfeiture	<u>11,146</u>	<u>16,000</u>	<u>18,750</u>
Total	\$17,698	\$24,140	\$24,500

OUT-OF-COUNTY TRIAL COST ESTIMATE

During the 2012-13 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 2012-13 Fiscal Year and exceed the budgeted allocations, the District Attorney will be advised to request a mid-year budget adjustment.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II	0.75 ⁽¹⁾		0.75 ⁽¹⁾	
Assistant District Attorney	1.00		0.40 ⁽²⁾	
Deputy District Attorney I/II/III/Senior	7.37 ⁽³⁾	2.16	8.50 ⁽³⁾	1.06
District Attorney	0.95 ⁽⁴⁾		0.95 ⁽⁴⁾	
Chief Criminal Investigator	0.00		0.25	
District Attorney Investigator I/II/Senior	2.00 ⁽⁵⁾		2.00 ⁽⁵⁾	
Investigative Assistant	0.00	1.00	0.00	1.00
Office Assistant I/II	0.00	1.00	0.00	1.00
Office Services Supervisor I/II, or Senior Legal Secretary	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	3.00	3.20
Supervising Deputy District Attorney	<u>0.50</u>		<u>1.00</u>	
Total Permanent	16.57	7.36	17.85	6.26

(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) 0.03 of a Deputy District Attorney was reallocated to this Budget from the Workers Comp Insurance Fraud Budget (03541)

(4) 0.05 of the District Attorney position is funded in the District Attorney-Welfare Fraud budget.

(5) Only one District Attorney Investigator can be Senior.

STAFFING (continued)

NOTE: In December 2007, the courts added Department 9, significantly impacting the prosecution staff since there was no increase in DA staff to compensate for the additional department. In 2011, there were 5,179 scheduled events requiring District Attorney staff within this newly created department. As of March 2012, there have been 1,186 scheduled events. Given the number of court appearances within the departments, it is imperative that the District Attorney assign two Deputy District Attorneys to each department.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,223,407) are recommended reduced \$88,175 based on the cost of recommended staff.

710103 **Extra Help** (\$164,239) is recommended increased \$50,854 based on current actual costs for Extra Help staff.

Note: In 2011-12, appropriations of \$113,385 was significantly lower than actual costs for the year, while appropriations for Permanent Salaries of \$1,311,582 was higher than actual costs. The combined 2011-12 appropriations for Permanent Salaries and Extra Help was \$1,424,967, while the 2012-13 recommended combined expenditures are \$1,387,646, a reduction of \$37,321.

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.

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

SERVICES & SUPPLIES (continued)

- 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** (\$8,000) are recommended unchanged based on actual expenses for membership in the California District Attorneys' Association for all Attorneys (\$3,060), Fresno-Madera Chiefs' Association (\$200), and payment of the California State Bar dues for each Attorney in the Department (\$4,740), as required in the MOU.
- 721300** **Office Expense** (\$29,624) is recommended reduced \$376 for general office supplies, copying costs, maintaining legal periodicals and books, and the purchase of printed forms.
- 721400** **Professional & Specialized Services** (\$28,150) is recommended unchanged 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, and various other classes of experts or exams. The District Attorney is requesting an increase of \$18,900 related to seven cases requiring Pathologist testimony in trial, at a cost of \$2,700 each. Should these costs come to fruition, a transfer from Contingencies will be presented to your Board to cover these costs.
- 721600** **Rents & Leases – Equipment** (\$30,000) is recommended increased \$2,250 for leasing of three vehicles from Central Garage and for rental of a copy machine based on prior year expenses. The District Attorney is requesting an additional \$5,000.
- 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. To comply with FCC Regulations, the Investigator's radios will have to be converted to narrow band by 12/31/2012; the estimated cost for four radio units is \$6,240.
- 721910** **Juvenile Justice Commission** (\$3,500) is recommended reduced \$2,350 in accordance with the submitted request by the commission and includes compensation and mileage reimbursement for the 12 commission members, plus photo copy and postage charges.
- 721912** **Special Departmental Expense - POST Training** (\$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.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$18,750) is recommended increased \$4,750 for meetings, conferences, private mileage and transportation of prisoners if required. The actual training costs in this line item are offset by Asset Forfeiture funds that have been included in the revenue estimate.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	61,066	66,726	72,374	72,374
710200 Retirement	14,318	17,145	19,278	19,278
710300 Health Insurance	6,478	7,084	9,783	9,783
710400 Workers' Compensation Insurance	214	155	168	168
TOTAL SALARIES & EMPLOYEE BENEFITS	82,076	91,110	101,603	101,603
SERVICES & SUPPLIES				
720600 Insurance	6	8	6	6
721100 Memberships	525	525	540	540
TOTAL SERVICES & SUPPLIES	531	533	546	546
TOTAL - DISTRICT ATTORNEY- CITIZENS' OPTION FOR PUBLIC SAFETY	82,607	91,643	102,149	102,149

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 provides that the funds must be used to enhance the Department's operations. This Program provides partial funding for a Supervising Deputy 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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
State Realignment	\$37,145	\$40,000	\$40,000
General Fund Contribution	45,462	50,032	62,149
Totals	82,607	90,032	102,149

STAFFING

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
<u>Permanent</u>		
Assistant District Attorney	0.00	0.60
Supervising Deputy District Attorney	0.60	0.00

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$72,374) are recommended increased \$5,648 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.

SERVICES & SUPPLIES

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

721100 **Memberships** (\$540) are recommended increased \$15 to provide for California District Attorney Association dues (\$140), and State Bar dues (\$400), as required by applicable Memorandums of Understanding.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	89,342	73,746	77,434	77,434
710200 Retirement	20,876	18,973	20,625	20,625
710300 Health Insurance	11,454	12,069	9,783	9,783
710400 Workers' Compensation Insurance	320	278	301	301
TOTAL SALARIES & EMPLOYEE BENEFITS	121,992	105,066	108,143	108,143
SERVICES & SUPPLIES				
720600 Insurance	11	28	24	24
721100 Memberships	525	525	540	540
721300 Office Expense	113	0	0	0
721400 Professional & Specialized Services	197	2,500	0	0
722000 Transportation & Travel	591	1,600	1,500	1,500
TOTAL SERVICES & SUPPLIES	1,437	4,653	2,064	2,064
TOTAL - DISTRICT ATTORNEY-STATUTORY RAPE VERTICAL PROSECUTION	123,429	109,719	110,207	110,207

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 includes 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. Funding is expected to be restored; however, it is subject to the Governor's approval.

WORKLOAD

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Files Opened	63	72	70
Child Forensic Interview Team interviews	47	55	60

REVENUE

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
State Grant	\$40,107	\$39,467	\$20,000
General Fund Contribution	<u>83,320</u>	<u>69,653</u>	<u>90,188</u>
Total	123,427	109,120	110,188

STAFFING

	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II/III	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$77,434) are recommended increased \$3,688 based on 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.
- 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 increased \$15 to provide for California District Attorney Association dues (\$140), and State Bar dues (\$400).
- 721400 **Professional and Specialized Services** (\$0) are recommended reduced \$2,500 as it is anticipated there will not be a program audit completed this fiscal year.
- 722000 **Transportation & Travel** (\$1500) is recommended reduced \$100 for training, transportation and travel for the staff, which includes mileage reimbursement for CFIT investigations (estimated 70 trips at six miles per trip).

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	31,926	2,841	0	0
710200 Retirement	7,512	730	0	0
710300 Health Insurance	2,972	362	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	42,410	3,933	0	0
SERVICES & SUPPLIES				
721100 Memberships	130	14	0	0
721300 Office Expense	34	0	0	0
721400 Professional & Specialized Services	0	2,500	0	0
722000 Transportation & Travel	796	1,600	0	0
TOTAL SERVICES & SUPPLIES	960	4,114	0	0
TOTAL - DISTRICT ATTORNEY-WORKERS' COMP. INSURANCE FRAUD	43,370	8,047	0	0

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 2012-13, there are no appropriations recommended due to lack of cases being referred. (For further information, please see the explanation under Staffing.)

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
State Grant	\$ 1,447	\$ 2,955	\$ 0*
County Costs (shortfall)	41,924	10,429	0
Total	43,371	13,384	0

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy District Attorney I/II/III	0.03*	0.30*	0.00	0.00

*Due to the State's policy regarding this program, a change in the percentage of time the prosecutor is assigned to this program is necessary; the grant only provides 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 has necessitated the change from 33% to 0%. This program has become cost prohibitive as the indirect costs have increased, and the revenue generating referrals have decreased. Currently, there is only one case capable of generating revenue in this program, and that will not justify the indirect costs associated with its administration.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	31,926	0	0	0
710200 Retirement	7,512	0	0	0
710300 Health Insurance	2,972	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	42,410	0	0	0
SERVICES & SUPPLIES				
721100 Memberships	130	0	0	0
721300 Office Expense	0	0	0	0
721400 Professional & Specialized Services	0	0	0	0
722000 Transportation & Travel	0	0	0	0
TOTAL SERVICES & SUPPLIES	130	0	0	0
TOTAL - DISTRICT ATTORNEY-AUTO INSURANCE FRAUD	42,540	0	0	0

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 2012-13, 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 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	66,280	58,329	56,068	56,068
710200 Retirement	15,768	14,987	14,934	14,934
710300 Health Insurance	5,769	12,071	9,783	9,783
710400 Workers' Compensation Insurance	190	186	202	202
TOTAL SALARIES & EMPLOYEE BENEFITS	88,007	85,573	80,987	80,987
SERVICES & SUPPLIES				
720600 Insurance	11	13	11	11
721100 Memberships	525	525	540	540
721400 Professional & Specialized Services	69,076	50,000	56,000	56,000
722000 Transportation & Travel	0	1,600	1,500	1,500
TOTAL SERVICES & SUPPLIES	69,612	52,138	58,051	58,051
TOTAL - DISTRICT ATTORNEY - DUI PROGRAM	157,619	137,711	139,038	139,038

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Program Cases	1,197	1,225	1,250

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
DUI/DMV Fees	\$113,928	\$85,000	\$90,000
County Costs (shortfall)	<u>43,691</u>	<u>40,110</u>	<u>49,038</u>
Total	\$157,619	\$125,110	\$139,038

STAFFING

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
<u>Permanent</u> Deputy District Attorney I/II	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$56,068) are recommended reduced \$2,261 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.

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 increased \$15 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 increased \$6,000 to provide for blood-drawing services. DUI fines partially offset this expense.

722000 **Transportation & Travel** (\$1,500) is recommended reduced \$100 based on actual expenditures to provide for training and travel for the assigned prosecutor.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	86,979	78,237	82,807	82,807
710200 Retirement	20,672	20,168	22,056	22,056
710300 Health Insurance	6,363	12,069	9,783	9,783
710400 Workers' Compensation Insurance	384	326	381	381
TOTAL SALARIES & EMPLOYEE BENEFITS	114,398	110,800	115,027	115,027
SERVICES & SUPPLIES				
720600 Insurance	21	13	11	11
720800 Maintenance - Equipment	0	2,000	0	0
721100 Memberships	525	525	540	540
721300 Office Expense	478	485	485	485
722000 Transportation & Travel	0	1,600	1,500	1,500
TOTAL SERVICES & SUPPLIES	1,024	4,623	2,536	2,536
TOTAL - DISTRICT ATTORNEY-CRIME PROSECUTION UNIT	115,422	115,423	117,563	117,563

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Cases Referred	224	220	225
Program Cases Worked	512	500	510

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
State Reimbursement	\$50,575	\$72,910	\$75,000
County Cost (shortfall)	<u>64,847</u>	<u>35,084</u>	<u>42,563</u>
Total	\$115,422	\$107,994	\$117,563

STAFFING

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
<u>Permanent</u> Senior Deputy District Attorney	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$82,807) are recommended increased \$4,570 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.

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 increased \$15 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 to cover the program prosecutor's daily office supply requirement, and is fully reimbursable by the State.

722000 **Transportation & Travel** (\$1,500) is recommended reduced \$100 to provide for training and travel, and is fully reimbursable by the State.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	418,501	492,889	501,635	501,635
710103 Temporary Salaries	24,062	0	27,488	27,488
710105 Overtime	0	3,000	1,000	1,000
710200 Retirement	141,653	173,365	192,173	192,173
710300 Health Insurance	69,612	70,737	93,428	93,428
710400 Workers' Compensation Insurance	10,181	16,736	21,067	21,067
TOTAL SALARIES & EMPLOYEE BENEFITS	664,009	756,727	836,791	836,791
SERVICES & SUPPLIES				
720300 Communications	4,271	4,800	4,900	4,900
720500 Household Expenses	1,883	1,800	1,800	1,800
720600 Insurance	352	451	379	379
720800 Maintenance - Equipment	0	700	1,000	700
720900 Maintenance - Structures & Grounds	0	150	150	150
721100 Memberships	825	850	960	960
721300 Office Expense	2,652	2,500	2,500	2,500
721400 Professional & Specialized Services	1,361	1,700	1,500	1,500
721600 Rents & Leases - Equipment	34,402	30,870	37,000	37,000
721700 Rents & Leases - Buildings	37,200	25,200	25,200	25,200
721900 Special Departmental Expense	2,253	5,000	17,380	17,380
722000 Transportation & Travel	4,720	5,700	8,000	8,000
722100 Utilities	5,367	7,500	7,500	7,500
TOTAL SERVICES & SUPPLIES	95,286	87,221	108,269	107,969
TOTAL - DISTRICT ATTORNEY-WELFARE FRAUD	759,295	843,948	945,060	944,760

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Requests for Investigation	716	725	725
Referred for Prosecution	35	40	45

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Federal*	\$400,489	\$567,489	\$614,000
State*	<u>123,620</u>	<u>271,037</u>	<u>302,417</u>
Total	\$524,109	\$838,526	\$916,417

*The Federal and State Government reimburse approximately 97% of the total cost of the Program.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst	0.25		0.25	
Deputy District Attorney	0.50		0.50	
District Attorney	0.05*		0.05	
Chief Criminal Investigator	0.00		.75	
Eligibility Worker III	1.00		1.00	
Program Assistant II	0.00	1.00	0.00	1.00
Supervising Welfare Investigator	1.00		0.00	1.00
Welfare Investigator	<u>5.00</u>	<u>2.00</u>	<u>5.00</u>	<u>2.00</u>
Total Permanent	7.80	3.00	7.55	4.00

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

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$501,635) are recommended increased \$8,746 based on cost of recommended staff.
- 710103 **Extra Help** (\$27,488) is recommended increased \$27,488 based on projected need for extra help staff.
- 710105 **Overtime** (\$1,000) is recommended reduced \$2,000 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** (\$4,900) is recommended increased \$100 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 increased \$110 for Fraud Investigators dues (\$420), California Bar dues (\$400), and California District Attorney's Association (\$140).
- 721300 **Office Expense** (\$2,500) is recommended unchanged for office supplies, shredding, postage, fax machine, and law books.
- 721400 **Professional & Specialized Services** (\$1,500) is recommended reduced \$200 for alarm services (\$1,300), Madera Police Department Monitoring (\$50), and expert witness expense (\$150).

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$37,000) is recommended increased \$6,130 for copy machine lease (\$3,000), and rental of County vehicles from the Central Garage (\$34,000).
- 721700** **Rents & Leases - Building** (\$25,200) is recommended unchanged for lease of office space.
- 721900** **Special Departmental Expense** (\$17,380) is recommended increased \$12,380 for POST training, CWFIA training, and various equipment (badges, belt clips, handcuffs, ammunition, and radios). To comply with FCC Regulations, the Investigator's radios will have to be converted to narrow band by December 31, 2012; the estimated cost for six radio units is \$9,360.
- 722000** **Transportation & Travel** (\$8,000) is recommended increased \$2,300 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.
- 722100** **Utilities** (\$7,500) are recommended unchanged.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720900 Maintenance-Buildings & Improvements	45,518	51,758	43,779	43,779
722100 Utilities	49,973	48,510	56,310	56,310
TOTAL SERVICES & SUPPLIES	95,491	100,268	100,089	100,089
OTHER CHARGES				
731308 County Contribution to State Trial Court Trust	1,142,719	1,170,685	1,145,415	1,145,415
731315 Trial Court Funding - County Facilities Payment	263,589	263,587	263,587	263,587
TOTAL OTHER CHARGES	1,406,308	1,434,272	1,409,002	1,409,002
TOTAL - TRIAL COURT OPERATIONS	1,501,799	1,534,540	1,509,091	1,509,091

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 below are the funds which the County will contribute for 2012-13.

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 2012-13:

SERVICES & SUPPLIES

720900 **Maintenance - Building & Improvements** (\$43,779) is recommended reduced \$7,979 from 2011-12. 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 2012-13 Proposed County Budget. The preliminary annual estimated cost for maintenance is \$38,403 for the former County Government Center, and \$5,376 for the Bass Lake Government Center.

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$56,310) is recommended increased \$7,800 and represents the County’s estimated pro-rata share of the annual utility expenses for the former County Government Center (\$44,789) and the Bass Lake Government Center (\$11,521).

OTHER CHARGES

731308 **County Contribution to State Trial Court Trust** (\$1,145,415) is recommended reduced \$25,270 based on current and projected expenditures for the share of Excess Fines. This contribution is based on the level of revenue collected by the County comprised of fines and forfeitures remitted to the State in 1994-95. In previous years, the County was required to contribute a “Maintenance of Effort” in the amount of \$1,042,797. In 2006-07, the State reduced the County’s Maintenance of Effort \$17,112, from \$1,042,797 to \$1,025,685. In addition, the County is required to remit to the State 50% of the fine and forfeiture revenue in excess of the base level Maintenance of Effort.

	<u>Actual</u> <u>2010-11</u>	<u>Approved</u> <u>2011-12</u>	<u>Recommended</u> <u>2012-13</u>
Fines and Forfeitures	1,025,685	1,025,685	1,025,685
Share of Excess Fines	117,034	145,000	119,730
 COUNTY CONTRIBUTION TO TRIAL COURT TRUST FUND	 \$1,142,719	 \$1,170,685	 \$1,145,415

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

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

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720300 Communications	1,309	1,400	1,400	1,250
721300 Office Expense	3,233	4,500	3,000	3,000
721400 Professional & Specialized	0	0	500	500
721700 Rents & Leases-Buildings	12,600	12,600	12,600	12,600
721900 Special Departmental Expense	36,478	53,200	22,000	20,600
722000 Transportation & Travel	825	0	37,000	33,750
TOTAL SERVICES & SUPPLIES	54,445	71,700	76,500	71,700
TOTAL - GRAND JURY	54,445	71,700	76,500	71,700

COMMENTS

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

	Current <u>Rate</u>
Regular Meetings	\$20
Committee Meetings	\$10

For 2012-13, the Grand Jury has requested a budget in the amount of \$76,500, an increase of \$4,800 from the 2011-12 fiscal year. Meetings and Mileage reimbursement at 55.5 cents per mile are the largest estimated expenditures. The following is the proposed budget submitted by the Grand Jury for 2012-13:

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>1,400</u>
Total Basic Expenses	\$17,500

Meeting and Mileage Expenses

Committee Meetings/Full Grand Jury Panels	\$22,000
Mileage and Training Expenses	<u>37,000</u>
Total Meetings and Mileage and Expenses	\$59,000

TOTAL BUDGET REQUESTED \$76,500

The above requested budget submitted by the Grand Jury is an overall 6.7% increase from the 2011-12 fiscal year. (A majority of the increase is in mileage and training expenses due to a number of members residing in and traveling from the mountain communities to attend committee and panel meetings, as well as an increase in the IRS mileage reimbursement rate during the fiscal year from 51 cents to 55.5 cents per mile.)

COMMENTS (continued)

Due to the continuing fiscal constraints facing the County, an increase in appropriations is not recommended; it is recommended to fund the Grand Jury at the same level (\$71,700) as the 2011-12 fiscal year. If, during the 2012-13 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 recommended by County Administration:

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,250) is recommended reduced \$150 based on current and projected expenses for phone service.
- 721300** **Office Expense** (\$3,000) is recommended reduced \$1,500 based on current and projected expenses for the printing of Final Grand Jury Reports and miscellaneous clerical supplies, and the reallocation of appropriations for a court reporter and Information Technology services into the Professional & Specialized account.
- 721400** **Professional & Specialized** (\$500) is recommended for the use of a court reporter, Information Technology services, and/or for serving of subpoenas. Funding for these activities was previously included in the Office Expense appropriation; however, it is more appropriately reflected in the Professional & Specialized account.
- 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 reduced \$32,600 based on current and projected expenses for the Regular and Committee Meetings attended by the Grand Jury members, and due to the reallocation of mileage and training costs to the Transportation & Travel account.
- 722000** **Transportation & Travel** (\$33,750) is recommended 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. These costs were previously budgeted in the Special Departmental Expense account; however, it is more appropriately reflected in the Transportation and Travel account.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721400 Prof. & Specialized Services-Contracts	2,033,464	2,033,464	2,093,568	2,093,568
721433 Prof. & Specialized Services-Outside Attorneys	130,181	110,000	150,000	150,000
721434 Prof. & Specialized Services-Capital Cases	26,250	90,000	50,000	50,000
TOTAL SERVICES & SUPPLIES	2,189,895	2,233,464	2,293,568	2,293,568
TOTAL - PUBLIC DEFENDER	2,189,895	2,233,464	2,293,568	2,293,568

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. In May 2002, the Board of Supervisors extended the contract for these services for a four-year period ending June 30, 2006. In May 2006, The Board of Supervisors approved contracting for an additional four-year period ending June 30, 2010. In January 2008, the Board of Supervisors approved a contract adjustment to allow additional attorneys for the additional judges added to the court system. In June 2010, the Board of Supervisors approved an extension of the existing contract for a three-year period ending June 30, 2013.

REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Dependency Case Reimbursements	\$48,106	\$36,000	\$36,000
AB 109 – Public Defender	0	0	\$40,000
Total	\$48,106	\$36,000	\$76,000

SERVICES & SUPPLIES

721400 **Professional & Specialized Services - Contracts** (\$2,093,568) is recommended increased \$60,104 based on an increase in caseload over the previous year and in accordance with existing contract. This amount represents the following expenditures:

- Contract for all Public Defender Services - \$2,063,568
- Expert Witness Fees and Ancillary Costs - \$ 30,000

721433 **Professional & Specialized Services - Outside Attorneys** (\$150,000) is recommended increased \$40,000 based on prior year actual expenditures. 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 2012-13 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 reduced \$40,000 based on prior year actual expenditures. This amount represents the estimated cost to provide legal defense for "Capital Cases," which may go to trial during the 2012-13 fiscal year. Since Fiscal Year 2000-01, the contracted Public Defender has been providing Capital Case defense through a flat-fee, per case basis with three classifications varying in degree and complexity. These fees are as follows:

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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,410,491	4,112,127	4,283,100	4,283,100
710103 Extra Help	51,303	130,000	121,000	121,000
710105 Overtime	158,970	165,000	165,000	165,000
710106 Standby & Night Premium	15,629	12,000	14,000	14,000
710110 Uniform Allowance	44,119	46,000	41,000	41,000
710200 Retirement	1,457,134	1,401,031	1,493,189	1,493,189
710300 Health Insurance	608,947	660,000	665,000	665,000
710400 Workers' Compensation Insurance	471,609	366,144	397,913	397,913
710500 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	7,219,402	6,892,302	7,180,202	7,180,202
SERVICES & SUPPLIES				
720300 Communications	106,371	102,000	106,000	106,000
720305 Microwave Radio Services	99,959	103,894	124,997	124,997
720500 Household Expense	3,067	2,000	2,000	2,000
720600 Insurance	307,744	365,680	329,723	329,723
720800 Maintenance - Equipment	45,968	76,000	66,000	66,000
720900 Maintenance - Buildings & Improvements	1,730	0	0	0
721100 Memberships	3,718	5,850	5,850	5,850
721300 Office Expense	18,454	23,000	18,000	18,000
721400 Professional & Specialized Services	481,837	429,000	389,000	389,000
721600 Rents & Leases - Equipment	808,701	722,000	722,000	722,000
721700 Rents & Leases - Building	40,150	0	0	0
721900 Special Departmental Expense	81,513	84,500	84,500	84,500
721912 POST Training	12,376	45,000	32,000	32,000
722000 Transportation & Travel	11,032	20,000	16,000	16,000
722100 Utilities	2,496	0	0	0
TOTAL SERVICES & SUPPLIES	2,025,116	1,978,924	1,896,070	1,896,070

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
FIXED ASSETS				
740300 Equipment	30,962	0	150,000	150,000
TOTAL FIXED ASSETS	30,962	0	150,000	150,000
INTRAFUND TRANSFER				
750100 Operating Transfers Out	96,757	0	0	0
TOTAL - SHERIFF-CORONER	9,372,237	8,871,226	9,226,272	9,226,272

COMMENTS

The County 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. Seasonal patrol services are provided by boat at Bass Lake (see Bass Lake Operations budget, Org Key 04030).

As Coroner, the Sheriff investigates and determines the cause of death in the absence of a physician, as the result of an accident, or 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. The budget for the Office of Emergency Services is subsidized by the Emergency Management Performance Grant and is appropriated under Org Key 04023.

REVENUE

	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
License, Permits & Franchises	\$30,000	\$30,000
Intergovernmental Revenue	37,000	38,000
Charges for Current Services	109,000	111,000
Miscellaneous Revenue	51,000	16,000
Other Financing Sources (Rural Small Counties Fund)	<u>350,000</u>	<u>550,000</u>
Total Funding	577,000	745,000

STAFFING

<u>Permanent (excluding positions funded by Grants)</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	0.75		0.75	
Administrative Analyst I/II	1		1	
Administrative Assistant	1		1	
Communications Dispatcher I/II/III	9		9	
Community Service Officers	3	1	3	1
Deputy Sheriff I/II	31	14	31	14
Identification Specialist or Identification Technician	2		2	
Program Assistant I/II	5	1.75	5	1.75
Property & Evidence Technician	2		2	
Senior Program Assistant	1		1	
Sheriff-Coroner	1		1	
Sheriff's Business Manager	1		1	
Sheriff's Dept. Public Information Officer	1		1	
Sheriff's Lieutenant	3		3	
Sheriff's Office Supervisor	0	1	0	1
Sheriff's Sergeant	9	2	9	2
Supervising Communications Dispatcher	1		1	
Undersheriff	<u>1</u>		<u>1</u>	
Total Permanent	<u>72.75</u>	<u>19.75</u>	<u>72.75</u>	<u>19.75</u>

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$4,283,100) are recommended increased \$170,973 based on the cost of recommended staff.

710103 **Extra Help** (\$121,000) is recommended reduced \$9,000 to fund staff time in carrying out the following contracts and services:

- a. Contract with U.S. Forest Service to provide additional law enforcement for Bass Lake and Mammoth areas for the period of May through September;
- b. Contract with U.S. Forest Service to provide marijuana eradication; and
- c. Contract with U.S. Corp of Engineers for additional law enforcement services at Hensley and Eastman Lakes.

SALARIES & EMPLOYEE BENEFITS (continued)

710105 **Overtime** (\$165,000) is recommended unchanged for the following:

- a. Covering open shifts created by injury or illness;
- b. Additional workload;
- c. Unusual or significant criminal events;
- d. Court appearances;
- e. Special events.

710106 **Standby & Night Premium** (\$14,000) is recommended increased \$2,000 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** (\$41,000) is recommended reduced \$5,000 to provide uniform allowance for the Department's employees based on recommended staffing levels and prior year actual 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** (\$106,000) is recommended increased \$4,000 for telephone costs of this Department and the CLETS Terminal warrant communications lines. This account also provides communication funds for telephone service for the substations at Oakhurst, and for the Live Scan Fingerprint System. This account funds the expense to operate the wireless laptop computer connections from the patrol vehicles to the network system; the cost of the wireless vehicle data is \$36,000 per year.

720305 **Microwave Radio Services** (\$124,997) is recommended increased \$21,103 as the Department's contribution to the Internal Service Fund for 2012-13 based on the number of radios in this Department utilizing the County's microwave radio network.

SERVICES & SUPPLIES (continued)

720500 **Household Expense** (\$2,000) is recommended unchanged for household supplies at the Sheriff's headquarters.

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

720800 **Maintenance - Equipment** (\$66,000) is recommended reduced \$10,000 based on current year expenditures for Software Maintenance Agreements for the Computer Aided Dispatch program (\$28,800) and WebEOC/ESI (\$9,000), maintenance of all office equipment, records, mobile radios, light bars, P.A. system, weapons, identification and camera equipment, dive gear, and NET and rescue equipment. This account also provides funds for maintenance of the Live Scan, and CLETS systems.

721100 **Memberships** (\$5,850) is recommended unchanged for membership in the following organizations:

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.	50
Cal State Peace Officers Assn.	200	Public Safety Communications Assn.	50
Cal National Emergency Number Assn.	100	CAL Law Enforcement Assn. Of Records	50
Central Valley Crime & Intelligence Assn.	200		

721300 **Office Expense** (\$18,000) is recommended reduced \$5,000 based on current expenditures and projected need for general office supplies, forms, printed material, and minor office equipment.

721400 **Professional & Specialized Services** (\$389,000) is recommended reduced \$40,000 for the following technical services:

- Psychological evaluations for new deputies, reserves and promotions \$ 5,000
- 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) 374,000

SERVICES & SUPPLIES (continued)

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

721900 **Special Departmental Expense** (\$84,500) is recommended unchanged to fund small items used or consumed in operations by the Sheriff's Department:

<u>Description</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Deputy Sheriff Reserves	\$8,000	\$8,000
Search and Rescue, and Posse	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	11,000
c. Armory (weapon parts/repairs, eye/ear safety, flashlight, targets, leather)	6,500	6,500
Ammunition	25,000	25,000
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)	1,000	1,000
TOTALS	<u>\$84,500</u>	<u>\$84,500</u>

SERVICES & SUPPLIES (continued)

721912 **POST Training** (\$32,000) is recommended reduced \$13,000 for Law Enforcement skills training needed to maintain a professional force. These costs are partially reimbursable from the Commission on Peace Officers Standards and Training.

722000 **Transportation & Travel** (\$16,000) is recommended reduced \$4,000 for Department travel, training costs, and costs for extradition.

FIXED ASSETS

740301 **Fixed Assets** (\$150,000) is recommended for Madera Sheriff Office Computer Network service improvements which will be offset with the Sheriff's Rural Small Counties Fund:

- Replace existing department computer workstations and related systems, communications and infrastructure (\$70,000).
- Replace existing radios and law enforcement communication equipment, system components and infrastructure (\$40,000).
- Emergency management equipment and systems for public notification as well as other related communications and operational support devices (\$40,000).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	26,500	25,000	17,000	17,000
721900 Special Departmental Expense	0	22,000	16,000	16,000
722000 Transportation & Travel	26,572	7,000	0	0
TOTAL SERVICES & SUPPLIES	53,072	54,000	33,000	33,000
FIXED ASSETS				
740300 Equipment	15,957	186,000	100,000	100,000
TOTAL FIXED ASSETS	15,957	186,000	100,000	100,000
TOTAL - SHERIFF-CalEMA SHSGP 2009-0019	69,029	240,000	133,000	133,000

COMMENTS

This budget implements the Homeland Security 2009-0019 program under Org Key 04021. It includes funding for equipment, training and services to enhance public agency response to natural and man-made disasters. Funds for the program originate at the Federal level and are allocated to local agencies by the California Emergency Management Agency (CalEMA). Expenditures in this budget request have been approved and authorized by CalEMA under State Homeland Security Grant Program (SHSGP) contract #2009-0019. 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 and is mandated to include Directors of Public Safety and Public Health executives, which are specified in grant regulations. The Sheriff, Fire/Police Chiefs and Public Health Director sit on the Madera ATTF.

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

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
CalEMA SHSGP 2009-0019	\$40,622	\$183,957	\$133,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$40,622	\$183,957	\$133,000

SERVICES & SUPPLIES

- 721400** **Professional & Specialized Services** (\$17,000) is recommended reduced \$8,000 to develop a WebEOC Resource Manager Implementation Plan.
- 721900** **Special Departmental Expense** (\$16,000) is recommended reduced \$6,000 for the purchase of small equipment for several regional agencies and for equipment used by first responders and emergency volunteers under the Citizen Corps Program. Some of this equipment is used in training exercises.
- 72200** **Transportation & Travel** (\$0) is not recommended, a reduction of \$7,000.

FIXED ASSETS

740300 **Fixed Assets – Equipment** (\$100,000) is recommended reduced \$86,000 for the following fixed assets nominated by the Anti-Terrorism Task Force to CalEMA and were funded under grant #2009-0019:

1 North County Wireless System (N) (\$30,000) The ATTF and CalEMA have designated \$30,000 for a project to expand wireless data systems in the vicinity of Chowchilla.

1 Madera Wireless Data Infrastructure System (N) (\$60,000) The ATTF and CalEMA have designated \$60,000 for a project to expand certain wireless data systems in the vicinity of Madera.

1 Madera Wireless Data Camera Infrastructure System (N) (\$10,000) The ATTF and CalEMA have designated \$10,000 for a project to attach wireless security cameras in the vicinity of Madera.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	77,730	80,853	206,183	206,183
710105 Overtime	0	1,565	3,500	3,500
710110 Uniform Allowance	0	0	1,200	1,200
710200 Retirement	18,501	20,774	71,198	71,198
710300 Health Insurance	12,209	13,908	24,083	24,083
710400 Worker's Compensation	0	0	1,000	1,000
TOTAL SALARIES & EMPLOYEE BENEFITS	108,440	117,100	307,164	307,164
SERVICES & SUPPLIES				
720300 Communications	995	1,900	7,360	7,360
720305 Microwave Radio Services	2,000	3,000	3,000	3,000
720800 Maintenance - Equipment	9,000	10,000	1,000	1,000
721300 Office Expense	727	1,000	1,950	1,950
721400 Professional & Specialized Services	0	1,000	0	0
721600 Rents & Leases - Equipment	0	500	500	500
721601 Rents & Leases - Vehicle Mileage	7,249	16,000	11,000	11,000
721900 Special Departmental Expense	2,156	6,000	11,520	11,520
722000 Transportation & Travel	4,222	6,500	14,000	14,000
TOTAL SERVICES & SUPPLIES	26,349	45,900	50,330	50,330
TOTAL - SHERIFF-EMPG - EMERG PLANNING	134,789	163,000	357,494	357,494

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 26 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. This budget includes an amendment to the Position Allocation Resolution to transfer one-third of a Sergeant's position from 04030 to 04023 and fund a Lieutenant's position. The Sergeant is assigned to Bass Lake Operations, Org 04030, and performs duties related to Bass Lake eight months out of the year. The remainder of the time is spent performing Search and Rescue and emergency operations for the Sheriff's Department. The Sheriff also recommends a Lieutenant's position be funded in Org 04023.

The EMPG award of \$153,220 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 requested Lieutenant's position. This budget exists to properly capture overhead and operating costs, so that accurate billing against the grant is possible.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
EMPG – EMERG PLANNING Grant	\$ 43,048	\$ 81,500	\$153,220
Small Rural Counties Contribution	0	0	50,000
General Fund Contribution	<u>91,741</u>	<u>81,500</u>	<u>154,274</u>
Total Funding	\$134,789	\$163,000	\$357,494

STAFFING

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
<u>Permanent</u>		
Emergency Services Coordinator	1	1
Program Assistant I/II	1	1
Sergeant		0.33
Lieutenant		<u>1</u>
Total Permanent	<u>2</u>	3.33

Staffing Comment:

The Position Allocation Resolution should reflect the additional Lieutenant position added to this Org and the .33 Sergeant's position transferred from 04030 to 04023.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$206,183) are recommended increased \$125,330 based on the cost of the recommended staffing.
- 710105** **Overtime** (\$3,500) is recommended increased \$1,935 to accommodate the 33% Sheriff Sergeant's position transferred from Org 04030 to fund overtime expenses which may occur during Emergency Response.
- 710110** **Uniform Allowance** (\$1,200) is recommended for uniform expenses for safety officers and is based on the recommended addition of 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$7,360) is recommended increased \$5,460 based on the projected need.
- 720305** **Microwave Radio Services** (\$3,000) is recommended unchanged for the unit's contribution to the Internal Service Fund based on the number of radios assigned to the unit utilizing the County's microwave radio network.
- 720800** **Maintenance - Equipment** (\$1,000) is recommended reduced \$9,000 for repairs to existing equipment.
- 721300** **Office Expense** (\$1,950) is recommended increased \$950 based on the projected need and current year expenditures.
- 721600** **Rents & Leases – Equipment** (\$500) is recommended unchanged based on the projected need.
- 731601** **Rents & Leases – Vehicle Mileage** (\$11,000) is recommended reduced \$5,000 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 increased \$5,520 to provide for small tools and equipment needed for the planning program, and \$4,000 is reserved for promotion of the Emergency Notification System.
- 722000** **Transportation & Travel** (\$14,000) is recommended increased \$7,500 for the Coordinator and staff to attend regional planning meetings and state/federal-level training.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **SHERIFF-CalEMA SHSGP
*2011-0077 (040XX)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
SHSGP 2011-0077 Grant**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	0	0	92,500	92,500
721900 Special Departmental Expense	0	0	85,623	85,623
722000 Transportation & Travel	0	0	19,000	19,000
TOTAL SERVICES & SUPPLIES	0	0	197,123	197,123
FIXED ASSETS				
740300 Equipment	0	0	85,870	85,870
TOTAL FIXED ASSETS	0	0	85,870	85,870
TOTAL - SHERIFF-CalEMA SHSGP 2011-0077	0	0	282,993	282,993

COMMENTS

This budget implements the Homeland Security 2011-0077 program under Org Key 040XX. It includes three-year funding for equipment, training and services to enhance public agency response to natural and man-made disasters. Funds for the program originate at the Federal level and are allocated to local agencies by the California Emergency Management Agency (CalEMA). Funding for expenditures in this budget request have been approved and authorized by CalEMA under 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 and is mandated to include Directors of Public Safety and Public Health executives, which are specified in grant regulations. 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 continue to be available for such purposes in FY 2013-14. SHSGP funds do not require a Cash Match. However, the County General Fund will have a direct cost of \$4,000 for certain travel-related costs for required program administration training which cannot be funded from this grant. CalEMA provides reimbursement for all program costs within 45 days of claim submission.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
CalEMA SHSGP 2011-0077	0	0	\$278,993
General Fund Contribution	<u>0</u>	<u>0</u>	<u>\$ 4,000</u>
Total Funding	0	0	\$282,993

SERVICES & SUPPLIES

- 721400** **Professional & Specialized Services** (\$92,500) is recommended to develop an assessment and implementation plan for Regional Consolidated Dispatch.
- 721900** **Special Departmental Expense** (\$85,623) is recommended for the purchase of small equipment. Specific items are approved by the granting agency. Purchases under this line also support the Citizen Corps Program.
- 722000** **Transportation & Travel** (\$19,000) is recommended to provide funds for multiple training programs and to support grant administration and training. The County General fund will contribute \$4,000 towards the administrative training obligation.

FIXED ASSETS

740300 **Fixed Assets-Equipment** (\$85,870) is recommended for the following fixed assets which were nominated by the Anti-Terrorism Task Force to CalEMA and were funded under grant #2011-0077:

1 WebEOC Primary Server Upgrade (N) (\$7,876) The ATTF and CalEMA have designated \$7,876 for a project to upgrade the WebEOC server (Project C).

(8) First Responder Safety Equipment (N) (\$50,723) The ATTF and CalEMA have designated \$50,723 for Eight (8) HazMat Self Contained Breathing Apparatus for the Fire Service (Project D).

Chowchilla Power Transfer Switch (N) (\$27,271) The ATTF and CalEMA have designated \$27,271 for a project to install a generator power transfer switch (Project G).

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720300 Communications Services	3,470	16,200	10,000	10,000
721400 Professional & Specialized Services	10,000	20,000	10,000	10,000
721900 Special Departmental Expense	22,891	84,939	183,249	183,249
722000 Transportation & Travel	7,114	50,200	0	0
TOTAL SERVICES & SUPPLIES	43,475	171,339	203,249	203,249
FIXED ASSETS				
740300 Equipment	61,376	234,824	0	0
TOTAL FIXED ASSETS	61,376	234,824	0	0
TOTAL - SHERIFF-CaIEMA SHSGP 2010-0085	104,851	406,163	203,249	203,249

COMMENTS

This budget implements the Homeland Security 2010-0085 grant award under Org Key 04026. The first appropriations to this Budget were made by the Board in February 2011. 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 all other program costs within 45 days of claim submission.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
CalEMA SHSGP 2010-0085	\$32,487	\$203,000	\$203,249
General Fund Contribution	<u>0</u>	<u>4,000</u>	<u>0</u>
Total Funding	\$32,487	\$207,000	\$203,249

SERVICES & SUPPLIES

- 720300** **Communication Services** (\$10,000) is recommended reduced \$6,200 for data and other communication charges.
- 721400** **Professional & Specialized Services** (\$10,000) is recommended reduced \$10,000 for WebEOC planning services which were not completed in FY 2011-12.
- 721900** **Special Departmental Expense** (\$183,249) is recommended increased \$98,310 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 actual training exercises.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **SHERIFF-BASS LAKE
OPERATIONS (04030)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**
Bass Lake Boat Fees
CAO
RECOMMENDED
2012-13

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	82,270	80,627	56,401	56,401
710103 Extra Help	57,970	51,543	51,543	51,543
710105 Overtime	0	4,000	6,000	6,000
710110 Uniform Allowance	950	900	600	600
710200 Retirement	36,783	30,633	22,976	22,976
710300 Health Insurance	6,040	6,705	4,520	4,520
710400 Workers' Compensation Insurance	2,011	1,555	1,735	1,735
TOTAL SALARIES & EMPLOYEE BENEFITS	186,024	175,963	143,775	143,775
SERVICES & SUPPLIES				
720305 Microwave Radio Services	0	1,300	3,000	3,000
720600 Insurance	355	359	86	86
720601 Insurance Premium	518	800	800	800
720800 Maintenance - Equipment	28,370	8,000	18,000	18,000
720900 Maintenance - Structures & Grounds	2,270	3,000	3,000	3,000
721300 Office Expense	2,381	3,000	3,000	3,000
721600 Rents & Leases - Equipment	7,757	6,934	6,934	6,934
721900 Special Departmental Expense	251	700	700	700
TOTAL SERVICES & SUPPLIES	41,902	24,093	35,520	35,520
FIXED ASSETS				
740300 Equipment	5,383	0	0	0
TOTAL FIXED ASSETS	5,383	0	0	0
TOTAL - SHERIFF-BASS LAKE OPERATIONS	233,309	200,056	179,295	179,295

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. The Sheriff's Office would like to amend the Position Allocation Resolution to reduce the Sergeant position to a two-thirds position in this Org. The one-third will be added to the personnel allocation resolution in Org 04023 through the budget process. The Sergeant is assigned to Bass Lake operations eight months out of the year and performs duties related to Search and Rescue and emergency services operations for the Sheriff's Office the remainder of the year.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Boat Licenses	\$160,301	\$189,000	\$179,295
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$160,301	\$189,000	\$179,295

Revenue Comment:

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. The Auditor-Controller transfers funds from Fund 6433 (Bass Lake Boat Fees) as needed in order to have revenues equal expenditures and not have this budget be supported by the General Fund.

STAFFING

<u>Permanent</u>	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Sheriff-Sergeant	1.0	0.67

Staffing Comment:

The position allocation resolution should reflect the 0.33 Sergeant position transferred from Org 04030 to Org 04023.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$56,401) are recommended reduced \$24,226 based on recommended staffing.
- 710103** **Extra Help** (\$51,543) is recommended unchanged to provide approximately 1,993 man-hours at Bass Lake for Seasonal Patrol. The Sheriff's Office has implemented lake service hours to reflect two years of decreased demand for licenses. This account will fund Extra Help Deputy Sheriff's and clerks for eight hours per day for the entire season.
- 710105** **Overtime** (\$6,000) is recommended increased \$2,000 based on projected need and current year expenditures.
- 710110** **Uniform Allowance** (\$600) is recommended reduced \$300, which will be funded by Org 04023, to provide uniform expense payments to safety employees.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720305** **Microwave Radio Services** (\$3,000) is recommended increased \$1,700 for the Department's contribution to the Internal Service Fund for 2012-13 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.
- 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 increased \$10,000 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 eight years old; existing boats may need replacement within 36 months.

SERVICES AND SUPPLIES (continued)

- 720900** **Maintenance - Structures and Grounds** (\$3,000) is recommended unchanged to maintain boat docks, tower, registration booth, and buoys.
- 721300** **Office Expense** (\$3,000) is recommended unchanged for the printing of boat registration and safety booklets.
- 721600** **Rents & Leases - Equipment** (\$6,934) is recommended unchanged for the rental of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$700) is recommended unchanged 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 2012-13**

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 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	22,500	28,500	50,500	50,500
TOTAL SALARIES & EMPLOYEE BENEFITS	22,500	28,500	50,500	50,500
SERVICES & SUPPLIES				
721900 Special Departmental Expense	12,500	16,500	26,500	26,500
722000 Transportation & Travel	0	0	8,000	8,000
TOTAL SERVICES & SUPPLIES	12,500	16,500	34,500	34,500
TOTAL - SHERIFF- FED DOM CANNABIS ERAD	35,000	45,000	85,000	85,000

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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
DCESP Grant	\$55,000	\$87,000	\$85,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$55,000	\$87,000	\$85,000

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$50,500) is recommended increased \$22,000 for assigned Deputy Sheriffs working the program on an overtime basis.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$26,500) is recommended increased \$10,000 for the purchase of helicopter over-flight time by contracted service and small tools and equipment.

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

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	108,738	111,972	115,165	115,165
710105 Overtime	7,080	6,500	13,500	13,500
710110 Uniform Allowance	1,725	1,800	1,800	1,800
710200 Retirement	41,311	42,543	46,905	46,905
710300 Health Insurance	15,049	16,704	17,316	17,316
710400 Workers' Compensation Insurance	5,308	4,557	8,084	8,084
TOTAL SALARIES & EMPLOYEE BENEFITS	179,211	184,076	202,770	202,770
SERVICES & SUPPLIES				
720600 Insurance	32	25	21	21
TOTAL SERVICES & SUPPLIES	32	25	21	21
TOTAL - SHERIFF- CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)	179,243	184,101	202,791	202,791

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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
State COPS SLESF Funds	\$113,132	\$115,000	\$120,000
General Fund Contribution	<u>66,531</u>	<u>69,101</u>	<u>82,791</u>
Total Funding	179,663	184,101	\$202,791

STAFFING

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Deputy Sheriff I/II	2	2

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$115,165) are recommended increased \$3,193 based on the cost of recommended staffing.

710105 **Overtime** (\$13,500) is recommended increased \$7,000 based on current year (2011-12) expenditures.

710110 **Uniform Allowance** (\$1,800) is recommended unchanged for the uniform expense for safety employees.

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

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

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	282,638	280,955	318,108	318,108
710105 Overtime	3,456	18,900	18,900	18,900
710106 Standby & Night Premium	1,155	1,000	1,500	1,500
710110 Uniform Allowance	4,550	4,600	4,600	4,600
710200 Retirement	106,773	106,746	119,658	119,658
710300 Health Insurance	40,521	43,673	47,166	47,166
710400 Workers' Compensation Insurance	836	764	827	827
TOTAL SALARIES & EMPLOYEE BENEFITS	439,929	456,638	510,759	510,759
SERVICES & SUPPLIES				
720300 Communications	406	800	800	800
720305 Microwave Radio Services	5,000	6,000	10,000	10,000
720600 Insurance	103	130	109	109
721300 Office Expenses	38	0	0	0
721601 Rents/Lse Co Vehicle	6,717	7,070	7,070	7,070
TOTAL SERVICES & SUPPLIES	12,264	14,000	17,979	17,979
TOTAL - SHERIFF-CHUKCHANSI CASINO	452,193	470,638	528,738	528,738

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 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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Service to Chukchansi Casino	\$492,702	\$511,434	\$571,980
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$492,702	\$511,434	\$571,980

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 \$61,284 in FY 2012-13, which is added to the expected Salary/Benefit expenses of \$510,696. The total of Salary & Benefits plus Admin Fee is equal to \$571,980.

STAFFING

<u>Permanent</u>	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Deputy Sheriff I/II	5	5

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$318,108) are recommended increased \$37,153 based on the cost of recommended staff.

710105 **Overtime** (\$18,900) is recommended unchanged.

710106 **Standby & Night Premium** (\$1,500) is recommended increased by \$500 based on current year experience.

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 increased \$4,000 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	118,125	112,207	125,748	125,748
710105 Overtime	5,309	6,000	4,000	4,000
710110 Uniform Allowance	1,725	1,800	1,800	1,800
710200 Retirement	46,558	42,632	49,985	49,985
710300 Health Insurance	20,574	23,654	23,654	23,654
710400 Workers' Compensation Insurance	27,651	22,494	24,486	24,486
TOTAL SALARIES & EMPLOYEE BENEFITS	219,942	208,787	229,673	229,673
SERVICES & SUPPLIES				
720300 Communications	903	1,900	2,200	2,200
720305 Microwave Radio Services	1,000	1,000	2,000	2,000
720600 Insurance	169	239	200	200
720800 Maintenance - Equipment	29	300	300	300
721100 Memberships	0	50	50	50
721300 Office Expense	0	200	200	200
721600 Rents & Leases - Equipment	24,997	21,000	32,047	32,047
721900 Special Departmental Expense	32	250	250	250
722000 Transportation & Travel	20	800	800	800
TOTAL SERVICES & SUPPLIES	27,150	25,739	38,047	38,047
TOTAL - SHERIFF-RURAL CRIME PREVENTION TASK FORCE	247,092	234,526	267,720	267,720

COMMENTS

In April 1999, the Board of Supervisors accepted a Rural Crime Prevention Task Force Grant (Org 04062) to combat agricultural crimes, and the grant has been renewed annually since. In 2011/12, the State shifted funding from the State General Fund to 2011 Realignment Funds which are redirected, specified State sales tax to finance certain programs including this grant program. Project staff in this program target crimes against agricultural production. Long term investigations are conducted when necessary.

There is no local match requirement; however, County General Funds will be required to pay for some costs, as the grant proceeds do not fully meet salary and operating expenses.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
State RCTF Grant	\$17,273	\$163,986	\$170,000
General Fund Contribution	229,819	70,540	97,720
Total Funding	<u>247,092</u>	<u>234,526</u>	<u>267,720</u>

STAFFING

<u>Permanent</u>	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Deputy Sheriff I/II	2	2

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$125,748) are recommended increased \$13,541 based on the cost of recommended staff.

710105 **Overtime** (\$4,000) is recommended reduced \$2,000 based on current year expenditures.

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

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 increased \$300 based on current year expenditures.
- 720305 **Microwave Radio Services** (\$2,000) is recommended increased \$1,000 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 increased \$11,047 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 based on anticipated training costs for a newly assigned deputy.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	197,079	197,079
710103 Extra Help	0	0	15,000	15,000
710105 Overtime	0	0	3,000	3,000
710106 Standby & Night Premium	0	0	500	500
710110 Uniform Allowance	0	0	1,800	1,800
710200 Retirement	0	0	70,420	70,420
710300 Health Insurance	0	0	26,424	26,424
710400 Workers' Compensation Insurance	0	0	4,000	4,000
710500 Other Services	0	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	318,223	318,223
SERVICES & SUPPLIES				
720300 Communications	0	0	2,200	2,200
720305 Microwave Radio Services	0	0	1,000	1,000
720600 Insurance	0	0	100	100
721300 Office Expense	0	0	3,150	3,150
721400 Professional & Specialized Services	0	0	4,200	4,200
721600 Rents & Leases - Equipment	0	0	45,300	45,300
722000 Transportation & Travel	0	0	1,500	1,500
TOTAL SERVICES & SUPPLIES	0	0	57,450	57,450
TOTAL - SHERIFF-CIVIL DIVISION	0	0	375,673	375,673

COMMENTS

In the 2011-12 Fiscal Year, the Sheriff's Office administered the Civil Unit in combination with Court Security under Org Key 04064. In 2011-12, the Sheriff's Office began receiving State funding for Court Security through realignment, and it is recommended for the two functions (Court Security and Civil Unit) have separate budget organizations, with Civil Unit maintaining the Org Key of 04064 and Court Security receiving a new Org Key. (See Sheriff-Court Security.) The Civil Unit delivers court orders and most civil documents on a fee for service basis.

REVENUE

	Actual <u>2010-11</u>	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
Civil Processing Fees (Includes 1205d)	\$96,640	0	\$160,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>215,673</u>
Total Funding	\$96,640	0	\$375,673

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized Civil/Court Security Combined</u>	<u>2012-13 Recommended Civil Unit</u>
Deputy Sheriff I or II	11	1
Chief Civil Deputy Sheriff	1	1
Program Assistant I/II	2	2
Sheriff's Sergeant	<u>1</u>	<u>0</u>
Total Permanent Staff	15	4

Note: In 2010, the Sheriff's Office combined the Civil and Records Units, eliminating one (1) supervisory position to allow for budget savings. The Chief Civil Deputy is now supervising eight (8) clerical personnel instead of two (2). Eleven (11) positions are now budgeted in the newly created Court Security budget; four (4) positions remain in Civil budget. The Position Allocation Resolution should reflect these staffing changes.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$197,079) are recommended based on the cost of recommended staffing.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103 **Extra Help** (\$15,000) is recommended to provide vacation/sick relief and other keeper special services.
- 710105 **Overtime** (\$3,000) is recommended based on current expenditures and anticipated need.
- 710106 **Premium Pay** (\$500) is recommended based on current expenditures.
- 710110 **Uniform Allowance** (\$1,800) is recommended 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 based on projected FY 2012-13 expenditures.
- 720305 **Microwave Radio Services** (\$1,000) is recommended which represents the program's contribution to the Internal Service Fund for use of radios on the County Microwave System.
- 720600 **Insurance** reflects the Sheriff's Office contribution to the County's Self-Insured Liability Program.
- 721300 **Office Expense** (\$3,150) is recommended for general office supplies.
- 721400 **Professional & Specialized Services** (\$4,200) is recommended for specialized services for the Civil Unit.
- 721600 **Rents & Leases - Equipment** (\$45,300) is recommended based on current and projected need for the leasing of Civil Unit vehicles from the Central Garage and also provides funds for the lease of a copier.
- 722000 **Transportation & Travel** (\$1,500) is recommended to provide for training and reimbursement of private mileage cost.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **SHERIFF-COURT SECURITY
(040XX)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	750,456	750,456
710103 Extra Help	0	0	9,000	9,000
710105 Overtime	0	0	2,000	2,000
710106 Standby & Night Premium	0	0	500	500
710110 Uniform Allowance	0	0	9,900	9,900
710200 Retirement	0	0	283,071	283,071
710300 Health Insurance	0	0	124,529	124,529
710400 Workers' Compensation Insurance	0	0	52,634	52,634
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	1,232,090	1,232,090
SERVICES & SUPPLIES				
720300 Communications	0	0	1,200	1,200
720305 Microwave Radio Services	0	0	7,000	7,000
720600 Insurance	0	0	371	371
721300 Office Expense	0	0	1,500	1,500
721900 Special Departmental Expense	0	0	11,000	11,000
722000 Transportation & Travel	0	0	10,000	10,000
TOTAL SERVICES & SUPPLIES	0	0	31,071	31,071
TOTAL - SHERIFF- COURT SECURITY	0	0	1,263,161	1,263,161

COMMENTS

In FY 2011-12, the Court Security function received State funding; it was previously funded by direct charges to the Court and combined with the Civil Division under a single budget organization. To properly account for Court Security funding (Org 040XX), it is recommended that the Civil and Court Security functions be administered under separate Org keys. In FY 2012-13, Court Security funding will provide revenue to fully fund one (1) Sergeant and ten (10) Deputies assigned to the Courts. In 2011-12, the State shifted funding from the State General Fund to 2011 Realignment Funds, which are redirected specified State sales tax to finance certain programs including this program. Under state realignment, state funds related to Court Security must first be deposited in the Local Law Enforcement Fund prior to being transferred to the General Fund.

REVENUE

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Court Security Services	0	0	\$1,263,161
General Fund Contribution	0	0	0
Total Funding	0	0	\$1,263,161

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized Civil/Court Security Combined</u>	<u>2012-13 Recommended Court Security</u>
Deputy Sheriff I or II	11	10
Chief Civil Deputy Sheriff	1	0
Program Assistant I/II	2	0
Sheriff's Sergeant	<u>1</u>	<u>1</u>
Total Permanent Staff	15	11

Note: 2011-12 Authorized staffing allocation reflects the staffing of a combined Civil and Court Security budget organization. The 2012-13 reflects the separation of the Civil and Court Security functions, transferring one (1) Deputy Sheriff, the Chief Civil Deputy Sheriff, and two (2) Program Assistants will transfer to the Civil budget. The ten (10) Deputy Sheriffs and one (1) Sergeant will remain fully-funded in Court Security.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$750,456) is recommended based on recommended staffing level.
- 710103 **Extra Help** (\$9,000) is recommended to provide coverage when staff positions are vacant, or staff out on sick leave.
- 710105 **Overtime** (\$2,000) is recommended based on separation of Court and Civil Functions.
- 710106 **Premium Pay** (\$500) is recommended based on current usage.
- 710110 **Uniform Allowance** (\$9,900) is recommended 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 based on projected FY 2012-13 usage.
- 720305 **Microwave Radio Services** (\$7,000) is recommended for the program's contribution to the Internal Service Fund based on the number of radios utilizing the County's Microwave Radio System.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300 **Office Expense** (\$1,500) is recommended for general office supplies.
- 721900 **Special Departmental Expense** (\$11,000) is recommended to purchase equipment and furnishings for Court Security Deputies, including, but not limited to, vests, safety equipment, ammunition, tasers, radios, computer equipment and supplies.
- 722000 **Transportation & Travel** (\$10,000) is recommended to provide for training and for private mileage reimbursement.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	25,000	55,900	55,900
TOTAL SALARIES & EMPLOYEE BENEFITS	0	25,000	55,900	55,900
SERVICES & SUPPLIES				
721900 Special Departmental Expense	0	10,000	13,077	13,077
722000 Transportation & Travel	2,648	8,000	8,000	8,000
TOTAL SERVICES & SUPPLIES	2,648	18,000	21,077	21,077
FIXED ASSETS				
740300 Equipment	96	12,000	0	0
TOTAL FIXED ASSETS	96	12,000	0	0
TOTAL - SHERIFF- OFF HWY VEH ENFRC PROGRAM	2,744	55,000	76,977	76,977

COMMENTS

This budget provides appropriations of 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 state funding is to provide for 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 assigned, on an overtime basis, and charged to this budget.

The OHMVR grant requires a match of \$25,500. Of that, \$12,000 of the match will be generated by documenting the administrative/staff service hours dedicated to this program. The balance of the required match will be met through a County General Fund Cash Match of \$13,500. The Sheriff proposes to meet that obligation from funds provided in the Sheriff’s Main Budget, Org Key 04000. Reimbursement is provided annually to the County upon submission of a claim to State Parks Department. The Grant Application is pending and the Department has not received an award letter as this budget was prepared.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
OHMVR Grant	\$56,146	\$29,627	\$76,977
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$56,146	\$29,627	\$76,977

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$55,900) is recommended increased \$30,900 for Deputy Sheriffs working OHV duty and overtime.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$13,077) is recommended increased \$3,077 for repairs, vehicle parts, and safety gear.

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

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	96,717	102,878	257,875	257,875
710105 Overtime	7,591	8,000	5,000	5,000
710110 Uniform Allowance	900	900	900	900
710200 Retirement	32,542	34,236	83,977	83,977
710300 Health Insurance	14,744	15,642	59,216	59,216
710400 Workers' Compensation Insurance	4,906	3,728	4,214	4,214
TOTAL SALARIES & EMPLOYEE BENEFITS	157,400	165,384	411,182	411,182
SERVICES & SUPPLIES				
720305 Microwave Radio Services	2,000	4,000	6,000	6,000
720600 Insurance	43	28	24	24
721400 Professional and Specialized Services	176	3,400	1,500	1,500
721600 Rents & Leases - Equipment	1,845	0	0	0
721900 Special Departmental Expense	5,259	3,100	3,100	3,100
722000 Transportation & Travel	0	4,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	9,323	14,528	12,624	12,624
FIXED ASSETS				
740300 Equipment	6,496	0	0	0
TOTAL FIXED ASSETS	6,496	0	0	0
TOTAL - SHERIFF-ANTI-DRUG ABUSE GRANT	173,219	179,912	423,806	423,806

COMMENTS

During FY 2011-2012, the Byrne Anti-Drug Abuse (Byrne ADA) Grant budget, Org Key 04070, funded one (1) Deputy Sheriff, one (1) Program Assistant or Legal Secretary, and one-fourth (.25) Account Technician II to serve on the Madera Narcotics Enforcement Team to conduct investigations and to record program data and expenses.

Previously, the Sheriff's Department Business Office applied for and received funding to protect (1) Deputy District Attorney, (1) District Attorney Program Assistant and (1) Probation Officer position with funds from the American Recovery and Reinvestment Act (ARRA) . The funds were budgeted in Org 04043. This Grant has expired and the Deputy District Attorney, the District Attorney Program Assistant, and the Deputy Probation Officer, previously budgeted in 04043, will return to this Org (04070) and will be paid with County general funds.

Federal Byrne ADA funds are administered by the California Emergency Management Agency (CalEMA), 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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
State/Federal Funding	\$113,386	\$144,149	\$180,000
D.A. AB109 Funds	0	0	40,000
General Fund Contribution	<u>59,833</u>	<u>35,763</u>	<u>203,806</u>
Total Funding	\$173,219	\$179,912	\$423,806

STAFFING

<u>Permanent</u>	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Deputy Sheriff I/II	1.00	1.00
Program Assistant I/II or Legal Secretary I/II	1.00	2.00
Account Technician II	0.25	0.25
Deputy District Attorney	0	1.00
Deputy Probation Officer	<u>0</u>	<u>1.00</u>
Total Permanent	2.25	5.25

Staffing Comment:

The Position Allocation Resolution should reflect the three positions transferred from Org 04043 to 04070.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$257,875) are recommended increased \$154,997 based on the cost of recommended staffing levels.

710105 **Overtime** (\$5,000) is recommended reduced \$3,000 based on current year spending.

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 increased \$2,000 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 system; the increase is due to the additional recommended staffing.

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

721400 **Professional & Specialized Services** (\$1,500) is recommended reduced \$1,900 based on current year expenditures for support services to the project staff.

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 reduced \$2,000 based on current year expenditures to attend mandated state program training.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	50,693	51,353	117,976	117,976
710105 Overtime	5,580	6,000	12,000	12,000
710106 Standby & Night Premium	100	300	300	300
710110 Uniform Allowance	917	1,800	1,800	1,800
710200 Retirement	19,402	19,519	46,895	46,895
710300 Health Insurance	8,721	11,494	19,310	19,310
710400 Workers' Compensation Insurance	0	147	394	394
TOTAL SALARIES & EMPLOYEE BENEFITS	85,413	90,613	198,675	198,675
SERVICES & SUPPLIES				
720300 Communications	0	1,000	1,800	1,800
720305 Microwave Radio Services	2,000	2,000	4,000	4,000
720800 Maintenance - Equipment	4,065	500	8,000	8,000
721300 Office Expense	0	500	500	500
721900 Special Departmental Expense	2,718	1,500	1,500	1,500
721912 POST Training	0	3,000	3,000	3,000
722000 Transportation & Travel	0	4,759	4,759	4,759
TOTAL SERVICES & SUPPLIES	8,783	13,259	23,559	23,559
FIXED ASSETS				
740300 Equipment	9,136	0	0	0
TOTAL FIXED ASSETS	9,136	0	0	0
TOTAL - SHERIFF-CAL-MMET GRANT	103,332	103,872	222,234	222,234

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 for each fiscal year since. The funds are now deposited quarterly by EFT from the State. In 2011-12, the State shifted funding from the State General Fund to 2011 Realignment Funds, which are redirected specified State sales tax to finance certain programs including this grant program. 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 CAL-MMET program must first be deposited in the Local Law Enforcement Fund prior to being transferred to the General Fund.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
CAL-MMET - 2011 Realignment	\$97,210	\$130,000	\$222,234
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	\$97,210	\$130,000	\$222,234

Revenue Note:

A portion of the carry-over revenue is held in contingencies for future expenses.

STAFFING

	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Sheriff's Deputy	1	2

Staffing Comment:

One Deputy Sheriff's position is transferred to this budget from Gang Task Force budget 04075, reducing personnel costs borne by the General Fund in Org 04075.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$117,976) are recommended increased \$66,623 based on the transfer of one Deputy from Gang Task Force Org 04075 to CalMMET Org 04071.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710105** **Overtime** (\$12,000) is recommended increased \$6,000 to fund overtime work in this program based on current year expenditures and the transfer of a Deputy from Org 04075 to Cal-MMET. Additional Deputies are authorized to draw from this overtime source when assisting Cal-MMET project staff.
- 710106** **Standby & Night Premium** (\$300) is recommended unchanged.
- 710110** **Uniform Allowance** (\$1,800) 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** (\$1,800) is recommended increased \$800 based on current year expenses.
- 720305** **Microwave Radio Services** (\$4,000) is recommended increased \$2,000 for the program's contribution to the Internal Service Fund based on the number of radios in the CAL-MMET program which utilize the County's microwave radio network.
- 720800** **Maintenance - Equipment** (\$8,000) is recommended increased \$7,500 based on current year expenditures and the addition of one Deputy Sheriff transferred from Gang Task Force Org 04075. This account provides for maintenance and repairs to existing equipment and fuel for two vehicles.
- 721300** **Office Expense** (\$500) is recommended unchanged.
- 721900** **Special Departmental Expense** (\$1,500) is recommended unchanged for small tools and equipment.
- 721912** **POST Training** (\$3,000) is recommended unchanged.
- 722000** **Transportation & Travel** (\$4,759) is recommended unchanged.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720300 Communications	3,200	0	0	0
721900 Special Departmental Expense	5,104	0	30,000	30,000
TOTAL SERVICES & SUPPLIES	8,304	0	30,000	30,000
FIXED ASSETS				
740301 Equipment	30,961	25,000	0	0
TOTAL FIXED ASSETS	30,961	25,000	0	0
TOTAL - SHERIFF-JSTC ASSTNC PROGRAM	39,265	25,000	30,000	30,000

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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
US DOJ JAG Block Grant	\$31,842	\$23,925	\$30,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$31,842	\$23,925	\$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 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES 2010-11	BOARD APPROVED EXPENDITURES 2011-12	DEPARTMENT REQUEST 2012-13	CAO RECOMMENDED 2012-13
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	194,355	189,667	147,989	147,989
710105 Overtime	4,212	7,000	3,000	3,000
710110 Uniform Allowance	1,440	1,500	600	600
710200 Retirement	63,310	64,062	46,300	46,300
710300 Health Insurance	34,205	30,483	23,432	23,432
710400 Workers' Compensation Insurance	0	604	654	654
TOTAL SALARIES & EMPLOYEE BENEFITS	297,522	293,316	221,975	221,975
SERVICES & SUPPLIES				
720300 Communications	4,617	5,500	3,000	3,000
720600 Insurance	293	280	235	235
720800 Maintenance - Equipment	50	300	300	300
721300 Office Expense	0	500	500	500
721600 Rents & Leases - Equipment	19,899	14,000	7,000	7,000
721900 Special Departmental Expense	269	500	500	500
722000 Transportation & Travel	0	500	4,996	4,996
TOTAL SERVICES & SUPPLIES	25,128	21,580	16,531	16,531
TOTAL - SHERIFF - GANG TASK FORCE	322,650	314,896	238,506	238,506

COMMENTS

In 2005-06, the Board of Supervisors established the Sheriff-Gang Task Force Program under budget 04075. The program's purpose is to combat gang activity in Madera County. The Gang Task Force is comprised of several law enforcement agencies that provide a unified effort to combat gangs through coordination, information sharing, and targeted enforcement. During FY 2012-2013, the Gang Task Force will receive funding from AB109, as recommended by the CCP Executive Committee, and additional funding for training purposes from Tulare County Region V Gang Task Force. The remainder of this budget is financed with discretionary funding from the County's General Fund. This budget was financed entirely by the General Fund in prior years.

REVENUE

	Projected 2012-13
AB 109 Funding	\$ 185,000
Tulare Gang Contract	4,496
General Fund Contribution	<u>49,010</u>
Total Funding	\$ 238,506

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Correctional Officer I/II	0	1	0	1
Deputy District Attorney I/II/III	1		1	
Deputy Probation Officer I/II/III	1		1	
Deputy Sheriff I/II*	<u>1</u>	<u>-</u>	<u>0</u>	<u>-</u>
Total Permanent	3	1	2	1

*One Deputy Sheriff I/II position is removed from this budget and transferred to the Cal-MMET (Org 04071) program, reducing personnel costs borne by the general fund.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$147,989) is recommended reduced \$41,678 based on the cost of recommended staffing.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710105 **Overtime** (\$3,000) is recommended reduced \$4,000 to provide funds for overtime.
- 710110 **Uniform Allowance** (\$600) is recommended reduced \$900 for uniform expenses for safety officers and is based on the transfer of one Deputy Sheriff to CalMMET.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund

SERVICES & SUPPLIES

- 720300 **Communications** (\$3,000) is recommended reduced \$2,500 for telephone service and cellular phone communications.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$300) is recommended unchanged for incidental equipment maintenance.
- 721300 **Office Expense** (\$500) is recommended unchanged to provide necessary supplies for the program.
- 721600 **Rents & Leases - Equipment** (\$7,000) is recommended reduced \$7,000 based on the transfer of one Deputy Sheriff to CalMMET Org 04071 and current expenditures for rental of vehicles from the Central Garage.
- 721900 **Special Departmental Expense** (\$500) is recommended unchanged for law enforcement supplies and informant funds.
- 722000 **Transportation & Travel** (\$4,996) is recommended increased \$4,496 to include allocation for Tulare County Gang Task Force Contract amendment for trainings, meetings and conferences.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720300 Communications	10,814	6,500	6,500	6,500
720800 Maintenance - Equipment	3,549	7,500	7,500	7,500
721100 Memberships	0	0	450	450
721300 Office Expense	3,605	3,200	3,200	3,200
721400 Professional & Specialized Services	529	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	1,914	6,000	5,550	5,550
722000 Transportation & Travel	6,879	7,000	7,000	7,000
TOTAL SERVICES & SUPPLIES	27,290	40,000	40,000	40,000
TOTAL - SHERIFF-OCJP NET PROJECT	27,290	40,000	40,000	40,000

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

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Asset Forfeiture Funds (Revenue Acct 673410)	\$34,362	\$40,000	\$40,000
General Fund Contribution	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding	\$34,362	\$40,000	\$40,000

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. If sufficient asset forfeiture funds do not accumulate to support this budget for FY 2012-13, the recommendation will be to reduce this budget to meet the available revenues.

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,500) is recommended unchanged to provide funds for NET communication expense.
- 720800** **Maintenance - Equipment** (\$7,500) is recommended unchanged to provide for maintenance of radio, listening devices, and office equipment.
- 721100** **Memberships** (\$450) is recommended to fund six 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.

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$2,000) is recommended unchanged for funding of public legal notice requirements.
- 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 reduced \$450 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,017,740	3,901,153	4,149,179	4,149,179
710103 Extra Help	58,937	60,000	60,000	60,000
710105 Overtime	67,554	70,000	70,000	70,000
710106 Standby & Night Premium	24,561	35,000	35,000	35,000
710110 Uniform Allowance	44,730	45,000	45,000	45,000
710200 Retirement	1,116,360	1,131,630	1,184,062	1,184,062
710300 Health Insurance	715,447	724,410	738,485	738,485
710400 Workers' Compensation Insurance	230,770	156,416	147,635	147,635
TOTAL SALARIES & EMPLOYEE BENEFITS	6,276,099	6,123,609	6,429,361	6,429,361
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	16,661	20,000	22,371	22,371
720300 Communications	10,155	11,500	11,500	11,500
720305 Microwave Radio Services	6,390	13,519	17,596	17,596
720500 Household Expense	80,658	82,500	82,500	82,500
720600 Insurance	162,401	192,511	166,491	166,491
720800 Maintenance - Equipment	49,194	52,500	52,500	52,500
721000 Medical, Dental & Lab Supplies	9,909	10,000	10,000	10,000
721100 Memberships	200	350	350	350
721300 Office Expense	20,709	17,300	17,300	17,300
721400 Professional & Specialized Services	3,271,529	3,261,246	3,495,652	3,495,652
721600 Rents & Leases - Equipment	64,573	78,000	78,000	78,000
721800 Small Tools & Instruments	0	200	200	200
721900 Special Departmental Expense	24,839	10,000	15,000	15,000
722000 Transportation & Travel/Education	11,488	25,000	25,000	25,000
722001 Transportation - Prisoners	3,612	5,000	5,000	5,000
722100 Utilities	339,798	350,000	330,000	330,000
TOTAL SERVICES & SUPPLIES	4,072,116	4,129,626	4,329,460	4,329,460
OTHER CHARGES				
730115 Support & Care of Persons	1,384	15,000	15,000	15,000
731305 Contributions to Other Agencies	24,895	33,195	33,195	33,195
TOTAL OTHER CHARGES	26,279	48,195	48,195	48,195
TOTAL - DEPARTMENT OF CORRECTIONS	10,374,494	10,301,430	10,807,016	10,807,016

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 2010-11 was 366. As of April 2012, the ADP for 2011-12 sits at 388. Based on these averages and the impact of AB 109, the Department is projecting an ADP of 390 in FY 2012-13. Costs and staffing levels in this budget are reflective of maintaining a lower ADP.

While there has not been a corresponding drop in calls for service to the various law enforcement agencies, educated speculation by law enforcement professionals over the past few years has indicated that the lower ADP has been due to reduced numbers of police officers on the streets. These reduced numbers have been a result of the budgetary constraints affecting all municipalities under the current economic conditions. Reductions in services, supplies, and staffing levels are predicated on this trend continuing. It is hoped that the courts will continue to sentence to community service and other alternative programs that will assist with inmate population.

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 suspended and may never be built.

WORKLOAD

	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Projected 2012-13</u>
Average Daily Inmate Population	408	388	390
Bookings	5,823	5,655	5,775

REVENUE

	Actual <u>2010-11</u>	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
State - Custody and Care Reimbursement	\$128,448	\$15,000	\$0
State - Jail Mental Health Realignment	38,250	51,000	51,000
State - POST/STC Training Reimbursement	59,665	55,000	60,000
Federal - Custody and Care Reimbursement	4,536	7,000	11,000
Jail Inmate Welfare Trust	135,550	137,000	137,000
Booking Fees – Cities	0	88,000	88,000
SLESF	55,000	40,000	50,000
SCAAP	0	89,921	85,000
Waste Tire Enforcement	15,017	20,000	55,000
Community Service Fees	0	24,000	25,000
Daily Jail Incarceration Fee	0	35,000	35,000
AB 109	0	200,000	550,000
DNA Sample (Prop 69)	0	0	75,000
Other Misc	<u>22,348</u>	<u>11,000</u>	<u>13,000</u>
Total	458,814	772,921	1,235,000

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
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	68	15
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*	

STAFFING (continued)

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL Allocation	101	20	101	20

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

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$4,149,179) is recommended increased \$248,026 based on recommended staffing and includes a furlough of eight hours for Safety employees and 16 hours for clerical employees. The elimination of one (1) furlough day for Safety employees is the equivalent of returning three (3) to four (4) staff members to full-time duty.

- 710103 **Extra Help** (\$60,000) is recommended unchanged based on current expenditures for extra-help staff when additional officers are needed during peak workload periods, and relief for vacations and sick leave. This cost will be fully reimbursed by the Inmate Welfare Fund.

- 710105 **Overtime** (\$70,000) is recommended unchanged for additional staff time to transport prisoners to out-of-County locations, cover shifts due to unexpected activities, overlap of shifts when necessary, upcoming renovations of inmate housing and common areas, and to provide adequate staffing when there are vacant positions.

- 710106 **Standby & Night Premium** (\$35,000) is recommended unchanged for shift differential pay.

- 710110 **Uniform Allowance** (\$45,000) is recommended unchanged based on projected staffing numbers. This account pays the uniform allowance for line 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 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$22,371) is recommended increased \$2,371 based on estimated inmate population, AB 109 and projected wear and tear. These appropriations provide Inmate soap, toothpaste, personal items, etc. (\$7,371), and Inmate replacement clothing (\$15,000).
- 720300** **Communications** (\$11,500) is recommended unchanged based on projected need for the County Law Enforcement Teletype System (CLETS) line rental, a fire alarm system, all telephone lines and charges, internet access, cellular phone service and Live Scan Fingerprint telephone lines.
- 720305** **Microwave Radio Services** (\$17,596) is recommended increased \$4,077, which represents the Department's contribution to the Internal Service Fund for 2012-13 based on the number of radios in this Department utilizing the County's microwave radio network.
- 720500** **Household Expense** (\$82,500) is recommended unchanged based on the projected inmate population and current expenditure levels. This account provides for laundry supplies, janitorial supplies, sheets, pillows, blankets, mattresses, refuse disposal service, and various household supplies including toilet paper, paper towels, laundry soap, bleach, floor wax, floor stripper, polishing/buffing pads, mops, handle and head replacement, mop buckets, wringers, stainless steel cleaner, brooms, garbage cans, can liners, waste baskets, floor safety matting, toilet bowl brushes, etc. The purchase and usage of these cleaning materials has dramatically reduced the number of MRSA cases in the facility.
- 720600** **Insurance** (\$166,491) is recommended reduced \$26,020 for the Department's contribution to the County's Self-Insured Liability Program (\$81,759); 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** (\$52,500) is recommended unchanged for maintenance of all office equipment, hand-held radio units, intercom, fire alarm system, TV surveillance system, I.D. camera, computer, teletype, fire extinguishers, laundry equipment, signs, locks, major kitchen appliances, fuel for generator, and a maintenance agreement for the Cogent Fingerprint System. This account has funded an annual payment of (\$11,815) to re-implement and upgrade our Jail Management System (JMS) and the cost for the JMS maintenance contract (\$33,140) which includes a contractual 2% CPI increase. Effective September 30, 2012, our contract with the current JMS provider terminates. The Department and IT staff are currently looking to contract with a new JMS provider that will provide an adequate system that could be covered by budgeted amount.

SERVICES & SUPPLIES (continued)

- 721000** **Medical, Dental & Laboratory Supplies** (\$10,000) is recommended unchanged to provide the Department with general medical supplies for staff, first aid supplies, latex gloves, and masks.
- 721100** **Memberships** (\$350) are recommended unchanged for membership in the California Law Enforcement Association of Records Supervisors (CLEARS) (\$150), Fresno-Madera Chiefs Association (\$100), and Computerized CLETS User Group (CCUG) (\$100).
- 721300** **Office Expense** (\$17,300) is recommended unchanged for all general office supplies, copy paper, record file folders and a number of various office forms. This account also provides for minor office equipment.
- 721400** **Professional & Specialized Services** (\$3,495,652) is recommended increased \$234,406. Increased costs are due to contractual increase of providing inmate medical and food services. The account provides for the following:
- | | |
|--|--------------|
| Inmate Medical and Health Services Contract (New contractual increase of 2.375%) | \$2,745,630 |
| Food Service Contract (estimated meals for 2012-13 is 438,000 at \$1.569 each,
including sales tax of 7.75%, based on current menu and proposed investment) | 687,222 |
| Drug Screening Lab Expense | 500 |
| Private Security Guards (Hospital, etc.) | 9,000 |
| Psychological Exams and Polygraphs | 2,800 |
| Building Maintenance Services | 42,000 |
| Background Investigations | <u>8,500</u> |
| | \$3,495,652 |
- 721600** **Rents & Leases - Equipment** (\$78,000) is recommended unchanged and based on current expenses for vehicle rental and any copier rental.
- 721800** **Small Tools & Instruments** (\$200) is recommended unchanged for the purchase of minor incidental equipment needed for the operation of the Jail.
- 721900** **Special Departmental Expense** (\$15,000) is recommended increased \$5,000 based on a increased inmate population due to AB 109. This account funds the following:

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

Miscellaneous Various items used at the Jail such as belly chains, leg irons, handcuffs, badges, name tags, patches, training materials, batteries, correctional officer safety equipment, air-pack refills, keys, decals, flashlights, law books, signs, bullet-proof vests, ammunition, and various other miscellaneous items.

722000 Transportation, Travel & Training (\$25,000) is recommended unchanged for costs (registration, meals, lodging, etc.) associated with in-County and out-of-County conferences, meetings, and training sessions. State training requirements are mandated by state STC (standards and training for corrections). This account is sub-vented by STC funding.

722001 Transportation - Prisoners (\$5,000) is recommended unchanged for inmate transportation by private providers to out-of-County locations and other miscellaneous travel requirements.

722100 Utilities (\$330,000) is recommended reduced \$20,000 based on current expenditures and potential savings of lighting conversion.

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 (\$33,195) is recommended unchanged to contract with the Madera Ministerial Association to provide the Jail with Chaplain and counseling services. This expenditure is reimbursed to the General Fund from the Inmate Welfare Trust Fund.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,769,728	1,815,324	1,922,542	1,922,542
710103 Extra Help	142,542	35,000	50,000	50,000
710105 Overtime	140,679	30,000	40,000	40,000
710106 Standby & Night Premium	5,769	8,000	8,000	8,000
710107 Bilingual Pay	0	1,460	1,440	1,440
710110 Uniform Allowance	20,880	23,300	22,000	22,000
710200 Retirement	674,912	645,520	684,720	684,720
710300 Health Insurance	283,064	252,690	294,927	294,927
710400 Workers' Compensation Insurance	17,604	15,411	33,863	33,863
TOTAL SALARIES & EMPLOYEE BENEFITS	3,055,178	2,826,705	3,057,492	3,057,492
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	7,829	9,000	9,000	9,000
720300 Communications	2,264	2,500	2,500	2,500
720500 Household Expense	35,647	25,000	27,000	27,000
720600 Insurance	1,568	1,817	1,398	1,398
720800 Maintenance - Equipment	1,189	6,500	6,500	6,500
720900 Maintenance - Structures & Grounds	592	1,000	1,000	1,000
721100 Memberships	35	35	35	35
721300 Office Expense	3,365	4,000	4,000	4,000
721400 Professional & Specialized Services	585,635	580,000	621,000	621,000
721600 Rents & Leases - Equipment	5,769	4,000	7,500	7,500
721800 Small Tools & Instruments	0	100	100	100
721900 Special Departmental Expense	2,763	2,500	3,500	3,500
722000 Transportation & Travel	1,724	1,000	1,000	1,000
722100 Utilities	195,672	185,000	195,000	195,000
TOTAL SERVICES & SUPPLIES	844,052	822,452	879,533	879,533
TOTAL - JUVENILE HALL	3,899,230	3,649,157	3,937,025	3,937,025

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>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1		1	
Deputy Chief Probation Officer	1		1	
Juvenile Detention Officer I/II	28	8	28	8
Juvenile Detention Officer III	5		5	
Program Assistant I/II	1		1	
Supervising Juvenile Detention Officer	<u>5</u>	<u>1</u>	<u>4</u>	<u>2</u>
Total Permanent	41	9	40	10

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$1,922,542) are recommended increased \$107,218 based on recommended staffing levels.
- 710103** Extra Help (\$50,000) is recommended increased \$15,000 to accurately reflect annual extra help salary cost.
- 710105** Overtime (\$40,000) is recommended increased \$10,000 to accurately reflect annual overtime cost.
- 710106** Standby, Night Premium (\$8,000) is recommended unchanged for the \$3.00 per shift, night work premium.
- 710107** Bilingual Pay (\$1,440) is recommended reduced \$20.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710110 **Uniform Allowance** (\$22,000) is recommended reduced \$1,300 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** (\$9,000) is recommended unchanged 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** (\$27,000) is recommended increased \$2,000 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, 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** (\$621,000) is recommended increased \$41,000 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** (\$7,500) is recommended increased \$3,500 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 increased \$1,000 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 increased \$10,000 for the projected utility costs of the Department.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,353,019	1,855,734	1,945,228	1,945,228
710103 Extra Help	47,519	25,000	0	0
710107 Premium Pay	4,822	2,900	2,900	2,900
710200 Retirement	800,924	654,201	700,791	700,791
710300 Health Insurance	404,560	299,615	341,840	341,840
710400 Workers' Compensation Insurance	45,798	38,171	28,768	28,768
TOTAL SALARIES & EMPLOYEE BENEFITS	3,656,642	2,875,621	3,019,527	3,019,527
SERVICES & SUPPLIES				
720300 Communications	19,139	15,000	16,500	16,500
720305 Microwave Radio Services	38,977	17,574	22,874	22,874
720600 Insurance	5,406	2,386	1,836	1,836
720800 Maintenance - Equipment	0	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	21,306	25,000	25,000	25,000
721100 Memberships	1,641	1,800	1,900	1,900
721300 Office Expense	19,571	12,000	14,500	14,500
721400 Professional & Specialized Services	201,723	62,483	90,800	90,800
721600 Rents & Leases - Equipment	53,826	35,000	38,940	38,940
721700 Rents & Leases - Building	7,497	0	0	0
721900 Special Departmental Expense	41,372	12,000	39,250	39,250
721905 SB 924 Training	37,177	55,000	51,855	51,855
722000 Transportation, Travel & Education	17,544	9,000	10,000	10,000
722001 Transport Prisoners/Wards of Court	609	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	465,788	249,243	315,455	315,455
OTHER CHARGES				
730100 Support & Care of Persons	9,059	10,000	48,000	48,000
TOTAL OTHER CHARGES	9,059	10,000	48,000	48,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
FIXED ASSETS				
740300 Equipment	992	0	0	0
TOTAL FIXED ASSETS	992	0	0	0
TOTAL - PROBATION	4,132,481	3,134,864	3,382,982	3,382,982

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 truancies and non-violent offenses, are committed to the Court Day School and placed on electronic monitoring-house arrest for a period of 180 days.
- **Intensive Supervision Group Home Alternative** - This Program began in October 1986, and was established to control the increasing costs for camp placements. Group Home placements are now restricted to facilities which are of a private, non-profit nature and eligible for welfare funding. There have been as many as 60 juveniles in this Program; however, with new, local alternatives, averages range from 15-20 juveniles.

ADULTS

- **Work Furlough Parole Program** - Work Furlougees are released 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 the 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

WORKLOAD

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Superior Court Investigations	1,278	1,400	1,500
Juvenile Court Disposition	1,019	650	700
Juvenile Referrals	2,411	2,700	2,800
<u>Caseload</u>			
Adult Caseload	3,721	3,925	4,000
Juvenile Caseload	794	796	820

<u>Drug Test Analysis</u>	<u>7/1/10-6/30/11</u>		<u>7/1/11-2/29/12</u>	
	<u>Tested</u>	<u>Positives</u>	<u>Tested</u>	<u>Positives</u>
Adults	687	381 = 55%	422	273 = 65%
Juveniles	703	366 = 52%	390	220 = 56%

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>		<u>2012-13 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	2		2	
Administrative Assistant	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	16	14.25	11	19.25
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	

STAFFING (continued)

<u>Permanent (continued)</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Senior Deputy Probation Officer	3	1	4	
Senior Program Assistant	<u>2</u>		<u>2</u>	
Total Permanent	41	<u>19.25</u>	36	<u>24.25</u>

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,945,228) are recommended increased \$89,494 based on recommended staffing with the inclusion of the Revenue Services Manager and Accounting Technician position reorganization approved by the Board of Supervisors on April 3, 2012.

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

- 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** (\$16,500) is recommended increased \$1,500 for projected telephone costs including new line for the new Probation Revenue Division, facsimile, mobile phone and laptop air card expenses of this Department. 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** (\$22,874) is recommended increased \$5,300 for the Department's contribution to the Internal Service Fund for 2012-13 based on the number of radios in this Department utilizing the County's microwave radio network.

SERVICES & SUPPLIES (continued)

- 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** (\$1,900) is recommended increased \$100 for membership in the Chief Probation Officers of California (\$1,450), the California Association of Probation Services Administrators (\$250), Probation Business Manager's Association (\$100), and the California County Revenue Officer's Association (\$100).
- 721300** **Office Expense** (\$14,500) is recommended increased \$2,500 for general office supplies, subscriptions, law books, and costs related to the monthly billing process of the Probation Revenue Division.
- 721400** **Professional & Specialized Services** (\$90,800) is recommended increased \$28,317 for contracted services for Title IVE claiming (\$15,000), 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 (\$3,000). Included in this account is the cost for ensuring compliance with TANF Title IVA and Title IVE funding by participation in the TANF Consortium (\$4,500), as well as an annual subscription for online legal research services (\$2,500). Additionally, Probation will also have collection costs for the recovery of delinquent debt including commission fees for outside agency service (\$7,400); administration fee for the Franchise Tax Board-Court Order Debt Program (\$4,500); charges for access to DMV software (\$60); and a skip tracing tool-Accurint (\$800).
- 721600** **Rents & Leases - Equipment** (\$38,940) is recommended increased (\$3,940) for rental of copy machines, folding machine for revenue collection services, and the rental of vehicles from the Central Garage.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$39,250) is recommended increased \$27,250 for purchase of narrowband compliant radios (\$11,400) mandated to be operational January 1, 2013, and eight (8) outdated safety vests (\$5,680). Funding for items related to Probation's Outcome Improvement Plan (\$10,000) within County-approved Madera County System Improvement Plan submitted to California State Department of Social Services is also included. These funds are 100% reimbursable from the State. This account funds the 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).
- 721905** **Standards and Training For Corrections Program** (\$51,855) is recommended reduced \$3,145 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 2012-13.
- 722000** **Transportation & Travel** (\$10,000) 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 \$3,500 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 increased \$38,000 for costs associated with delinquent juveniles committed by the Courts to the Department of Juvenile Justice (DJJ). Senate Bill 1021 requires Counties to pay \$24,000 for commitments to the DJJ beginning July 1, 2012.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries		4,540	0	0
710200 Retirement		1,167	0	0
710300 Health Insurance		1,130	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	0	6,837	0	0
SERVICES & SUPPLIES				
722000 Transportation & Travel		112,288	105,177	105,177
TOTAL SERVICES & SUPPLIES	0	112,288	105,177	105,177
TOTAL - PROBATION -CCP (Training)	0	119,125	105,177	105,177

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 second year of the grant, and there is no County General Fund contribution to this budget.

REVENUE

	Actual <u>2011-12</u>	Estimated <u>2012-13</u>
CCP (Training) Revenue	\$13,948	\$105,177

SERVICES & SUPPLIES

722000 **Transportation & Travel** (\$105,177) is recommended reduced \$7,111 for officer training and travel.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SERVICES & SUPPLIES				
721300 Office Expense	0	2,455	1,000	1,000
721400 Professional & Specialized Services	0	97,545	39,431	39,431
TOTAL SERVICES & SUPPLIES	0	100,000	40,431	40,431
TOTAL - PROBATION -CCP (Planning)	0	100,000	40,431	40,431

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. This is a three-year grant that began September 2011, ending June 2014; this is the second year of the grant. There is no County General Fund contribution to this budget.

REVENUE

	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
CCP (Planning) Revenue (Fund 6132)	\$59,569	\$40,431

SERVICES & SUPPLIES

721300 **Office Expense** (1,000) is recommended reduced \$1,455 to provide necessary office supplies.

721400 **Professional & Specialized Services** (\$39,431) is recommended reduced \$58,114 for services provided in the implementation of CCP Planning.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	186,559	227,735	156,385	156,385
710200 Retirement	64,816	81,754	61,228	61,228
710300 Health Insurance	35,286	37,455	26,794	26,794
710400 Worker's Compensation Insurance	798	580	628	628
TOTAL SALARIES & EMPLOYEE BENEFITS	287,458	347,524	245,035	245,035
SERVICES & SUPPLIES				
720300 Communications	1,200	4,000	2,000	2,000
720600 Insurance	174	215	180	180
721300 Office Expense	0	3,500	3,000	3,000
721400 Professional & Specialized Services	0	0	155,360	155,360
721600 Rents & Leases - Equipment	9,490	14,000	9,000	9,000
721900 Special Departmental Expense	17,631	17,808	14,000	14,000
722000 Transportation & Travel	151	1,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	28,646	40,523	185,540	185,540
TOTAL - PROBATION - CRIME PREVENTION ACT OF 2000	316,104	388,047	430,575	430,575

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 2012-13 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

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
State	\$348,967	\$388,047	\$432,728

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Deputy Probation Officer I/II/III	3	1	3	1
Program Assistant	1			1
Senior Deputy Probation Officer	$\frac{1}{5}$	$\frac{1}{1}$	$\frac{1}{3}$	$\frac{1}{3}$
Total Permanent	5	1	3	3

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$156,385) is recommended reduced \$71,350 based on 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** (\$2,000) is recommended reduced \$2,000 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 reduced \$500 to provide necessary office supplies.
- 721400** **Professional & Specialized** (\$155,360) is recommended for contracted services to provide cognitive behavioral therapy, vocational training, educational services, and substance abuse counseling.
- 721600** **Rents & Leases - Equipment** (\$9,000) is recommended reduced \$5,000 for the use of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$14,000) is recommended reduced \$3,808 to fund contracted training services of evidence based practices and curriculum materials.
- 722000** **Transportation & Travel** (\$2,000) is recommended increased \$1,000 to provide funds for various training and associated travel expenses required by the program.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	170,671	185,145	200,885	200,885
710103 Extra Help	19,839	40,000	40,000	40,000
710105 Overtime	4,013	0	0	0
710110 Uniforms	540	0	0	0
710200 Retirement	59,063	67,844	73,267	73,267
710300 Health Insurance	28,957	31,434	27,529	27,529
710400 Worker's' Compensation Insurance	0	549	595	595
TOTAL SALARIES & EMPLOYEE BENEFITS	283,083	324,972	342,276	342,276
SERVICES & SUPPLIES				
720300 Communications	3,662	5,000	4,000	4,000
720600 Insurance	3,000	215	215	215
721300 Office Expense	2,005	13,700	10,000	10,000
721400 Professional & Specialized Services	0	143,000	101,667	101,667
721600 Rents & Leases - Equipment	2,906	7,500	5,000	5,000
721900 Special Departmental Expense	2,586	29,000	10,000	10,000
722000 Transportation & Travel	3,722	8,000	8,000	8,000
TOTAL SERVICES & SUPPLIES	17,881	206,415	138,882	138,882
FIXED ASSETS				
740300 Equipment	0	18,750	0	0
TOTAL FIXED ASSETS	0	18,750	0	0
TOTAL - PROBATION - YOUTHFUL OFFENDER GRANT	300,964	550,137	481,158	481,158

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 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
YOBG Grant Revenue	\$300,963	\$480,563	\$481,158

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Deputy Probation Officer I/II/III	2	2
Juvenile Detention Officer III	1	1
Probation Technician I/II	<u>1</u>	<u>1</u>
Total	4	4

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$200,885) are recommended increased \$15,740 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$40,000) is recommended unchanged to provide a 0.25 FTE Mental Health Clinician for the Boot Camp Program at Juvenile Hall.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

SALARIES & EMPLOYEE BENEFITS (continued)

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

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

SERVICES & SUPPLIES

720300 **Communications** (\$4,000) is recommended reduced \$1,000 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 reduced \$3,700 based on anticipated expenditures for office supplies.

721400 **Professional & Specialized Services** (\$101,667) is recommended reduced \$41,333 to provide for contracts with juvenile assessment services (\$28,667), Juvenile Day Reporting Program (\$60,000), and miscellaneous training (\$13,000).

721600 **Rents & Leases - Equipment** (\$5,000) is recommended reduced \$2,500 to provide for the use of vehicles from Central Garage.

721900 **Special Departmental Expense** (\$10,000) is recommended reduced \$19,000 for CBO contracted services related to the Juvenile Day Reporting Program.

722000 **Transportation & Travel** (\$8,000) is recommended unchanged for required officer training.

FIXED ASSETS

740301 **Fixed Assets** (\$0) Fixed assets are not recommended.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721300 Office Expense	8,644	3,400	12,100	12,100
721400 Professional & Specialized Services	41,781	34,099	83,028	83,028
721700 Rents & Leases - Buildings	7,497	0	0	0
721900 Special Departmental Expense	5,122	52,460	872	872
722000 Transportation & Travel	844	2,924	4,000	4,000
TOTAL SERVICES & SUPPLIES	63,888	92,883	100,000	100,000
TOTAL - PROBATION - YOUTHFUL OFFENDER GRANT	63,888	92,883 *	100,000	100,000

*2011-12 Appropriations for this Org Key were approved after the adoption of the 2011-12 Final Budget and are not reflected in the budget summary.

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), awarded the Madera County Probation Department the Proud Parenting Program grant in the amount of \$100,000 for FY 2012-13.

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Proud Parenting Program Grant Revenue	\$66,476	\$92,883	\$100,000

SERVICES & SUPPLIES

- 721300** **Office Expense** (\$12,100) is recommended increased \$8,700 to provide necessary office supplies.
- 721400** **Professional & Specialized Services** (\$83,028) is recommended increased \$48,929 for contracted Curriculum Facilitator, Mentoring Coordinator, and Recreational Leadership program services.
- 721900** **Special Departmental** (\$872) is recommended reduced \$51,588 for mentor background checks. All contracted services will be under the Professional & Specialized Services account.
- 722000** **Transportation and Travel** (\$4,000) is recommended increased \$1,076 for training, and participant field trip costs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710103 Extra Help	0	3,624	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	0	3,624	0	0
 SERVICES & SUPPLIES				
721300 Office Expense	108	1,384	0	0
721400 Professional & Specialized Services	11,200	17,940	0	0
722000 Transportation & Travel	5,412	7,760	0	0
TOTAL SERVICES & SUPPLIES	16,720	27,084	0	0
 TOTAL - PROBATION - JABG/ART	16,720	30,708	0	0

COMMENTS

In May 2007, Governor Schwazenegger 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	117,360	78,404	0	0
722000 Transportation & Travel	302	506	0	0
TOTAL SERVICES & SUPPLIES	117,662	78,910	0	0
FIXED ASSETS				
740301 Furniture/Equipment	992	0	0	0
TOTAL FIXED ASSETS	992	0	0	0
TOTAL - PROBATION - JAG/ARRA	118,654	78,910	0	0

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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	537,167	657,339	657,339
710103 Extra Help	0	39,000	0	0
710200 Retirement	0	185,624	233,911	233,911
710300 Health Insurance	0	117,853	154,465	154,465
TOTAL SALARIES & EMPLOYEE BENEFITS	0	879,644	1,045,715	1,045,715
SERVICES & SUPPLIES				
720300 Communications	0	3,800	6,000	6,000
720600 Insurance	0	300	300	300
721300 Office Expense	0	5,000	5,000	5,000
721400 Professional & Specialized Services	0	513,000	246,700	246,700
721600 Rents & Leases - Equipment	0	6,500	25,000	25,000
721900 Special Departmental Expense	0	37,000	20,000	20,000
722000 Transportation & Travel	0	3,500	3,500	3,500
TOTAL SERVICES & SUPPLIES	0	569,100	306,500	306,500
FIXED ASSETS				
740300 Equipment	0	26,432	0	0
TOTAL FIXED ASSETS	0	26,432	0	0
TOTAL - PROBATION - CCPIA	0	1,475,176 *	1,352,215	1,352,215

*2011-12 Appropriations for this Org Key were approved after the adoption of the 2011-12 Final Budget.

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

	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
CCCPI (SB678) Revenue	\$1,475,176	\$1,352,215

STAFFING

	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Administrative Assistant	1	1
Deputy Chief Probation Officer	1	1
Deputy Probation Officer I/II/III	7	7
Probation Technician I/II	4	4
Program Assistant I/II	<u>1</u>	<u>1</u>
Total	14	14

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$657,339) are recommended increased \$120,172 based on full-year 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,000) is recommended increased \$2,200 based on the telecommunications costs of this program.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$5,000) is recommended unchanged for general office supplies.
- 721400** **Professional & Specialized Services** (\$246,700) is recommended reduced \$266,300 for contracts with Behavioral Intervention, Inc. for the adult Day Reporting Program, and contracted training with National Council on Crime and Delinquency (NCCD) (\$13,000).
- 721600** **Rents & Leases - Equipment** (\$25,000) is recommended increased \$18,500 for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$20,000) is recommended reduced \$17,000 for miscellaneous safety equipment and ammunition required for officers carrying weapons to maintain weapon proficiency.
- 722000** **Transportation & Travel** (\$3,500) is recommended unchanged for officer training and travel.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	440,577	291,142	291,142
710200 Retirement	0	147,294	104,255	104,255
710300 Health Insurance	0	97,792	63,401	63,401
TOTAL SALARIES & EMPLOYEE BENEFITS	0	685,663	458,798	458,798
SERVICES & SUPPLIES				
720300 Communications	0	5,000	7,500	7,500
720600 Insurance	0	35,077	2,500	2,500
721300 Office Expense	0	7,500	15,000	15,000
721400 Professional & Specialized Services	0	215,000	552,833	552,833
721600 Rents & Leases - Equipment	0	30,000	30,000	30,000
721900 Special Departmental Expense	0	375,000	85,000	85,000
TOTAL SERVICES & SUPPLIES	0	667,577	692,833	692,833
FIXED ASSETS				
740300 Equipment	0	100,000	30,000	30,000
TOTAL FIXED ASSETS	0	100,000	30,000	30,000
OPERATING TRANSFER OUT				
750000 Operating Transfer Out	0	235,000	1,113,675	1,113,675
TOTAL OPERATING TRANSFER OUT	0	235,000	1,113,675	1,113,675
TOTAL - PROBATION - AB109	0	1,688,240 *	2,295,306	2,295,306

* 2011-12 Appropriations for the Org Key were approved after the adoption of the 2011-12 Final Budget.

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 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.

REVENUE

	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
LCC (AB109) Revenue	\$1,688,240	\$2,295,306

STAFFING

	<u>2011-12 Authorized</u>	2012-13 Recommended	
		<u>Funded</u>	<u>Unfunded</u>
Deputy Probation Officer I/II/III	4	4	0
Sr Deputy Probation Officer	1	1	0
Correctional Officer I/II	<u>6</u>	<u>0</u>	<u>6*</u>
Total	11	5	6

*Six positions are funded in the Department of Corrections budget

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$291,142) are recommended reduced \$149,435 based on 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$7,500) is recommended increased \$2,500 based on the telecommunications costs of this program.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$15,000) is recommended increased \$7,500 for general office supplies.
- 721400** **Professional & Specialized Services** (\$552,833) is recommended increased \$337,833 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 and services provided to AB109 clients by Work Force Development.
- 721600** **Rents & Leases - Equipment** (\$30,000) is recommended unchanged for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$85,000) is recommended reduced \$290,000 for miscellaneous safety equipment and ammunition required to maintain weapon proficiency for officers carrying weapons.

FIXED ASSETS

- 740300** **Fixed Assets** (\$30,000) is recommended reduced \$70,000 for equipment upgrades related to the federally-mandated narrow banding requirement set for the first quarter of 2013.

INTRAFUND TRANSFERS

- 750000** **Operating Transfer Out** (\$1,113,675) is recommended for transfer to Department of Corrections, Behavioral Health Services and Sheriff-Anti-Drug Abuse for costs related to offender treatment programs, incarceration, and crime suppression. This account will also reimburse General Fund Departments for central support costs.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	193,419	204,441	210,378	210,378
710103 Extra Help	13,694	10,000	10,000	10,000
710104 Temporary Salaries - PCF	165,733	220,000	210,000	210,000
710200 Retirement	63,152	52,529	56,036	56,036
710300 Health Insurance	18,093	13,856	19,807	19,807
710400 Workers' Compensation Insurance	82,735	55,138	46,617	46,617
TOTAL SALARIES & EMPLOYEE BENEFITS	536,826	555,964	552,838	552,838
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	25,314	25,000	25,000	25,000
720300 Communications	15,159	15,000	15,000	15,000
720305 Microwave Radio Services	44,727	47,315	61,584	61,584
720500 Household Expense	15,822	16,000	16,000	16,000
720600 Insurance	5,143	1,517	1,110	1,110
720800 Maintenance - Equipment	361,871	350,000	350,000	350,000
720900 Maintenance - Structures & Grounds	8,426	8,000	23,000	23,000
721100 Memberships	11,344	12,000	12,000	12,000
721300 Office Expense	6,652	9,500	9,500	9,500
721400 Professional & Specialized Services	2,895,829	3,141,719	3,290,119	3,290,119
721500 Publications & Legal Notices	968	1,200	1,200	1,200
721600 Rents & Leases - Equipment	2,680	3,000	3,000	3,000
721700 Rents & Leases - Building	33,180	31,859	33,000	33,000
721800 Small Tools & Instruments	1,281	3,000	3,000	3,000
721900 Special Departmental Expense	41,463	55,000	45,000	45,000
722000 Transportation & Travel	670	750	750	750
722100 Utilities	65,028	70,000	70,000	70,000
TOTAL SERVICES & SUPPLIES	3,535,557	3,790,860	3,959,263	3,959,263

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
FIXED ASSETS				
740300 Equipment/Furniture	26,141	0	0	0
TOTAL FIXED ASSETS	26,141	0	0	0
TOTAL - FIRE PREVENTION	4,098,524	4,346,824	4,512,101	4,512,101

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 fifteen (15) fire stations, approximately 165 volunteers, 30 permanent-paid personnel, and 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 #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 15th to May 15th, improving the County’s response during the winter period when CAL FIRE is down-staffed. The Amador Plan allows the County to utilize the CAL FIRE Fire Captains and Fire Apparatus Engineers (operators) at no charge, when they are not on vacation, at training or out sick or

COMMENTS (continued)

Fire Department Description (continued)

injured, during the Amador period. Since CAL FIRE requires a minimum of 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 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, and equipment preparation and cleanup. Their presence improves firefighter safety and enables us to be more effective at most incidents.

III. REVENUE

The Madera County Fire Department generates revenue primarily from four (4) sources: suppression cost collection for negligently caused fires; Federal and State reimbursement for County equipment and personnel used to fight State and Federal responsibility fires; Weed Abatement program; and CSA 22 Zone "B". The following is a breakdown of the actual and anticipated revenues generated by the Fire Department:

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Suppression Cost Collection	\$6,101	\$3,000	\$3,000
Federal, State & Local Reimbursement	201,170	132,307	130,000
Madera County Weed Abatement	58,603	35,000	30,000
CSA 22 Zone of Benefit "B"	<u>186,161</u>	<u>180,000</u>	<u>200,000</u>
Total	<u>\$452,035</u>	<u>\$350,307</u>	<u>\$363,000</u>

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

IV. STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	0	1	0	1
Account Clerk II	1		1	
Office Assistant II	1		1	
Fire Master Mechanic	2		2	
Fire Equipment Manager	<u>1</u>		<u>1</u>	
Total Permanent	5	<u>1</u>	5	<u>1</u>

V. EXTRA HELP

Extra Help - Weed Abatement Officer - \$10,000

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 for FY 2012-13 includes the following items:

- The preliminary staff benefit rate for CAL FIRE Peace Officer/Firefighter (POF) staff is 62.79%, up from the FY 2011-12 final rate of 56.26%.
- The preliminary staff benefit rate for CAL FIRE POF Extended Duty Week Compensation (EDWC) staff is 29.15%, up from the FY 2011-12 final rate of 28.87%.
- The preliminary CAL FIRE administrative rate is 11.51%, down from the FY 2011-12 final rate of 11.96%.

VI. WORKLOAD

<u>STATIONS</u>	<u>CY 2008*</u>	<u>CY 2009*</u>	<u>CY 2010*</u>	<u>CY 2011*</u>
<u>Battalion 13 (Madera Battalion)</u>				
Station #1 Madera (Company 1) CAL FIRE Staffed	1,098	1,034	999	924
Station #2 Chowchilla (Company 2)	505	369	340	369
Station #3 Madera Acres (Company 3) CAL FIRE Staffed	932	899	788	790
Station #4 Dairyland (Company 4)	98	24	1	158
Station #5 Central California Women's Facility (Company 5) CCWF Staffed	420	385	334	370
Station #9 Rolling Hills (Company 9) CAL FIRE Staffed	266	233	200	256
Station #19 Bonadelle (Company 19) CAL FIRE Staffed	606	596	637	598
<u>Battalion 4214 (Ahwahnee Battalion)</u>				
Station #12 Oakhurst (Company 12) CAL FIRE Staffed	455	478	578	536
Station #14 Bass Lake (Company 14)	168	198	211	99
Station #15 Raymond (Company 15)	60	65	88	78
Station #16 Ahwahnee (Company 16)	219	200	203	90
Station #18 Cedar Valley (Company 18)	147	103	162	68
<u>Battalion 4215 (Coarsegold Battalion)</u>				
Station #8 Indian Lakes (Company 8) (Casino) CAL FIRE Staffed	500	517	588	641
Station #10 Yosemite Lakes Park (Company 10)	321	332	317	147
Station #11 North Fork (Company 11)	287	280	273	81
Station #13 Coarsegold (Company 13)	249	220	221	259
Station #17 O'Neals (Company 17)	<u>99</u>	<u>96</u>	<u>88</u>	<u>103</u>
TOTAL FOR COUNTY STATIONS	6,430	6,029	6,028	5,567

VI. WORKLOAD (continued)

AMADOR Stations (Amador coverage period only)	<u>CY 2008</u>	<u>CY 2009*</u>	<u>CY 2010*</u>	<u>CY 2011*</u>
Ahwahnee CAL FIRE	152	146	28	188
Bass Lake CAL FIRE	132	137	122	138
Rancheria CAL FIRE	153	168	122	160
Raymond CAL FIRE	<u>42</u>	<u>49</u>	<u>3</u>	<u>28</u>
TOTAL FOR CAL FIRE STATIONS	479	500	275	514
TOTAL FOR ALL STATIONS	6,909	6,529	6,303	6,081

*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)**

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>	<u>Recommended</u>
(1) Captain	Station #1 Madera - Company 1	\$ 136,217
(2) Engineers	Station #1 Madera - Company 1	234,858
(1) Captain	Station #3 Madera Acres - Company 3	136,217
(2) Engineers	Station #3 Madera Acres - Company 3	234,858
(1) Captain	Station #9 Rolling Hills - Company 9	136,217
(2) Engineers	Station #9 Rolling Hills - Company 9	234,858
(1) Captain	Station #12 Oakhurst - Company 12	136,217
(2) Engineers	Station #12 Oakhurst - Company 12	234,858
(1) Captain	Station #19 Bonadelle - Company 19	136,217
(2) Engineers	Station #19 Bonadelle - Company 19	234,858
(2) Battalion Chief	B13 and Administrative BC	320,905

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

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>	<u>Recommended</u>
(1) Captain	Madera – Training	0
(2) Communication Operators	Mariposa - Emergency Command Center	165,962
(1) Office Technician (half-time)	Mariposa - Support Services	31,663
(1) Office Assistant (half-time)	Mariposa - Support Services	27,414
(1) Engineer – Relief	County-wide	<u>0</u>

TOTAL CAL FIRE STAFFING COST (Not including AMADOR & Station #8 Costs) \$2,401,319

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$210,378) is recommended increased \$5,937 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** (\$210,000) is recommended reduced \$10,000 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.

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** (\$61,584) is recommended increased \$14,269 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 such items 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 increased \$15,000 for minor maintenance at 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 volunteers 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.

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$3,290,119) is recommended increased \$148,400, as per the following accounts:

(Note: Total Recommended for CAL FIRE Contract - \$3,244,319, an increase of \$154,400.)

<u>CAL FIRE Contract* (SCHEDULE A)</u>	<u>2009-10 Authorized</u>	<u>2010-11 Authorized</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Permanent Salaries & Benefits	\$1,788,559	\$1,678,019	\$1,660,313	\$1,781,612
HAZMAT Premium Pay Differential	15,634	15,729	24,377	25,395
EDWC Payment (Planned Overtime)	621,752	554,603	606,630	619,703
Uniform Allowance	26,889	23,594	23,362	23,411
Overtime (Unplanned)	29,000	29,421	29,421	29,421
Travel Expense/Training/Office Expense/Utilities	9,000	11,260	11,260	11,285
Paid Call Firefighters	150,000	150,000	0	0
Administration Fee	290,491	272,366	281,701	286,694
Amador – FF staffing, Command Support				
Unplanned OT	(4 stations)	(2 Stations)	(4 Stations)	(4 Stations)
(Including Administrative Charge)	<u>482,146</u>	<u>221,572</u>	<u>452,855</u>	<u>466,798</u>
TOTAL CAL FIRE CONTRACT	\$3,413,471	\$2,956,564	\$3,089,919	\$3,244,319
(Not including Station #8)				

RECAP OF State CAL FIRE Schedule A Contract:

Permanent Salaries & Benefits (\$1,781,612) are recommended increased \$121,299 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 (\$25,395) is recommended increased \$1,018.

EDWC Payment (\$619,703) is recommended increased \$13,073 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued)

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

Uniform Allowance (\$23,411) is recommended increased \$49 for CAL FIRE personnel (uniform allowance).

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

Travel, Training and Office Expense (\$11,285) is recommended increased \$25 for relief operators' mileage between stations, training conferences for permanent staff, and incidental office expense.

Administration Charge (\$286,694) is recommended increased \$4,993 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 2012-13 preliminary administration charge is 11.51%.

Amador Stations and Support Command Cost (\$466,798) is recommended increased \$13,943. This account represents the cost of the Amador Plan Stations (CAL FIRE Ahwahnee, Bass Lake, Rancheria and Raymond), with two-person staffing at each of the four stations. The Amador Stations were established in 1999-2000. These funds pay for CAL FIRE seasonal Fire Fighter I's during the Amador period (non-fire season). An 11.51% administrative charge is also included in this account.

Weed Abatement Program (\$30,000) is recommended reduced \$6,000 to contract for the removal of weeds; the costs are reimbursed by the property owners. These funds are not part of the State CAL FIRE contract.

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. These funds are not part of the State CAL FIRE contract.

Paid Call Firefighter Physical (\$8,000) is recommended unchanged for respiratory exams and physicals. These funds are not part of the State CAL FIRE contract.

721500 **Publications & Legal Notices** (\$1,200) is recommended unchanged for weed abatement notices and recruitment of Paid Call Firefighters.

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 increased \$1,141 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** (\$45,000) is recommended reduced \$10,000 for fire fighting 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 - \$5,300 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,863	5,000	5,000	5,000
720300 Communications	1,825	1,300	1,800	1,800
720500 Household Expense	2,126	3,000	3,000	3,000
720800 Maintenance - Equipment	27,145	32,000	32,000	32,000
720900 Maintenance - Structures & Grounds	1,981	2,000	2,000	2,000
721300 Office Expense	932	1,300	1,300	1,300
721400 Professional & Specialized Services	521,904	587,724	617,204	617,204
721800 Small Tools & Instruments	0	400	400	400
721900 Special Departmental Expense	4,857	7,000	7,000	7,000
722100 Utilities	9,295	9,000	9,300	9,300
TOTAL SERVICES & SUPPLIES	574,928	648,724	679,004	679,004
TOTAL - FIRE - CHUKCHANSI INDIAN CASINO	574,928	648,724	679,004	679,004

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 2008</u>	<u>CY 2009</u>	<u>CY 2010</u>	<u>CY 2011</u>
Station #8 Indian Lakes (Company 8) Casino Incidents	500	517	588	641

REVENUE

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Chukchansi Indian Tribe and SB 621 Funds	\$574,192*	\$540,993*	\$570,000*	\$671,204*

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

STAFFING – CAL FIRE (Schedule A Staff)

**Estimated 12-Month
Employee Salary & Benefit Cost
(Includes Salary, EDWC & Staff Benefits Only)
2012-13**

<u>CAL FIRE Classification</u>	<u>Station</u>	<u>Recommended</u>
(1) Captain	Indian Lakes #8 (Company 8 - Casino)	\$136,217
(2) Engineer	Indian Lakes #8 (Company 8 - Casino)	\$234,858
(2) Fire Fighter I	Indian Lakes #8 (Company 8 - Casino)	<u>\$172,156</u>
TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES		\$543,231

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 increased \$500 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 - \$15,000 to rebuild projects as allowed, and for additional vehicle maintenance.

Vehicle Maintenance - \$13,000 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.

SERVICES & SUPPLIES (continued)

Maintenance – Equipment (continued)

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

720900 **Maintenance - Structures & Grounds** (\$2,000) is recommended unchanged for minor maintenance at Station #8.

721300 **Office Expense** (\$1,300) is recommended unchanged for general office supplies and minor computer supplies and equipment.

721400 **Professional & Specialized Services** (\$617,204) is recommended increased \$29,480 for the salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charge for five CAL FIRE firefighters as follows:

CAL FIRE (Schedule A for Chukchansi Indian Casino)

	<u>2009-10</u> <u>Authorized</u>	<u>2010-11</u> <u>Authorized</u>	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>Recommended</u>
Permanent Salaries & Benefits	\$354,872	\$372,523	\$371,146	\$392,559
EDWC Payment (Planned Overtime)	132,348	132,136	143,541	150,672
Uniform Allowance	5,432	5,423	5,348	5,360
Overtime (Unplanned)	4,906	4,906	4,906	4,906
Administrative Charge	<u>54,731</u>	<u>56,958</u>	<u>62,783</u>	<u>63,707</u>
TOTAL CAL FIRE STAFFING COST FOR STATION #8 INDIAN LAKES	\$552,289	\$571,946	\$587,724	\$617,204

RECAP OF State CAL FIRE Schedule A Contract:

Permanent Salaries & Benefits (\$392,559) are recommended increased \$21,413 for CAL FIRE staffing for Station #8 Indian Lakes.

EDWC Payment (\$150,672) is recommended increased \$7,131 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

SERVICES & SUPPLIES (continued)

RECAP OF State CAL FIRE Schedule A Contract (continued)

Uniform Allowance (\$5,360) is recommended increased \$12 to provide the uniform allowance for CAL FIRE personnel.

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

Administration Charge (\$63,707) is recommended increased \$924 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 2012-2013 preliminary administration charge is 11.51%.

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 PR 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 increased \$300 for utilities at Station #8.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	815,527	676,768	739,858	739,858
710103 Extra Help	94,699	168,505	102,536	102,536
710106 Standby & Night Premium	345	250	250	250
710200 Retirement	205,582	173,889	202,650	202,650
710300 Health Insurance	124,183	130,062	132,296	132,296
710400 Workers' Compensation Insurance	3,164	2,659	2,921	2,921
TOTAL SALARIES & EMPLOYEE BENEFITS	1,243,500	1,152,133	1,180,511	1,180,511
SERVICES & SUPPLIES				
720100 Agricultural	12,498	16,500	16,500	16,500
720200 Clothing & Personal Supplies	575	250	250	250
720300 Communications	2,189	3,000	3,000	3,000
720500 Household Expense	35	50	50	50
720600 Insurance	1,665	1,948	1,492	1,492
720800 Maintenance - Equipment	4,150	5,500	5,500	5,500
721000 Medical, Dental & Lab Supplies	3	100	100	100
721100 Memberships	2,625	2,625	2,650	2,650
721300 Office Expense	3,312	4,000	4,000	4,000
721400 Professional & Specialized Services	22,599	23,000	15,000	15,000
721600 Rents & Leases - Equipment	77,431	61,000	61,000	61,000
721800 Small Tools & Instruments	97	500	500	500
721900 Special Departmental Expense	656	1,000	1,000	1,000
722000 Transportation & Travel	3,462	5,000	5,000	5,000
722020 Central Garage Services	9,418	16,500	16,500	16,500
TOTAL SERVICES & SUPPLIES	140,715	140,973	132,542	132,542
TOTAL - AG. COMMISSIONER/WTS & MEASURES	1,384,215	1,293,106	1,313,053	1,313,053

COMMENTS

The Agricultural Commissioner serves as the local regulatory arm of the California Department of Food and Agriculture, and the Cal-EPA Department of Pesticide Regulation. The Department is responsible for statewide programs which protect the agricultural industry, the environment, and welfare of the general public. Examples of these programs include: pesticide use enforcement; nursery and apiary (bee) inspection; standardization of fruits, vegetables, and eggs; oversight of the direct marketing and organic products; activities which prevent the entry and establishment of exotic pests in the state; and compilation of crop production values and economic losses due to weather-related events.

The Sealer of Weights and Measures is mandated by state law to protect the interests of consumers and businesses by ensuring honesty and integrity in the marketplace. This is accomplished through a continuous and systematic inspection of all devices that use weight or measure as the basis of a commercial transaction. Point-of-sale (scanner) systems are also checked for accuracy; packaged products are inspected to ensure correct net contents. Virtually every transaction involving the exchange of goods, property, and service is affected in a vital way by some form of weight and measures.

WORKLOAD - AGRICULTURAL COMMISSIONER

<u>Category Work</u>	Man-hours Actual <u>2010-11</u>	Man-hours Estimated <u>2011-12</u>	Man-hours Projected Need <u>2012-13</u>
Pest Detection*	4,761	5,126	5,800
Integrated Pest Control	21	10	20
Pest Management**	5,544	5,040	4,900
Pest Exclusion	2,380	2,430	3,000
Pesticide Use Enforcement	11,226	9,671	11,600
Nursery and Seed Inspection	79	96	150
F & V, Egg Quality Control, Organic Producers	151	248	300
Apiary Inspections	12	20	50
Crop Statistics	370	483	560

*Includes Pest Detection Trapping Program (Extra Help)

**Includes GWSS Trapping Program (Extra Help)

WORKLOAD - WEIGHTS & MEASURES

<u>Category Work</u>	Man-hours Actual <u>2010-11</u>	Man-hours Estimated <u>2011-12</u>	Man-hours Projected Need <u>2012-13</u>
Device Inspections, Service Agents	1,703	2,276	3,000
Weighmaster Program	43	40	150
Petroleum	206	92	200
Quantity Control	34	2	50

REVENUE

	Actual <u>2010-11</u>	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
State - Agricultural Administration	\$287,070	\$235,774	\$195,580
State - Agricultural Pest Trapping	102,426	109,534	109,034
State - Pesticide	359,042	300,000	300,000
State - Agriculture-Glassy-Winged Sharpshooter	160,333	131,671	180,000
Agricultural Services	334,102	311,800	311,500
Sales and Other	<u>10,036</u>	<u>10,100</u>	<u>13,100</u>
TOTAL	\$1,253,009	\$1,098,879	\$1,109,214

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
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

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$739,858) is recommended increased \$63,090 based on the cost of recommended staff.
- 710103** **Extra Help** (\$102,536) is recommended reduced \$65,969 due primarily to the elimination of funding for the Extra Help annuitant serving in the Agricultural Commissioner/Sealer capacity. This position is now funded through the Permanent Salaries account. This account also provides funding for a Weights and Measures retired annuitant (\$8,016) which was transferred from the Professional Services account and employees to perform insect trapping activities associated with State contracts (\$94,520).
- 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** (\$16,500) is recommended unchanged for gas cartridges which are resold at cost to growers for squirrel control. These costs are fully recovered when the items are sold.
- 720200** **Clothing & Personal Supplies** (\$250) is recommended unchanged for protective clothing, gloves, aprons, masks, etc. to ensure compliance with State safety regulations.
- 720300** **Communications** (\$3,000) is recommended unchanged as it reflects the actual communication expense.
- 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.

SERVICES & SUPPLIES (continued)

- 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 increased by \$25 for Department Head memberships in the California Agricultural Commissioners and Sealers Association (\$2,500), San Joaquin Valley Agricultural Commissioners and Sealers Association (\$50), National Conference on Weights and Measures (\$75), and Western Weights and Measures Association (\$25).
- 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 reduced \$8,000 for expenses related to administrative hearings, testing of meters under agreement with Merced County, and other services as required. The expense of contracting with a retired annuitant for training and enforcement assistance in the Weights and Measures programs (\$8,000) has been transferred to the Extra Help account (710103).
- 721600** **Rents & Leases - Equipment** (\$61,000) is recommended unchanged for the rental of vehicles from Central Garage, and for the copy machine lease (\$3,000). 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** (\$1,000) is recommended unchanged to purchase 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.
- 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.

SERVICES & SUPPLIES (continued)

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 2012-13. The Department expects to recover approximately \$8,500 of this expense from the GWSS trapping contract. The 2012-13 recommended budget estimate reflects the minimum anticipated expenditure for this account.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department:

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

Function:

Public Protection

Activity:

Protective Inspection

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	70,974	74,522	78,249	78,249
710103 Extra Help	8,392	49,540	45,000	45,000
710200 Retirement	22,550	25,110	27,102	27,102
710300 Health Insurance	6,806	7,243	7,351	7,351
710400 Workers' Compensation	304	235	254	254
TOTAL SALARIES & EMPLOYEE BENEFITS	109,026	156,650	157,956	157,956
SERVICES & SUPPLIES				
720300 Communications	1,342	1,700	1,700	1,700
720600 Insurance	5,095	5,327	3,730	3,730
721100 Memberships	0	150	150	150
721300 Office Expense	2,607	750	750	750
721400 Professional & Specialized Services	8,563	0	0	0
721600 Rents & Leases - Equipment	0	5,000	5,000	5,000
721800 Small Tools & Instruments	0	375	375	375
722000 Transportation & Travel	0	750	750	750
TOTAL SERVICES & SUPPLIES	17,607	14,052	12,455	12,455
TOTAL - RMA - FIRE PREVENTION FOR LAND DEVELOPMENT	126,633	170,702	170,411	170,411

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.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
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** (\$78,249) are recommended increased \$3,727 based on the cost of recommended staffing.

710103 **Extra Help** (\$45,000) is recommended reduced \$4,540 to provide clerical support for 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. These duties were previously provided under contracted services.

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

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

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

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,700) is recommended unchanged for the estimated telephone costs of this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721100** **Memberships** (\$150) is recommended unchanged for the estimated membership requirements needed for department personnel to attend code training; which is a State-mandated training.
- 721300** **Office Expense** (\$750) is recommended unchanged to purchase code updates and general office supplies.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended unchanged for rental costs of 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. California Health and Safety Code requires ongoing education to maintain certification.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	580,734	601,601	519,484	519,484
710103 Extra Help	62,568	74,000	116,959	116,959
710200 Retirement	145,279	154,575	169,523	169,523
710300 Health Insurance	62,887	64,146	89,396	89,396
710400 Workers' Compensation Insurance	24,198	25,570	33,210	33,210
TOTAL SALARIES & EMPLOYEE BENEFITS	875,666	919,892	928,572	928,572
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	0	350	700	350
720300 Communications	6,803	6,516	6,000	6,000
720600 Insurance	8,377	8,772	6,227	6,227
720800 Maintenance - Equipment	0	350	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	470	520	600	600
721200 Miscellaneous Expense	35,897	0	0	0
721300 Office Expense	13,077	7,500	7,500	7,500
721400 Professional & Specialized Services	0	2,000	12,000	2,000
721500 Publications & Legal Notices	182	100	100	100
721600 Rents & Leases - Equipment	43,722	48,200	32,000	32,000
721800 Small Tools & Instruments	192	250	500	500
721900 Special Departmental Expense	130	750	750	750
722000 Transportation & Travel	7,758	6,000	7,000	7,000
TOTAL SERVICES & SUPPLIES	116,608	81,353	73,722	63,372
TOTAL - RMA - BUILDING INSPECTION	992,274	1,001,245	1,002,294	991,944

COMMENTS

Building Inspection is under the jurisdiction of the Resource Management Agency – Engineering Department. The budget was established to more accurately reflect the use of staffing and other expenses in the areas of building code enforcement.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Construction Permits	\$627,649	\$550,000	\$571,650
Grading Permits	4,850	0	0
Plan Checking	356,686	300,000	319,650
Miscellaneous Revenue	<u>41,674</u>	<u>0</u>	<u>80,000</u>
Total Revenue	\$1,030,859	\$850,000	\$971,300

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>		<u>2012-13 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
County Building Official *	0		1		
Building Inspector I/II	3	2	3	2	
Commercial Plan Checker	1		0		1**
Permit Coordinator *	1		0		
Plan Checker	4		4		
Permit Technician	1	1	2		
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	
Total Permanent Staffing	10	4	10	3	1

*Permit Coordinator Job Classification was eliminated and replaced with County Building Official.

** The Commercial Plan Checker position is recommended to be eliminated.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$519,484) are recommended reduced \$82,117 based on the cost of recommended staffing.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$116,959) is recommended increased \$42,959 so that the Department may continue funding a Program Assistant and two Building Inspector II's, who have been assisting the department due to the increased permit activities and inspections at the Jail Expansion project.
- 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.
- 720300** **Communications** (\$6,000) is recommended reduced \$516, and funds phone service at the Bass Lake Office, and the cost of 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. Also included 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 reduced \$50 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** (\$600) is recommended increased \$80 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 (\$60).

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$7,500) is recommended unchanged for the purchase of printed forms, office supplies, computer supplies and printer paper.
- 721400** **Professional & Specialized Services** (\$2,000) is recommended unchanged to fund the use of outside contractors for specialized plan checking for which staff does not have the necessary expertise.
- 721500** **Publications and Legal Notices** (\$100) is recommended unchanged for public notices of Relocation Hearings.
- 721600** **Rents & Leases - Equipment** (\$32,000) is recommended reduced \$16,200 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 increased \$250 based on current and projected staffing levels and building inspection activity.
- 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 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** (\$7,000) is recommended increased \$1,000 for CASp training and certification (mandated training for the inspection staff), and training on the 2012 California Building Codes. Also, as extra-help inspectors are hired, they are typically behind the curve with recent training mandates; as such, additional training is required. Per Health & Safety Code Section 18949.29, 45 hours of continuing education is required every three years for Building Officials, Plans Examiners and Building Inspectors.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	422,825	416,230	388,015	388,015
710103 Extra Help	716	720	0	0
710200 Retirement	108,450	110,915	107,320	107,320
710300 Health Insurance	73,876	69,169	82,786	82,786
710400 Workers' Compensation Insurance	2,474	1,927	2,048	2,048
715000 Other Benefits	750	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	609,091	598,961	580,169	580,169
SERVICES & SUPPLIES				
720300 Communications	2,622	3,000	2,800	2,800
720600 Insurance	172	196	165	165
720800 Maintenance - Equipment	8,368	6,000	6,000	6,000
721100 Memberships	825	825	825	825
721300 Office Expense	15,045	14,000	14,000	14,000
721400 Professional & Specialized Services	44,104	29,000	40,000	40,000
721600 Rents & Leases - Equipment	2,227	4,200	4,200	4,200
721700 Rents & Leases - Buildings	9,951	12,000	12,000	12,000
722000 Transportation & Travel	4,853	5,000	7,000	7,000
TOTAL SERVICES & SUPPLIES	88,167	74,221	86,990	86,990
FIXED ASSETS				
740300 Equipment	21,750	0	0	0
TOTAL FIXED ASSETS	21,750	0	0	0
TOTAL - COUNTY CLERK-RECORDER	719,008	673,182	667,159	667,159

COMMENTS

COUNTY CLERK'S OFFICE – This division files fictitious business name statements and powers of attorney of sureties, issues marriage licenses, officiates at civil marriage ceremonies, administers oaths to new employees, administers oaths to notaries public and files notary bonds, takes oaths of elected and appointed employees, files conflict of interest statements, registers legal document assistants and process servers, and maintains the records in connection with these duties. Note: effective March 1, 2011, County Clerk no longer acts as a passport acceptance agent for U.S. Department of State.

RECORDER'S OFFICE – This division has the ultimate responsibility for maintaining, archiving and retrieving of the County's land documents. Documents are recorded, scanned, indexed, and then filmed, which includes comparing, and original documents are then returned to the customer as requested. The division collects recording fees and documentary transfer taxes for recorded property transfers. Recorded documents are primarily those which have to do with property ownership and fiscal responsibility. Copies of recorded documents are prepared and an appropriate fee is collected. This division maintains vital records for births, deaths, and marriages for Madera County, and issues certified copies of those records.

WORKLOAD

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
<u>Recorder's Office</u>			
Births	1,783	1,800	1,800
Deaths	804	800	800
Marriages recorded	710	700	700
Maps recorded	33	30	30
Microfilming daily records (frames)	110,579	110,000	110,000
Recorded and Filed Documents	39,436	36,000	36,000
Copies prepared (plain, certified, and no fee)	4,630	4,300	4,300
Certified copies of Vitals	5,833	5,800	5,800
Veterans Certified Copies	111	100	100
CD w/data or images (copied for sale)	200	200	200
<u>County Clerk's Office</u>			
Certified copies – confidential marriages	24	20	20
Passport applications accepted	543	n/a	n/a
Marriage licenses (public and confidential)	778	700	700

WORKLOAD (continued)

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
<u>County Clerk's Office (continued)</u>			
Fictitious Business Statements filed	840	775	775
Fictitious business statement renewal notices	958	960	960
Notary oaths administered	115	100	100
Civil Marriages performed	355	350	350
Notices of Determination/exemption filed	55	60	60
Documents acknowledged/copies prepared	388	380	380
Registration of legal document assistants/process servers	17	12	12

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
<u>Recorder's division</u>			
Recording fees/copies	\$ 513,261	\$ 500,000	\$ 510,000
Documentary transfer tax	531,927	480,000	490,000
Recorder's Modernization funds	181,809	114,038	120,000
Recorder's Micrographics funds	92,495	58,750	17,700
Vital Records Improvement Program funds	20,541	5,441	5,000
Social Security Truncation funds	0	0	0
Mediation/Dissolution of Marriages	<u>1,290</u>	<u>3,500</u>	<u>3,500</u>
Totals:	\$1,341,323	\$1,161,729	\$1,146,200
<u>Clerk's division</u>			
Clerk fees retained – county share of marriage license fees; fees for filing fictitious business name statements, marriage ceremonies, passport agent fees (until 2-28-11 only), etc	\$ 70,188	\$ 50,000	\$ 50,000
Totals:	<u>\$ 70,188</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Total Revenue:	\$1,411,511	\$1,211,729	\$1,196,200

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	0.0	0.5**	0.0	0.5**
Assistant County Clerk-Recorder*	2.0		2.0	
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>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>2.0</u> ***
Total Permanent	9.5	2.5	8.5	3.5

Note: *The salary and benefits for the Assistant County Clerk in the Recorder Division are funded 100% from the Recorder Modernization Fund. **One (1.0 FTE) Deputy Clerk II and an Accounting Technician II (0.5 FTE) were not funded in fiscal year 2011-12 and are recommended unfunded again in fiscal year 2012-13; both have been vacant since 2008 and 2009, respectively. ***The Micrographics Clerk position (salary and benefits) was funded from the Micrographics Fund (a portion of recording fees collected) but is vacant since 12/31/11; the position is unfunded for the 2012-13 fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$388,015) are recommended reduced \$28,215 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended for 2012-13, a reduction of \$720.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the 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** (\$2,800) is recommended reduced \$200 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** (\$825) is recommended unchanged for membership in the California Association of Clerks and Election Officials (\$325) and the County Recorders' Association (\$500, which is 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 trusts is estimated at 50% of expenses in this account.
- 721400** **Professional & Specialized Services** (\$40,000) is recommended increased \$11,000 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. Any expenses in this account are reimbursed from the Micrographics Fund (approximately \$3,500 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 copier lease; 50% of the expense (\$2,100) is reimbursable from the Micrographics Fund.
- 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 which is fully reimbursed from Recorders Modernization Fund).

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$7,000) is recommended increased \$2,000 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 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 withdrawals from each fund.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	633,776	610,193	635,605	635,605
710103 Extra Help	84,983	80,000	80,000	80,000
710105 Overtime	278	0	0	0
710200 Retirement	164,758	165,291	177,940	177,940
710300 Health Insurance	97,222	101,909	81,824	81,824
710400 Workers' Compensation Insurance	9,897	9,138	10,107	10,107
TOTAL SALARIES & EMPLOYEE BENEFITS	990,914	966,531	985,476	985,476
SERVICES & SUPPLIES				
720300 Communications	3,310	3,500	3,500	3,500
720305 Microwave Radio Services	3,195	4,056	5,279	5,279
720600 Insurance	309	362	304	304
720800 Maintenance - Equipment	600	1,100	1,100	1,100
721100 Memberships	123	0	0	0
721200 Miscellaneous Expense	10,275	0	0	0
721300 Office Expense	2,444	6,000	6,000	6,000
721400 Professional & Specialized Services	246,190	53,500	897,790	897,790
721500 Publications & Legal Notices	5,626	6,000	6,000	6,000
721600 Rents & Leases - Equipment	29,400	36,000	20,000	20,000
721700 Rents & Leases - Building	420	450	0	0
721900 Special Departmental Expense	3,134	2,000	14,245	14,245
721969 Special Departmental Expense - Graffiti Abatement	3,926	20,000	5,000	5,000
722000 Transportation & Travel	2,289	2,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	311,241	134,968	971,218	971,218
TOTAL - RMA - PLANNING	1,302,155	1,101,499	1,956,694	1,956,694

COMMENTS

Under the jurisdiction of the Resource Management Agency, the Planning 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, and applications for agricultural preserves. 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 Programs including Community Development Block Grant, Neighborhood Stabilization Program and HOME 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.

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).
- Endeavor to promote public interest in commenting on and understanding the general plan and the regulations relating to it.

WORKLOAD (continued)

- 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.
- Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Conditional Use Permits/Variances	29	15	12
General Plan Amendments	5	1	1
Rezoning	14	12	10
Parking and Development Review	7	8	4
Site Plan Review	0	0	1
Specific Plans	0	0	0
Mining Permits	1	0	0
Variances (Setbacks)	9	8	5
Zoning Permits	11	9	8
Lot Line Adjustments	15	6	5
Parcel Maps	11	8	8
Subdivisions	4	0	1
House Numbers	41	53	55
Zoning Violations	1,300	1324	1,300
Citations/Request for Complaints	554	241	235
Rezoning Appeals	0	1	0
General Plan Amendment Appeals	0	0	0
Review Building Permits	1,167	567	600
Review Business Licenses	460	448	450
Public Hearings	58	12	10
Commission Meetings	15	12	12
Environmental Committee Meeting	18	20	20
Negative Declarations	18	20	15
Distressed Homes Registration	0	0	650

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Zoning Permits	74,843	86,056	84,000
Code Enforcement Fines and Fees	18,340	15,000	15,000
Planning Services	283,022	235,413	345,500
LAFCO-Reimb for County Services	32,779	25,000	25,000
General Plan Update Trust Fund	0	10,000	40,000
CALFed Water Shed Grant	204,622	0	0
State Dept. Of Transportation5 (Madera Ranchos Ave 12 Project)	61,332	0	0
State Dept. Of Transportation (Fairmead Project)	39,335	0	0
State – Waste Tire Enforcement Grant	197,930	309,177	180,000
State – Abandon Vehicles Grant	0	25,000	30,000
Planning and Technical Assistant Grant	0	23,000	13,750*
10 CDBG Housing Rehab and Public Facility	0	299,290	252,252*
NSP-3 CDBG Grant	0	0	553,006*
River West-Madera	67,570	101,000	30,000*
River Vista-Madera	0	0	120,000*
Other Miscellaneous Revenue	<u>323</u>	<u>300</u>	<u>0</u>
TOTAL	<u>\$980,096</u>	<u>\$1,129,236</u>	<u>\$1,688,508</u>

***Note:** These grant revenues were not previously included in the proposed budget.

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Assistant	1			1	
Code Enforcement Officer I/II	2			2	
Planner I/II/III	3	4	1*	3	4
Planning Director	1			1	
Planning Technician, or Planning Aide	0	1		0	1
Senior Planner	3			3	

STAFFING (continued)

<u>Permanent (continued)</u>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Senior Program Assistant	0	5	1*	0	5
Total Permanent	10	5	2	10	5

***Note:** One (1) Planner I/II/III and the Senior Program Assistant positions were eliminated effective June 30, 2011.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$635,605) are recommended increased \$25,412 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$80,000) is recommended unchanged 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 (funded from the Waste Tire Enforcement Grant). 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 increased \$1,223 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.

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$1,100) is recommended unchanged and includes \$450 for a binding machine and \$650 for a folding machine.
- 721300** **Office Expense** (\$6,000) is recommended unchanged for supplies such as paper, toner, copy ink, large envelopes for distribution and plotter paper. This line item includes all materials for special reports, projects, and day-to-day administrative activity.
- 721400** **Professional & Specialized Expense** (\$897,790) is recommended increased \$844,290, primarily due to the appropriation of grant funds not previously included in the Proposed Budget. This account includes funding for contracts with consultants for grants including the River Vista-Madera (\$75,000), Grant Support Services (\$5,000), Business Offices Services (\$7,500), 10-CDBG Grant (\$245,333), and NSP3 CDBG Grant (\$524,957). It is also recommended that \$40,000 be authorized to begin the Housing Element Update.
- 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 reduced \$16,000 to lease vehicles from the Central Garage, and the Department's share of copy machine lease (\$1,982). From July 1 through February 29, 2012, the Planning Department mileage equaled 25,444. An estimate for the year would be 38,166 or \$17,174. The department has four vehicles, three 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** (\$14,245) is recommended increased \$12,245 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. An additional \$4,500 is requested for meeting materials, printing, mailouts, and posters for the River Vista Grant, and \$7,745 for purchasing equipment and safety helmets for the Waste Tire Enforcement Grant; these expenses are required by the grants and will be funded by the grant funds.
- 721969** **Special Departmental Expense - Graffiti Abatement** (\$5,000) is recommended reduced \$15,000 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.

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$12,000) is recommended increased \$10,000 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 \$1,000 is requested to fund travel expenses related to the River West Grant and \$5,000 for mandatory training for the Waste Tire Enforcement Grant; these expenses will be funded by the grants.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
OTHER CHARGES				
731305 Contributions to Other Agencies	50,436	48,161	44,751	44,751
TOTAL OTHER CHARGES	50,436	48,161	44,751	44,751
TOTAL - LOCAL AGENCY FORMATION COMMISSION	50,436	48,161	44,751	44,751

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 scheme 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). This function was administered by the County Administrative Office. The Board of Supervisors authorized the transfer of this function and duties to the County Planning Department. This function was officially transferred to the County Planning Department from the County Administrative Office in February 2001.

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 \$38,000.

OTHER CHARGES

731305 **Contributions to Other Agencies** (\$44,751) is recommended reduced \$3,410. This represents the County's estimated share of LAFCO's budget.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	330,930	349,164	328,930	328,930
710103 Extra Help	104,283	10,000	57,000	57,000
710105 Overtime	15,706	3,000	11,500	11,500
710106 Standby Pay	5,461	6,000	6,400	6,400
710110 Uniform Allowance	1,980	2,200	2,200	2,200
710200 Retirement	99,122	99,858	90,450	90,450
710300 Health Insurance	97,455	98,387	72,411	72,411
710400 Workers' Compensation Insurance	103,169	86,209	76,421	76,421
TOTAL SALARIES & EMPLOYEE BENEFITS	758,106	654,818	645,312	645,312
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	265	850	500	500
720300 Communications	6,882	7,000	7,000	7,000
720305 Microwave Radio Services	13,418	9,223	13,197	13,197
720500 Household Expense	8,860	14,500	12,500	12,500
720600 Insurance	1,177	1,451	1,372	1,372
720800 Maintenance - Equipment	3,066	2,500	2,500	2,500
720900 Maintenance - Buildings	200	0	0	0
721100 Memberships	200	200	270	270
721300 Office Expense	7,618	7,900	7,000	7,000
721400 Professional & Specialized Services	29,719	25,000	28,000	28,000
721500 Publications & Legal Notices	68	500	500	500
721600 Rents & Leases - Equipment	35,252	40,000	40,000	40,000
721900 Special Departmental Expense	42,714	32,000	32,000	32,000
722000 Transportation & Travel	300	750	1,100	1,100
TOTAL SERVICES & SUPPLIES	149,739	141,874	145,939	145,939
TOTAL - ANIMAL SERVICES	907,845	796,692	791,251	791,251

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 2012-2013 fiscal year will be the sixth 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:

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
License Fees:	\$ 44,362	\$ 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:	148,789	170,000	170,000
Rents/Concessions:	<u>4,395</u>	<u>4,200</u>	<u>4,200</u>
Total:	\$197,546	\$222,212	\$224,200

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 - 1st violation; \$100.00 - 2nd violation; \$200.00 - 3rd violation)
- Leash Law Violations Altered (\$25.00 - 1st violation; \$50.00 - 2nd violation; \$100.00 - 3rd violation)

Note: All fees were updated July 1, 2010. The budget includes conservative revenue estimates due to the unknown impact from the rates to be charged to the City of Madera. Should revenues come in higher or lower than estimated, mid-year adjustments will be made to manage within the budget.

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</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	5	4		5	4
Supervising Animal Services Officer	<u>0</u>	<u>6</u>	<u>1*</u>	<u>0</u>	<u>0</u>
Total Permanent	10	6	1	10	6

*Note: The Supervising Animal Services Officer was eliminated effective June 30, 2011.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$328,930) is recommended reduced \$20,234 based on cost of recommended staffing.
- 710103 **Extra Help** (\$57,000) is recommended increased \$47,000 based on actual expenditures to backfill staff on medical leave.
- 710105 **Overtime** (\$11,500) is recommended increased \$8,500 based on actual and projected expenditures and emergency call outs.
- 710106 **Standby Pay** (\$6,400) is recommended increased \$400 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 reduced \$350 to provide for personal protective clothing and equipment, such as gloves, rubber boots, rain gear, and departmental identification badges and patches.
- 720300** **Communications** (\$7,000) is recommended unchanged for the telecommunication costs of this Department.
- 720305** **Microwave Radio Services** (\$13,197) is recommended increased \$3,974 to reflect the department's portion of microwave radio service fees and includes the cost for radios utilizing the County's microwave radio network.
- 720500** **Household Expense** (\$12,500) is recommended reduced \$2,000 to purchase towels, household cleaners, mops, etc., for the cleaning the kennel area. Included in this account is the monthly service charge for refuse pickup, hazardous waste disposal, and other cleaning services.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$2,500) is recommended unchanged for maintenance of mobile radios, office equipment, and animal handling equipment.
- 721100** **Memberships** (\$270) is recommended increased \$70 for membership in the California Animal Control Directors' Association (\$150) and State Humane Association of California (\$120). There was an annual increase of \$70 for C.A.C.D.A. effective 2011/12.
- 721300** **Office Expense** (\$7,000) is recommended reduced \$900 for office supplies and printing of citation books, and license and bite report forms.
- 721400** **Professional & Specialized Services** (\$28,000) is recommended increased \$3,000 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.

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 increased \$350 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	56,646	56,646	56,646	56,646
TOTAL SERVICES & SUPPLIES	56,646	56,646	56,646	56,646
TOTAL - PREDATORY ANIMAL CONTROL	56,646	56,646	56,646	56,646

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 has 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 proposed 2012-13 budget is once again recommended to be funded so as to provide full-time Trapper services. State Wildlife Services has notified counties that there will not be an increase for fiscal year 2012-13 for full-time trapper services. Any reduction is a Board policy decision.

WORKLOAD

	<u>7/1/09 – 6/30/10</u>	<u>7/1/10 – 6/30/11</u>
ACRES WORKED	160,998	94,680
PROPERTIES WORKED	428	421
SPECIALIST HOURS	1,663	1,555
DAMAGE REPORTED	\$369,750	\$32,181
ANIMALS REMOVED	241	239
TECHNICAL ASSISTANCE PROJECTS	48	44
DISEASE SAMPLES TAKEN	81	0

SERVICES & SUPPLIES

721400 **Professional and Specialized Services** (\$56,646) is recommended unchanged for full-time 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 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
721900 Special Departmental Expense	3,818	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	3,818	5,000	5,000	5,000
TOTAL - FISH AND GAME	3,818	5,000	5,000	5,000

COMMENTS

This special revenue fund is financed by Court fines from violations of State Fish and Game laws. Expenditures for the preservation and propagation of wildlife and for natural history education may be paid from this budget according to State law.

REVENUE

Revenue for this budget for 2012-13 is projected at \$2,500. At the end of the 2010-11 fiscal year, the cash balance for the Fish and Game Fund was \$9,198. As of April 30, 2012, the Fund had a balance of \$8,047.30.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$5,000) is recommended unchanged for the 2012-13 fiscal year.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	3,528,463	3,729,865	3,726,366	3,726,366
710103 Extra Help	39,261	45,000	56,000	56,000
710105 Overtime	20,617	20,000	20,000	20,000
710107 Premium Pay	240	240	240	240
710200 Retirement	850,767	968,430	1,002,571	1,002,571
710300 Health Insurance	567,256	597,781	647,757	647,757
710400 Workers' Compensation Insurance	185,240	134,180	154,138	154,138
710500 Other Benefits	1,014	500	500	500
TOTAL SALARIES & EMPLOYEE BENEFITS	5,192,858	5,495,996	5,607,572	5,607,572
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	22,576	21,000	20,000	20,000
720300 Communications	34,716	37,000	37,000	37,000
720305 Microwave Radio Services	62,618	71,648	93,255	93,255
720500 Household Expense	36,180	33,500	36,000	36,000
720600 Insurance - Liability	395,971	420,926	301,857	301,857
720601 Insurance - Other	10,666	4,000	4,000	4,000
720605 Employer's Share of Retiree's Insurance	175,375	183,000	208,000	208,000
720800 Maintenance - Equipment	600,845	500,000	600,000	600,000
720900 Maintenance - Structures & Grounds	18,481	15,000	15,000	15,000
721000 Medical, Dental & Lab Supplies	0	300	300	300
721100 Memberships	2,789	3,000	3,000	3,000
721206 Refund/Overcharges	106,867	1,000	1,000	1,000
721300 Office Expense	21,120	25,000	24,000	24,000
721400 Professional & Specialized Services	5,138,017	5,475,073	8,544,714	8,544,714
721500 Publications & Legal Notices	2,759	4,000	4,000	4,000
721600 Rents & Leases - Equipment	162,963	150,000	225,000	225,000
721700 Rents & Leases - Structures & Grounds	34,400	12,825	33,000	33,000
721800 Small Tools & Instruments	14,161	10,500	20,000	20,000
721900 Special Departmental Expense	2,097,294	2,515,306	2,001,971	2,001,971
722000 Transportation & Travel	10,107	14,000	14,000	14,000
722100 Utilities	99,138	100,750	104,000	104,000
TOTAL SERVICES & SUPPLIES	9,047,043	9,597,828	12,290,097	12,290,097

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
OTHER CHARGES				
730309 Payback to General Fund (A-87)	650,000	650,000	0	0
730800 Right of Ways	0	26,000	25,000	25,000
73XXXX Repayment of Measure A Loan	0	1,100,000	0	0
731401 Intrafund Expense	696,709	401,287	896,994	896,994
TOTAL OTHER CHARGES	1,346,709	2,177,287	921,994	921,994
FIXED ASSETS				
740200 Buildings & Improvements	30,863	30,000	30,000	30,000
740300 Equipment	145,531	560,500	499,000	499,000
TOTAL FIXED ASSETS	176,394	590,500	529,000	529,000
INTRAFUND TRANSFERS				
770100 Intrafund Transfers	-10,666	0	0	0
TOTAL INTRAFUND TRANSFERS	-10,666	0	0	0
TOTAL - RMA - ROADS AND BRIDGES	15,752,338	17,861,611	19,348,663	19,348,663

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

		2010-11	2011-12	2012-13
		<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610802	SB 325 Gas Sales Tax	\$ 899,674	\$ 727,440	\$ 727,440
610805	LTF Pedestrian & Bicycle Projects	0	0	24,127
620400	Road Privileges and Permits	144,804	122,310	125,000
640101	Interest	108,214	24,834	20,000
640304	Federal - Hwy Row Rental	472	1,548	1,000
650201	Highway Users Tax - 2104 and 2106	4,980,321	3,119,586	2,758,491
650202	Highway Users Tax - 2105 (Proposition 111)	1,596,600	1,052,037	700,000
650206	State Traffic Congestion Relief 2928 (Proposition 42)	0	1,000,000	3,000,000
654030	State Transit Assistance	415	550	500
654035	ISTEA Exchange Funds – Federal*	463,374	463,374	463,374
654518	Proposition 1B	0	0	0
654529	State DOT Rail Grant (Sect 130)	16,911	141,888	0

REVENUE (continued)

	2010-11	2011-12	2012-13
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
655400 Federal Disaster Relief-FHWA	0	0	0
652700 State Disaster Relief Cal-EMA	95,128	0	0
655500 Forest Reserve Title I	357,035	283,443	280,000
657000 Federal – Other	1,000	431,808	0
657040 Federal Funded Bridges (Eng. Services Refunds)	238,579	1,165,354	5,139,863
657056 Federal - Transit Admin (FTA) Amtrak	1,378,226	185,368	0
657046 HSIP – Lanes Bridge	0	37,751	0
657057 Federal – 5305 Transit Study	17,030	0	0
657103 CMAQ	124,755	1,309,079	72,280
657121 FED – ARRA	2,205,500	489,078	0
659020 ISTE A Exchange from Madera County Transportation Committee**	504,925	500,000	500,000
661702 Road and Street Services – MCTA	157,722	760,000	0
661703 Road and Street Services (District #5)	103,500	176,500	145,000
661704 Road and Street Services (Service Areas, Maintenance Districts)	878,792	1,313,232	675,000
661706 Roads Street Intrafund/Other Services	364,812	207,454	150,000
661708 Measure T Reimbursement	587,252	917,649	3,990,000
662696 Formation Fees	2,206	1,506	0
672000 Other Sales (Sale of Maps)	6,722	4,259	5,000
673000 Miscellaneous Refunds & Revenues	140,896	11,754	15,000
673800 PY Cancel Warrants	43	0	0
673903 Misc Riemb & Refund	0	3,600	0
680100 Sales of Fixed Assets, Other Sales and Fee	0	0	0
Sub-Total	<u>\$15,374,908</u>	<u>\$14,451,402</u>	<u>\$18,792,075</u>
Cash Balance			<u>556,588</u>
TOTAL	<u>\$15,374,908</u>	<u>\$14,451,402</u>	<u>\$19,348,663</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.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Administrative Analyst I/II	1		1	
Administrative Assistant	1		1	
Assistant Engineer	4		4	
Assistant Road Commissioner	0	1	0	1
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 Assistant I/II	0	1	0	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	4		4	
Total Permanent Staff	<u>86</u>	<u>2</u>	<u>86</u>	<u>2</u>

RECAP OF MAJOR EXPENDITURE ACCOUNTS:

- 720300** **Communications** (\$37,000) is recommended unchanged based on current usage and experience. 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** (\$93,255) is recommended increased \$21,607 and represents the Department's contribution to the Internal Service Fund for 2012-13 based on the number of radios in this Department utilizing the County's Microwave Radio Network.
- 720601** **Insurance - Other** (\$4,000) is recommended unchanged for Property and Pollution Insurance.
- 720800** **Maintenance - Equipment** (\$600,000) is recommended increased \$100,000 based on current year and projected expenditures for all equipment repairs, parts, fuels, tires, and overhauls. This account also provides funds for maintenance of office equipment, mobile radios, and other types of maintenance and repair, as well as the Wide Area Network Maintenance cost.
- 721400** **Professional & Specialized Services** (\$8,544,714) is recommended increased \$3,069,641 for the proposed capital improvement projects as outlined in the Capital Improvement Program submitted in a separate document. This account also funds professional services concerning the Wide-Area Network (\$10,000), the Department's pro rata share of the cost for the outside auditor (\$3,000), and direct charges for services provided by the Auditor, Human Resources, Purchasing, General Services and the 311/Customer Service Center.
- 721600** **Rents & Leases - Equipment** (\$225,000) is recommended increased \$75,000 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** (\$2,001,971) is recommended reduced \$513,335 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.
- 730309** **Payback to General Fund (A-87)** (\$0) is not recommended, a reduction of \$650,000, as the reimbursement to the General Fund for the under collection of Cost Allocation charges in previous years has been fully repaid.
- 731401** **Intrafund Expense** (\$896,994) is recommended increased \$495,707 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** (\$30,000) is recommended unchanged for costs associated with the completion of repairs and improvements to the rebuilt North Fork Office which had burned down several years ago.
- 740300** **Equipment** (\$499,000) is recommended reduced \$61,500 to purchase the following equipment:
- 1 **Service Truck \$175,000** – To provide fuel and conduct field services for the department’s off-road equipment when being used on jobs outside of the county maintenance yards. It would replace a 1985 GMC service truck that is currently out of service with major engine damage and does not meet California Air Resources Board On-road Diesel Public Fleet regulations. **This truck would be assigned to the maintenance shop.**
 - 1 **Low-Boy Equipment Trailer \$100,000** – To haul the department’s asphalt paver and heavy equipment to different job locations throughout the County. It would replace a 1985 Cozad lowboy equipment trailer. **This trailer would be used county wide.**
 - 1 **4000 gallon Diesel Water Truck \$155,000** – To be used on construction and paving projects and would replace a 1990 International water truck that does not meet Calif. Air Resource Board On-road Diesel Public Fleet regulations. **This truck would be assigned to District #3.**
 - 53 **Mounted Narrow- Band Two-way Radios \$25,546** – To be installed in existing Road Department vehicles, replacing the units that are not capable of upgrading to the new FCC requirements of all radio’s becoming narrow-band compliant. The radios are used for traffic flagging and communications between department staff members. **These radios would be used county wide.**
 - 14 **Handheld Narrow- Band Two-way Radios \$8,530**– To replace the units that are not capable of upgrading to the new FCC requirements of all radio’s becoming narrow-band compliant. The radios are used for traffic flagging and communications between department staff members. **These radios would be used county wide.**
 - 1 **Caterpillar Brushcutter Model BR378 \$9,000** – To be mounted on the existing Cat skid steer loader, and used to mow roadway medians, shoulders, ponding basins and under bridges. **This unit would be assigned to District #6, utilized countywide.**

FIXED ASSETS (continued)

Equipment (continued)

- 1 **Portable Air Compressor \$20,000** – To be used to run the department's air tools in the field, along with blowing out the cracks for the Road Department's crack sealing program. It would replace a 1958 Ingersol Rand air compressor that is old and worn out. **This air compressor would be used county wide.**

- 1 **Caterpillar Hydraulic Auger Drive Model A19B \$5,500** – This auger head, with three auger bits, would be mounted on the existing Cat skid steer loader, and used to bore holes for guard rail post replacement, sign posts and fence post replacement. **This unit would be assigned to District #6, utilized countywide.**

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720300 Communications	621	50	1,100	1,100
720800 Maintenance - Equipment	3,074	5,000	3,500	3,500
721300 Office Expense	0	50	50	50
721400 Professional & Specialized Services	365,503	1,306,622	900,990	900,990
721500 Publications & Legal Notices	74	500	250	250
721900 Special Departmental Expense	54	149,750	3,152	3,152
TOTAL SERVICES & SUPPLIES	369,326	1,461,972	909,042	909,042
FIXED ASSETS				
740200 Buildings and Improvements	0	1,136,075	1,743,310	1,743,310
740300 Equipment/Furniture	46,789	76,965	463,791	463,791
TOTAL FIXED ASSETS	46,789	1,213,040	2,207,101	2,207,101
REPAYMENT OF LOAN				
730321 Repayment of Mitigation Loan	1,076,652	0	0	0
TOTAL REPAYMENT OF LOAN	1,076,652	0	0	0
TOTAL - RMA - ROAD (TRANSIT BUDGET)	1,492,767	2,675,012	3,116,143	3,116,143

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

	2010-11	2011-12	2012-13
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
610810 LTF Madera County Connection	\$255,209	\$418,608	487,922
640101 Interest on Cash	14,662	1,406	1,500
654030 State - Transit Asst. / MCC	43,390	39,401	323,180
657055 Federal -Transit-Admin. FTA 5311	371,837	245,785	222,804
657056 State-Transit-Admin. Amtrak Shelter	0	0	452,700
654517 Prop 1B – PTMISEA	0	25,000	1,920,803
654XXX Prop 1B – Cal EMA	0	13,000	186,898
673000 Miscellaneous	<u>5,436</u>	<u>0</u>	<u>0</u>
TOTAL	\$690,534	\$743,200	\$3,595,807

SERVICES & SUPPLIES

720300 **Communications** (\$1,100) is recommended increased \$1050 to provide funding for yellow-pages costs.

720800 **Maintenance – Equipment** (\$3,500) is recommended reduced \$1,500 based on prior year actual expenses.

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

721400 **Professional & Specialized Services** (\$900,990) is recommended reduced \$405,632, as per the following:

Contract Consultant Services	\$ 73,000
Merced Transit	319,740
AMTRAK Station Phase II	503,000
Other Contract/Consultant Services	5,250

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$250) is recommended reduced \$250 to provide funding for public notices for projects and miscellaneous hearings.
- 721900** **Special Departmental Expense** (\$3,152) is recommended reduced \$146,598 based on prior year expenditures to provide supplies and materials and maintenance for transit projects based on prior year expenditures.

FIXED ASSETS

- 740200** **Buildings & Improvements** (\$1,743,310) is recommended increased \$607,235 as per the following:

Shelter Improvements & Enhancements	\$610,117
Transit Facility Improvements	195,861
Park & Ride Lots (4)	937,332

- 740301** **Equipment** (\$463,791) is recommended increased \$386,826 as per the following:

MCC On-Board GPS Equipment/Surveillance	\$ 63,791
(1) Senior Bus (FY 12/13)	100,000
(2) MCC Buses (FY 12/13)	300,000

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,989,053	6,024,882	5,972,203	5,972,203
710103 Extra Help	0	0	133,177	133,177
710105 Overtime	43,810	77,087	77,087	77,087
710106 Stand-by Pay	20,214	24,048	24,048	24,048
710107 Premium Pay	4,515	3,480	3,480	3,480
710200 Retirement	1,434,704	1,434,045	1,533,269	1,533,269
710300 Health Insurance	815,555	874,747	962,882	962,882
710400 Workers' Compensation Insurance	70,816	51,518	59,024	59,024
TOTAL SALARIES & EMPLOYEE BENEFITS	8,378,667	8,489,807	8,765,170	8,765,170
SERVICES & SUPPLIES				
720300 Communications	100,624	150,621	131,520	131,520
720305 Microwave Radio Services	0	16,223	21,115	21,115
720500 Household Expense	78,870	82,669	87,571	87,571
720600 Insurance	26,902	4,945	3,587	3,587
720601 Insurance - Other	0	29,803	29,803	29,803
720605 Employer Share Retiree Insurance	0	35,115	41,600	41,600
720800 Maintenance - Equipment	99,591	125,970	128,739	128,739
720900 Maintenance - Structures and Grounds	33,746	32,906	52,485	52,485
721000 Medical/Dental/Lab Supplies	7,225	3,200	8,910	8,910
721100 Memberships	7,408	11,066	12,440	12,440
721300 Office Expense	47,410	60,782	237,560	237,560
721400 Professional & Specialized Services	523,726	605,699	925,267	925,267
721406 Mental Health - Conservatorships	15,000	15,000	15,000	15,000
721414 Friday Nite Live Program	6,000	6,000	6,000	6,000
721416 Mental Health - Institute for Mental Disease	786,722	1,218,454	1,256,156	1,256,156
721417 Mental Health - Patients' Rights Advocate	16,610	16,848	16,848	16,848
721421 Mental Health-State Hospital	135,913	218,885	450,410	450,410
721422 Adult System of Care	386,421	441,030	521,649	521,649
721426 Software Maintenance/Modification	187	42,227	42,227	42,227
721445 SD/MC Hospital Expense	494,948	838,365	797,319	797,319
721446 Managed Care Network	523,806	282,000	282,000	282,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES (continued)				
721448 KV Support/Administration	397,341	390,314	386,027	386,027
721456 Professional & Specialized Services - IT	3,456	83,954	60,111	60,111
721468 Professional & Specialized Services - Unidentified	35,619	68,235	74,085	74,085
721500 Publications & Legal Notices	292	1,755	4,455	4,455
721600 Rents & Leases - Equipment	55,936	63,118	78,695	78,695
721700 Rents & Leases - Building	270,327	279,383	213,121	213,121
721900 Special Departmental Expense	17,252	30,857	28,404	28,404
721909 Property Taxes	717	717	4,417	4,417
721939 Special Departmental Expense - Drug Court	0	72,000	72,000	72,000
722000 Transportation & Travel	11,586	64,991	39,991	39,991
722005 Reimbursement - Employee Cars	13,563	0	0	0
722100 Utilities	57,659	58,515	80,488	80,488
TOTAL SERVICES & SUPPLIES	4,154,857	5,351,647	6,110,000	6,110,000
OTHER CHARGES				
731001 Building Depreciation	0	0	58,740	58,740
TOTAL OTHER CHARGES	0	0	58,740	58,740
FIXED ASSETS				
740200 Buildings & Improvements	2,172,605			
740300 Equipment	8,255	297,631	370,169	370,169
TOTAL FIXED ASSETS	2,180,860	297,631	370,169	370,169
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-808,449	-786,712	-786,712	-786,712
TOTAL INTRAFUND TRANSFER	-808,449	-786,712	-786,712	-786,712
TOTAL - BEHAVIORAL HEALTH SERVICES	13,905,935	13,352,373	14,517,367	14,517,367

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.
- Lake Street Center, 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 for the State of California over 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 2012-13, 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

Workforce Education and Training (WET), focuses on expanding the community's knowledge of mental health problems. This program was originally funded for a three-year operation. Rollover of unspent funds allow the County to extend the program into Fiscal year 2012-13, which will be the fourth and final year. Only the Workforce Staffing Support project will be funded.

COMMENTS (continued)

Innovation (INN), increases access to care by linking mental health services with physical health care services. This program is in its third and final year.

- Increase Access into the Mental Health System from Crisis Services
- Linkage to Physical Health by Pharmacist and Reverse Integration from Mental Health to Physical Health
- Improve Access and Retention through Peer Support

Housing Program for the Department’s Full Service Partnership clientele who are currently homeless.

- The MMHSA non-profit will close escrow on the second of three proposed housing units in 2012-13. This second unit is in Chowchilla and it will provide housing for eight (8) individuals who meet the homeless target population. The MMHSA 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 29, 2011.

Capital Facilities and Technological Needs (CFTN), provides funds for the Department’s facility or technological needs.

- Capital Facilities is currently in the remodeling phase with a completion date of July 9, 2012. The Madera Counseling Center, Family Treatment Center, and Behavioral Health Services Administration on R Street will all be relocated to the 7th Street facility. As of February 24, 2011, the Department received the full allocation of MHSAs CFTN funds in the amount of \$1,796,800. The balance of the project will be funded with existing Realignment, Building Fund, and Drug and Alcohol SAPT funds. The seller carried a note on \$600,000 of the \$2.7 million purchase price, which was paid off in 2011-12.

WORK PROGRAM

<u>Program</u>	<u>2010-11 Actual Service Hours</u>	<u>2011-12 Estimated Service Hours</u>	<u>2012-13 Projected Service Hours</u>
Mental Health	58,163	59,568	57,135
Madera Access Point	3,005	1,412	3,440
AOD – with Drug Court	4,492	4,799	3,060
Yosemite Women’s Center (Perinatal Services)	<u>1,904</u>	<u>2,271</u>	<u>1,620</u>
TOTAL	67,564	68,050	65,255

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 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	3		2	1
Central Service Worker	2		2	
Certified Alcohol & Drug Counselor	8	2	9	1
Director of Behavioral Health Services	1		1	
Health Education Coordinator	2		2	
Inpatient Nurse Liaison	1		1	
Licensed/Prelicensed Mental Health Clinician	25	9.5	32.00	2.50
Mental Health Caseworker I/II	21	1	18	4
Mental Health Crisis Worker or Prelicensed Mental Health Clinician	2		1	1
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 ⁽¹⁾	2		0	2
Program Assistant I/II ⁽²⁾	15		13	2
Registered Nurse I/II ⁽²⁾	1		1.75	0.25
Quality Management Coordinator	1		1	0
Staff Services Manager I	2		2	
Supervising Mental Health Clinician or Behavioral Health Supervisor	7	2	7	2
Vocational Assistant - Driver	3		3	
Total Permanent	113	20.5	112.75	20.75

STAFFING (continued)

As of March 28, 2012, there were currently 27.75 vacant positions; a net of 2.50 FTE positions are needed to meet the Department's mandated requirements. Therefore, 20.75 FTE positions will not be filled during the 2012-13 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

REVENUE

<u>Source</u>	<u>2012-13 Projected</u>
State - Misc. Mental Health (MH) Revenues	\$ 2,353,636
State - MH Mental Health Services Act (MHSA)	4,953,648
State - MH Realignment Base	2,247,789
State - MH Realignment Base/(COWCAP, Jail)	1,222,092
Federal - Mental Health Revenues	1,180,124
Federal - MH Medi-Cal	2,395,935
Other Mental Health Revenues & Fees	203,170
County Matching Funds	<u>11,973</u>
Total Behavioral Health Services Funding Required	\$14,568,367

Note to Auditor:

- The Department is recommending Realignment Revenue for FY 2012-13 of \$3,458,651 (Account #651306) of which all is estimated to be received from the State during FY 2012-13.
- Additionally, \$351,537 is recommended from the Realignment Fund (Fund #61210) as the "10%" of the base realignment for 2012-13 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 2012-13. This revenue is budgeted in the Social Services-Public Assistance Programs budget (07530).
- Furthermore, MH Realignment of \$51,000 will be used for the Department's share of cost for contracted mental health services to jail inmates.

REVENUE (continued)

Note to Auditor (continued):

- Any shortfall of MH Realignment funds for 2012-13 is recommended to be transferred from the MH Realignment Fund (Fund #61210) into the General Fund.
- Required General Fund cash match is \$11,973 (\$8,429 for mental health, \$1,431 for alcohol and drug programs, and \$2,113 for the perinatal program). This General Fund match is mandated by the State; Realignment funds cannot be used for this required County Match.
- The Department is requesting \$392,918 from the MHSA trust. If the Department does not use the MHSA trust 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** (\$5,972,203) are recommended reduced \$52,679 based on recommended staffing.
- 710103** **Extra Help** (\$133,177) is recommended increased \$133,177 to ensure that the State Mandated 24/7 Crisis Coverage has sufficient work force. The Department is currently analyzing two alternative shifts for after-hours crisis to better serve the residents of Madera County. Due to a recent resignation of the Electronic Health Record (EHR) help desk staff, the Department will be evaluating alternative solutions for the system support. However, during the evaluation period the help desk function will be provided by an extra help position.
- 710105** **Overtime** (\$77,087) is recommended unchanged for after-hour crisis services of 210 hours per month with an average rate of \$30.59 per hour due to staff shortages or absences, and for other program contingencies.
- 710106** **Standby Pay** (\$24,048) is recommended unchanged for after-hours coverage with an estimate of 668 hours per month at a rate of \$3.00 per hour.
- 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.

SALARIES & EMPLOYEE BENEFITS (continued)

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.

SERVICES & SUPPLIES

720300 **Communications** (\$131,520) is recommended reduced \$19,101 based on estimated telephone service costs including projected cell phone expenses. The account includes \$43,599 for the Department's share of the County's Wide-Area Network (WAN) cost. The Department is proposing an upgrade to the connection with Kings View and/or County Network from T-1 lines to MPLS lines. These new lines will allow for faster communication speeds which are needed for the client data system contained in the electronic medical records as mandated by HIPAA requirements. The Department began migrating to the County network on April 5, 2012. The migration should be complete by December 31, 2012. During the migration period, the Department will be operating with dual T-1 lines and MPLS lines.

720305 **Microwave Radio Services** (\$21,115) is recommended increased \$4,892 for the Department's use of the County's Microwave Radio Service by the Chowchilla and Oakhurst locations.

720500 **Household Expense** (\$87,571) is recommended increased \$4,902 for carpet cleaning, refuse disposal and janitorial services at several locations.

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

720601 **Insurance - Other** (\$29,803) is recommended unchanged to provide for this Department's portion of medical malpractice and Property premiums.

720605 **Employer Share of Retiree Health Insurance** (\$41,600) is recommended increased \$6,485 for the Department's share of retiree health insurance.

720800 **Maintenance - Equipment** (\$128,739) is recommended increased \$2,769 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.

SERVICES & SUPPLIES (continued)

- 720900** **Maintenance - Structures and Grounds** (\$52,485) is recommended increased \$19,579 for repairs and modifications to nine facilities.
- 721004** **Medical/Dental/Lab** (\$8,910) is recommended increased \$5,710 for medication for indigent and AB109 clients and any necessary lab expenses based on current and projected usages.
- 721100** **Memberships** (\$12,440) is recommended increased \$1,374 based on the 2011-12 dues for the following memberships: the California Mental Health Directors Association (\$4,662), Mental Health Directors Association - Mental Health Services Act (\$1,620), County Alcohol and Drug Program Administrators (\$3,780), the Central Valley Housing (\$858), National Association of Behavioral Health Directors (\$200), Healthcare Compliance Association (\$320), and Anasazi Software National Alliance (\$400), and MHSA-PEI (\$600). Note: the actual dues for 2012-13 could be higher than the 2011-12 fiscal year and may require adjustment.
- 721300** **Office Expense** (\$237,560) is recommended increased \$176,778 for general office supplies, as well as the replacement of non-fixed asset items (chairs, desks, files) to meet the needs for the MHSA programs of Workforce Education & Training (WET), Prevention and Early Intervention (PEI) Training, Technical Assistance and Capacity Building (TTACB), and the Innovation program (INN). This budget includes the second installment for replacement of 1/3 of the 150 computers within the Department. Due to the fiscal restraint during the last year, the Department wasn't able to maintain the ongoing replacement plan. This budget will also allow for \$36,000 in replacement of furniture in the waiting room, group rooms and miscellaneous furniture for the new 7th Street site.
- 721400** **Professional & Specialized Services** (\$925,267) is recommended increased \$319,568 for contract services for psychiatrists, Employee Assistance Program, burglar alarm monitoring, ambulance, after-hour answering services, medication monitoring contract, personnel litigation, security, janitorial and interpreter services. The account also funds the reimbursement of the Madera County Auditors' Human Recourses, Administration/Purchasing, 311 system and General Services Department for direct services. The Department's contract maximums are for full days; however, the service hours are based on client medical needs.
- 721406** **Mental Health - Conservatorships** (\$15,000) is recommended unchanged.
- 721414** **Friday Nite Live** (\$6,000) is recommended unchanged to provide funds from an Alcohol Fund account and Federal Alcohol and Drug funds to contract with the Madera County Department of Education to partially fund a school-based prevention program to promote alcohol-free lifestyle among youth.

SERVICES & SUPPLIES (continued)

- 721416** **Mental Health - Institute for Mental Disease (IMD)** (\$1,256,156) is recommended increased \$37,702 to fund a portion of the cost to treat patients in locked Mental Health Care facilities and unlocked Board and Care facilities; ambulance services to transport 5150 clients 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** (\$450,410) is recommended increased \$231,525 based on the number of consumers occupying bed space in State Mental Health Hospitals.
- 721422** **Adult System of Care** (\$521,649) is recommended increased \$80,619 to fund elements of the MHSA PEI Madera drop-in center through a contract with Turning Point of Central California, and a contract with an employment agency for five to eight peer support workers whose work duties are focused on engaging clients and/or family members, including those who are in crisis, and informing family members of available services in the community. These peer counselors also provide follow up on discharged clients, and they assist in parenting classes. The peer support workers satisfy the MHSA goal to integrate clients and/or family members into the mental health system
- 721426** **Software Maintenance/Modification** (\$42,227) is unchanged to purchase and/or for annual fees for the necessary software for migration from the contracted Kings View network to the County Network. The licenses needed are Encryption and Symantec's licenses with reoccurring costs, Exchange licenses which are a one-time cost, and warranties for the Department server and Microwave. These licenses are necessary for the Department to operate properly authored licenses on the County network. The licenses the Department currently operates under are owned by Kings View.
- 721445** **SD/MC Hospital Expense** (\$797,319) is recommended reduced \$41,046 for psychiatric inpatient services provided to Madera County Medi-Cal recipients and indigent clients in non-contracted acute psychiatric hospitals, and for Youth Day Services Treatment in licensed group home facilities.

SERVICES & SUPPLIES (continued)

- 721446** **Managed Care Network** (\$282,000) is recommended unchanged for contracted clinicians in the Medi-Cal Managed Care Plan to provide Mental Health Outpatient counseling to Medi-Cal recipients.
- 721448** **Kings View Support / Management Information Systems** (\$386,027) is recommended reduced \$4,287 for computer support from Kings View for the Behavioral Health Services Department and the Anasazi client software. The migration to 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.
- 721456** **Professional & Specialized - Information Technology** (\$60,111) is recommended reduced \$23,843 to reimburse the Madera County IT Department for maintenance of hardware and software at sites connected to the County network. The account also funds a 0.50 FTE desktop engineer (\$42,000), software, and other costs associated with migration to the County network.
- 721468** **Professional & Specialized - Other Unidentified Services** (\$74,085) is recommended increased \$5,850 to fund alcohol and drug residential treatment for those residents who need this level of care, and to fund on-site professional trainers partially funded with MHSA TTACB.
- 721500** **Publications & Legal Notices** (\$4,455) is recommended increased \$2,700 for the costs associated with recruiting licensed staff for the Managed Care Plan, and costs associated with public service announcements required for the MHSA Plans.
- 721600** **Rents & Leases – Equipment** (\$78,695) is recommended increased \$15,577 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 the clients to and from group homes, IMD's, and Board and Care facilities rather than have the client transported by ambulances. Due to the MHSA “whatever it takes” mandate, some of these services include transportation to medical appointments.
- 721700** **Rents & Leases - Building** (\$213,121) is recommended reduced \$66,262 for leased office space for the Mental Health staff located at the Oakhurst Counseling Center, Chowchilla Recovery Center, the BHS Administrative (BHSA) Building, the PEI-Madera Drop-in/Wellness Center, a storage facility, and the new Innovation program site on Almond Avenue.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$28,404) is recommended reduced \$2,453 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** (\$4,417) is recommended increased \$3,700 for Madera Irrigation District taxes and the 7th Street site.
- 721939** **Special Departmental Expense - Drug Court** (\$72,000) is recommended unchanged to fund 1.0 FTE Deputy Probation Officer for Felony Drug Court.
- 722000** **Transportation & Travel** (\$39,991) is recommended reduced \$25,000 for staff to attend conferences, meetings, and training seminars, and to reimburse private mileage expense.
- 722100** **Utilities** (\$80,488) are recommended increased \$21,973 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 7th Street site. There will be overlaying utilities cost during the final phase of construction.

NOTE: The total program expenditure accounts detailed above do not reflect the cost for 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 Deprecation** (\$58,740) is recommended for the 7th Street site. The deprecation cost will be charged to the Mental Health, CALWORKS Program, Alcohol and Drug Program, and the Perinatal Program. The MHSA programs (CSS, PEI, WET and INN) will not be charged depreciation since the MHSA program cost was directly charged to the MHSA Capital Facilities and Technological Needs (CFTN) funds. The CFTN funds will revert to the State if not spent by 2018.

FIXED ASSETS

740300 **Equipment** (\$370,169) is recommended increased \$72,538 for the following fixed assets (there is no net-County cost associated with these assets):

1. **12-Vehicles** (R) (\$262,000) is recommended to replace 12 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:

#415-2003 Ford Taurus	#509-2000 Toyota Sienna
#500-1999 Dodge Ram	#511-1996 Dodge Caravan
#502-2001 Dodge Ram	#512-2001 Chevy Venture
#505-2001 Chevy Venture	#514-2000 Toyota Sienna
#507-2001 Chevy Venture	#517-2000 Oldsmobile Silhouette
#508-2000 Toyota Sienna	#518-1999 Dodge Caravan

- Each of the vehicles has over 139,400 miles. The Department currently has 17 vehicles over 120,000 miles and 21 vehicles over ten (10) years of age.
2. **Telemed** (R) (\$45,244) is recommended to replace three (3) existing telemed equipment. The current equipment is more than ten (10) years old and without a vendor for support or repair if the equipment fails. The Department is migrating to the County Network, and the equipment may not be compatible with County network. To ensure all Madera residents receive the necessary psychiatric services, it is necessary to replace the old equipment.
 3. **Telemed** (N) (\$29,175) is recommended for additional telemed equipment (2setup). This would allow the Department to contract will additional psychiatrists on an appointment-basis payment structure rather than pay for a full day of psychiatric services.
 4. **Lawn Irrigation Pump** (R) (\$10,000) is recommended to replace the existing irrigation pump for the new 7th Street site.
 5. **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' seminar and/or retreats. The MHSA funding requires stakeholder and community input for planning ongoing operations.

INTRAFUND TRANSFERS

770100 **Intrafund Transfers** (\$786,712) is recommended unchanged to provide Behavioral Health Services to the Department of Social Services for the CALWORKS Program, transportation services for Lake Street Center, Healthy Beginnings program, Medi-Cal Eligibility Administration position, AOD Assessment, Lake Street Adult Services, Probation Boot Camp Services, and the STOP Program.

INTRAFUND TRANSFERS (continued)

Operating Transfer Revenue & Appropriations

- 750100** **Operating Transfer In** (\$14,342,571) is recommended for Realignment, EPSDT, Managed Care, Proposition 63 (Mental Health Services Act) MHSA, Alcohol and Drug Programs, Medi-Cal, Chukchansi Gambling Problem, and AB109 Revenue funds to fund the services Mental Health and Alcohol and Drug Services.
- 601000** **Operating Transfer Out** (\$14,342,571) is recommended for Realignment, EPSDT, Managed Care, Proposition 63 (Mental Health Services Act) MHSA, Alcohol and Drug Programs, Medi-Cal, Chukchansi Gambling Problem, and AB109 for Appropriations to fund the services Mental Health and Alcohol and Drug Services.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,189,922	5,379,474	5,464,306	5,464,306
710103 Extra Help	236,684	185,463	113,952	113,952
710105 Overtime	12,969	0	53,000	53,000
710200 Retirement	1,036,474	1,334,820	1,436,779	1,436,779
710300 Health Insurance	617,506	841,842	900,026	900,026
710400 Workers' Compensation Insurance	22,369	17,563	16,637	16,637
TOTAL SALARIES & EMPLOYEE BENEFITS	6,115,924	7,759,162	7,984,700	7,984,700
SERVICES & SUPPLIES				
720300 Communications	66,028	64,615	72,933	72,933
720305 Microwave Radio Services	42,171	44,611	0	0
720500 Household Expense	77,067	76,000	82,122	82,122
720600 Insurance	7,559	2,711	2,196	2,196
720601 Insurance-Other	2,012	12,000	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	73,566	85,200	99,840	99,840
720800 Maintenance - Equipment	26,781	247,217	40,300	40,300
720900 Maintenance - Structures & Grounds	9,266	14,000	10,300	10,300
721000 Medical/Dental/Lab Supplies	119,248	159,950	166,780	166,780
721100 Memberships	10,281	10,672	12,500	12,500
721300 Office Expense	128,581	97,406	229,341	229,341
721400 Professional & Specialized Services	848,380	792,307	663,459	663,459
721407 Data Processing Services	62,635	41,400	48,900	48,900
721408 Professional & Specialized Services-CMSP	2,882,147	2,882,147	2,882,147	2,882,147
721500 Publications & Legal Notices	4,536	9,250	21,000	21,000
721600 Rents & Leases - Equipment	65,988	50,144	68,517	68,517
721700 Rents & Leases - Buildings	100,861	103,000	84,593	84,593
721800 Small Tools & Instruments	100	0	0	0
721900 Special Departmental Expense	214,738	96,550	123,583	123,583
722000 Transportation & Travel	65,900	59,015	75,490	75,490
722100 Utilities	5,867	0	6,090	6,090
TOTAL SERVICES & SUPPLIES	4,813,712	4,848,195	4,702,091	4,702,091

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
OTHER CHARGES				
730100 Support & Care of Persons	5,800	3,500	0	0
TOTAL OTHER CHARGES	5,800	3,500	0	0
FIXED ASSETS				
740302 Equipment	205,968	0	0	0
TOTAL FIXED ASSETS	205,968	0	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	0	0	60,000	60,000
770101 Intrafund Transfer - Department of Social Services	-602,343	-368,615	-374,265	-374,265
TOTAL INTRAFUND TRANSFERS	-602,343	-368,615	-314,265	-314,265
TOTAL - PUBLIC HEALTH DEPARTMENT	10,539,061	12,242,242	12,372,526	12,372,526

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 & 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

WORKLOAD

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>Communicable Disease Control</u>			
Immunizations (Child)	7,061	8,540	9,300
Communicable Disease Investigations – TB	2,417	2,652	2,950
Tuberculin Skin Tests	3,320	5,900	6,400
Gonorrhea Treatment	17	7	7
Syphilis Treatment	19	6	7
Communicable Disease Investigations – Other	3,621	3,948	3,545
Sexually-Transmitted Disease Treatments	162	114	125
TB Treatment	2,022	1,820	2020
Chlamydia Treatment	68	23	25
<u>Student Nursing Visits</u>			
	140	160	140
<u>Case Management Home Visits</u>			
Healthy Beginning Program Visits	4,575	3,750	6,360
	875	935	900
<u>Examinations</u>			
Pre-Employment Exams	203	300	325
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	297	324	350
Mycology (Fungus)	480	440	450
Mycobacteriology (TB)	1,871	1,508	1,000
Immunology (Syphilis serology)	396	360	400
Urinalysis Test	2,688	2,761	2,500
Water Test	1,297	1,340	1,400
Rabies	41	48	50
Urine Drug Testing	7,764	7,421	7,500
<u>Vital Statistics</u>			
Births	1,802	1,806	1,820
Deaths	788	848	850
Certified Copies Birth/Death Certificates	3,693	3,750	3,800
Animal Bite Reports	82	50	60
Confidential Morbidity Reports	1,891	1,862	1,900

<u>WORKLOAD (continued)</u>	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
<u>CHDP Program</u>			
Record Review, Tracking 27,500	27,500		27,500
Follow-Up	5,600	6,000	6,000
Training Sessions	21	20	20
<u>Foster Care Program</u> (Monthly Avg)	310	305	308
Probation (Monthly Avg)	15	15	15
Lake Street Foster Care Center	100	75	75
Healthy Beginnings Team	20	44	45
<u>FMAAA – Seniors Program</u> (Monthly Avg)			
Comprehensive Health Assessments	100	100	100
Blood Panels	110	110	110
Influenza Immunizations	7,426	7,750	7,200
Tetanus-Diphtheria	120	120	30
Pneumonia Immunizations	20	150	20
Seniors Served through Outreach and Education	200	175	175
Physical Referrals	100	100	100
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases	259	284	309
HIV/AIDS Deaths (Accumulative)	79	81	83
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	23	34	35
Emergency Services (Food & Medical Transportation – Ryan White)	38	20	25
Short Term Rental Assistance (HOPWA)	22	16	20
HIV/AIDS Medical Care	29	30	32
<u>Tobacco Education & Prevention Program Outreach</u>	83,000	80,000	80,000
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Avg)	1303	1444	1400
Monthly MTU Clinic Attendance	186	190	195
MTU Caseload	140	133	140
<u>Women, Infant and Children Program</u> (Monthly Avg)	9,125	9,125	9,125

REVENUE

<u>Public Health Revenues</u>	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Health - Laboratory Fees	\$34,182	\$55,000	\$47,900
Kaiser Grants	0	77,430	47,752
Health - Maternal Child Health – Federal	166,951	210,000	924,389
Emergency Medical Services – Trust	109,442	41,422	0
Health – Realignment	3,797,485	5,082,323	3,809,715
Childhood Lead Poisoning Prevention Funds	71,637	86,000	91,255
TB Prevention-State	16,961	9,000	24,597
Immunization Subvention Project Funds	50,418	25,000	49,157
Health - Vehicle License Fee - CMSP Realignment	2,882,147	2,882,147	2,882,147
Federal Healthy Families	212	42,300	46,270
Chlamydia Grant	6,798	6,798	6,798
Targeted Case Management	37,775	0	0
Obesity Endowment Grant	24,540	0	0
Fresno Regional Foundation	50,000	38,200	0
Senior Citizens	20,763	25,000	26,170
State - California Children’s Services	684,367	660,124	696,313
Federal - California Children’s Services	79,228	326,000	346,952
State - AIDS	76,420	76,378	75,050
Federal - AIDS	50,326	75,186	72,658
State Healthy Families	0	5,821	12,457
Tobacco Education	103,984	138,816	180,000
CHDP	349,985	351,000	358,155
Foster Care	81,200	78,898	82,890
Challenge Grant	113,501	0	0
Adolescent Family Life	196,981	152,325	187,722
Community Transformation / Nutrition	0	0	688,699
Women, Infant, Child	2,033,745	2,233,343	1,761,819
Emergency Response Preparedness	405,823	482,178	428,694
Miscellaneous	54,254	5,500	7,100
Proposition 10	<u>132,366</u>	<u>225,000</u>	<u>225,411</u>
Total Revenue	11,631,491	13,391,189	13,080,070

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II	4		3	1	
Administrative Analyst I/II	4		4		
Administrative Assistant	2		1		1 ⁽¹⁾
Assistant Public Health Director	1		1		
Clerical Assistant	1		0		1 ⁽²⁾
Health Education Coordinator	2.45		2 ⁽³⁾	1 ⁽³⁾	
Health Education Specialist	2.35		5 ⁽³⁾		
Lab Intern or Public Health Microbiologist	1		1		
Medical Secretary I/II	2		2		
Nurse Practitioner	1		1		
Nutritional Assistant I/II	15		15		
Nutritional Services Director	1		1		
Nutritionist	2		2		
Office Assistant I/II/III ⁽⁹⁾	2		2		
Office Services Supervisor I/II	2		1		1 ⁽⁴⁾
Physical Therapist	1		1		
Physical Therapist OT Unit Supervisor	1		1		
Program Assistant I/II	1		2 ⁽³⁾		
Program Manager	3.9	0.1	3.5	0.5	
Public Health Assistant	2		5 ⁽³⁾		
Public Health Director	1		1		
Public Health Education Assistant (PHEA)	19	0.4	19 ⁽⁵⁾		0.4 ⁽⁵⁾
Public Health Laboratory Director	1		1		
Public Health Laboratory Technician	2		2		
Public Health Nurse I/II	13.65		10	1.25	2.4 ⁽⁶⁾
Public Health Nursing Director	1		1		
Public Health Officer (contract)	1		1		
Public Health Physician (contract)	1		1		
Registered Dietician	4		3		1 ⁽⁷⁾

STAFFING (continued)

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Registered Nurse I/II or Licensed Vocational Nurse I/II	2		2		
Senior Accounting Technician	1		1	1 ⁽³⁾	
Senior Administrative Analyst	1		1		
Senior Nutritional Assistant	6		4	2	
Senior Program Assistant	1		1		
Senior Public Health Nurse	4.4		2	1	1.4 ⁽⁸⁾
Therapy Assistant	1		1		
X-Ray Technician	1		1		
Total Permanent	112.75	0.5	105.5	7.75	8.2

Position Allocation Changes Justification:

- (1) It is recommended to eliminate 1.0 FTE vacant Administrative Assistant positions from the Bioterrorism program due to program requirements.
- (2) It is recommended to eliminate 1.0 FTE vacant Clerical Assistant positions from the Women, Infant and Children program due to program requirements.
- (3) It is recommended to increase the Health Education Coordinator position by 0.55 FTE, the Health Education Specialist position by 2.65 FTE, the Program Assistant I/II by 1.0 FTE, the Public Health Assistant position by 3.0 FTE, and the Senior Accounting Technician position by 1.0 FTE due to projected program requirements. Some of the added FTE positions will remain unfunded until grant funding applications are completed.
- (4) It is recommended to eliminate 1.0 FTE vacant Office Services Supervisor I/II positions from the Women, Infant and Children program due to program requirements.
- (5) It is recommended to modify the Public Health Education Assistant (PHEA) classification in the Public Health Department by adding the classifications of PHEA-Case Manager Assistant, PHEA-Clinical Assistant, and PHEA-Health & Wellness Assistant. This recommendation will better define the diverse duties expected of the existing PHEA classification. If approved by the Board of Supervisors, the Human Resources Department will take the necessary actions to implement the recommendation. The recommendation will result in a net decrease of 0.4 FTE vacant PHEA positions due to program requirements.

STAFFING (continued)

Position Allocation Changes Justification (continued):

- (6) It is recommended to eliminate 2.4 FTE vacant Public Health Nurse I/II positions that have remained vacant for an extended period and are no longer required to meet program needs.
- (7) It is recommended to eliminate 1.0 FTE vacant Registered Dietician positions from the Women, Infant and Children program due to program requirements.
- (8) It is recommended to eliminate 1.4 FTE vacant Senior Public Health Nurse positions that have remained vacant for an extended period and are no longer required to meet program needs.
- (9) It is recommended to add the Office Assistant III classification in combination with the existing Office Assistant I/II classification to allow for promotional opportunities to qualified staff. If approved by the Board of Supervisors, the Human Resources Department will take the necessary actions to implement the recommendation.

Additional Staffing Notes:

It is recommended to add the classification of Social Worker I/II/III/IV to the Public Health Department. If approved by the Board of Supervisors, the Human Resources Department will take the necessary actions to implement the recommendation.

It is recommended to add the classification of Youth Intern to the Public Health Department. Many Federal and State grants which fund Public Health Department programs are beginning to require the use of paid youth interns (high school, college and post-college-level) within grant parameters. If approved by the Board of Supervisors, the Human Resources Department will take the necessary actions to implement the recommendation.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$5,464,306) are recommended increased \$84,832 based on cost of recommended staff.
- 710103** **Extra Help** (\$113,952) is recommended reduced \$71,511 based on a reduced need for extra-help staff.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.

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** (\$72,933) is recommended increased \$8,318 based on current expenditures and funds 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 a reduction of \$44,610, as the expense will be paid directly from the Health Emergency Services Fund (1312). This represents the Department's contribution to the Internal Service Fund for 2012-13.

720500 **Household Expense** (\$82,122) is recommended increased \$6,122 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** (\$99,840) is recommended increased \$14,640 for the Department's share of retirees' medical insurance based on current expenditures.

720800 **Maintenance - Equipment** (\$40,300) is recommended reduced \$206,917 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 reduced \$3,700 to reimburse the General Fund for work performed for the Health Department by RMA - Maintenance and Grounds Division.

721000 **Medical, Dental & Laboratory Supplies** (\$166,780) is recommended increased \$6,830 for the necessary medications and supplies for Flu Clinic vaccines, Tuberculosis, Venereal Disease and immunization vaccines, Child Health Program, laboratory supplies, Hepatitis B vaccinations, and AIDS test kits.

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$12,500) are recommended increased \$1,828 for memberships with the Health Officers Association of California, Maternal Child Health Directors, California Council of Local Health Nursing Directors, Conference of Health Executives Association of California, California Rural Health Association, National Association of City & County Health Officials, the American Public Health Association, Tobacco LLA Project Director's Association, California Conference of Local Health Department Nutritionists, American Dietetic Association, National WIC Association, and California WIC Association.
- 721300** **Office Expense** (\$229,341) is recommended increased \$131,935 based on current expenditures for general office supplies and forms, postage, equipment and furniture less than the fixed asset limit. This increase is due, in large part, to multiple new grant funded programs.
- 721400** **Professional & Specialized Services** (\$663,459) is recommended reduced \$128,848 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), and external lab fees (\$30,000).
- 721407** **Data Processing Services** (\$48,900) is recommended increased \$7,500 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** (\$21,000) recommended increased \$11,750 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** (\$68,517) is recommended increased \$18,373 based on current expenditures for the rental of vehicles from Central Garage, use of rental cars when pool vehicles are not available, and costs for the multiple copier lease maintenance agreements.
- 721700** **Rents & Leases - Building** (\$84,593) is recommended reduced \$18,407 based on current expenditures for rental of office space, multiple storage locker spaces, modular leases, and satellite clinics in Chowchilla and Oakhurst.

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$123,583) is recommended increased \$27,033 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** (\$75,490) is recommended increased \$16,475 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 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 (\$707,544). Revenue to offset these expenses is included in the Health - Realignment 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.

770101 **Intrafund Transfer - Department of Social Services** (\$374,265) is recommended to offset costs for staff working in the Healthy Beginnings Program (\$294,167), drug testing of DSS clients (\$20,000) and Emergency Response Nurse for DSS (\$60,098).

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **RMA - ENVIRONMENTAL
HEALTH (07100)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	626,518	551,272	569,261	569,261
710103 Extra Help	51,677	65,000	55,000	55,000
710105 Overtime	2,666	0	0	0
710106 Standby-HazMat Emergency Response	9,353	10,000	10,000	10,000
710200 Retirement	164,290	170,196	166,669	166,669
710300 Health Insurance	82,881	86,599	91,616	91,616
710400 Workers' Compensation Insurance	24,069	18,079	18,302	18,302
TOTAL SALARIES & EMPLOYEE BENEFITS	961,454	901,146	910,848	910,848
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	375	500	500	500
720300 Communications	20,036	6,000	6,000	6,000
720305 Microwave Radio Services	0	14,195	18,475	18,475
720600 Insurance	442	556	467	467
720800 Maintenance - Equipment	644	3,000	2,000	2,000
721000 Medical, Dental & Lab Supplies	24	200	200	200
721100 Memberships	540	735	735	735
721200 Miscellaneous Expense	484	0	0	0
721300 Office Expense	6,132	8,500	7,800	7,800
721400 Professional & Specialized Services	44,269	39,868	39,868	39,868
721500 Publications & Legal Notices	451	500	300	300
721600 Rents & Leases - Equipment	28,473	24,000	17,900	17,900
721900 Special Departmental Expense	3,343	3,500	2,000	2,000
722000 Transportation & Travel	8,197	6,500	6,500	6,500
TOTAL SERVICES & SUPPLIES	113,410	108,054	102,745	102,745
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-2,266	0	0	0
TOTAL - RMA - ENVIRONMENTAL HEALTH	1,072,598	1,009,200	1,013,593	1,013,593

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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
CUPA	4.00	4.00	4.00
Land Use	1.25	1.25	1.25
Food	3.50	3.50	3.50
Water Systems	3.50	3.00	3.00
Waste Management – Liquid	2.25	1.00	1.00
Waste Management – Solid	1.00	1.00	1.00
Recreational Health (Pools, Spas)	0.75	0.75	0.75

REVENUE

	Actual <u>2010-11</u>	Estimated <u>2011-12</u>	Projected <u>2012-13</u>
Environmental Health Fees	\$ 70,338	\$ 57,100	\$ 59,800
Environmental Health Permits	806,989	783,100	798,593
Integrated Waste Management Grant	18,197	18,197	18,400
Solid Waste Tipping Fee (LEA)	50,000	50,000	50,000
Above Ground Petroleum Storage Grant	0	0	0
Hazardous Materials Emer. Prep. Grant	6,456	3,000	2,000
California Electronic Reporting System (CERS) Grant	0	12,133	37,000
Fines/Penalties	22,857	13,497	12,000
Misc Rev - Loan Repay by RDA (Mill Site)	74,550	40,500	30,000
State Clean Up Fund (UST)	2,500	2,500	0
Brownsfield Revolving Loan Fund	0	0	0
Miscellaneous Revenue	<u>6,358</u>	<u>4,209</u>	<u>5,800</u>
Total	\$1,058,245	\$984,236	\$1,013,593

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
Environmental Health Director	1			1	
Program Assistant I/II	1		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	11	<u>2.5</u>	<u>1</u>	11	<u>2.5</u>

*Note: One (1.0) FTE Program Assistant I/II was eliminated effective June 30, 2011.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$569,261) are recommended increased \$17,989 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$55,000) is recommended reduced \$10,000 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 2012-13 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** (\$18,475) is recommended increased \$4,280 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 reduced \$1,000 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** (\$7,800) is recommended reduced \$700 for office supplies, central duplicating costs, and form printing. The Integrated Waste Management Grant will fund \$5,400 of this account.
- 721400** **Professional & Specialized Services** (\$39,868) is recommended unchanged for specialized laboratory analysis and for software maintenance license.
- \$ 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.
- 721500** **Publications & Legal Notices** (\$300) is recommended reduced \$200 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 reduced \$6,100 for the rental of vehicles from Central Garage and for copy machine lease.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$2,000) is recommended reduced \$1,500 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **RMA -
ENGINEERING (11100)**
Function: **Liner Fund**
Activity: **Refuse**
Fund: **Enterprise Fund**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13*</u>	CAO RECOMMENDED <u>2012-13*</u>
Fund Balance as of 6/30/2012			1,757,956	1,757,956
REVENUES				
640101 Interest on Cash	18,145	15,123	18,000	18,000
640300 Rents & Concessions	15,750	15,750	19,800	19,800
620600 Franchise Fees			11,000	11,000
662100 Sanitation/Landfill Surcharge	2,550	2,549	2,500	2,500
662101 Landfill Surcharges	625,907	568,105	2,480,160	2,480,160
TOTAL REVENUES	662,351	601,527	4,289,416	4,289,416
EXPENSES				
SERVICES & SUPPLIES				
720200 Clothing and Personal Supplies	-	-	160	160
720300 Communications	-	-	9,000	9,000
720600 Insurance	-	-	20,000	20,000
720601 General Insurance	-	-	24,000	24,000
721100 Memberships	-	-	6,549	6,549
721300 Office Expense	-	-	1,000	1,000
721400 Professional & Specialized Services	25,393	-	1,181,322	1,181,322
721500 Outside Attorneys & Other Experts	-	-	560,000	560,000
721500 Publications & Legal Notices	-	-	200	200
721600 Rents & Leases - Equipment	-	-	3,000	3,000
721800 Small Tools & Instruments	-	-	50	50
721900 Special Departmental Expense	28,544	28,500	217,480	217,480
722000 Transportation & Travel	-	-	2,800	2,800
722100 Utilities	-	-	5,000	5,000
731401 Interfund Expend - Cost Plan (A87)	-	-	-	-
740200 Buildings and Improvements	113,053	-	157,100	157,100
750119 Op Transfer Out Improvement Fund	-	-	155,899	155,899
780100 Appropriation for Contingency	-	2,085,342	1,945,856	1,945,856
TOTAL EXPENSES	166,990	2,113,842	4,289,416	4,289,416

* Reflects consolidation of Refuse Disposal General Fund Budget (01380) into Refuse Disposal Liner Fund to reflect overall operations.

COMMENTS

The County of Madera has a contractual agreement 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 Board of Supervisors has a contractual agreement for the combined operation of the North Fork Transfer Station and transportation of refuse from the transfer station to the Landfill. The County has a contractual agreement for the transportation of refuse from a privately owned transfer station in Oakhurst to the Landfill. A Materials Recovery Facility (MRF) was put into contractual operation at the landfill in order to meet State requirements to reduce material going into the landfill by 25% by January 1, 1995, and 50% by January 1, 2000. Based on the State's Waste Board's calculations, the County is currently meeting diversion requirements. 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.

Note: This budget reflects the consolidation of budget organization #01380 – Refuse Disposal (General Fund) into budget organization #11100 – Refuse Disposal Liner Fund (Enterprise Fund) to reflect overall operations.

Solid Waste Flow Control Agreement

On February 1, 2008, the County and the two Cities (City of Chowchilla and City of Madera) entered into a new Solid Waste Flow Control Agreement. The initial term of the agreement was for five years, expiring on December 31, 2012, with an option for an extension of an additional five years. The agreement contains provisions which allow the County and the two Cities to have a reduced tipping fee for their residential contract haulers upon the implementation of a Curbside Recyclables Program (Blue Can). The Cities implemented the Curbside Recyclables Program; therefore, a reduced tipping fee of \$35 (w/ annual CPI increases) was charged for each ton of refuse received at the Fairmead Landfill from the Cities, rather than a \$50 (w/ annual CPI increases) per ton tipping fee.

Under the provisions of the Solid Waste Flow Control Agreement, the Resource Management Agency submitted a request to increase the current Tipping Fees, effective July 1, 2009. The rate increase went into effect on October 3, 2009; the rates increased to \$39.13 per ton from \$35.00 per ton, and \$55.13 per ton from \$50.00 per ton. On October 11, 2011, the Board approved a tipping fee reduction for one-time regulatory costs that have been paid. The 2012-13 Refuse Disposal budget reflects the current tipping fee as \$53.39 per ton for public/County, and \$37.39 per ton for Cities.

Construction Projects Funded by Low Interest Loan

During 1997-98, the Operator of the Landfill and Materials Recovery Facility obtained permission from the Board of Supervisors to enter into a loan agreement with the Operator and California Pollution Control Financing Authority to borrow \$1.8 million, to be paid back over 18 years. The projects completed with these loan funds were the construction of a landfill gas recovery system (\$900,000); a partial/final closure construction on 38 acres of a monolithic cover test area (\$110,000); and construction of Unit 2, Cell

COMMENTS (continued)

Construction Projects Funded by Low Interest Loan (continued)

4 of the liner system (\$650,000). The balance of the funds was used during 2001-02 to install groundwater monitoring wells on the north side of the property (estimated at \$110,000). The monolithic cover is still being evaluated. The County agreed to pay the Operator principal and interest of \$9,982 per month, for repayment of the loan. The loan will be paid off in June 2016.

REVENUE

This budget is 100% funded by landfill surcharges based on the current tipping fee rates of \$53.39 per ton for the County and Public Rates, \$37.39 per ton for the City of Madera and City of Chowchilla residential rates, and also based on the actual tonnages received from the incorporated and unincorporated areas of the County. The County receives \$13.54 from the Cities' tipping fee (\$37.39). The County also receives \$29.54 from the unincorporated and public self haulers tipping fee (\$53.39).

	<u>Actual</u> <u>2009-10</u>	<u>Estimated</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Landfill Surcharges	\$1,448,825	\$1,297,307	\$1,261,670	\$2,480,160

Projected Revenues

- Estimated Annual Tonnage from City of Chowchilla and City of Madera are 37,000 tons. The Estimated Surcharge Revenue is (37,000 x \$13.54 = \$500,980)
- Estimated Annual Tonnage from Unincorporated areas and public self haul are 67,000 tons. The Estimated Surcharge Revenue is (67,000 x \$29.54 = \$1,979,180)

Total Projected Revenues for 2012-13 are \$2,480,160.

The Operator retains the following for Operational Expenses of \$23.85/Ton

\$ 15.65/Ton	Pays for the contractual operator at the Landfill and NFTS
\$ 8.20/Ton	Covers the contractual cost of operating the Materials Recovery Facility (MRF)

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13
	<u>Funded</u>	<u>Eliminated</u>	<u>Recommended</u>
Assistant Engineer*	1	0	0
Solid Waste Manager**	0	1**	0
Total Permanent	1	1	0

*It is recommended that the Assistant Engineer position be transferred to Engineering Admin (01315) budget.

**The Solid Waste Manager position was eliminated effective June 30, 2011.

SERVICES & SUPPLIES

- 720200** **Clothing and Personal Supplies** (\$160) is recommended to provide rain gear, goggles, hard hats, and vests for protection during landfill inspections and site visits per OSHA regulations.
- 720300** **Communications** (\$9,000) is recommended to provide for communication related costs (cell phones \$1,440, and remote video camera monitoring services \$7,560).
- 720600** **Insurance** reflects the Department’s contribution to the County’s Self-Insured Liability Program.
- 720601** **General Insurance** (\$24,000) is recommended to provide for the landfill pollution insurance required for the State permit.
- 721100** **Memberships** (\$6,549) is recommended for memberships in the Solid Waste Association of North America (\$549) and the Environmental Services Joint Powers Authority (\$6,000).
- 721300** **Office Expense** (\$1,000) is recommended to provide technical manuals, reproduction, and miscellaneous office supplies.
- 721400** **Professional & Specialized Services** (\$1,181,322) is recommended to provide for the following:
 - \$480,000 Refuse transportation costs from the NFTS and EMADCO to the Fairmead Landfill of an estimated 20,000 tons for 2012-13 at the transportation cost of \$24.00 per ton.

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

- \$101,089 Necessary contractual services to implement and maintain a water monitoring program required by the State Water Quality Control Board. The contractor interprets ground water data, completes the verification process, drafts a feasibility report for corrective action, maintains a close liaison with the State, and drills ground water monitoring wells.
- \$157,200 Necessary contractual services to monitor, operate and maintain the landfill gas extraction system, required by the San Joaquin Valley Air Pollution Control District.
- \$87,000 Operational costs of the permanent Household Hazardous Waste (HHW) Facility at the Landfill and one to two household hazardous waste events in Eastern Madera County. The HHW Facility is open for four hours on Saturdays, and certified personnel accept all household hazardous waste, stored in the proper containers; transport to the appropriate disposal sites; and are responsible for all required record keeping of the hazardous waste.
- \$175,000 Paleontology monitoring services at the Landfill. The County contracts with California State University, Fresno for Paleontology cataloging services (\$50,000). The County contracts with the Paleontology Foundation for Paleontological monitoring services, requirements in accordance with the PRMP, and lease of the Fossil Discover Center Facility (\$125,000).
- \$226,033 Reimbursement of Department of Engineering Cost – 15% of County Engineer (\$21,335), 40% of Senior Engineer (\$50,125), 100% of Assistant Engineer (\$97,366), Public outreach and media cost to promote recycling and diversion (\$19,447), Engineering design and construction inspection (\$37,760). Some of these services may be performed by County staff or consultants as needed.

721433 Outside Attorneys and Other Experts (\$560,000) is recommended to provide for the following:

- \$160,000 Expert/consultant analysis of County Landfill and collection operations and preparation of an RFP, as well as assist the County with selection, award, and negotiations.
- \$400,000 Outside attorneys and legal services.

721500 Publications & Legal Notices (\$200) is recommended for publishing Notice to Bidders for well installation and soil borings, notice of increase in tipping fees, notices of public hearings, etc.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$3,000) is recommended 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** (\$50) is recommended for flashlights, flagging and staking lath.
- 721900** **Special Departmental Expense** (\$217,480) is recommended for the following regulatory and departmental expenses below;
- \$60,000 Local Enforcement Agency (County Environmental Health Department) fees related to the State-mandated oversight of landfill operations; reimbursements for costs incurred by County Environmental Health Department.
 - \$116,480 Department of Resources Recycling and Recovery, CalRecycle (formerly the California Integrated Waste Management Board) for administrative and regulatory oversight fees. Fees currently assessed at \$1.40 per buried ton. Estimated buried tons for 2012-13 is 83,200 tons, which is approximately 75%-80% of received tonnage.
 - \$40,000 State Regional Water Quality Control Board for administrative and regulatory oversight fees. The RWCQB increased their regulatory fees in 2011.
 - \$1,000 Expenditures associated with recycling, used oil and household hazardous waste programs not eligible for grant reimbursement.
- 722000** **Transportation & Travel** (\$2,800) is recommended to attend meetings and workshops regarding solid waste disposal and State-mandated programs.
- 722100** **Utilities** (\$5,000) is recommended for payment of PG&E, water, sewer, and garbage associated with the old Engineering Building, where the paleontological fossils are currently stored.
- 740200** **Buildings and Improvements** (\$157,100) is recommended for payment of infrastructure costs and loans;
- \$122,100 Annual payment on the 18-year loan (principal and interest) to construct a Gas Extraction System, new Liner, closure of old site, and two groundwater monitoring wells. This loan will be paid off in 2016.
 - \$10,000 Install landfill remote camera monitoring system, hardware, and software.
 - \$25,000 Demolish existing church property and abatement of asbestos and lead paint.

SERVICES & SUPPLIES (continued)

- 750119** **Op Transfer Out Improvement Fund** (\$155,899) is recommended to transfer to New Landfill Site Closure Fund (0110), to cover the future landfill closure costs based on JTD and permit requirements.
- 780100** **Appropriation for Contingency** (\$1,945,856) is recommended contingencies for future infrastructure, improvements, the lining requirement of future expansions, including permitting activities, acquisitions, design, construction and associated activities.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	9,018,557	9,999,184	10,391,890	10,391,890
710103 Extra Help	97,215	100,000	195,000	195,000
710105 Overtime	139,185	75,000	75,000	75,000
710106 Standby & Night Premium	37,545	60,000	60,000	60,000
710200 Retirement	2,194,139	2,578,489	2,777,748	2,777,748
710300 Health Insurance	1,325,868	1,496,390	1,496,390	1,496,390
710400 Workers' Compensation Insurance	252,968	196,594	210,851	210,851
TOTAL SALARIES & EMPLOYEE BENEFITS	13,065,477	14,505,657	15,206,879	15,206,879
SERVICES & SUPPLIES				
720300 Communications	210,304	276,000	323,000	323,000
720500 Household Expense	115,760	93,000	95,400	95,400
720600 Insurance	27,691	27,691	8,316	8,316
720601 General Insurance	3,806	11,085	11,085	11,085
720605 Employer-Share Retiree Health Insurance	321,123	370,000	416,000	416,000
720800 Maintenance - Equipment	45,958	99,000	112,000	112,000
720900 Maintenance - Structures & Grounds	50,184	80,000	170,000	170,000
721100 Memberships	39,793	46,523	53,000	53,000
721300 Office Expense	291,750	461,200	960,000	960,000
721400 Professional & Specialized Services	1,143,171	1,893,539	2,000,573	2,000,573
721500 Publications & Legal Notices	-313	250	250	250
721600 Rents & Leases - Equipment	73,844	98,000	98,000	98,000
721700 Rents & Leases - Buildings	735,311	780,000	845,000	845,000
721900 Special Departmental Expense	1,957,206	1,842,892	1,975,511	1,975,511
722000 Transportation & Travel	72,815	75,000	100,000	100,000
722100 Utilities	139,755	180,000	200,000	200,000
TOTAL SERVICES & SUPPLIES	5,228,158	6,334,180	7,368,135	7,368,135

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
 Function: **Public Assistance**
 Activity: **Administration**
 Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
OTHER CHARGES				
730700 Judgments and Damages	100,000	0	0	0
TOTAL FIXED ASSETS	100,000	0	0	0
FIXED ASSETS				
740300 Equipment	44,182	274,500	162,800	162,800
TOTAL FIXED ASSETS	44,182	274,500	162,800	162,800
TOTAL - DEPARTMENT OF SOCIAL SERVICES- ADMINISTRATION	18,437,817	21,114,337	22,737,814	22,737,814

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 2012-13, 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. This 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.

COMMENTS (continued)

Economic Development Commission (continued)

Funding has previously been contributed by the two Cities, the County, and other miscellaneous sources as listed below. In Fiscal Year 2012-13, 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 2012-13 fiscal year from the following sources:

	<u>2010-11 Actual</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
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 2012-13 Social Services Administrative budget (estimated at \$40,500). The County's cost is reimbursed by the IHSS Public Authority, which is outside of the General Fund.

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.

COMMENTS (continued)

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.

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 \$3,055,908 for fiscal year 2012-13 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 220 filled positions, with funding for salaries and employee benefits at a staffing level of 220 (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 2011-12, the Department voluntarily allowed many vacant positions to go unfunded based on possible reductions in State funding and/or elimination of State Programs. For 2012-13, the Department will continue to limit the filling of vacant positions pending a resolution of State funding.

<u>Permanent</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended 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*

STAFFING (continued)

	2011-12 Authorized	2012-13 Recommended
Permanent		
Deputy Director – Welfare	2	2
Director of Social Services	1	1
Eligibility Supervisor, or Employment & Training Worker Supervisor	30 ⁽¹⁾	30 ⁽¹⁾
Employment & Training Worker I/II/III or Eligibility Worker I/II/III or Vocational Trainee, or Vocational Assistant	130 ⁽¹⁾⁽²⁾	130 ⁽¹⁾⁽²⁾
Office Assistant I/II/III	17	17 ⁽³⁾
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 ⁽¹⁾	65 ⁽¹⁾
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>4</u>
Total	312	312
<u>IHSS Unit Funded by IHSS Public Authority</u>		
Employment Training Worker I/II/III	2	2
Office Assistant I/II	1	1
Program Manager I	<u>1</u>	<u>1</u>
Total	<u>4</u>	<u>4</u>
TOTAL PERMANENT ALLOCATED POSITIONS	<u>316</u>	<u>316</u>
Actual Filled Positions	220	220

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** (\$10,391,890) are recommended increased \$392,706 based on a recommended staffing level of 220 employees.
- 710103** **Extra Help** (\$195,000) is recommended increased \$95,000 based on staffing needs for part-time help in the areas of imaging, clerical and Adoptions.
- 710105** **Overtime** (\$75,000) is recommended unchanged for overtime due primarily to staff called-out on child and adult protective service calls. Effective May 1, 1999, SB 2199 requires Adult Protective Services referrals 24 hours per day, 365 days per year.
- 710106** **Standby & Night Premium** (\$60,000) is recommended unchanged for the required standby of the Emergency Response Program. As noted in the Overtime account, the requirement of SB 2199 requires additional standby hours of the Adult Protective Services staff.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$323,000) is recommended increased \$47,000 based on the projected telephone and line expenses of this Department, including the addition of communications costs for the Lake Street building. Included in this account is the Department's share of circuit costs of the County's Wide Area Network (\$92,923).

Also included in this account is the Microwave Radio Services (\$32,445), which represents the Department's contribution to the Internal Service Fund for 2012-13 based on the number of radios in this Department utilizing the County's microwave radio network.

The IHSS Public Authority will pay \$1,900 as their share of cost for Communications.

720500 **Household Expense** (\$95,400) is recommended increased \$2,400 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 \$489 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** (\$11,085) is recommended unchanged for the Department's contribution to the County's Property Insurance Program.

720605 **Employer Share-Retiree Health Insurance** (\$416,000) is recommended increased \$46,000 based on actual expenditure levels for the Department's share of the County's contribution for the retirees' health insurance premiums.

720800 **Maintenance - Equipment** (\$112,000) is recommended increased \$13,000 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. Included in this account is the Department's share of the Wide Area Network's equipment maintenance cost (\$19,800). The IHSS Public Authority will pay \$300 as their share of cost for equipment maintenance.

720900 **Maintenance - Structures and Grounds** (\$170,000) is recommended increased \$90,000 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 \$204 as their share of cost for Maintenance of Structures.

SERVICES & SUPPLIES (continued)

721100 **Memberships** (\$53,000) is recommended increased \$6,477 for memberships in the County Welfare Directors' Association (\$45,675); 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** (\$960,000) is recommended increased \$498,800 for office and photocopy supplies, mailing costs, and computer supplies. The increase in appropriations reflects the projected cost to purchase 200 computer replacements (in accordance with approved replacement schedule) previously budgeted as Fixed Assets. These items do not meet the definition of Fixed Assets as per the County's approved Capital Policy, and are now appropriated as office expenses. The IHSS Public Authority will pay \$7,700 as their share of cost for Office Expense.

721400 **Professional & Specialized Services** (\$2,000,573) is recommended increased \$107,034. Included in this account is the Department's share of software maintenance related to the WAN and the hours of labor related to work involving subvented departments as part of the County's information technology system. This account also funds the following recommended contractual agreements:

NON CalWORKs PROGRAMS

Staff Training Services (100% State Funded)	\$158,840
Department contribution to Employee Assistance Plan	5,000
Local share of ongoing maintenance and operation of C-IV	60,000
Department contribution for IT labor for non-WAN support	65,000
Alarm Services	5,000
Card Access System Ongoing Maintenance	30,000
Annual Anti-Virus Upgrade, Software Licenses and IT Training Software	51,000

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
Internal Investigator 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
Provide translation and interpreting services.	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

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

CLETS Fingerprinting – 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. \$17,000

Child Abuse Prevention Intervention and Treatment (CAPIT) Program and Community-Based Child Abuse Prevention (CBCAP) – 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

Promoting Safe and Stable Families (PSSF) – The PSSF program provides support for families in the form of early intervention, relative caregiver support and substance abuse treatment and recovery. The funding is also used to provide family preservation services that include therapeutic and crisis intervention, residential after-care services and relative caregiver time-limited reunification services. The PSSF funds will be used to fund a portion of Child Welfare administrative costs. 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

MEDS Security – 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. 175,000

ReadySetGo! – Contract for ILP youth. 60,000

CIV OBIEE Reporting Tool – CIV System option that enables staff to create management reports for state and federal reporting requirements. 29,000

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

Fleet GPS Monitoring System – To track and provide directions for staff in field. \$10,800

CalWORKs PROGRAMS

Learning Disabilities – Contract to assist customers with learning disabilities in their job readiness activities. 50,000

Economic Development – Madera County Economic Development Commission (EDC) to provide job creation and business expansion, including funds for marketing EDC. 204,633

Vocational Education – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKs clients to be job-ready. 130,000

Subsidized Employment – Workforce Development Office. Provides CalWORKs clients temporary employment to learn skills and gain experience needed for permanent employment. 625,000

721500 Publications & Legal Notices (\$250) is recommended unchanged for recruitment of foster homes and special staff recruitment.

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 (\$845,000) is recommended increased \$65,000 for lease of the following facilities: 629 East Yosemite Ave (\$172,000); the Administration Office Building on 700 East Yosemite (\$154,000); 720 East Yosemite Avenue (\$368,000); the Oakhurst Office (\$57,000); the Chowchilla Office (\$68,000); the facility on Lake Street (\$24,500), and rented storage space (\$1,500). The IHSS Public Authority will pay \$3,682 as their share of facility costs.

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$1,975,511) is recommended increased \$132,619. The IHSS Public Authority will pay \$1,000 as their share of costs. This account covers the following:

IRS Intercept Fee, Vital Statistics, and miscellaneous expenses.	\$ 26,000
The Mental Health Substance Abuse Contract for mental health services for clients in the CalWORKS Program.	575,511
<u>Behavioral Health</u> – Transportation costs provided for CalWorks consumers needing transportation for mental health services (\$50,000), Child Welfare Service Provider reimbursements (\$25,000), and an OAD Counselor (\$50,000).	125,000
<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 0.5 FTE accounting services for Social Services.	30,000
<u>Human Resources</u> – Direct charges for personnel related services performed by Human Resource 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
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.	110,000

SERVICES & SUPPLIES (continued)

Special Departmental Expense (continued)

Reimbursement of costs related to Child Welfare Services.	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
Family Preservation and Support Program	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
Foster Family Home Recruitment	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 (\$250,000).	671,500
Public Health	\$302,175
Behavioral Health	78,161
Office of Education	291,164

SERVICES & SUPPLIES (continued)

- 722000** **Transportation & Travel** (\$100,000) is recommended increased \$25,000 for anticipated training sessions, and cost of gasoline and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$2,000 as their share of costs.
- 722100** **Utilities** (\$200,000) is recommended increased \$20,000 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 \$622 as their share of cost for Utilities.

FIXED ASSETS

740300 **Equipment** (\$162,800) is recommended reduced \$111,700 to purchase the following fixed assets:

Vehicles

- 2 **Compact Sedans** (R) (\$37,800) to replace the Department's high-mileage vehicles with a safe, reliable vehicle to transport children and families.
- 1 **Sport Utility Vehicle** (R) (\$25,000) to replace one of the Department's high-mileage sedans with a four-wheel drive SUV to provide services to clients/families in the mountain areas.
- 1 **Mini-Van** (R) (\$25,000) to replace one of the Department's high-mileage mini-vans to transport children and families.
- 1 **Wheelchair Accessible Van** (N) (\$50,000) To accommodate customers with special transportation needs.

Replacement Computer Equipment

- 1 **Server** (R) (\$25,000)

<u>FUND SOURCES</u>	Federal/State	<u>Total Cost</u>	<u>Local Cost</u>	<u>Cost</u>
Department of Social Services – Administration		\$22,737,814	\$5,169,306	\$17,568,508
Department of Social Services - Public Assistance Programs		34,020,000	8,732,650	25,287,350
Department of Social Services - General Relief		<u>1,142,394</u>	<u>1,142,394</u>	<u>0</u>
TOTAL		\$57,900,208	\$15,044,350	\$42,855,858
Less Estimated DSS State Realignment for 2011-12			(\$4,000,000)	4,000,000
Other Revenue ⁽¹⁾			(216,000)	216,000
10% Transfer Health Realignment			(590,000)	590,000
10% Transfer BHS State Realignment			(340,307)	340,307
2011 Realignment Transfer In (Admin)			(3,055,908)	3,055,908
2011 Realignment Transfer In (Assist)			<u>(2,633,550)</u>	<u>2,633,550</u>
ESTIMATED COUNTY TOTAL NET COST			\$4,208,585	\$53,691,623

⁽¹⁾Other revenue includes collections received from various sources for overpayments of warrants issued for Foster Care and CalWORKs.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **DEPT. OF SOCIAL SERVICES
GENERAL RELIEF (07520)**
Function: **Public Assistance**
Activity: **General Relief**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
SERVICES & SUPPLIES				
721200 Miscellaneous Expenses	1,868	0	0	0
721400 Professional & Specialized Services	162,527	210,560	210,560	210,560
721900 Special Departmental Expense	151,434	151,434	151,434	151,434
TOTAL SERVICES & SUPPLIES	315,829	361,994	361,994	361,994
OTHER CHARGES				
730100 Support and Care of Persons	345,622	390,000	520,000	520,000
731305 Contributions to Other Agencies	260,400	260,400	260,400	260,400
TOTAL OTHER CHARGES	606,022	650,400	780,400	780,400
TOTAL - DEPT. OF SOCIAL SERVICES - GENERAL RELIEF	921,851	1,012,394	1,142,394	1,142,394

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** (\$520,000) is recommended increased \$130,000 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 2012-13**

Department: **DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)**
Function: **Public Assistance**
Activity: **Aids Programs**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
<u>OTHER CHARGES</u>				
730101 CalWORKS				
Federal	12,501,059	11,120,000	11,676,000	11,676,000
State	9,420,762	8,380,000	0	0
2011 Realignment	0	0	8,799,000	8,799,000
County	562,098	500,000	525,000	525,000
Total Aid for CalWORKS	22,483,919	20,000,000	21,000,000	21,000,000
730104 Foster Care				
Federal	1,282,120	1,482,275	1,424,250	1,424,250
State	1,282,120	1,482,275	0	0
2011 Realignment	0	0	1,550,850	1,550,850
County	2,206,012	2,535,450	2,524,900	2,524,900
Total Foster Care	4,770,252	5,500,000	5,500,000	5,500,000
730105 Welfare to Work				
Federal	445,481	593,997	509,140	509,140
State	78,614	106,003	90,860	90,860
County	0	0	0	0
Total Welfare to Work	524,095	700,000	600,000	600,000
730107 In-Home Supportive Service				
State	735,000	750,000	750,000	750,000
County	2,607,293	2,650,000	2,650,000	2,650,000
Total In-Home Supportive Service	3,342,293	3,400,000	3,400,000	3,400,000
730111 Aid For Adopted Children				
Federal	792,968	1,312,200	1,255,500	1,255,500
State	629,469	1,039,500	0	0
2011 Realignment	0	0	1,082,700	1,082,700
County	212,548	348,300	361,800	361,800
Total Aid For Adopted Children	1,634,985	2,700,000	2,700,000	2,700,000
730118 Cal-Learn				
Federal	21,804	18,761	18,761	18,761
State	1,441	1,239	1,239	1,239
County	0	0	0	0
Total Cal-Learn	23,245	20,000	20,000	20,000

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: DEPT. OF SOCIAL SERVICES
PUBLIC ASST. PROGRAMS (07530)
Function: Public Assistance
Activity: Aids Programs
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2010-11</u>	BOARD APPROVED EXPENDITURES <u>2011-12</u>	DEPARTMENT REQUEST <u>2012-13</u>	CAO RECOMMENDED <u>2012-13</u>
<u>OTHER CHARGES (continued)</u>				
730119 CalWORKS Child Care				
Federal	95,614	480,978	349,802	349,802
State	13,659	69,022	50,198	50,198
County	0	0	0	0
Total CalWORKS Child Care	109,273	550,000	400,000	400,000
730125 KIN GAP				
Federal	46,011	145,200	145,200	145,200
State	11,852	37,400	37,400	37,400
County	11,852	37,400	37,400	37,400
Total KIN GAP	69,715	220,000	220,000	220,000
730126 Cash Assistance Program for Immigrants				
State	16,321	45,000	30,000	30,000
Total Cash Assistance for Immigrants	16,321	45,000	30,000	30,000
730129 Housing Assistance/ Transitional Housing Program				
State	157,132	160,000	150,000	150,000
Total Housing Asst/Transitional Housing Program	157,132	160,000	150,000	150,000
TOTAL OTHER CHARGES	33,131,230	33,295,000	34,020,000	34,020,000
TOTAL - DEPARTMENT OF SOCIAL SERVICES- PUBLIC ASSISTANCE PROGRAMS	33,131,230	33,295,000	34,020,000	34,020,000

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 2012-13 is estimated at \$4,000,000.

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 2012-13 is estimated at \$1,550,850 and \$1,082,700, 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.

ASSISTANCE PROGRAMS

For 2012-13, the Department of Social Services – Public Assistance Programs budget has increased \$725,000 from 2011-12. This is due primarily to the increase in CalWORKs caseloads due to the economy. 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 increased by \$1,000,000 from 2011-12 fiscal year. Overall local share is equivalent to 2.5 percent (\$525,000) of program costs, an increase of \$25,000 from 2011-12. 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 (\$5,500,000) are recommended unchanged from 2011-12 fiscal year. County share is estimated at \$2,524,900, a reduction of \$10,550. 2011 Realignment is estimated at \$1,550,850, which is funded by sales tax revenue. County-only cases are estimated to cost \$225,000.

Included within this budget are funds for Foster Homes, Foster Family Agencies (FFAs) and Group Homes (which are non-residential facilities other than foster homes). New 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 FC to eligible youth up to age 19 effective January 1, 2012, with extension to age 20 effective January 1, 2013.

FOSTER CARE (continued)

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.

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 (\$600,000) are recommended reduced \$100,000 from 2011-12 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 remains unchanged at \$17,600,000, of which the County share is estimated at \$2,650,000.

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.

AID FOR ADOPTED CHILDREN

Appropriations (\$2,700,000) are recommended unchanged 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 \$361,800, an increase of \$13,500. 2011 Realignment is estimated to be \$1,082,700, which is funded by sales tax revenue

CAL-LEARN

Appropriations (\$20,000) are recommended unchanged. Cal-Learn is funded by State and Federal funds and provides for intense supportive and counseling services for teenage mothers and pregnant girls. The budget provides payments for supportive services such as transportation, child care and ancillary expenses.

CalWORKs CHILD CARE

Child care services are provided to CalWORK's recipients when they enter a job club/search, or when child care is needed for a recipient to complete the Welfare-to-Work Plan. The family will continue to receive child care services until a family's child care is stabilized, but not more than six (6) months.

Appropriations (\$400,000) are recommended reduced \$150,000 from the 2011-12 fiscal year. For 2012-13, 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 2011-12.

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS

Appropriations (\$30,000) are recommended reduced \$15,000 for non-citizens who entered the United States on or after August 22, 1996, and meet Federal definitions of a qualified alien. All Costs for this program are 100% State funded.

HOUSING ASSISTANCE/ TRANSITIONAL HOUSING PROGRAM

Appropriations (\$150,000) are recommended reduced \$10,000 for emancipated youth exiting the Child Welfare System. 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. The program is 100% State funded.

**TOTAL COUNTY COST OF
DEPARTMENT OF SOCIAL SERVICES PUBLIC ASSISTANCE PROGRAMS**

	<u>Estimated 2011-12</u>	<u>Recommended 2012-13</u>
County Share	\$8,042,900	\$17,531,650
Less:		
Other Revenue ⁽¹⁾	(\$216,000)	(\$216,000)
DSS 1991 Realignment	(\$4,000,000)	(\$4,000,000)
DSS 2011 Realignment	(\$1,900,000)	(\$11,432,550)
10% Transfer Health Realignment ⁽²⁾	(\$590,000)	(\$590,000)
10% Transfer BHS Realignment ⁽²⁾	<u>(\$340,307)</u>	<u>(\$340,307)</u>
NET COUNTY COST	\$996,593	\$952,793

(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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **IHSS Public Authority
(77070)**
Function: **Public Assistance**
Activity: **Public Assistance**
Fund: **IHSS Public Authority**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SERVICES & SUPPLIES				
720300 Communications	1,861	1,900	1,900	1,900
720500 Household Expense	465	489	489	489
720601 General Insurance	17,427	16,850	16,850	16,850
720800 Maintenance - Equipment	300	300	300	300
720900 Maintenance - Structures & Grounds	226	204	204	204
721300 Office Expense	7,615	7,700	7,700	7,700
721400 Professional & Specialized Services	61,788	59,000	59,000	59,000
721500 Publications & Legal Notices	0	250	250	250
721700 Rents & Leases - Building	4,232	3,506	3,682	3,682
721900 Special Departmental Expense	217	1,000	1,000	1,000
722000 Transportation & Travel	636	2,000	2,000	2,000
722100 Utilities	688	622	622	622
TOTAL SERVICES & SUPPLIES	95,455	93,821	93,997	93,997
OTHER CHARGES				
730700 Judgements & Damages	0	10,000	10,000	10,000
TOTAL OTHER CHARGES	0	10,000	10,000	10,000
OTHER FINANCING USES				
750100 Operating Transfer Out	746,618	0	750,000	750,000
TOTAL TRANSFERS	746,618	0	750,000	750,000
TOTAL - IHSS PUBLIC AUTHORITY	842,073	103,821	853,997	853,997

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 2012-13 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.

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.

The County reimburses the State a portion of the total cost of the program (currently an average of 20 percent) for payment to IHSS Providers. The State pays the providers directly based on time records submitted to the State by the County IHSS Public Authority overseeing the provider activities, and the County submits the County's share of cost to the State. For 2012-13, it is estimated that the total cost of the IHSS Program will be \$17,600,000, of which the County General Fund share will be \$3,400,000.

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 by approximately 80%, or \$750,000 for 2012-13.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Federal	515,212	\$426,911	\$426,999
State	499,165	406,146	406,199
Local	<u>19,091</u>	<u>20,764</u>	<u>20,799</u>
Total	1,033,468	\$853,821	\$853,997

SERVICES AND SUPPLIES

- 720300** **Communications** (\$1,900) is recommended unchanged for cell phones, internet access for case management software for the Registry, connection to State payroll system, and shared costs for phone lines.
- 720500** **Household Expense** (\$489) is recommended unchanged for pro-rated costs associated with janitorial and rug services based on co-locating with the Department of Social Services.
- 720700** **General Insurance** (\$16,850) is recommended unchanged for primary liability coverage for the Authority.
- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged for repairs associated with the maintenance of office equipment.
- 720900** **Maintenance - Structures & Grounds** (\$204) is recommended unchanged for the pro-rated costs for building and grounds maintenance.
- 721300** **Office Expense** (\$7,700) is recommended unchanged for the estimated cost of office supplies, postage, subscriptions, and computer supplies.
- 721400** **Professional & Specialized Services** (\$59,000) is recommended unchanged for a Consumer & Provider Newsletter, consultants for needs assessments, program evaluation and training (\$1,000), Registry and Database software (\$7,500), and a Collective Bargaining Consultant and State Mediation Services (\$7,500). This account also provides for the estimated costs of professional services which will be purchased by the Authority (\$43,000), including:

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
	40,500	Social Services professional services, including salaries and benefits of contracted staff
	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** (\$3,862) is recommended increased \$176 for the projected shared costs for use of Social Services' facilities located at 720 East Yosemite Ave.

721900 **Special Departmental Expense** (\$1,000) is recommended unchanged to purchase materials to promote the Registry to providers and consumers.

722000 **Transportation & Travel** (\$2,000) is recommended unchanged for the projected costs for travel and training, mileage reimbursement for use of private vehicles, and use of Social Services' vehicles.

722100 **Utilities** (\$622) is recommended unchanged for the projected shared costs for the use of utilities in the Social Services facilities.

OTHER CHARGES

730700 **Judgements & Damages** (\$10,000) is recommended unchanged to fund the required deductible for the primary liability insurance coverage.

OTHER FINANCING USES

Operating Transfer Out (\$750,000) 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.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	31,196	32,970	63,000	63,000
710103 Extra Help	133	0	1,900	1,900
710106 Standby & Night Premium	0	4,428	4,428	4,428
710200 Retirement	7,427	7,938	7,938	7,938
710300 Health Insurance	6,040	6,000	6,384	6,384
710400 Workers' Compensation Insurance	672	217	235	235
TOTAL SALARIES & EMPLOYEE BENEFITS	45,468	51,553	83,885	83,885
SERVICES & SUPPLIES				
720300 Communications	1,285	1,350	1,350	1,350
720600 Insurance	38	38	42	42
720800 Maintenance - Equipment	0	250	300	300
721100 Memberships	700	700	710	710
721300 Office Expense	2,933	3,000	3,155	3,155
721400 Professional & Specialized Services	167,492	148,375	125,000	125,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	1,162	2,100	2,100	2,100
721900 Special Departmental Expense	0	140	140	140
722000 Transportation & Travel	829	1,500	2,700	2,700
TOTAL SERVICES & SUPPLIES	174,439	157,653	135,697	135,697
INTRAFUND TRANSFER				
770000 Intrafund Transfer	-15,000	-15,000	-15,000	-15,000
TOTAL INTRAFUND TRANSFER	-15,000	-15,000	-15,000	-15,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	204,907	194,206	204,582	204,582

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

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Public Guardian Fees	\$110,150	\$213,195*	\$55,800

*During FY 2011-12, YTD transfers totaling \$50,781 have been made to the General Fund, which was possible through several accountings of conservatees for Public Guardian Administration Fees.

STAFFING

<u>Permanent</u>	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	0	1 ⁽¹⁾	0	1 ⁽¹⁾
Deputy Public Guardian	0	1 ⁽¹⁾	1	0 ⁽¹⁾
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	0	1 ⁽²⁾	0	1 ⁽²⁾
Total Permanent	1	3	2	2

(1) The Chief Deputy position will be filled by a contracted DSS employee. The Deputy Public Guardian position will be filled through normal recruitment process for the upcoming year.

(2) Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

STAFFING (continued)

Note: Administration of the Public Guardians office is managed by the DSS Director (1%), one DSS Deputy Director (2%), the DSS Fiscal Manager (.25%), an Office Assistant Supervisor (.25%) and the DSS Fiscal Analyst (2%). DSS will charge the salaries and benefits to the Public Guardian Professional and Specialized account. The level of staff support from DSS has been reduced for fiscal year 2012-13 due to the County's current fiscal crisis inhibiting the Department's ability to fund the staff support at the same level as prior fiscal years.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$63,000) are recommended increased \$30,030 based on cost of recommended staff, which includes filling the vacant Deputy Public Guardian position.
- 710103** **Extra Help** (\$1,900) is recommended increased \$1,900 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 increased \$50 based on actual cost for the maintenance of office equipment (typewriters, calculators, check printer and computers).
- 721100** **Memberships** (\$710) recommended increased \$10 based on the actual cost for the membership in the California Association of Public Guardian/Public Conservator/Public Administrator.

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$3,155) is recommended increased (\$155) based on actual costs.
- 721400** **Professional & Specialized Services** (\$125,000) is recommended reduced \$23,375 for software maintenance contracts for the Public Guardian (\$15,000), and the Department of Social Services contracted salaries (\$110,000). The reduction is due to the recruitment and hiring of Deputy Public Guardian versus having DSS - Office Assistant Supervisor I filling that role effective October 2012.
- 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** (\$140) is recommended unchanged for a safety deposit box (\$60) for storing valuables belonging to Public Guardian clients and (\$80) for miscellaneous expenses.
- 722000** **Transportation & Travel** (\$2,700) is recommended increased \$1,200 for 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 2012-13**

Department: **VETERANS SERVICE OFFICE
(08010)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	33,299	34,964	36,719	36,719
710103 Extra Help	779	0	0	0
710200 Retirement	7,937	8,984	9,779	9,779
710300 Health Insurance	0	6,400	4,200	4,200
710400 Workers' Compensation Insurance	450	217	235	235
TOTAL SALARIES & EMPLOYEE BENEFITS	42,465	50,565	50,933	50,933
SERVICES & SUPPLIES				
720300 Communications	1,069	1,150	1,150	1,150
720600 Insurance	38	50	42	42
720800 Maintenance - Equipment	78	150	75	75
721100 Memberships	1,000	1,000	1,000	1,000
721300 Office Expense	2,106	2,100	1,700	1,700
721400 Professional & Specialized Services	57,274	50,000	50,000	50,000
721600 Rents & Leases - Equipment	3,124	2,250	2,250	2,250
722000 Transportation & Travel	3,293	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	67,982	59,200	58,717	58,717
TOTAL - VETERANS SERVICE OFFICER	110,447	109,765	109,650	109,650

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, 2010 – June 30, 2011</u>		<u>July 1, 2011 – May, 31 2012</u>	
Total Claims Filed:	389	Total Claims Filed:	376
Monthly Payments*:	\$63,419	Monthly Payments*:	\$98,144
Retro Payments*:	\$439,568	Retro Payments*:	\$883,915

***Note:** Monthly and Retro Payments are generated for Veterans through claims being filed on their behalf. These payments are revenues brought into the local economy, and assist Veterans to discontinue receiving public assistance.

REVENUE

	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Veterans Affairs Subvention	\$26,418	\$20,000	\$20,000

STAFFING

<u>Permanent</u>	<u>2011-12</u> <u>Authorized</u>	<u>2012-13</u> <u>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.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$36,719) are recommended increased \$1,755 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** (\$1,150) is recommended unchanged based on actual expenditures in FY 2011-12.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$75) is recommended reduced \$75 based on actual expenditures in FY 2011-12 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** (\$1,700) is recommended reduced \$400 based on actual expenditures in FY 2011-12.
- 721400** **Professional & Specialized Services** (\$50,000) is recommended unchanged for the contract with Fresno County for Veterans Services Officer services. 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** (\$2,250) is recommended unchanged for the Department's copier lease.
- 722000** **Transportation & Travel** (\$2,500) is recommended unchanged for lodging and meals related to out-of-County conferences/trainings, for which attendance is necessary to receive Veterans subvention funds.

(This Page Left Blank Intentionally)

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **COMMUNITY ACTION
PARTNERSHIP (08200)**
Function: **Public Assistance**
Activity: **Other Assistance**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	115,602	100,580	94,147	94,147
710108 Vacation & Sick Leave	0	47,780	0	0
710200 Retirement	36,126	33,889	32,609	32,609
710300 Health Insurance	7,033	7,408	7,403	7,403
710400 Workers' Compensation Insurance	375	326	352	352
TOTAL SALARIES & EMPLOYEE BENEFITS	159,136	189,983	134,511	134,511
TOTAL - COMMUNITY ACTION PARTNERSHIP	159,136	189,983	134,511	134,511

COMMENTS

This budget funds the salary and fringe benefit costs of the Community Action Director, which are fully reimbursed by the Federal Government. 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>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Community Action Director	1	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$94,147) are recommended reduced \$6,433 based on the cost of recommended staffing.
- 710108** **Vacation & Sick Leave** (\$0) is recommended reduced \$47,780 due to the one-time cost in the 2011-12 fiscal year associated with the retirement of the previous Community Action 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.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **LIBRARY
(09110)**
Function: **Education**
Activity: **Library Services**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	607,028	358,409	394,340	394,340
710103 Extra Help	25,664	55,943	65,943	55,943
710200 Retirement	140,449	96,857	105,311	105,311
710300 Health Insurance	100,906	87,250	96,858	96,858
710400 Workers' Compensation Insurance	7,258	5,235	5,235	5,235
TOTAL SALARIES & EMPLOYEE BENEFITS	881,305	603,694	667,687	657,687
SERVICES & SUPPLIES				
720300 Communications	4,073	5,000	5,000	5,000
720500 Household Expense	898	1,500	1,500	1,500
720600 Insurance	855	662	662	662
720800 Maintenance - Equipment	592	1,300	600	600
721100 Memberships	0	300	71,064	71,064
721300 Office Expense	18,163	14,000	10,000	10,000
721314 Computer Equipment Less F.A. Unit	0	0	1,989	1,989
721600 Rents & Leases - Equipment	2,928	5,900	5,900	5,900
721700 Rents & Leases - Buildings	46,496	32,238	32,238	32,238
721900 Special Departmental Expense	38,238	25,000	25,000	25,000
722000 Transportation & Travel	0	1,000	1,000	1,000
722100 Utilities	97,229	98,500	90,500	90,500
TOTAL SERVICES & SUPPLIES	209,472	185,400	245,453	245,453
TOTAL - LIBRARY	1,090,777	789,094	913,140	903,140

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>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
Public Library Funds (PLF)	\$ 53,954	\$ 30,000	\$ 0
Public Library Funds (PLF) - Trust Fund	67,945	0	25,000
Fines & Fees (Library Services)	59,137	40,000	30,000
Copies	9,367	9,000	8,000
Lost Books	7,748	6,700	4,900
Contributions & Donations	0	0	1,989
Room Rental	<u>100</u>	<u>200</u>	<u>150</u>
Total	198,251	85,900	70,039

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	0	1		0	0	1*
County Librarian	1			1	0	
Librarian I/II/III	0.75	1.25		0.75	1.25	
Library Technician	0	1		0	1	
Library Assistant	6.75	2.25		6.75	2.25	
Senior Librarian	0	0	1	0	0	
Supervising Librarian	0	1		0	0	1*
Senior Library Branch Assistant	1	1		1	1	
Library Branch Assistant	<u>2.5</u>	<u>1.5</u>		<u>1.5</u>	<u>2.5</u>	
Total	12.0	9.0	<u>1</u>	11.0	8.0	<u>2.0*</u>

*These positions are currently vacant and are recommended to be eliminated.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$394,340) is recommended increased \$35,931 due primarily to the hiring of a permanent Librarian position which was not included in the prior (2011-12) budget.
- 710103** **Extra Help** (\$55,943) is recommended unchanged based on 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** (\$5,000) is recommended unchanged for telephone expenses.
- 720500** **Household Expense** (\$1,500) is recommended unchanged for garbage pickup at the Oakhurst Branch and North Fork.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$600) is recommended reduced \$700 for the maintenance of microfilm reader and miscellaneous equipment.
- 721100** **Memberships** (\$71,064) is recommended increased \$70,764 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 reduced \$4,000 for a wide variety of required collection processing materials, supplies for five coin-operated copy machines, book repairs, and clerical supplies.
- 721314** **Computer Equipment** (\$1,989) is recommended for DSL Modem, ZyXEL wireless Access Point, and one year Wifi service from Sierra Tel for Oakhurst Library. Funding for this line item is donated by the Friends of the Oakhurst Branch Library.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$5,900) is recommended unchanged for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries (\$5,000), and for the rental of a car from Central Garage to attend system meetings and distribute books to the branch libraries (\$900).
- 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** (\$90,500) is recommended reduced \$8,000 based on current and anticipated usage for the Main Library, and the Branches at Chowchilla, Oakhurst, North Fork and Madera Ranchos.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **AG. EXTENSION
SERVICE (09200)**
Function: **Education**
Activity: **Ag. Education**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	63,698	13,453	13,453	13,453
710103 Extra Help	0	23,082	23,082	23,082
710200 Retirement	12,205	3,620	3,620	3,620
710300 Health Insurance	6,040	2,700	2,735	2,735
710400 Workers' Compensation Insurance	320	211	224	224
TOTAL SALARIES & EMPLOYEE BENEFITS	82,263	43,066	43,114	43,114
SERVICES & SUPPLIES				
720300 Communications	985	1,289	1,289	1,289
720600 Insurance	161	97	81	81
720800 Maintenance - Equipment	505	2,000	1,000	1,000
721300 Office Expense	5,039	4,000	4,000	4,000
721600 Rents & Leases - Equipment	10,302	19,200	18,200	18,200
721900 Special Departmental Expense	895	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	17,887	28,086	26,070	26,070
TOTAL - AGRICULTURAL EXTENSION SERVICE	100,150	71,152	69,184	69,184

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 Co-Directors, three farm advisors, and a 4-H Youth Development program representative. Additionally, 152 4-H Youth Development and 44 Master Gardener volunteers contribute approximately 30,000 volunteer hours each year.

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Administrative Assistant	1	1*

*Note: Permanent position is funded for five months (February through June).

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$13,453) is recommended unchanged based on recommended staffing.
- 710103** Extra Help (\$23,082) is recommended unchanged for the cost of the retired annuitant for 960 hours through fiscal year 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 estimated 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** (\$1,289) is recommended unchanged for telephone and fax costs, and for telephone modems linking the Department's computer to the University's computer at Davis.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$1,000) is recommended reduced \$1,000 based on actual expenditures 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** (\$18,200) is recommended reduced \$1,000 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** (\$1,500) is recommended unchanged based on estimated need for the supplies and services for special demonstration projects and information (4-H, special projects, County fairs, Master Gardeners, etc.), and technical and educational material for this Department. This fund also supports the activities of three cross-county Farm Advisors.

(This Page Left Blank Intentionally)

COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13

Unit Title:

**APPROPRIATIONS FOR CONTINGENCIES
(09900)**

Function:

General

Activity:

Legislative & Administrative

Fund:

General

EXPENDITURE CLASSIFICATION

APPROPRIATIONS

<u>EXPENDITURE CLASSIFICATION</u>	<u>BUDGET 2008-09</u>	<u>BUDGET 2009-10</u>	<u>BUDGET 2010-11</u>	<u>BUDGET 2011-12</u>	<u>RECOMMENDED 2012-13</u>
780100 Appropriations for Contingencies - General	3,287,133	2,151,798	2,046,793	2,624,416	2,624,416

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 2012-13 Fiscal Year.

The 2012-13 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; and changes to the projected fund balance.

It is recommended that any revenues that may materialize or any budget reductions that may occur be directed to the Appropriations for Contingencies budget. The amount budgeted is considerably low. A prudent contingency fund for a General Fund budget of \$168 million is 3% or approximately \$5,100,000.

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDATION 2012-13</u>
<u>INCOME</u>				
662740 Charges for Mileage	1,508,985	1,563,058	1,595,766	1,595,766
OTHER INCOME				
640101 Interest	33,367	28,000	20,000	20,000
680103 Sale of Fixed Assets & Other Sales	7,474	12,000	12,000	12,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
673908 Other Income	347	1,000	1,000	1,000
662741 Vehicle Maintenance Charges	226,461	215,000	215,000	215,000
TOTAL INCOME	1,776,634	1,820,058	1,844,766	1,844,766
<u>EXPENSES</u>				
721930 Cost of Inventoried Material & Supplies Used	886,327	875,000	962,415	962,415
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	266,654	273,129	235,588	235,588
710103 Extra Help	0	2,500	0	0
710200 Retirement	63,285	70,178	61,829	61,829
710300 Health Insurance	51,706	52,594	49,079	49,079
710400 Workers' Compensation	1,594	1,012	1,076	1,076
720200 Clothing & Personal Supplies	1,994	2,100	2,100	2,100
720300 Communications	1,688	1,200	1,200	1,200
720500 Household Expense	1,240	1,400	1,400	1,400
720600 Insurance	68	77	64	64
720605 Employer Share of Retiree Insurance	17,462	18,310	18,310	18,310
720800 Maintenance - Equipment	3,652	3,700	3,400	3,400
720900 Maintenance - Structures & Grounds	2,442	5,500	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	3	100	100	100
721100 Memberships	85	0	0	0
721300 Office Expense	1,120	1,800	1,800	1,800

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDATION 2012-13</u>
OTHER OPERATING EXPENSES (continued)				
721400 Professional & Specialized Services	64,794	82,500	82,500	82,500
721600 Rents & Leases - Equipment	383	600	600	600
721800 Small Tools & Instruments	1,889	2,500	2,500	2,500
721900 Special Departmental Expense	2,741	7,000	7,500	7,500
722000 Transportation & Travel	90	900	900	900
722100 Utilities	16,157	16,000	16,000	16,000
731000 Depreciation	0	266,811	266,811	266,811
731400 Intrafund Transfer - Cost Plan	150,818	135,147	124,594	124,594
TOTAL EXPENSES	1,536,192	1,820,058	1,844,766	1,844,766
Income Over / (Under) Expenses	240,442	0	0	0
FIXED ASSETS				
740300 Equipment	36,438	419,811	536,321	536,321
TOTAL FIXED ASSETS	36,438	419,811	536,321	536,321

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. The Central Garage is also exploring a temporary expansion into the Oakhurst area to help reduce costs to the Sheriff's and other County Departments utilizing vehicles in Eastern Madera County.

WORKLOAD

	<u>Actual 2010-11</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</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>2011-12 Authorized</u>	<u>2012-13 Funded</u>	<u>Recommended Eliminated</u>
Automotive Shop Supervisor	1	1	
Automotive Technician	3	2	1*
Parts Assistant I/II	1	1	
Senior Automotive Technician	<u>1</u>	<u>1</u>	<u>-</u>
Total Permanent	6	5	1

*One Automotive Technician is recommended for elimination.

INCOME

662740 **Charges for Mileage** (\$1,595,766) is recommended increased \$32,708, representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. Estimated miles to be traveled during 2012-13 are 2,947,634. It is recommended that the following Central Garage mileage rates be approved for 2012-13.

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 55.5¢ per mile, and will be readjusted by the IRS on January 1, 2013.

EXPENSES

721930 **Cost of Inventoried Materials & Supplies Used** (\$962,415) is recommended increased \$87,415 due to rising fuel costs and material and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, etc).

OTHER OPERATING EXPENSES

710102 **Permanent Salaries** (\$235,588) are recommended reduced \$37,541 based on the recommended staffing level.

710103 **Extra Help** (\$0) is not recommended, a reduction of \$2,500.

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

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

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

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.

OTHER OPERATING EXPENSES (continued)

- 720500** **Household Expense** (\$1,400) is recommended unchanged for rags, towels, degreasers, soaps, etc.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605** **Employer Share of Retiree Insurance** (\$18,310) is recommended unchanged for the Department's share of retirees' health insurance premiums.
- 720800** **Maintenance - Equipment** (\$3,400) is recommended reduced \$300 for maintaining equipment in the shop.
- 720900** **Maintenance - Structures & Grounds** (\$5,000) is recommended reduced \$500 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** (\$7,500) is recommended increased \$500 to fund an Internet subscription for service manuals (\$1,500), and for a fuel system update (\$6,000).
- 722000** **Transportation & Travel** (\$900) is recommended unchanged for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for training.
- 722100** **Utilities** (\$16,000) is recommended unchanged based on present cost experience.

OTHER OPERATING EXPENSES (continued)

731000 **Depreciation** (\$266,811) is recommended unchanged to provide funds for equipment and vehicles which need to be replaced.

731400 **Intrafund Transfer** (\$124,594) is recommended reduced \$10,553 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** (\$536,321) is recommended increased \$116,510 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>
RMA-Special Districts	1999 3/4 Ton P/U	162,300	-	3/4 Ton Pickup LWB 4x4	\$22,947*	Recommended
	1997 3/4 Ton P/U	159,207	-	3/4 Ton Pickup LWB 4x4	\$22,947*	Recommended
Sheriff	2001 Pursuit Sedan	165,000	-	Equipped Police Sedan	\$50,804**	Recommended
	2007 Pursuit Sedan	164,500	-	Equipped Police Sedan	\$50,804**	Recommended
	2007 Pursuit Sedan	170,100	-	Equipped Police Sedan	\$50,804**	Recommended
	2007 Pursuit Sedan	165,000	-	Equipped Police Sedan	\$50,804**	Recommended
	2007 Pursuit Sedan	169,000	-	Equipped Police Sedan	\$50,804**	Recommended
	2003 Police SUV	160,000	-	1/2T Crewcab 4x4 P/U	\$52,850**	Recommended
	2008 Police SUV	166,000	-	1/2T Crewcab 4x4 P/U	\$52,850**	Recommended
	2008 Pursuit Sedan	169,000	-	1/2T Crewcab 4x4 P/U	\$52,850**	Recommended
	2001 Detective P/U	169,000	-	Detective ExCab 4x4 P/U	\$32,857**	Recommended
	2002 Police SUV	190,000	-	Mini SUV	\$22,500	Recommended
	2005 Admin Sedan	164,500	-	Mini SUV	\$22,500	Recommended

FIXED ASSETS (continued)

740300 Equipment (continued)

Total Vehicles Recommended: 13

Total Funds Recommended: \$536,321

*This amount will be increased (approximately \$6,000) due to additional costs associated with adding a utility bed and rack, and will be appropriated from the Special Districts Budget.

**Fully equipped turnkey Police units as per Sheriff's Office specifications and or RFP requirements.

(This Page Left Blank Intentionally)

COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13

Department: **MICROWAVE RADIO SERVICES
(11300)**
Function: **General**
Activity: **Other General**
Fund: **Microwave Radio Fund**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
INCOME				
640101 Interest on Cash	2,198	0	0	0
662742 Microwave Radio Service Charges	408,934	477,927	514,739	514,739
Reserves	0	170,077	159,604	159,604
TOTAL INCOME	411,132	648,004	674,343	674,343
<u>EXPENSES</u>				
SALARIES & EMPLOYEE BENEFITS				
710100 Permanent Salaries	28,861	0	0	0
710300 Health Insurance	8,462	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	37,323	0	0	0
OPERATING EXPENSES				
720800 Maintenance - Equipment	56,650	63,700	65,564	65,564
721400 Professional Specialized	13,200	10,000	0	0
721700 Rents & Leases - Building/Land	138,300	159,200	160,702	160,702
730302 Retire Capital Lease (Equipment)	165,360	193,500	236,946	236,946
731000 Depreciation	0	51,527	51,527	51,527
740301 Fixed Assets	4,540	0	0	0
TOTAL OPERATING EXPENSES	378,050	477,927	514,739	514,739
CONTINGENCIES				
780000 Contingencies	0	170,077	159,604	159,604
TOTAL CONTINGENCIES	0	170,077	159,604	159,604
TOTAL EXPENSES	415,373	648,004	674,343	674,343
Income Over / (Under) Expenses	-4,241	0	0	0

COMMENTS

In early FY 2009-10, the County assumed full responsibility for operating and maintaining the Microwave Radio System. Approximately \$1 Million in new microwave radio equipment was acquired through a lease/purchase program and installed on existing tower locations that are leased from private owners. Madera County has contracted with Fresno County to maintain the radio system equipment since Fresno County owns and operates a large Microwave radio system that utilizes some of the towers and equipment in Madera County. Madera County's Information Technology (IT) Department provides management of this function and budget.

Radios are used by several County Departments as a primary method of mobile communications throughout the County. The Departments currently using hand-held and/or vehicle-mounted radios include Sheriff, Fire, Probation, Corrections, Roads, Public 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 the recurring costs for terrestrial based circuits through AT&T. Currently, Department of Social Services and Behavioral Health are data customers of the Microwave Radio ISF system.

During FY 2011-12, the Department began upgrading much of the aging donated equipment in preparation for a federally mandated narrow banding requirement set to take effect in January 2013. This required an infrastructure upgrade cost of approximately \$359,000. This created a rate-impacting increase event of \$1.45 per billable unit. Additionally, the Engineering Department ceased participation in the ISF resulting in an additional increase of \$2.19 per billable unit for the remaining participants in the ISF, for a total of \$3.64 increase. As a result, the 2012-13 Microwave rate is \$15.71 per billable unit.

NOTE: This is not a General Fund Budget.

INCOME

662742 **Microwave Radio Service Charges** (\$514,739) is recommended with a net increase of \$36,812. This income will be used to pay for the actual cost of operating and maintaining the Microwave radio system. Each user department is charged a rate based on their portion of the total bandwidth used.

Reserves (\$159,604) is recommended appropriated as reserves from FY 2011-12 a reduction of \$10,473, which is a reserve amount dedicated to replacing aging donated equipment when required.

EXPENSES

- 720800** **Maintenance - Equipment** (\$65,564) is recommended increased \$1,864 for contracted maintenance services from Fresno County.
- 721400** **Professional & Specialized** (\$0) is recommended reduced \$10,000. Previously budgeted amounts were specifically to assist in the replacement and upgrades of the aging donated equipment.
- 721700** **Rents & Leases - Building/Land** (\$160,702) is recommended increased \$1,502 for leasing existing tower space from private land owners.
- 730302** **Retire Capital Lease** (\$236,946) is recommended increased \$43,446 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. Additional increase impacts were a consolidation of the current leasing contract with a new leasing contract which included the \$359,000 needed to comply with FCC narrow banding mandates.
- 731000** **Depreciation** (\$51,527) is recommended unchanged based on an initial equipment purchase price of \$1,030,548 and a 20-year useful life.
- 780000** **Contingencies** (\$159,604) is recommended to be funded through unexpended/reserve funds from FY 2011-12 and will be used to begin replacing donated equipment. These funds do not affect the Microwave Radio Service rate during this fiscal period.