

RECOMMENDED PROPOSED BUDGET

for the

FISCAL YEAR ENDING JUNE 30, 2019



Recommended by County Administrative Office

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COUNTY OF MADERA

ADMINISTRATIVE MANAGEMENT

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

May 18, 2018

**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 2018-19 RECOMMENDED PROPOSED BUDGET. The following is a summary of budget appropriation totals:

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

<u>Fund</u>	<u>Actual 2016-17</u>	<u>Board of Supervisors Approved Expenditures 2017-18</u>	<u>Department Request 2018-19</u>	<u>CAO Recommendation 2018-19</u>	<u>Change from 2017-18 to 2018-19</u>
General	\$205,238,398	\$250,627,472	\$269,240,371	\$268,913,167	\$18,285,695
Fish and Game Fines	2,371	5,000	5,000	5,000	0
Refuse Disposal & Flood Control	7,046,784	8,537,459	9,386,194	9,386,194	848,735
AB 109 & Community Corr. Performance Inc.	6,771,473	7,091,984	7,384,581	7,384,581	292,597
Road	13,429,305	21,832,082	28,481,655	28,481,655	6,649,573
Other (ISF ⁽¹⁾ & Public Authority)	2,030,012	3,035,785	3,360,956	3,360,956	325,171
GRAND TOTAL BUDGET REQUIREMENTS	<u>\$234,518,343</u>	<u>\$291,129,782</u>	<u>\$317,858,757</u>	<u>\$317,531,553</u>	<u>\$26,401,771</u>

(1) ISF - Internal Service Funds - Central Garage and Microwave Radio

HONORABLE BOARD OF SUPERVISORS

May 18, 2018

The recommended Fiscal Year 2018-19 General Fund (GF) appropriation of \$268,913,167 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>2017-18</u>	CAO Recommended Estimated Revenues <u>2018-19</u>
Taxes	\$ 49,276,843	\$53,464,055
Licenses, Permits, & Franchises	5,067,885	5,942,084
Fines, Forfeits, & Penalties	4,276,230	1,900,645
Revenue from Use of Money and Property	155,846	155,646
Intergovernmental Revenues	135,743,698	143,938,436
Charges for Current Services	16,812,574	20,645,889
Other Revenue	<u>28,518,486</u>	<u>33,625,311</u>
REVENUE TOTAL	\$239,851,562	\$259,672,066
FUND BALANCE ESTIMATE	15,500,000	16,600,000 ⁽¹⁾
RELEASE OF RESERVE FOR IT SYSTEMS	118,998	0
RELEASE OF PY REVENUE CARRYOVER	<u>563,925</u>	<u>563,925⁽²⁾</u>
GRAND TOTAL AVAILABLE REVENUES	<u>\$256,034,485</u>	<u>\$276,835,991</u>
 <u>RECOMMENDED USES:</u>		
REVENUES TO FUND GF APPROPRIATIONS	\$250,627,472	\$268,913,167
ALLOCATE TO FIRE EQUIP. RESERVE	500,000	500,000
FUND BALANCE POLICY RESERVE	4,907,013	7,422,824
TOTAL RECOMMENDED USES	<u>\$256,034,485</u>	<u>\$276,835,991</u>

(1) Preliminary projected General Fund Balance for the period ending June 30, 2018

(2) Reflects fund balance carryover from the prior year that was designated by you Board as match for the Tree Mortality Project

GENERAL FUND DISCRETIONARY REVENUE/FUND BALANCE SUMMARY

	ADOPTED FY 2017-18	PROPOSED FY 2018-19
FUND BALANCE ESTIMATE	\$15,500,000	\$16,600,000⁽¹⁾
FUND BALANCE INCLUDED IN PROPOSED BUDGET	(10,092,987)	(8,677,176)
ALLOCATE TO FIRE EQUIP. RESERVE	(500,000)	(500,000) ⁽²⁾
FUND BALANCE POLICY RESERVE	\$4,907,013	\$7,422,824⁽³⁾
PROJECTED DISCRETIONARY REVENUES	\$66,194,810	\$70,730,107⁽⁴⁾
FUND BALANCE INCLUDED IN PROPOSED BUDGET	10,092,987	8,677,176
TREE MORTALITY FUNDING	563,925	563,925
TOTAL DISCRETIONARY REVENUES IN BUDGET	\$76,851,722	\$79,971,208

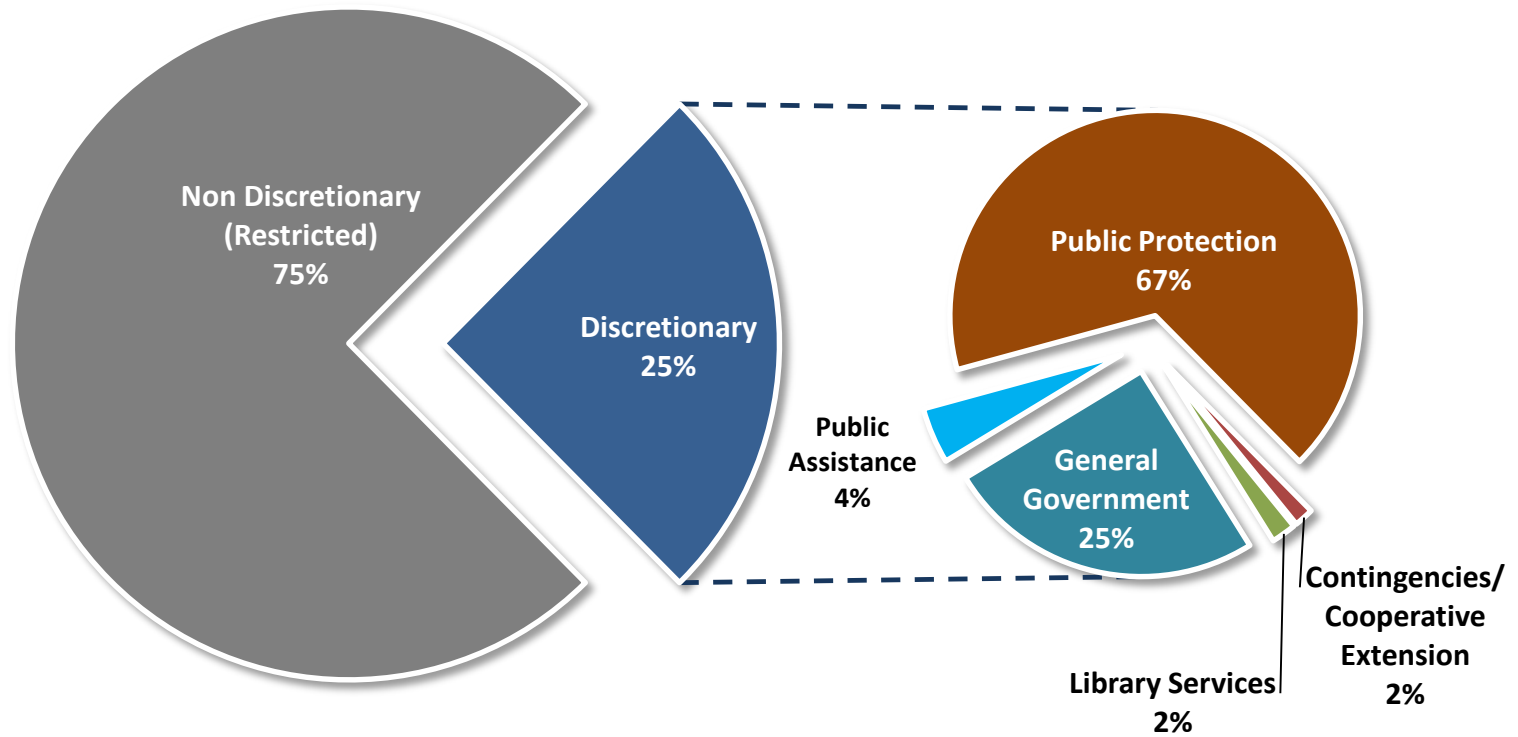
(1) Reflects the preliminary General Fund Balance (Fund Balance) for the period ending June 30, 2018, as projected by the Auditor’s Office in cooperation with the Administrative Office. Fund Balance represents carryover prior year discretionary revenues.

(2) Approval of this amount in the proposed budget will increase the Fire Equipment Reserve Balance to \$1,000,000.

(3) Reflects an increase of \$2,515,811 (51%) over the fiscal year 2017-2018 Fund Balance Policy Reserve.

(4) Reflects projected discretionary revenues to be received in fiscal year 2018-2019.

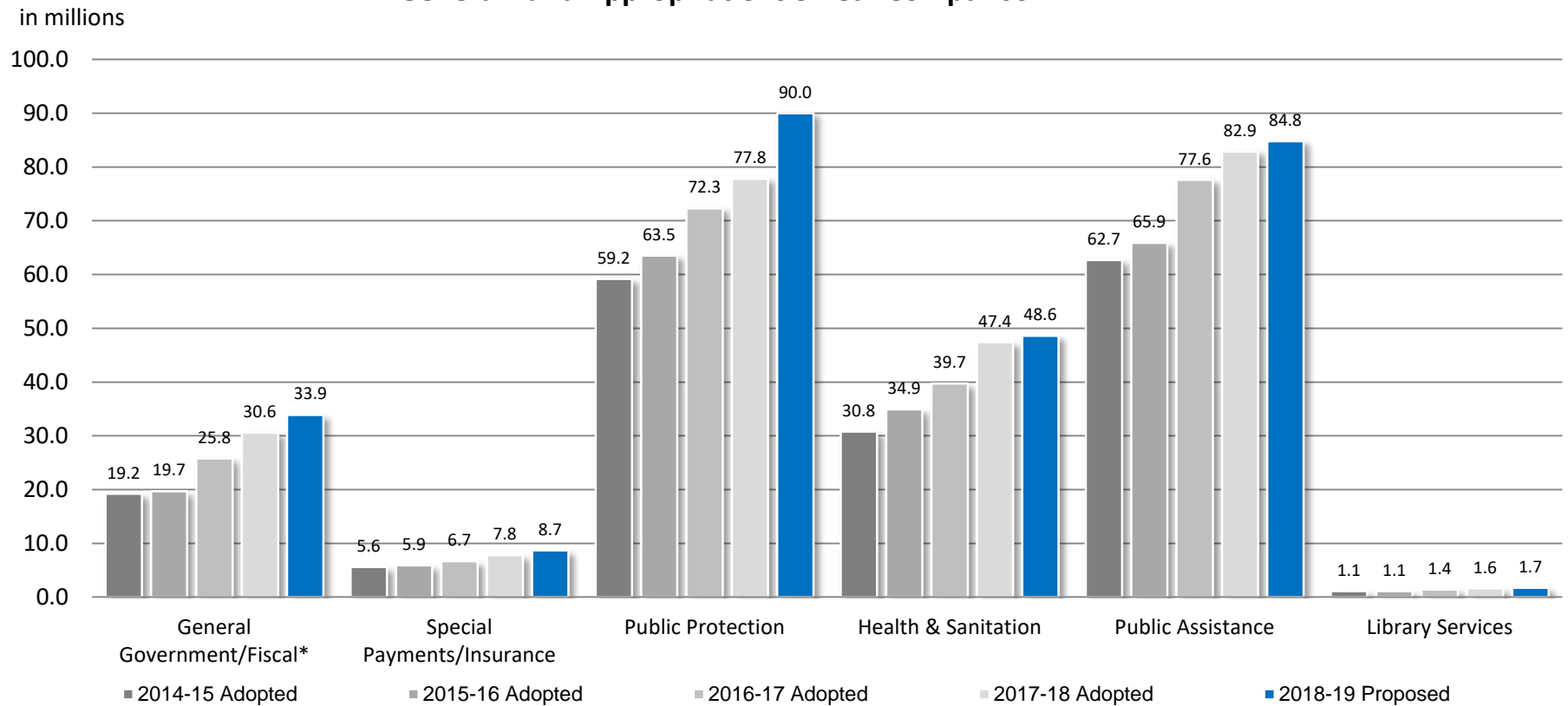
Fiscal Year 2018-19 Recommended Proposed Budget Discretionary and Restricted Funding



COMMENTS ON THE 2018-19 RECOMMENDED PROPOSED BUDGET

The Recommended Proposed Budget for Fiscal Year 2018-19 is a balanced budget that provides funding consistent with your Board’s priorities, continuing the growth in funding levels within the Public Safety Departments and providing funding necessary for information technology system upgrades to address information security across the county network. Restricted funding for Health and Welfare programs continues to increase this fiscal year, but is dictated by the State and Federal Governments without much discretion at the local level.

General Fund Appropriations 5-Year Comparison



COMMENTS ON THE 2018-19 RECOMMENDED PROPOSED BUDGET (continued)

Due to the fiscal prudence of your Board, exceptional efforts of the County Management Team and steady economic growth, the County Budget is balanced and increases the General Fund Reserves by \$2,515,811 to a total of \$7.4 million. This total meets the targeted reserve level that is specified in the County's Fund Balance Reserve Policy that was approved by your Board on March 13, 2018. In addition, the recommended budget sets aside an additional \$500,000 to the Fire Equipment Replacement Reserve, bringing the total balance to \$1,000,000. The proposed budget also reflects your Board's commitment to public safety by allocating 67% of available discretionary revenues to public protection activities. This commitment will allow the Madera County Fire Department to increase its staffing by one (1) Full Time Equivalent (FTE) firefighter.

Economic development efforts continue to progress throughout the county and will continue this year with a continued focus on new residential, commercial and industrial development opportunities. On April 3, 2018, your Board committed \$300,000 in unanticipated revenues to a Reserve for Enhanced Economic Development Activities. This reserve will support economic development efforts by providing additional resources to support the growth of commercial and industrial opportunities within the county. The Rio Mesa Area continues to be the most active development area countywide. More specifically, there has been continued growth in residential development in the Riverstone Community, while development in Tesoro Viejo accelerated with the groundbreaking of a new school that will be opening fall of 2018.

It is worth noting that the 2017-18 Fiscal Year brought significant accomplishments: the Board approved a Fund Balance Policy, which formalized the budgetary reserve and established target levels that will help ensure the financial stability of the general fund for the coming years; the County formed three Enhanced Infrastructure Financing Districts (EIFD), which will provide the necessary tools to fund public infrastructure that will facilitate new job creating commercial and industrial investment in the county; design work was initiated and substantially completed for the new Agriculture Department Building; construction commenced on the new Health and Social Services Office Complex; and design work has begun on the new Hall of Justice Facility that will house the District Attorney and Probation Departments once complete.

The continuation of a selective hiring freeze is recommended again in 2018-19 as a cost containment measure. It is important to note that the proposed budget is consistent with your Board's direction to avoid the use of the limited Teeter Fund reserve and borrowed funds to finance the operations of the County.

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

The following are general comments concerning the Recommended Proposed 2018-19 General Fund Budget:

COMMENTS ON THE 2018-19 RECOMMENDED PROPOSED BUDGET (continued)

The 2018-19 General Fund Budget has an overall increase of \$18.3 million over the 2017-18 Fiscal Year. The following is a brief recap of General Fund functions and other points of interest:

- ✓ The General Government category reflects an increase of \$4.2 million over Fiscal Year 2017-18. The majority of the increase is due to upgrades to the County network to comply with Federal and State information security requirements (\$1.7 million). Other major reasons for the increase are retiree health costs, which increased by \$390,000, and the first annual payment of the financing costs to replace the Jail HVAC system (\$546,782). Other factors contributing to the cost are increases in workers compensation, general liability, and retirement contribution rates; and projected costs of various building maintenance agreements and repairs.
- ✓ The Public Protection category has increased \$12.1 million over Fiscal Year 2017-18. The increase is primarily due to the following: grant funded costs for the development of the Groundwater Sustainability Plan (\$4.1 million); grant funded costs for the tree mortality project (\$2.7 million); estimated costs of opening the Tesoro Viejo Fire Station (\$1.1 million); negotiated increases in the Fire Protection Agreements with CAL FIRE (\$0.3 million) and the ongoing cost of fire equipment leases. Other factors contributing to the cost are increases in the workers compensation, general liability, and retirement contribution rates, which have a greater impact on public safety positions due to safety retirement rates.
- ✓ The Health and Sanitation category has increased \$1.2 million over Fiscal Year 2017-18. The increase is primarily due to the Public Health Department's continued participation in the Intergovernmental Transfer Rate (IGT) Program. Under IGT, the County Public Health Department must allocate its Health Realignment under the IGT agreement; the State will then match the amount minus fees and send that amount back to the County, including the original Health Realignment match allocated. It is projected that the County will net \$2.5 million per fiscal year through the IGT Program under the current two-year agreement. Other increases in this category include increases in the cost of providing the necessary care for patients within the Behavioral Health System.
- ✓ The Public Assistance category has increased \$1.8 million over Fiscal Year 2017-18. The increase in this category is primarily due to increases in projected public assistance aid costs and the increases in workers compensation, general liability, and retirement contribution rates. Additional resources were also recommended for the Veteran's Services Office to allow them to convert a part time Office Assistant position into a full time position.

COMMENTS ON THE 2018-19 RECOMMENDED PROPOSED BUDGET (continued)

- ✓ The Library Services category (Library) has increased \$0.1 million over Fiscal Year 2017-18. This increase is due to updated workers compensation and general liability rates, additional resources to augment the Library's books and subscription appropriations, and funding for various capital projects in the Madera Branch Library.
- ✓ The preliminary General Fund Balance for the period ending June 30, 2018, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$16.6 million. The Auditor's continued timely completion of the County's Financial Statements has allowed for a more accurate beginning balance at June 30, 2017. The Auditor's Office is scheduled to complete the final June 2018 Fund Balance calculation in the fall of this year after the close-out of the 2017-18 Fiscal Year.
- ✓ The Public Employees' Retirement System (PERS) notified the County that the miscellaneous employee rate will increase from 25.077% to 26.692% for Fiscal Year 2018-19. The current PERS rate for Law Enforcement employees is 30.463% and will increase to 32.409%. PERS has lowered its long term rate of return from 7.50% to 7.00%, which is implemented over three years beginning the 2018-19 Fiscal Year. This change in the rate of return has significantly increased employer contributions in the PERS system. In the proposed budget, the increase in total benefits costs, which includes health and retirement benefits, is \$3.6 million and is primarily due to the new PERS rates.
- ✓ Employee Compensation Increases All compensation adjustments that have been agreed to in a Memorandum of Understanding (MOU) have been budgeted in the individual Departmental budgets.
- ✓ Appropriations for Contingency is budgeted at \$1,151,941 and is a reduction of \$1.2 million from Fiscal Year 2017-18. Funds are included in the contingency account to cover costs associated with multi-defendant special circumstance cases being handled by appointed Public Defense Attorneys; payout costs related to retirements; county matches associated with grants and other unanticipated events. The amount is recommended reduced based on recent experience and continued efforts to enhance departmental budgets at the line item level, which has reduced the need for a high level of contingency funding.
- ✓ All previous fiscal commitments by your Board have been included in this Budget.

COMMENTS ON RESIDUAL/DESIGNATED FUND BALANCE

<u>Funds</u>	<u>Balance</u>	<u>Type, Proposed Use, and Comments on Funds</u>
A Reserve for Enhanced Economic Development	\$300,000	<p>Type: Discretionary One-Time Funds</p> <p>Use: This funding was designated by the Board of Supervisors on April 3, 2018. The reserve is intended for activities that will attract new businesses to locate their operations within the county or to help facilitate existing businesses to expand or retain operations within the county.</p> <p>Comments: There are no recommended uses of these funds included in the Fiscal Year 2018-2019 Proposed Budget.</p>
Fund Balance Policy Reserve	\$7,422,824	<p>Type: Discretionary one-time funds.</p> <p>Use: These funds are set-aside for future budgetary needs.</p> <p>Comments: This reserve was increased by \$2,515,811 in the proposed budget. There are no recommended uses of these funds included in the Fiscal Year 2018-2019 Proposed Budget.</p>

COMMENTS ON RESIDUAL/DESIGNATED FUND BALANCE (continued)

<u>Funds</u>	<u>Balance</u>	<u>Type, Proposed Use, and Comments on Funds</u>	
A Reserve for Fire Equipment Replacement	\$1,000,000	Type:	Discretionary One-Time Funds
		Use:	This funding was established to ensure the stability of funding available for the annual debt service costs of acquiring replacement fire equipment pursuant to the approved Fire Equipment Replacement Policy.
		Comments:	It is recommended that the funding source for this reserve be derived from the projected fund balance of the Fire Protection budget. An additional \$500,000 was recommended to be added to the reserve in the proposed fiscal year 2018-2019 budget.

COMMENTS ON FINAL BUDGET HEARINGS

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

Therefore, it is recommended that your Board:

1. Instruct the County Administrative Officer to review the budget accounts approved in the Proposed Budget and submit recommendations for adjustments to be considered at the Final Budget Public Hearings.
2. Set MONDAY, JUNE 4, 2018, as the date Final Budget Public Hearings to begin.
3. Instruct the County Administrative Officer to schedule specific items to be heard during Final Budget deliberations for persons indicating a desire to be heard regarding the Budget.

Respectfully submitted,



Eric Fleming
County Administrative Officer

County of Madera Budget Staff:

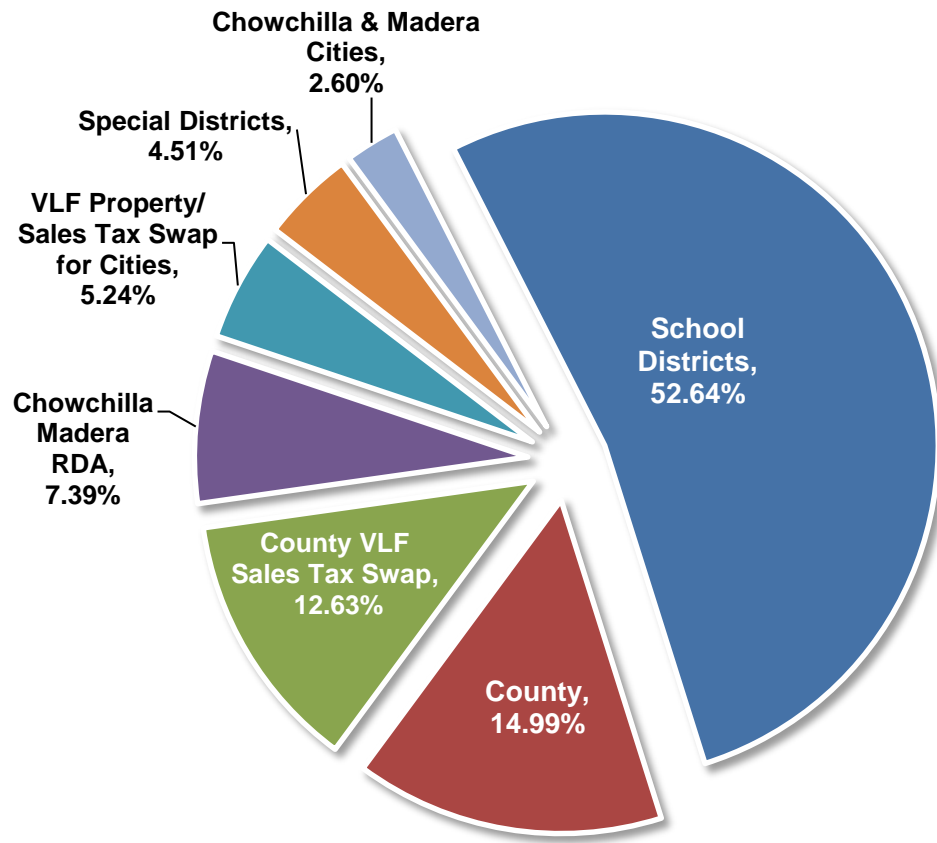
Eric Fleming, County Administrative Officer

Joel Bugay, Deputy CAO-Finance

Sean Kirkpatrick, Senior Administrative Analyst

Yvette Gomez, Executive Assistant to the CAO

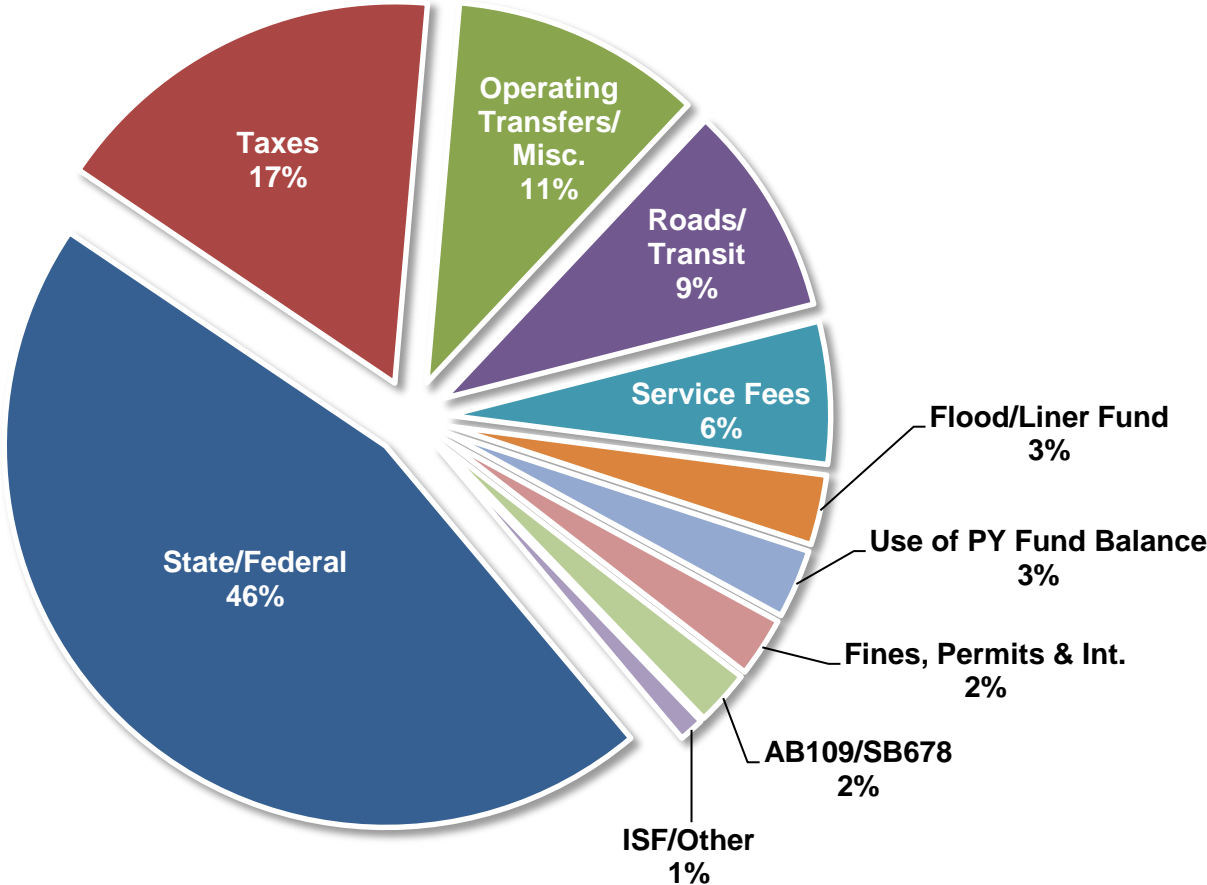
PROPERTY TAX DISTRIBUTION 2017-18*



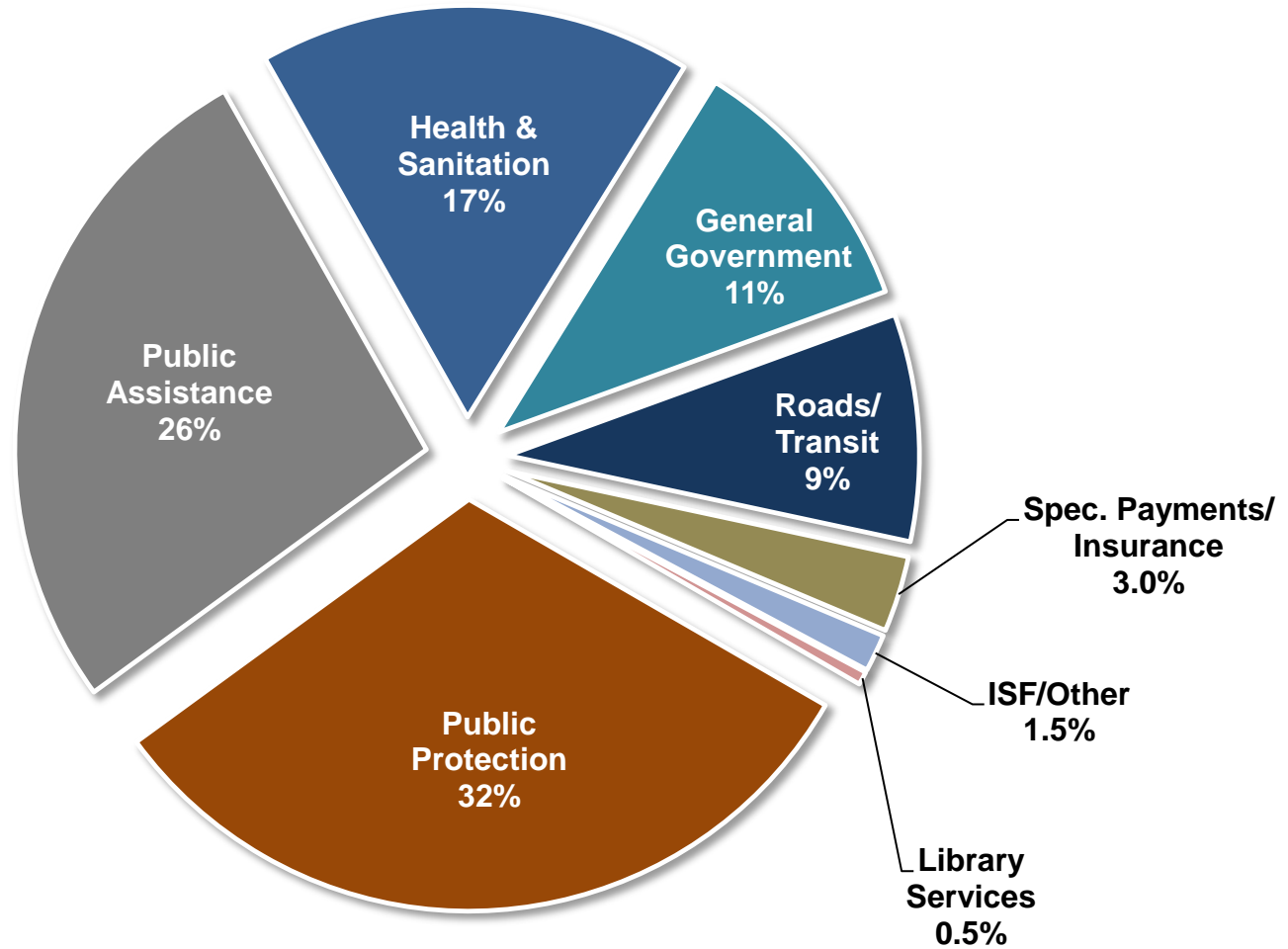
	2015-16 Rates	2016-17 Rates	2017-18 Rates
School Districts	50.99%	51.88%	52.64%
County	15.03%	15.02%	14.99%
County VLF Sales Tax Swap	13.34%	13.14%	12.63%
Chowchilla & Madera RDA	7.35%	7.40%	7.39%
VLF Property/Sales Tax Swap for Cities	6.14%	5.45%	5.24%
Special Districts	4.52%	4.51%	4.51%
Chowchilla & Madera Cities	2.63%	2.60%	2.60%

*The 2018-19 Property Tax Allocation was not available at the time of printing.

Fiscal Year 2018-19 Total Recommended Revenue (\$317,531,553)

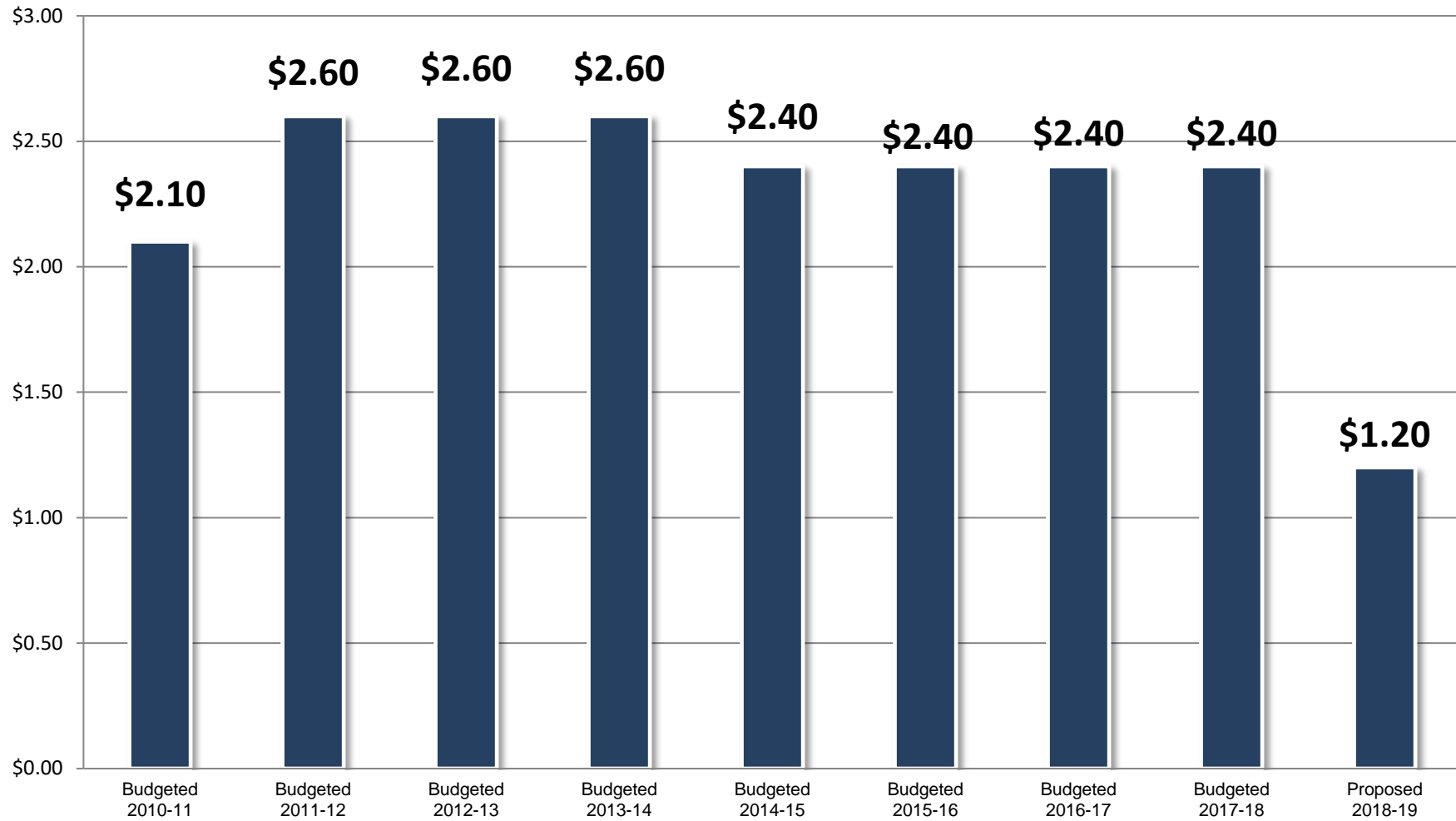


Fiscal Year 2018-19 Total Recommended Appropriations (\$317,531,553)



GENERAL FUND CONTINGENCY BUDGET

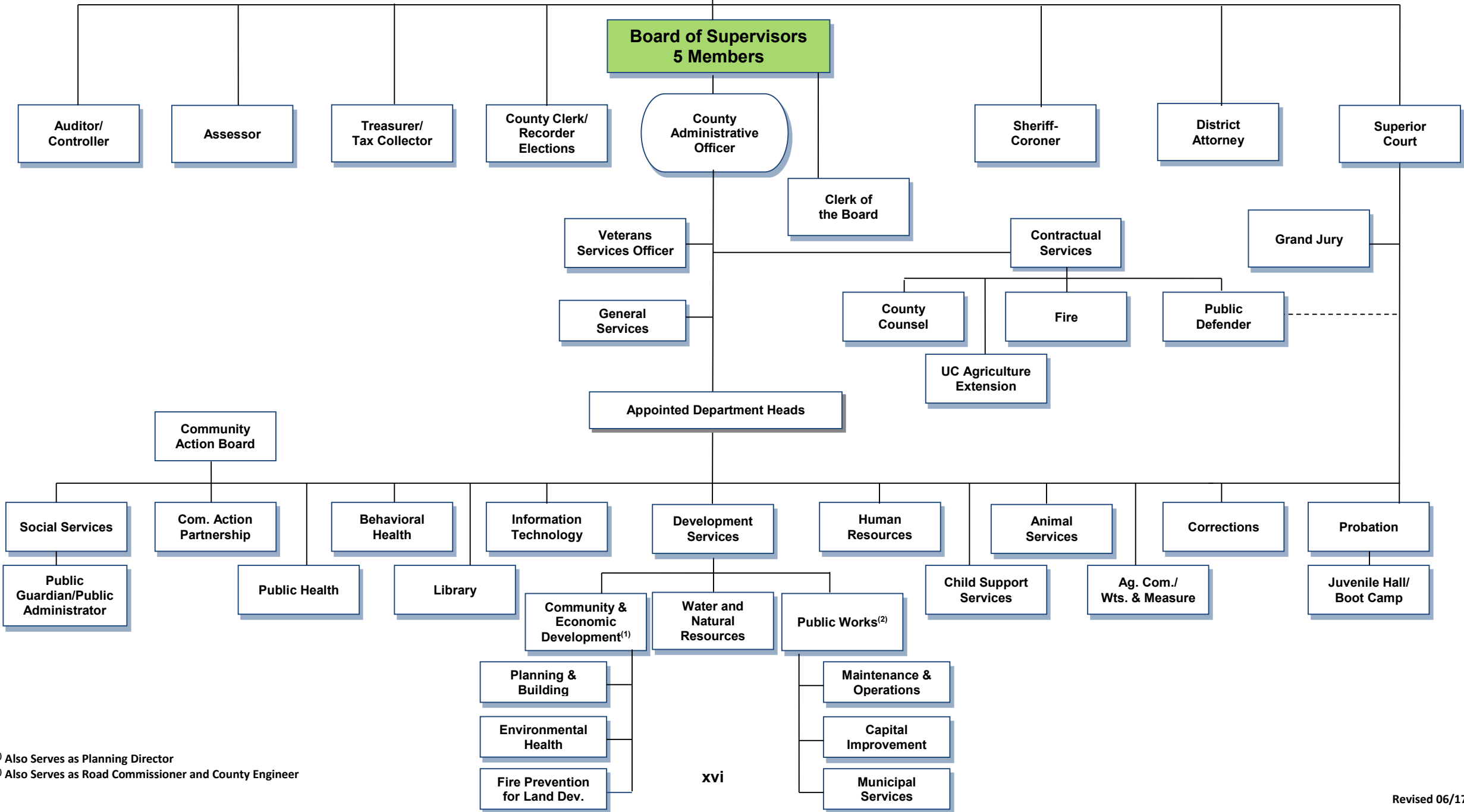
Fiscal Year 2010-11 to Fiscal Year 2018-19
(in millions)





MADERA COUNTY GOVERNMENT ORGANIZATION CHART

ELECTORATE



⁽¹⁾ Also Serves as Planning Director

⁽²⁾ Also Serves as Road Commissioner and County Engineer

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
<u>GENERAL</u>					
LEGISLATIVE & ADMINISTRATIVE:					
00100 Board of Supervisors	1,527,225	1,700,055	1,786,142	1,786,142	86,087
00210 Administrative Management / Purchasing	914,204	890,896	952,418	952,418	61,522
TOTAL LEGISLATIVE & ADMINISTRATIVE	2,441,429	2,590,951	2,738,560	2,738,560	147,609
FINANCE:					
00310 Auditor-Controller	2,142,008	2,347,933	2,504,516	2,504,516	156,583
00400 Assessor	2,591,494	2,471,379	2,553,044	2,553,044	81,665
00500 Treasurer-Tax Collector	1,120,928	1,365,494	1,741,053	1,741,053	375,559
TOTAL FINANCE	5,854,430	6,184,806	6,798,613	6,798,613	613,807
COUNSEL:					
00700 County Counsel	1,408,331	1,132,550	1,352,550	1,352,550	220,000
PERSONNEL:					
00800 Human Resources	1,057,551	1,276,398	1,351,085	1,351,085	74,687
COUNTY CLERK/ELECTIONS:					
03330 Elections	941,273	988,442	1,034,996	1,034,996	46,554
03300 County Clerk-Recorder	862,529	969,101	1,044,540	1,044,540	75,439
PROPERTY MANAGEMENT:					
01315 PW - Engineering	987,436	-	-	-	-
01300 PW - Administration	-	3,878,519	4,231,791	4,231,791	353,272
01340 PW - Special Districts Services	2,515,538	3,372,201	3,192,628	3,192,628	(179,573)
01311 General Services	260,536	287,042	317,908	317,908	30,866
01320 Bldg. Operations	319,936	425,662	430,642	430,642	4,980
01330 Bldg. Maintenance	1,360,759	1,346,304	1,423,189	1,423,189	76,885
01360 Grounds Maintenance	540,563	444,468	472,077	472,077	27,609
01700 Utilities	590,660	663,608	656,334	656,334	(7,274)
TOTAL PROPERTY MANAGEMENT	6,575,428	10,417,804	10,724,569	10,724,569	306,765

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
OTHER GENERAL:					
00230 Insurance	3,608,741	4,119,910	4,555,635	4,555,635	435,725
02100 Central Services	555,790	589,169	612,393	612,393	23,224
02150 311 Customer Service Center	186,390	199,537	244,820	244,820	45,283
00240 Information Technology	4,701,496	5,487,450	6,076,436	6,076,436	588,986
00242 Information Technology - ERP	274,239	270,827	220,950	220,950	(49,877)
00243 Information Technology - Information Security	-	528,097	1,704,026	1,704,026	1,175,929
02200 Special Payments	3,421,567	3,660,110	4,169,502	4,169,502	509,392
TOTAL OTHER GENERAL	12,748,223	14,855,100	17,583,762	17,583,762	2,728,662
TOTAL GENERAL FUNCTION	31,889,194	38,415,152	42,628,675	42,628,675	4,213,523
<u>PUBLIC PROTECTION</u>					
JUDICIAL:					
03700 Child Support Services	3,212,419	3,184,380	3,027,178	3,027,178	(157,202)
03510 District Attorney	3,010,364	3,648,468	3,871,784	3,871,784	223,316
03530 District Attorney - COPS	112,182	115,691	126,695	126,695	11,004
03540 District Attorney - Rape Prosecution Grant	153,312	163,276	162,076	162,076	(1,200)
03544 District Attorney - DUI Program	170,590	190,523	194,387	194,387	3,864
03545 District Attorney - Crime Prosecution Unit	260,261	291,236	297,482	297,482	6,246
03548 District Attorney - DA-FED Vert Pros	164,953	-	-	-	-
03550 District Attorney - Welfare Fraud	1,126,381	1,352,189	1,391,203	1,391,203	39,014
03570 District Attorney-County Victim Services	-	-	180,500	180,500	180,500
02300 Trial Court Operations (Gen Fund Contr.)	1,307,229	1,326,128	1,326,128	1,326,128	-
03400 Grand Jury	67,368	71,700	73,700	73,700	2,000
03600 Public Defender	2,938,096	3,248,608	3,448,536	3,448,536	199,928
TOTAL JUDICIAL	12,523,155	13,592,199	14,099,669	14,099,669	507,470
POLICE PROTECTION:					
04000 Sheriff-Coroner	11,829,749	13,158,426	14,128,301	14,128,301	969,875

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
04022 Sheriff - CalEMA Homeland Security 2011-077		-	-	-	-
04023 Sheriff - EMPG Emergency Planning	331,667	316,000	325,000	325,000	9,000
04024 Sheriff - CalEMA SHSGP 2013-00110	-	-	-	-	-
04025 Sheriff - CalEMA SHSGP 2012-SS-00123	-	-	-	-	-
04030 Sheriff - Bass Lake Operations	253,305	404,068	305,665	305,665	(98,403)
04031 Sheriff - CalOES #2014-00093	54,226	-	-	-	-
04032 Sheriff - CalOES #2015-00078	113,841	108,000	-	-	(108,000)
04033 Sheriff - Canine Program	78,217	35,000	35,000	35,000	-
04034 Sheriff - Morgue Operations	456,505	742,209	713,324	713,324	(28,885)
04036 Sheriff - CalOES 2016-00102	-	237,011	23,581	23,581	(213,430)
04037 Sheriff - Explorer Program	-		20,000	20,000	20,000
04038 Sheriff - Search and Rescue	-		5,000	5,000	5,000
04039 Sheriff - CalOES 2017-0083	-		234,370	234,370	234,370
04041 Sheriff - Emergency Operations	21,946	254,038	215,055	215,055	(38,983)
04046 Sheriff - Fed-Cannibis Eradication	20,915	75,000	95,000	95,000	20,000
04050 Sheriff - COPS (SLESF)	264,319	272,646	223,274	223,274	(49,372)
04052 Sheriff - Multi Juris. Local Hazard Mitig. Plan	69,978	150,000	150,000	150,000	-
04053 Sheriff - Tree Mortality	6,986	2,255,700	4,973,381	4,973,381	2,717,681
04054 Sheriff - Chukchansi Indian Casino	703,917	717,447	688,407	688,407	(29,040)
04062 Sheriff - Rural Crime Prevention Task Force	391,746	401,271	380,816	380,816	(20,455)
04064 Sheriff - Civil Division	616,686	666,056	708,861	708,861	42,805
04066 Sheriff - Off Highway	29,441	185,000	165,000	165,000	(20,000)
04070 Sheriff - Anti-Drug Program	558,738	264,226	278,310	222,377	(41,849)
04071 Sheriff - CAL-MMET	275,253	288,502	330,086	330,086	41,584
04072 Sheriff - JAG Grant	29,474	33,000	27,706	27,706	(5,294)
04074 Sheriff - Court Security	1,903,260	1,800,970	1,850,624	1,850,624	49,654
04090 Sheriff - OCJP NET Project	57,921	93,900	93,900	93,900	-
TOTAL POLICE PROTECTION	18,068,090	22,458,470	25,970,661	25,914,728	3,456,258
DETENTION & CORRECTION					
04610 Department of Corrections	14,871,677	15,699,283	16,231,375	16,231,375	532,092
04720 Juvenile Hall	4,672,585	4,608,875	5,024,427	5,024,427	415,552
04700 Probation	3,909,489	4,465,079	4,738,445	4,738,445	273,366
04714 Probation - CCP Planning	74,694	100,000	100,000	100,000	-

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
04785 Probation - Crime Prevention Act of 2000	490,287	423,831	469,692	469,692	45,861
04787 Probation - Youth Offender Block Grant	485,127	604,410	642,027	642,027	37,617
04788 Probation - Proud Parenting Grant	115,665	119,261	119,261	119,261	-
14370 Probation - CCPIA	1,617,062	1,173,502	1,136,053	1,136,053	(37,449)
61332 Probation - AB 109	5,154,411	5,918,482	6,248,528	6,248,528	330,046
TOTAL DETENTION & CORRECTION	31,390,997	33,112,723	34,709,808	34,709,808	1,597,085
FIRE PREVENTION:					
05000 Fire Prevention	5,995,162	6,212,254	6,984,567	6,736,015	523,761
05010 Fire-Chukchansi Indian Casino	712,514	891,593	981,020	958,301	66,708
05020 Fire-Riverstone	241,055	581,889	610,984	610,984	29,095
05030 Fire-Tesoro Viejo	-	-	1,117,954	1,117,954	1,117,954
TOTAL FIRE PREVENTION	6,948,731	7,685,736	9,694,525	9,423,254	1,737,518
PROTECTIVE INSPECTION:					
05410 Ag. Commissioner/Sealer of Wts. & Measures	1,562,811	1,655,737	1,704,967	1,704,967	49,230
01375 CED - Fire Prevention - Land Development	-	326,712	-	-	(326,712)
01370 CED - Building and Fire Safety	1,699,078	1,632,801	2,508,265	2,508,265	875,464
TOTAL PROTECTIVE INSPECTION	3,261,889	3,615,250	4,213,232	4,213,232	597,982
OTHER PROTECTION:					
05900 CED - Planning	2,658,738	2,364,109	2,766,033	2,766,033	401,924
05950 Water and Natural Resources	404,954	652,170	4,719,482	4,719,482	4,067,312
15010 Flood Control Fund	815,683	2,473,225	3,706,450	3,706,450	1,233,225
06100 Local Agency Formation Commission Contri	30,685	44,430	25,321	25,321	(19,109)
06000 Animal Services	1,259,935	1,300,470	1,386,939	1,386,939	86,469
06200 Predatory Animal Control	69,186	77,672	80,002	80,002	2,330
11200 Fish & Game Fines	2,371	5,000	5,000	5,000	-
TOTAL OTHER PROTECTION	5,241,552	6,917,076	12,689,227	12,689,227	5,772,151
TOTAL PUBLIC PROTECTION FUNCTION	77,434,414	87,381,454	101,377,122	101,049,918	13,668,464

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
<u>PUBLIC WAYS AND FACILITIES</u>					
PUBLIC WAYS:					
11800 PW - Roads & Bridges	12,279,943	16,898,173	24,017,502	24,017,502	7,119,329
63860 PW - Road (Transit)	1,149,362	4,933,909	4,464,153	4,464,153	(469,756)
TOTAL PUBLIC WAYS	13,429,305	21,832,082	28,481,655	28,481,655	6,649,573
TOTAL PUBLIC WAYS & FACILITIES FUNCTION	13,429,305	21,832,082	28,481,655	28,481,655	6,649,573
<u>HEALTH & SANITATION</u>					
HEALTH:					
06910 Behavioral Health Services	20,508,630	28,153,101	30,440,087	30,440,087	2,286,986
06810 Public Health	9,895,308	17,681,832	16,680,900	16,680,900	(1,000,932)
07000 CED - Environmental Health	1,275,798	1,580,200	1,528,547	1,528,547	(51,653)
TOTAL HEALTH	31,679,736	47,415,133	48,649,534	48,649,534	1,234,401
SANITATION:					
11100 PW - Refuse Liner Fund	6,231,101	6,064,234	5,679,744	5,679,744	(384,490)
TOTAL SANITATION	6,231,101	6,064,234	5,679,744	5,679,744	(384,490)
TOTAL HEALTH & SANITATION FUNCTION	37,910,837	53,479,367	54,329,278	54,329,278	849,911
<u>PUBLIC ASSISTANCE</u>					
ADMINISTRATION:					
07510 Department of Social Services	32,720,292	40,225,756	41,602,001	41,602,001	1,376,245
GENERAL RELIEF:					
07520 General Relief	791,967	896,680	890,416	890,416	(6,264)
07530 ASSISTANCE PROGRAMS:					

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
Aid for CalWORKS	20,374,854	24,500,000	23,000,000	23,000,000	(1,500,000)
Foster Care	7,425,475	7,200,000	8,400,000	8,400,000	1,200,000
Aid for Adopted Children	3,473,995	4,000,000	4,000,000	4,000,000	-
Cal-Learn	8,328	10,000	10,000	10,000	-
GAIN Support Services (Welfare to Work)	302,627	400,000	350,000	350,000	(50,000)
In-Home Supportive Service	3,467,676	3,589,045	4,286,378	4,286,378	697,333
CalWORKS Child Care	247,810	350,000	350,000	350,000	-
Kin Gap	643,154	700,000	725,000	725,000	25,000
Cash Assistance Program for Immigrants	26,725	25,000	45,000	45,000	20,000
Housing Assistance/Transitional Program	109,949	150,000	150,000	150,000	-
TOTAL ASSISTANCE PROGRAMS	36,080,593	40,924,045	41,316,378	41,316,378	392,333
VETERANS SERVICE/PUBLIC GUARDIAN:					
08020 Public Guardian	359,438	422,587	491,621	491,621	69,034
08010 Veterans Service	190,412	210,399	252,342	252,342	41,943
OTHER ASSISTANCE:					
08200 Community Action Partnership	237,530	227,384	230,968	230,968	3,584
77070 IHSS Public Authority	154,000	212,007	223,287	223,287	11,280
TOTAL PUBLIC ASSISTANCE FUNCTION	70,534,232	83,118,858	85,007,013	85,007,013	1,888,155
<u>LIBRARY SERVICES</u>					
09110 Library	1,368,270	1,578,075	1,663,804	1,663,804	85,729
TOTAL LIBRARY SERVICES FUNCTION	1,368,270	1,578,075	1,663,804	1,663,804	85,729
<u>OTHER</u>					
09200 Cooperative Extension Service	76,079	76,600	81,600	81,600	5,000
09900 Appropriations for Contingencies	-	2,424,416	1,151,941	1,151,941	(1,272,475)
10800 Central Garage	2,081,366	2,183,227	2,380,639	2,380,639	197,412
11300 Microwave Radio	528,598	640,551	757,030	757,030	116,479

**SUMMARY OF COUNTY BUDGET REQUIREMENTS
FOR THE FISCAL YEAR 2018-19**

Budget Units (Grouped By Units)	Actual Expenditures 2016-17	Board of Supervisors Approved Expenditures 2017-18	Department Request 2018-19	CAO Recommendation 2018-19	Increase (Decrease) 17-18/18-19
TOTAL OTHER FUNCTION	<u>2,686,043</u>	<u>5,324,794</u>	<u>4,371,210</u>	<u>4,371,210</u>	<u>(953,584)</u>
TOTAL BUDGET REQUIREMENT	<u>235,252,295</u>	<u>291,129,782</u>	<u>317,858,757</u>	<u>317,531,553</u>	<u>26,401,771</u>
Fund Balance Policy Reserve	4,063,654	4,907,013	7,422,824	7,422,824	2,515,811
Allocate to Fire Equipment Replacement Reserve	-	500,000	500,000	500,000	-
TOTAL COUNTY FINANCING REQUIREMENT	239,315,949	296,536,795	325,781,581	325,454,377	28,917,582

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	<u>Actual Revenues 2016-17</u>	<u>Board of Supervisors Approved Revenues 2017-18</u>	<u>10-Month Actual 2017-18</u>	<u>CAO Recommended 2018-19</u>
<u>TAXES</u>				
610100 Property Taxes - Current Secured	19,668,680	19,763,751	19,488,238	21,158,747
610102 Property Taxes - Current Secured RDA SA Other Dist	111,509	-	107,706	140,000
610200 Property Taxes - Current Unsecured	595,227	527,758	404,465	609,434
610300 Property Taxes - Prior Secured	(95,014)	150,000	-	-
610400 Property Taxes - Prior Unsecured	25,042	25,000	-	-
610500 Property Taxes - Current Secured - VLF Swap	18,001,081	18,240,019	18,742,146	19,386,876
610502 Property Taxes - In-Lieu VLF-Supplemental	-	100,000	-	-
610600 Property Taxes - Supplemental Current	410,033	170,000	307,262	500,000
610700 Property Taxes - Supplemental Prior	2,170	-	-	-
610801 Sales & Use Tax	6,232,800	6,411,002	4,486,907	6,708,304
610900 Other Taxes	-	-	-	1,000,000
610901 Hotel and Motel	2,148,265	2,904,313	3,418,230	3,838,245
610902 Documentary Stamp	812,795	875,000	874,007	-
610904 Timber Yield Tax	3,254	-	4,204	-
610906 Aircraft	122,448	110,000	65,438	122,448
Total Taxes	48,038,289	49,276,843	47,898,604	53,464,055
<u>LICENSES, PERMITS AND FRANCHISES</u>				
620100 Animal Licenses	73,168	119,066	53,299	119,066
620200 Business Licenses	120,120	57,000	111,943	66,000
620300 Construction Permits	1,145,751	1,040,000	1,444,936	1,610,000
620500 Zoning Permits	110,290	102,000	82,816	102,000
620600 Franchises, Garbage, Utilities & Cable TV	2,037,075	1,984,520	1,953,048	2,223,988
620700 Other Licenses and Permits	249,067	209,699	281,190	387,030
620701 Boat Licenses	129,805	150,000	73,162	150,000
620704 Environmental Health Permits	1,109,477	1,200,000	1,135,216	1,210,000
620705 Burial Permits-Indigent	3,283	1,600	1,666	2,000
620706 Auto Theft Deterrent Fees (DUI)	128,369	130,000	62,166	-
620710 Grading Permits	68,733	62,000	54,676	60,000
620711 EH Permit Automation Fee	14,904	12,000	14,798	12,000
Total Licenses, Permits and Franchises	5,190,042	5,067,885	5,268,915	5,942,084

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	<u>Actual Revenues 2016-17</u>	<u>Board of Supervisors Approved Revenues 2017-18</u>	<u>10-Month Actual 2017-18</u>	<u>CAO Recommended 2018-19</u>
<u>FINES, FORFEITURES AND PENALTIES</u>				
630100 Vehicle Code Fines	-	-	-	49,326
630101 County Share of State Fines	49,326	32,000	41,287	-
630200 Other Court Fines	-	-	-	1,472,058
630204 Criminal Fines	557,168	570,000	371,246	-
630221 PC 1463.14 Drug Analysis Fine	424	200	466	-
630222 State-County Share of Penalty PC 1464	206,075	215,000	140,803	-
630223 PC 1203.4 Change Plea	9,597	7,000	7,269	-
630225 AG - Admin Penalties	1,250	-	1,329	-
630227 RMA Code Enforcement Fines/Fees	596,795	629,000	359,066	-
630228 Juvenile Supervision/Service Fees	49,430	45,000	40,023	-
630229 Juvenile Boot Camp W&I 903/094	34,890	28,000	26,683	-
630230 Juvenile Probation Supervision W&I 602	1,800	1,000	3,173	-
630231 Juvenile Record Seal W&I 781	242	-	-	-
630300 Forfeitures & Penalties	215	-	-	31,030
630306 Restitution Fine Rebate 10%	12,189	17,000	41,959	17,000
630307 Other Fines	9,794	50,000	13,384	-
630308 Restitution to County Departments	232	30	239	-
630312 Consumer Protection Awards	-	10,000	-	-
630320 Bad Check Penalties	657	1,000	225	-
630400 Penalties/Cost Delinquent Taxes	-	4,000	-	40,000
630401 Cost of Tax Collection	119,462	100,000	40,590	112,000
630402 County Redemption Fees	12,590	17,000	8,770	30,000
630403 Penalties & Interest on Taxes	149,231	150,000	37,380	149,231
630404 Tax Loss Reserve Excess	-	2,400,000	-	-
Total Fines, Forfeitures and Penalties	1,811,367	4,276,230	1,133,893	1,900,645
<u>REVENUE FROM USE OF MONEY & PROPERTY</u>				
640100 Interest Income	2	-	619	-
640101 Interest	229,709	150,000	166,594	150,000
640102 Interest on Loan	1,296	1,296	-	1,296
640103 Interest on Property Tax Collection	16,117	-	(0)	-
640300 Rents and Concessions	xxv 7,097	3,500	3	4,000

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	<u>Actual Revenues 2016-17</u>	<u>Board of Supervisors Approved Revenues 2017-18</u>	<u>10-Month Actual 2017-18</u>	<u>CAO Recommended 2018-19</u>
640302 Bldg/Improvement Rentals	16,437	800	16,187	-
640400 Royalties-FMC	315	250	518	350
Total Revenue from Use of Money & Property	270,973	155,846	183,921	155,646
<u>INTERGOVERNMENTAL REVENUES</u>				
State				
650302 Motor Vehicle In-Lieu Tax 1984	58,090	-	68,754	-
650500 ST- Other In-Lieu	623	623	623	-
650800 State Admin Public Assistance	-	-	-	7,852,260
650802 Cal-Learn Admin-Assistance	70,077	-	-	-
650804 CalWORKS Admin TANF	2,141,421	3,412,178	1,080,754	-
650810 Social Services Admin	3,975,576	3,471,293	2,801,790	-
650811 Welfare to Work Admin-Assistance	11,917	47,163	22,666	-
650900 State Public Assistance Programs	-	-	-	22,476,811
650901 CalWORKS (AFDC)	9,418,464	14,945,000	4,635,715	-
650902 Adopted Children	13,714	-	(234)	-
650905 Foster Care	744,523	-	(13,370)	-
650908 ST - FOOD STAMP WKFARE	43,536	-	42,221	-
650909 Welfare to Work (GAIN)	-	60,400	-	-
650910 Public Assistance - Realignment	14,476,260	8,076,220	11,809,309	-
650914 St. Cal Learn	1,100	620	300	-
650915 CalWorks Child Care	1,619	43,750	31,909	-
650916 Kin Gap	170,965	276,500	130,863	-
650917 Cash Assist for Immigrants	26,472	25,000	18,562	-
650921 Housing Assistance/Transitional Housing Program	-	150,000	-	-
651000 Health - Administration	-	-	-	1,036,498
651101 Health - Admin. - California Children Services	4,097	8,247	4,798	-
651102 Health - Therapy - California Children Services	177,374	326,987	167,387	-
651103 Health - Realignment - California Children Services	1,714	352,438	67,435	-
651105 Health - Medi-Cal-California Children Services	272,911	340,629	155,756	-
651106 Health - Healthy Families	5,870	6,235	3,147	-
651300 St - Mental Health	-	-	-	6,300,691
651301 Behavioral Health - Small Counties Emergency Grant	92,374	128,700	44,999	-
651306 Behavioral Health - Realignment	6,078,568	6,001,942	3,022,587	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

Budget Classification	Board of Supervisors			
	Actual Revenues 2016-17	Approved Revenues 2017-18	10-Month Actual 2017-18	CAO Recommended 2018-19
651307 Behavioral Health - Jail-Realignment	51,000	51,000	38,250	-
651320 Behavioral Health - Other Revenue	-	11,973	-	-
651326 Behavioral Health - Service Act (Prop 63)	6,259,829	12,611,870	4,637,867	13,438,307
651327 Behavioral Health - Mentally Ill Offender Crime	209,447	-	212,563	-
651400 Health - TB Control	22,925	18,047	14,465	15,518
652100 State - Other Health Programs	-	-	-	7,375,600
652111 Health - Child Health and Disability Program-Admin.	132,232	142,851	67,859	-
652112 Health - Foster Care	41,215	43,846	46,691	-
652113 Health - Realignment	(194,760)	3,812,774	6,533,408	-
652115 Health - Immunization Subvention Project	-	60,067	-	-
652120 Health - Adolescent Family Life Program	104,012	293,837	185,757	-
652126 Health - Aides Surveillance	17,262	17,028	4,394	-
652130 Health - Child Lead Poisoning Prevention	38,844	60,000	38,604	-
652131 Health - Medi-Cal	203,632	2,271,672	-	-
652132 State - Every Woman Counts	-	5,162	-	-
652133 State - Family Pact	-	48,096	-	-
652151 Health - CMSP Wellness Grant	110,000	129,702	8,000	-
652199 Health - Other	(6,109)	-	-	-
652200 State - Agriculture	-	-	-	764,949
652201 Agricultural Administration	280,321	182,629	30,286	-
652203 Agriculture-Pesticide	449,494	452,000	541,487	-
652204 Agricultural G-W Sharpshooter	80,406	56,913	76,094	-
652503 State-Prison Crime Reimbursement - DA	221,162	351,236	90,589	357,482
652505 Public Asst. - Crim Justice Sys - Realignment	631,554	750,000	634,274	750,000
652507 Probation TANF (Juvenile Probation Camp Funds)	-	890,000	-	575,000
652508 St Proud Parenting Program	146,311	119,261	74,348	119,261
652700 Disaster Relief	-	1,691,775	-	3,835,945
652800 Veterans Affairs	54,689	53,198	33,768	58,267
652900 Homeowners' Property Tax Relief	214,656	220,000	104,148	215,000
654000 State Other	-	384,155	620	2,261,470
654007 Correctional Training-SB 924	70,192	103,130	88,421	40,000
654010 Child Support IV D Incentive	1,086,416	1,006,945	699,171	-
654012 Fire Equipment Reimbursement	152,220	182,664	63,822	-
654013 Volunteer Fire Assistance Program	161,117	175,550	-	-
654017 Integrated Waste Management	xxvii 234	18,200	37,841	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

Budget Classification	Board of Supervisors			
	Actual Revenues 2016-17	Approved Revenues 2017-18	10-Month Actual 2017-18	CAO Recommended 2018-19
654022 State Mandated Costs	43,885	110,000	103,192	44,000
654025 Sales Tax (Public Safety)	7,951,117	8,118,443	5,283,822	8,118,441
654026 State-POST Reimbursement	11,196	10,000	11,544	-
654027 State Reimburse Election Costs	5,220	1,500	56,933	-
654028 State-Financial Assistance	324,000	324,000	162,000	324,000
654046 SLESF - Sheriff (COPS)	-	160,000	-	-
654064 State Off Hwy Vehicle	32,575	185,000	39,303	165,000
654077 654077 - ST - IGM TIRE AMNESTY	-	-	263	-
654079 State - Waste Tire Enforcement	9,017	48,000	47,751	-
654501 St. Water Grant	69,270	430,730	-	4,360,355
654511 State-Abandoned Vehicle Fee	47,223	47,000	55,661	-
654522 State- BSARF Fees 10%	42	-	(1)	-
654526 State-Emergency Local Hazard Grant	-	100,000	62,692	100,000
654531 CDBG Housing Regab and Public Utilities	-	189,050	-	-
654535 State Grant Revenue	185,340	65,064	39,143	-
Federal				
655000 Fed. Admin Public Assistance	-	-	-	43,133,693
655006 Social Services - Administration	16,042,629	20,816,220	9,670,107	-
655007 CalWorks Administration	2,441,210	2,660,060	1,726,524	-
655008 Cal Learn Administration-Assistance	113,089	308,692	54,296	-
655009 Welfare to Work Administration-Assistance	1,950,953	3,649,851	1,416,859	-
655101 CalWorks (AFDC)	3,028,141	8,942,500	3,383,556	-
655102 Foster Care	1,712,805	1,793,750	1,145,851	-
655103 Foster Care Emergency Assistance	821,450	-	358,318	-
655104 Adopted Children	1,514,296	1,732,000	1,207,703	-
655106 Welfare to Work Gain	117,480	339,600	25,325	-
655110 Cal Learn	7,228	9,380	2,267	-
655111 CalWorks Child Care	135,863	306,250	174,997	-
655112 Kin Group	224,885	350,000	161,676	-
655200 Federal - Health	-	-	-	2,609,594
655202 CCS Medi-Cal Administration	397,851	477,467	206,736	-
655203 Health -Health Families	86,093	91,440	46,157	-
655206 Health CNEP	555,919	325,796	229,315	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

Budget Classification	Board of Supervisors			
	Actual Revenues 2016-17	Approved Revenues 2017-18	10-Month Actual 2017-18	CAO Recommended 2018-19
655207 Health AFLP	4,377	20,568	8,499	-
655208 Health - Medi-Cal	1,879,306	2,565,477	2,708,652	-
655209 Federal - Medi-Cal Admin/Targeted Case Management	-	-	111,869	-
655600 Grazing Fees	441	-	-	-
655800 In-Lieu Tax	1,084,122	1,100,000	-	1,090,100
655900 CDBG Grant	663,230	250,000	613,006	812,683
656000 Federal - Mental Health Services	-	-	-	3,947,640
656001 Behavioral Health - Medi-Cal	3,507,555	3,611,559	3,027,912	-
656003 Behavioral Health - Alcohol/Drug Medi-Cal	-	41,081	-	-
656005 Behavioral Health - Alcohol/Drug/Perinatal	504,325	1,013,518	512,923	938,260
656006 Behavioral Health - McKinney-Path	28,398	39,066	33,727	465,709
656008 Behavioral Health - SAMHSA	257,812	397,541	227,482	-
657000 Federal Other	668,234	1,127,334	365,770	7,130,003
657001 Community Services	247,803	227,384	188,819	230,968
657003 IV D Child Support-Administration	2,108,924	2,103,560	1,340,923	-
657006 Forest Services Reimb Dep Sheriff	42,186	70,000	47,000	-
657008 Health - Administration - MCH	948,995	895,116	558,261	-
657011 Health - WIC	2,046,651	2,084,579	1,520,366	-
657013 Child Care Food Program-Juvenile Hall	74,995	82,000	76,651	85,000
657016 Title IV E Probation Recovery	179,641	175,000	79,714	175,000
657023 Health Emergency Asst TB	25,943	24,304	16,893	-
657024 FEMA & OES Grant	277,039	158,000	-	-
657025 Health - AIDS Grant (Ryan White)	169,219	137,000	150,054	-
657026 FEMA Reimbursement	1,692	254,038	-	-
657036 Health - Immun Subv Proj	29,709	-	59,766	-
657037 MC Childhood Lead Poison	44,386	62,522	44,384	-
657043 Fed - Health Aids Grant	52,141	57,700	44,550	-
657044 Health - Targeted Case Management	107,411	200,000	70,872	-
657081 Justice Assistance Grant	31,563	33,000	-	27,706
657084 Department of Corrections SCAAP	66,971	70,000	-	-
657086 Federal - Anti-Drug Grant	196,115	182,966	-	-
657090 Health - Bio Preparedness	199,963	183,579	172,627	-
657091 Health - HRSA	122,427	150,752	106,948	-
657096 Health - Zika	-	40,000	-	-
657109 Museum & Library Srvs Grant	xxix 4,895	-	10,843	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	Board of Supervisors			
	Actual Revenues 2016-17	Approved Revenues 2017-18	10-Month Actual 2017-18	CAO Recommended 2018-19
657111 Homeland Security Grant	-	342,011	230,644	254,951
657122 Cannibus Eradication	50,000	75,000	-	-
657123 Fed - Vertical Prosecution Grant	59,969	-	-	-
657125 Health AIDS	8,692	4,000	6,460	-
657129 Fed - Safe Drinking Water Grant	65,779	60,000	-	-
658000 Other - In-Lieu	-	-	35,886	-
659000 Other Government Agencies	-	-	-	468,949
659005 Other Governmental-Boot Camp Program	30,250	45,000	-	-
659008 Children & Families Com (Prop 10) (Health)	470,255	466,179	360,572	-
659010 Other Governmental-RDA Pass Thru	1,595,870	1,589,565	1,659,816	1,623,645
659018 IHSS Public Authority	107,434	148,000	84,471	-
659025 Special Revenue	240	-	7,357	-
659030 City/Chowchilla Prison Annex	331,295	175,000	179,840	359,680
Total Intergovernmental Revenue	104,450,593	135,743,698	78,694,244	143,938,436
<u>CHARGES FOR CURRENT SERVICES</u>				
660100 Assessment and Tax Collection Fees	577,341	191,500	111,565	645,000
660101 Property Tax Administration Fee	45,729	546,000	-	76,000
660102 Supplemental Tax Fee	144,223	110,000	122,474	292,571
660103 Property Characterization Fee	10,767	9,000	12,108	10,000
660229 MD22A Septage Fees	-	-	3,590	-
660230 Parcel Merger Fee	523	-	537	-
660231 Business Improvement District	-	20,000	-	20,000
660234 Local Ag. Preserve Assessment (AB 1265)	820,194	630,000	974,105	820,100
660300 Auditing and Accounting Fees	45,090	452,252	21,836	452,252
660500 Elections Services	350,433	63,200	31,284	219,250
660600 Legal Services	-	130,000	-	350,000
660610 Public Defender - Juvenile Cases	220,375	293,833	340,995	535,074
660800 Planning and Engineering Services	-	-	-	1,177,000
660801 Engineering Services	3,259	5,000	6,063	300,000
660802 Engineering Plan Check Fees	461,802	515,500	401,461	-
660803 Engineering Services-Special Districts	1,375,174	2,147,005	854,861	2,198,833
660805 Planning Services	660,345	693,255	368,943	-
660806 Engineering Services - Development Review Fees	xxx 74,970	63,000	61,804	65,000

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	Board of Supervisors			
	<u>Actual Revenues 2016-17</u>	<u>Approved Revenues 2017-18</u>	<u>10-Month Actual 2017-18</u>	<u>CAO Recommended 2018-19</u>
660807 Strong Motion Inst Fees 95%	9,198	7,500	24,381	-
661000 Agricultural Services	360,736	362,250	348,343	345,120
661100 Civil Process Services	2,196	2,000	1,575	40,000
661101 Sheriff - Civil Process Service Fees	45,416	35,000	34,153	-
661200 General Court Fees	179,561	170,000	131,045	180,108
661203 Family Court Services Reimbursement	548	500	883	-
661300 Public Guardian Fees	60,018	60,000	60,865	60,000
661400 Humane Services	273,084	277,600	164,726	277,600
661500 Law Enforcement Services	160,820	45,000	23,822	45,000
661502 Booking Fees-County Arrests	481	-	233	-
661600 Recording Fees	-	-	-	659,028
661601 Recording Fees-Clerk, Health, Recorder	26,448	39,000	34,815	-
661602 HEALTH RECORDING FEES	44,589	-	36,263	-
661603 Recorder Recording Fees	608,354	620,000	477,113	-
661604 Social Services Truncation Program Fees	317	-	454	-
661708 RD & ST SVCS - MEAS T REIM	615	-	403	-
661712 Road Survey-Study 12/99 Interchange	-	-	161,055	-
661714 Road SRV-BEAL Properties	-	-	20	-
661800 Health Fees	-	-	-	290,206
661801 Health Lab Fees	35,880	30,840	33,756	-
661802 Environmental Health Fee	166,025	165,000	116,399	-
661810 Clinic Fees	40,258	62,523	29,176	-
661811 Behavioral Health - Private Pay, Ins.	28,634	35,050	22,635	-
661812 Insurance Pay	18,066	5,000	7,438	-
661813 Behavioral Health - Medicare	68,986	70,000	39,931	-
661816 Inmate Medical Co Pay	-	-	6,471	-
661818 CalVIVA/Healthnet Managed Care	1,075	-	38	-
662000 California Children Services	240	280	100	280
662100 Landfill Surcharges	43	-	16	-
662300 Institutional Care & Services	104	-	48	4,576
662301 Pay Patient Clinic	10,621	19,334	-	-
662303 Juvenile Hall Maintenance	3,444	6,000	7,830	6,000
662304 Work Furlough Program	103,756	4,250	2,879	4,500
662305 Foster Care Reimbursement	30,684	80,000	158,430	80,000
662500 Library Services	xxxi 1,713	32,000	21,844	27,000

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

Budget Classification	Board of Supervisors			
	Actual Revenues 2016-17	Approved Revenues 2017-18	10-Month Actual 2017-18	CAO Recommended 2018-19
662510 Lost Book Collections	-	1,500	1,482	1,500
662696 Formation Fees	-	-	150	-
662700 Other Charges for Services	13,889	16,000	499	394,129
662701 Board of Supervisors Services	4	-	-	-
662704 Copies	15,188	12,076	12,463	1,000
662705 Coroner's Fees	25,648	30,000	28,821	38,000
662709 Mental Health Monitoring Fees	19,381	25,000	9,436	-
662712 Fire Cost Recovery	2,040	583,889	1,583	1,728,938
662714 Mediation-Dissolution/Marriage	4,320	3,800	6,179	-
662715 Nuisance Abatement	53,782	60,000	42,896	-
662716 Collection Fees-Probation	24,220	25,000	14,122	25,000
662717 Alternate Sentencing Fees	7,180	20,000	8,638	-
662718 Drug Screening-Probation	4,001	4,500	2,661	4,500
662719 Electronic Monitoring-Probation	3,357	-	1,637	3,000
662720 Probation Services	154,892	150,000	147,424	150,000
662721 Administrative Collection Fees [PC 1205(d)]	102,180	106,000	70,472	71,150
662722 Public Defender Fees	140,624	130,000	94,820	130,000
662723 Services to Other Agencies	848,708	796,386	470,711	1,075,588
662725 Welfare Repay-Administrative Fees	3,069	12,952	3,448	-
662726 Reimbursement of Burials	5,825	5,600	6,754	7,222
662728 Vision/Dental Administrative Fee	429	-	410	-
662729 Employee/Retiree Insurance Premiums	(2)	-	-	-
662735 Probation Services Reports	71,318	65,000	69,187	65,000
662737 Automation Fees	-	-	1,673	-
662749 SD - Application Fees	3,830	-	2,840	-
662765 Sheriff-Reimburse Indian Casino	1,507,192	728,260	904,628	700,000
662766 Fire-Reimburse Indian Casino	-	1,006,192	-	1,141,505
662780 Special District Ad.	505,767	1,225,196	179,932	993,795
662800 INTRAFUND Revenue	311,493	336,108	304,653	1,767,371
662801 INTRAFUND Revenue-Cost Plan	1,832,940	2,987,231	198,709	2,786,686
662802 INTRAFUND - Computer Services	98,753	384,218	60,692	216,007
662804 LAFCO - Reimbursement for County Services	8,517	6,000	6,079	6,000
662900 County Development Impact Fees	-	-	308	159,000
662910 Daily Jail Confinement	68,591	92,994	62,687	-

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	<u>Actual Revenues 2016-17</u>	<u>Board of Supervisors Approved Revenues 2017-18</u>	<u>10-Month Actual 2017-18</u>	<u>CAO Recommended 2018-19</u>
Total Charges for Current Services	12,909,271	16,812,574	7,974,759	20,645,889
<u>MISCELLANEOUS REVENUE</u>				
670000 Intrafund Revenue	5,303,039	7,703,450	4,058,632	9,291,719
671000 Welfare Miscellaneous Revenue	99,205	80,000	82,163	263,060
671001 Welfare Repayments	233,002	125,000	265,020	-
671002 Interim Assistance Reimbursement-GA	45,600	56,000	63,987	-
671003 Welfare - Cancelled Warrants	1,891	1,510	(16)	1,580
671004 Welfare CalWorks Reimbursement	-	5,000	-	-
671005 Welfare General Assistance Repay	838	800	472	-
672000 Other Sales	1,681	1,100	3,033	2,500
672002 Sale of Seized Property	-	500	-	-
672003 SALE OF MISC SURPLUS	-	500	8,820	-
672004 Sale of Other	-	-	29,350	-
673000 Misc - Other	33,375	127,580	70,985	799,945
673100 Unclaimed Money	10,624	-	(25)	-
673103 Prisoner's Unclaimed Money Miscellaneous	-	-	10	-
673200 Employee Witness/Jury Fees	275	1,642	1,650	-
673300 Contributions and Donations	69,358	93,487	100,045	25,000
673302 Health - Flu Donations	84	100	-	-
673319 Chukchansi Tribe Contribution	595,774	-	-	-
673323 Ca Endowment Grant	25,868	17,831	36,168	-
673328 Private Non Profit Grant	-	-	15,000	-
673400 Miscellaneous Revevenue - TR Funds	-	-	-	193,900
673406 Jail Inmate Welfare Trust 6051	87,885	98,487	-	-
673410 Seized Funds & Property Trust (6166 & 6167)	145,258	93,900	-	-
673437 D.A. Seized Funds - Trust 5776	-	20,000	19,559	-
673442 Child Support Interest Revenue from Trust Accounts	3,016	4,000	1,645	-
673700 Cash Overage	639	-	1,650	-
673800 Prior Year Cancelled Warrants	4,933	-	-	-
673900 Other Miscellaneous	350	-	186	75,600
673902 Credit for Overcharge	57	-	11,920	-
673903 Miscellaneous Reimbursement	364,315	384,697	928,762	105,500
673904 Misc Reimbursement - Salaries /Benefits	99,123	2,000	797,271	882,935

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

<u>Budget Classification</u>	<u>Actual Revenues 2016-17</u>	<u>Board of Supervisors Approved Revenues 2017-18</u>	<u>10-Month Actual 2017-18</u>	<u>CAO Recommended 2018-19</u>
673904 Misc Reimbursement - FEMA	-	-	508	-
673907 Misc Reimbursement - Mental Health	2,050	-	-	-
673910 Misc Reimbursement - Insurance	26,954	4,000	249	2,000
673914 Misc Reimbursement - Legal Fees	924	10,000	10,234	-
673918 Misc Reimbursement - Medical	75,497	-	758	-
673920 Misc Reimbursement - Other	-	164,020	83,245	-
Total Miscellaneous Revenue	7,231,614	8,995,604	6,591,281	11,643,739
<u>OTHER FINANCING SOURCES</u>				
680100 Sale of Capital Assets	-	-	-	2,686
680101 Sale of Land	-	-	244,062	-
680103 Sale of Fixed Assets	12,322	-	4,900	-
680113 Sale of Fixed Assets - Welfare	4,295	2,568	3,420	-
Operating Transfers In:				
680200 Operating Transfers In	21,303,016	18,560,314	7,798,522	21,703,886
680201 Operating Transfers In - SA 22	201,422	195,000	127,453	-
680214 Operating Transfers In - General Fund	-	-	60,000	-
680215 Local Enforcement Agency Funds-Trust 0114	88,268	70,000	-	-
680231 Criminal Justice Facilities Trust	-	150,000	-	150,000
680248 Modernization (Operating Transfer In-Trust 1346)	68,784	110,000	-	-
680249 Micrographics (Operating Transfer In-Trust 1345)	14,819	15,000	-	-
680251 Vital Health Statistics (OTI) (Recorder) (Trust 1367)	-	5,000	-	-
680264 Sheriff Small Counties AB 443	-	230,000	-	-
680268 Planning GP Upgrade	-	60,000	-	-
680271 OTI LC 4850	125,000	125,000	-	125,000
680524 Loan to General Fund from Measure A Road Funds	900,000	-	-	-
Total Other Financing Sources	22,717,926	19,522,882	8,238,357	21,981,572
TOTAL GENERAL FUND REVENUE	202,620,076	239,851,562	155,983,974	259,672,066
FUND BALANCE (GENERAL FUND)	6,681,976	15,500,000	-	16,600,000
CARRYOVER OF PY REVENUES	-	682,923	-	563,925

**COUNTY OF MADERA
ANALYSIS OF REVENUE BY SOURCE**

Budget Classification	Actual Revenues 2016-17	Board of Supervisors Approved Revenues 2017-18	10-Month Actual 2017-18	CAO Recommended 2018-19
TOTAL GENERAL FUND FINANCING SOURCES	209,302,052	256,034,485	155,983,974	276,835,991
NON GENERAL FUND FINANCING SOURCES	30,013,897	40,702,310	25,750,586	48,618,386
GRAND TOTAL COUNTY FINANCING SOURCES	239,315,949	296,736,795	181,734,560	325,454,377

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673900 Miscellaneous	432	600	600	600
TOTAL MISCELLANEOUS REVENUE	432	600	600	600
<u>TOTAL ESTIMATED REVENUES</u>	<u>432</u>	<u>600</u>	<u>600</u>	<u>600</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	887,673	936,470	1,043,626	1,043,626
710103 Temporary Salaries	14,771	45,600	38,500	38,500
710105 Overtime	116	0	0	0
710200 Retirement	318,017	340,489	355,901	355,901
710300 Health Insurance	94,302	116,031	120,657	120,657
710400 Workers' Compensation Insurance	9,948	11,121	10,434	10,434
TOTAL SALARIES & EMPLOYEE BENEFITS	1,324,827	1,449,711	1,569,118	1,569,118
SERVICES & SUPPLIES				
720300 Communications	8,505	10,900	10,900	10,900
720600 Insurance	24,518	34,862	1,492	1,492
720800 Maintenance - Equipment	11,851	19,500	19,500	19,500
721100 Memberships	34,277	35,427	35,477	35,477
721300 Office Expense	2,348	8,600	8,600	8,600
721400 Professional & Specialized Expense	41,765	55,800	55,800	55,800
721500 Publications & Legal Notices	2,686	6,000	6,000	6,000
721600 Rents & Leases - Equipment	12,484	15,255	15,255	15,255
721900 Special Departmental Expense	2,223	4,000	4,000	4,000
722000 Transportation & Travel	61,741	60,000	60,000	60,000

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
TOTAL SERVICES & SUPPLIES	202,398	250,344	217,024	217,024
<u>TOTAL EXPENDITURES</u>	<u>1,527,225</u>	<u>1,700,055</u>	<u>1,786,142</u>	<u>1,786,142</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,526,793</u>	<u>1,699,455</u>	<u>1,785,542</u>	<u>1,785,542</u>

BOARD OF SUPERVISORS

COMMENTS

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

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

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Board Agendas Prepared	43	46	82
AAB/RAN/Other Miscellaneous Committees (items performed separately)	20	20	30
Planning Matters	50	63	70
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	5	7	15
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	125	155	250
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1,100	1300	2600
Ordinances	40	42	50
Resolutions	125	150	200
Contracts, Insurance Certificates, Bonds Processed	1,100	1500	2500
Appointments to Committees	50	50	70
Scanned Pages/Index/Imaged Items	35,000	150,000	175,000
Claims Filed	5	5	10
Litigation Filed	50	5	10
Information Request Research (Hours)	75	50	200

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	65	150
Board and Other Miscellaneous Meetings Clerked	60	65	80
Form 700 Filings	425	425	425

ESTIMATED REVENUES

673900 **Miscellaneous Revenue** (\$600) are recommended for photocopy charges and miscellaneous revenue.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,043,626) are recommended increased \$107,156, which includes step/longevity increases; confidentiality pay for existing staff that are eligible; special assignment pay for additional duties of the Chiefs of Staff/Public Information Team and a permanent Deputy Clerk II position.

710103 **Extra Help** (\$38,500) is recommended decreased \$7,100 to allow for adequate support to handle the workload during the fiscal year. The implementation of the One Solution Contracts Module will require a significant number of contracts processing procedures and reports to be reviewed and revised to ensure proper implementation. This additional workload is being addressed through existing board clerk staff. The recommended extra help appropriations will allow for support to help ensure that the critical and time sensitive processes of the board clerk are not impacted.

710200 **Retirement** (\$355,901) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$120,657) is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$10,434) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,900) is recommended unchanged to cover all office telephones, the District 2 Chowchilla Office, two fax machines, seven smartphones, three surface pros and seven iPads for this Department.
- 720600** **Insurance** (\$1,492) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$19,500) 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 based on time and materials. This recommended amount is to cover unanticipated needs and/or the purchase of new imaging equipment to retrieve archival records.
- 721100** **Memberships** (\$35,477) is recommended for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$250), National Association of Counties (NACo) (\$2,686), County Clerk Association (\$375), National Forest Counties and School Coalition (\$450 - this amount varies each year), and California Association of Public Information Officials (CAPIO) (\$175).
- 721300** **Office Expense** (\$8,600) is recommended unchanged for office supplies, business cards, document folders, office furniture, printing, newspaper subscriptions, recording and computer supplies. Staff office chairs must be replaced due to wear and tear and to reduce any problems associated with poor ergonomics.
- 721400** **Professional & Specialized Services** (\$55,800) is recommended unchanged for the maintenance of the agenda manager and videostreaming services as well as adding maintenance of boards and commissions software to the current Legislative Management, and an electronic filing and administration system for Statements of Economic Interests (FPPC Form 700). This account provides for the County Code Supplements (this office funds the 29 supplements distributed to various departments/divisions and the updates to the MuniCode website each time an Ordinance or amendments to an Ordinance are approved by the Board).
- 721500** **Publications & Legal Notices** (\$6,000) is recommended unchanged for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$15,255) is recommended unchanged for the lease of vehicles from the Central Garage and two copiers.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$4,000) is recommended unchanged for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.

722000 **Transportation & Travel** (\$60,000) is a recommended unchanged for the cost of attending conferences, seminars, various meetings and training for Board Members, Chiefs of Staff, Clerk of the Board and staff and for mileage reimbursement for those listed and the Assessment Appeals Board (AAB) Members.

It is anticipated that one or more of the Board of Supervisors and Chief of Staff will attend the following: CSAC Legislative Conference, CSAC Annual Conference, NACo Annual Conference, NACo Legislative Conference, RCRC Annual Conference, San Joaquin Valley Regional Supervisors' Conference, the New Supervisors' Institute, and various workshops. The Chief Clerk of the Board and Assistant Clerk to the Board will attend the CCBSA Annual Conference held in conjunction with the CSAC Annual Conference, the Annual New Law Workshop held in Sacramento, and various training workshops as needed. Clerk of the Board staff and Chiefs of Staff also attend various staff training workshops, as needed. This account includes mileage reimbursement for the Board of Supervisors office for various meetings, including Board meetings and conferences, as well as mileage reimbursement for the five Chiefs of Staff, Board Clerk and Board Clerk staff for attendance for meetings, conferences and staff training.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3615	Assistant Clerk to the Board of Supervisors	1.0	-	1.0	-	-	-	
2121	Chief Clerk to the Board of Supervisors	1.0	-	1.0	-	-	-	
3616	Deputy Clerk to the Board of Supervisors I or							
3617	Deputy Clerk to the Board of Supervisors II	1.0	3.0	2.0	2.0	1.0	(1.0)	A
3524	District Chief of Staff	5.0	-	5.0	-	-	-	
1051	Member, Board of Supervisors - District 1	1.0	-	1.0	-	-	-	
1052	Member, Board of Supervisors - District 2	1.0	-	1.0	-	-	-	
1053	Member, Board of Supervisors - District 3	1.0	-	1.0	-	-	-	
1054	Member, Board of Supervisors - District 4	1.0	-	1.0	-	-	-	
1055	Member, Board of Supervisors - District 5	1.0	-	1.0	-	-	-	
TOTAL		13.0	3.0	14.0	2.0	1.0	(1.0)	

NOTES:

A - The Deputy Clerk to the Board of Supervisors III has been unfunded for several budget cycles and it has been determined there is a need for additional support for the Clerk of the Board's office. The funding of this position will improve service delivery to the Division's internal and external stakeholders.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	7,008	60,386	60,386	60,386
TOTAL CHARGES FOR CURRENT SERVICES	7,008	60,386	60,386	60,386
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	6	56,500	123,673	123,673
TOTAL MISCELLANEOUS REVENUE	6	56,500	123,673	123,673
<u>TOTAL ESTIMATED REVENUES</u>	<u>7,014</u>	<u>116,886</u>	<u>184,059</u>	<u>184,059</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	607,318	594,051	655,495	655,495
710200 Retirement	194,986	211,561	212,590	212,590
710300 Health Insurance	28,766	41,298	40,978	40,978
710400 Workers' Compensation Insurance	13,392	14,882	14,311	14,311
TOTAL SALARIES & EMPLOYEE BENEFITS	844,462	861,792	923,374	923,374
SERVICES & SUPPLIES				
720300 Communications	2,813	3,080	3,080	3,080
720600 Insurance	310	499	439	439
720800 Maintenance - Equipment	0	800	800	800
721100 Memberships	986	800	800	800
721200 Miscellaneous Expenses	165	0	0	0
721300 Office Expense	4,535	7,950	7,950	7,950
721400 Professional & Specialized Expense	24,336	0	0	0
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	8,115	10,225	10,225	10,225
721900 Special Departmental Expense	18,743	0	0	0
722000 Transportation & Travel	9,738	5,250	5,250	5,250

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
TOTAL SERVICES & SUPPLIES	69,742	29,104	29,044	29,044
<u>TOTAL EXPENDITURES</u>	<u>914,204</u>	<u>890,896</u>	<u>952,418</u>	<u>952,418</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>907,190</u>	<u>774,010</u>	<u>768,359</u>	<u>768,359</u>

ADMINISTRATIVE OFFICE / PURCHASING

COMMENTS

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

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

ESTIMATED REVENUES

- 662700** Other Charges for Services (\$60,386) are projected at the same level as the current year. These revenues represent the reimbursement of costs incurred for the processing of Workers Compensation and General Liability claim forms on behalf of the Insurance Fund.
- 673000** Intrafund (\$123,673) is projected to increase \$67,173 from the current fiscal year based on anticipated reimbursements from grants secured by the new Grants Services Manager. The Department's cost is currently recovered through the annual county cost plan, which is reimbursed two years in arrears. For the budget year, the Department will be implementing a direct charge methodology to recover revenues from subvented programs.

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$655,495) are recommended increased \$61,444 based on the projected cost of current staffing levels. .
- 710103** Extra Help (\$0) is not recommended.
- 710200** Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** Health Insurance is based on the employer's share of health insurance premiums.
- 710400** Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

ADMINISTRATIVE OFFICE / PURCHASING

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,080) is recommended unchanged based on current and projected telephone costs for this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$800) is recommended unchanged for estimated maintenance costs for typewriters, printers, and other miscellaneous equipment.
- 721100** **Memberships** (\$800) is recommended unchanged for membership in the County Administrative Officers Association.
- 721300** **Office Expense** (\$7,950) is recommended unchanged based on current and projected expenditures.
- 721500** **Publications & Legal Notices** (\$500) is recommended unchanged for the publication of bids and legal notices.
- 721600** **Rents & Leases - Equipment** (\$10,225) is recommended unchanged for rental of vehicles from the Central Garage and for copier lease payments.
- 722000** **Transportation & Travel** (\$5,250) is recommended unchanged for anticipated out-of-County travel, private mileage reimbursement, and training costs.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Sr. Administrative Analyst	1.0	1.0	1.0	1.0	-	-	A
3212	Buyer I or							
3211	Buyer II or							
3608	Purchasing Assistant I or							
3609	Purchasing Assistant II	1.0	-	1.0	-	-	-	
2123	County Administrative Officer	1.0	-	1.0	-	-	-	
3191	Deputy CAO - Finance	1.0	-	1.0	-	-	-	
3620	Executive Assistant to the CAO or							
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
4112	Grants Services Manager	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	1.0	-	1.0	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	-	1.0	-	1.0	-	-	
3204	Senior Buyer or							
3211	Buyer II	-	1.0	-	1.0	-	-	
TOTAL		6.0	4.0	6.0	4.0	-	-	

NOTES:

A - One Administrative Analyst I/II/Sr. is unfunded and is assigned to the Grants Services Function

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
ESTIMATED REVENUES:				
CHARGES FOR CURRENT SERVICES				
662721 PC 1205(D) Admin - Collection Fees	395	1,000	1,150	1,150
662723 Services to Other Agencies	25,986	0	0	0
662800 Interfund Revenue	0	7,000	28,344	28,344
TOTAL CHARGES FOR CURRENT SERVICES	26,381	8,000	29,494	29,494
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	9,000	0	0
673700 Cash Overage	5	0	0	0
TOTAL MISCELLANEOUS REVENUE	5	9,000	0	0
TOTAL ESTIMATED REVENUES	26,386	17,000	29,494	29,494
EXPENDITURES:				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	72,155	89,350	93,453	93,453
710103 Temporary Salaries	37,010	29,172	43,449	43,449
710107 Premium Pay	160	0	240	240
710200 Retirement	36,326	38,789	45,730	45,730
710300 Health Insurance	14,954	19,091	23,059	23,059
710400 Workers' Compensation Insurance	1,134	1,305	1,269	1,269
TOTAL SALARIES & EMPLOYEE BENEFITS	161,739	177,707	207,200	207,200
SERVICES & SUPPLIES				
720300 Communications	10,721	9,800	11,020	11,020
721300 Office Expense	1,972	500	500	500
721400 Professional & Specialized Expense	11,941	11,030	25,480	25,480
721900 Special Departmental Expense	17	0	120	120
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	24,651	21,830	37,620	37,620
TOTAL EXPENDITURES	186,390	199,537	244,820	244,820
NET COUNTY COST (EXP - REV)	160,004	182,537	215,326	215,326

311 CUSTOMER SERVICE CENTER

COMMENTS

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

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

In March, 2018, the 311 Customer Service Center released a new County phone app which can be used to submit service requests directly to the County. The 311 program operations, Citizen Request Management system, and the new phone app are administered by the County Administrative Office.

ESTIMATED REVENUES

- 662721** **PC 1205(D) Admin** (\$1,150) is recommended increased \$150 for a slight increase seen in fees collected over prior years.
- 662800** **Interfund Revenue** (\$28,344) is recommended increased \$21,344 for charges to other departments for assistance with Workers Compensation claims.
- 670000** **Intrafund Revenue** (\$0) is recommended decreased \$9,000 for charges to other departments for services provided by the 311 Customer Service Center as these amounts are no longer direct charged.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$93,453) are recommended increased \$4,103 for standard step increases of permanent employees.
- 710103** **Temporary Salaries** (\$43,449) are recommended increased \$14,277 for standard step increases for extra help employees and additional extra help staffing to cover leave time.
- 710107** **Premium Pay** (\$240) is recommended funded for bilingual pay.

311 CUSTOMER SERVICE CENTER

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** (\$45,730) is recommended increased \$6,941 for the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$23,059) is recommended increased \$3,968 based on the expected employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$1,269) is recommended reduced \$36 for the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$11,020) is recommended increased \$1,220 for increased costs to maintain current service level for the monthly telephone access for the 311 service center.
- 721300** **Office Expense** (\$500) is recommended unchanged for basic office expenses.
- 721400** **Professional & Specialized Services** (\$25,480) is recommended increased \$14,450 for the annual cost of the MadCoServices phone app, web portal, and supporting Customer Relationship Management service request system (\$14,450). This budget also supports collection costs in the recovery of delinquent non-criminal justice related debts and includes commission fees to outside collection agency services (\$130); the collections' computer system maintenance contract (\$7,800); and Central Cal Communications phone and software support for the 311 call center (\$3,050).
- 721900** **Special Department Expense** (\$120) is recommended to cover skip tracing charges for Accurint/LexisNexis subscription supporting revenue collections.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for staff training.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: 311 CUSTOMER SVC CTR
 (2150)
 Function: General
 Activity: Customer Service/Call Center
 Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3636	Program Assistant I or							
3637	Program Assistant II	2.0	1.0	2.0	1.0	-	-	
3654	Senior Program Assistant	1.0	-	1.0	-	-	-	
TOTAL		<u>3.0</u>	<u>1.0</u>	<u>3.0</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	

NOTES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SPECIAL PAYMENTS
(02200)**
Function: **General**
Activity: **Other General**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	194,056	267,197	267,197	267,197
TOTAL MISCELLANEOUS REVENUE	194,056	267,197	267,197	267,197
<u>TOTAL ESTIMATED REVENUES</u>	<u>194,056</u>	<u>267,197</u>	<u>267,197</u>	<u>267,197</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721200 Miscellaneous Expense	76,655	164,864	264,864	264,864
721400 Professional & Specialized Services	794,409	459,419	562,159	562,159
722000 Trans/Travel/Education	4,740	0		
TOTAL SERVICES & SUPPLIES	875,804	624,283	827,023	827,023
OTHER CHARGES				
730300 Retire Other Long-Term Debt	1,600,112	0	2,290,313	2,290,313
730302 Retire Capital Lease	0	0	767,478	767,478
730500 Retire Long Term Debt-Govt. Center Project	652,473	1,552,938	0	0
730500 Retire Long Term Debt-Energy Savings Project	0	715,001	0	0
730700 Judgments & Damages	51,978	51,886	51,886	51,886
731305 Contributions to Other Agencies	241,200	172,802	232,802	232,802
TOTAL OTHER CHARGES	2,545,763	2,492,627	3,342,479	3,342,479
OPERATING TRANSFER OUT				
750121 Operating Transfers Out - Capital Project	0	343,200	0	0
TOTAL OPERATING TRANSFERS OUT	0	343,200	0	0

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SPECIAL PAYMENTS
(02200)**
Function: **General**
Activity: **Other General**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
CASH FLOW LOAN				
790500 Cash Flow Loan	0	200,000	0	0
TOTAL CASH FLOW LOAN	0	200,000	0	0
<u>TOTAL EXPENDITURES</u>	<u>3,421,567</u>	<u>3,660,110</u>	<u>4,169,502</u>	<u>4,169,502</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>3,227,511</u>	<u>3,392,913</u>	<u>3,902,305</u>	<u>3,902,305</u>

SPECIAL PAYMENTS

COMMENTS

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

SERVICES & SUPPLIES

721200 **Miscellaneous Expense** (\$264,864) is recommended for an increase of \$100,000 based on current fiscal year actual costs. This account provides for refunds or payments to the State Board of Equalization of sales and use taxes on out-of-State items purchased by the County, the Strong Motion Instrumentation Program costs, audit exceptions, and other miscellaneous expenses not provided for in other budgets, including the cost of Employee Assistance Programs. A portion of this account is required to provide for the periodic payment to an audit firm that is contracted to review the County's sales tax with the State Board of Equalization.

721400 **Professional & Specialized Services** (\$562,159) is recommended increased by \$102,740 primarily due to the estimated cost of providing private security. This line item funds the following items:

- \$306,930 - Private Security for Government Center, including Planning and Civil Service Commission Meetings, and security services for the courthouse park and the old courthouse.
- \$ 30,000 - Legislative Services Provided to the County
- \$ 15,000 - Training Services for County Employees
- \$118,000 - Outside Audit Services
- \$ 92,229 - Maintenance and Savings Measurement & Verification costs related to the Solar Energy Savings Project with OpTerra Energy Services

OTHER CHARGES

730300 **Retire Long-Term Debt - Government Center** (\$1,552,938) is recommended unchanged representing the third year of a 10-year payment plan for the Government Center (Principal: \$1,316,797 and Interest: \$236,141). The original bonds for this building were refunded in 2015-16 resulting in lower annual payments.

Retire Long-Term Debt – Energy Savings Project (\$737,375) is recommended increased \$22,374 to provide funds for the second required full payment of a nine-year payment plan for the Energy Savings Project (Principal: \$409,000 and Interest: \$328,375).

SPECIAL PAYMENTS

OTHER CHARGES (continued)

- 730302** **Retire Capital Lease – Jail HVAC Project** (\$546,782) is recommended for the first annual payment of a 10-year lease finance of the Heating Ventilation and Air Conditioning (HVAC) improvements at the Madera County Jail. Lease payments are due, in equal amounts, October 1st and April 1st of each fiscal year beginning in 2018-19.
- 730302** **Retire Capital Lease – Fire Equipment Financing** (\$220,696) is recommended for the first annual payment of a 10-year lease finance of two Type-2 Fire Engines and one Water Tender. The fire equipment financed comprises the FY 2016-17 orders out of the Fire Equipment Replacement Plan. Lease payments are due, in equal amounts, October 1st and April 1st of each fiscal year beginning in 2018-19.
- 730700** **Judgments & Damages** (\$51,886) is recommended unchanged to provide funds for the sixth year of a ten-year payment plan related to the Canandaigua Wine Company, Inc. litigation. On February 28, 2013, the Superior Court signed an order granting motion for the County of Madera to pay the attorney fee judgment costs in ten installment payments.
- 731305** **Contributions to Other Agencies** (\$232,802) is recommended increased by \$90,000 from the previous year for the following costs:
- **Fresno-Madera Area Agency on Aging** (\$15,526) is recommended unchanged for the County's annual administrative contribution. The County has a joint powers agreement with Fresno City and County to provide administrative duties for the Senior Citizens Program.
 - **Madera County Senior Citizens Program** (\$43,734) is recommended unchanged; this amount is allocated year-to-year based on Board Policy. Effective February 1, 2014, the responsibility for this program transferred from the City of Madera to the Community Action Partnership of Madera County.
 - **In-Home Supportive Services** (\$23,542) is recommended unchanged, which represents the County Maintenance of Effort for the IHSS administrative budget.
 - **Visit Yosemite/Madera County** (\$100,000) represents a \$50,000 increase over the prior year's contribution in order to provide additional funding for projects that are intended to increase visitations to and through Madera County. The projects could include increased billboard advertising, targeted digital marketing and efforts to promote Ag-tourism. Funding for this contribution will be derived from the Transient Occupancy Tax (TOT) collected by the County.
 - **San Joaquin Valley Water Infrastructure Authority (SJVWIA)** (\$50,000) is recommended for the County' contribution for costs associated with activities and services required for securing funding for water infrastructure improvement projects within the jurisdiction of member organizations.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	169,463	30,000	30,000	30,000
662800 Interfund Revenue	296,824	310,000	340,000	340,000
TOTAL CHARGES FOR CURRENT SERVICES	466,287	340,000	370,000	370,000
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	853,302	980,000	1,065,000	1,065,000
673000 Miscellaneous	0	75,500	78,000	78,000
673903 Misc Reimbursement & Refunds	59,790	63,000	68,000	68,000
673910 Misc Reimb-Ins Reimb	2,050	1,500	2,000	2,000
TOTAL MISCELLANEOUS REVENUE	915,142	1,120,000	1,213,000	1,213,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,381,429</u>	<u>1,460,000</u>	<u>1,583,000</u>	<u>1,583,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	145,029	145,009	152,280	152,280
710200 Retirement	44,637	47,464	50,205	50,205
710300 Health Insurance	12,200	13,141	14,971	14,971
710400 Workers' Compensation Insurance	1,520	1,815	1,686	1,686
TOTAL SALARIES & EMPLOYEE BENEFITS	203,386	207,429	219,142	219,142
SERVICES & SUPPLIES				
720600 Insurance	19	31	43	43
720601 Insurance Premiums	197,364	216,000	245,000	245,000
720602 Unemployment Insurance	149,155	275,000	275,000	275,000

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
720605 Employer Share Retiree Health Insurance	2,987,459	3,360,000	3,750,000	3,750,000
720606 Insurance Administrative Fees	49,990	60,000	65,000	65,000
720800 Maintenance - Equipment	150	250	250	250
721203 Other Miscellaneous	3,163	0	0	0
721300 Office Expense	37	500	500	500
721400 Prof & Spec Svc	17,395	200	0	0
721600 Rents & Leases - Equipment	0	0	200	200
722000 Transportation & Travel	623	500	500	500
TOTAL SERVICES & SUPPLIES	3,405,355	3,912,481	4,336,493	4,336,493
<u>TOTAL EXPENDITURES</u>	<u>3,608,741</u>	<u>4,119,910</u>	<u>4,555,635</u>	<u>4,555,635</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>2,227,312</u>	<u>2,659,910</u>	<u>2,972,635</u>	<u>2,972,635</u>

LEGAL/INSURANCE

COMMENTS

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

ESTIMATED REVENUES

- 662700** **Charges for Current Services** (\$370,000) is recommended increased \$30,000 based on subvented departments share of retiree health costs.
- 670000** **Miscellaneous Revenue** (\$1,213,000) is recommended increased \$93,000 based on subvented departments share of retiree health costs.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$152,280) are recommended increased \$7,271 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** (\$245,000) is recommended increased \$29,000 for the premium costs of the following policies: Property Insurance, which includes Terrorism and Sabotage, Boiler and Machinery Insurance (\$218,000); Pollution (\$11,000); Crime Bond (\$12,000); and Cyber Liability (\$4,000).

LEGAL/INSURANCE

SERVICES & SUPPLIES (continued)

- 720602** **Unemployment Insurance** (\$275,000) is recommended unchanged based on current year (2017-18) experience. This budget reimburses the State for unemployment benefits paid to eligible recipients previously employed by the County.
- 720605** **Employer-Share Retiree Health Insurance** (\$3,750,000) is recommended increased \$390,000 for the County's share of retirees' health insurance premiums as required by the Public Employees' Retirement System (PERS) Health Benefits Program. As of April 1, 2018, there were 553 retirees participating in the PERS Health Benefits Program.
- 720606** **Insurance Administrative Fees** (\$65,000) is recommended increased \$5,000 based on current actual costs.
- 720800** **Maintenance - Equipment** (\$250) is recommended unchanged for maintenance of the microcomputer.
- 721300** **Office Expense** (\$500) is recommended unchanged based on anticipated activity of the County Safety Program and accident investigations.
- 721600** **Rents & Leases - Equipment** (\$200) is recommended unchanged for the rental of Central Garage vehicles.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged.

REVENUES

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

RECOMMENDED 2018-19 FUNDING CONTRIBUTIONS TO THE SELF-FUNDED WORKERS' COMPENSATION AND LIABILITY PROGRAMS

Workers' Compensation

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

LEGAL/INSURANCE

Workers' Compensation (continued)

Based on the actuary's estimated 2017-18 claim values, an additional \$4,100,000 is recommended to be added to the fund. To fund the estimated 2018-19 claims values, it is recommended that \$3,656,275 be contributed from the General Fund, \$440,307 from the Road Fund, and \$3,418 from Central Garage.

Liability

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

Based on the actuary's estimated 2017-18 claim values, an additional \$2,100,000 is recommended to be added to the fund. To fund the estimated 2017-18 claims values, it is recommended that \$1,612,604 be contributed from the General Fund, \$247,051 from the Road Fund, \$239,996 from Special Districts, and \$349 from Central Garage.

NOTE: The Estimated Fund Expenses for the Workers' Compensation and Liability programs for 2018-19 are shown on the following page. The following is detail regarding the estimated and actuarial recommended fund balances, including requested fund expenditures supporting Workers' Compensation and Liability:

	<u>Workers' Compensation</u>	<u>Liability</u>
<u>RECOMMENDED ACTUARIAL FUNDING</u>		
Estimated Fund Balance as of 6/30/18	\$6,254,722	\$294,763
Actuarial's Recommended Fund Balance as of 6/30/17	8,381,000	1,007,000
Estimated Fund Excess (or Deficit)	(2,126,278)	(712,237)
 Recommended Fund Contribution for 2018-19	 4,100,000	 2,100,000
Less: Road Department Contribution	(440,307)	(247,051)
Less: Central Garage Contribution	(3,418)	(349)
Less: Districts Contribution	(0)	(239,996)
 RECOMMENDED GENERAL FUND CONTRIBUTION	 \$3,656,275	 \$ 1,612,604
Combined Total Recommended General Fund Contribution	 <u>\$5,268,879</u>	

LEGAL/INSURANCE

ESTIMATED FUND EXPENSES FOR 2018-19

Judgment & Damages	2,600,000	600,000
Professional and Legal Services	0	900,000
Excess Insurance Authority Premiums	1,100,000	1,100,000
Annual Actuary Studies	2,250	2,250
Adjustment Services	340,000	57,500
State Self-Insurance Assessment Premium	85,000	0
Hearing Tests	1,800	0

Total Recommended Fund Expenses for 2018-19

\$ 4,129,050

\$2,659,750

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3192	Deputy County Administrative Officer-Legal/Risk Services	1.0	-	1.0	-	1.0	-	
TOTAL		<u>1.0</u>	<u>-</u>	<u>1.0</u>	<u>-</u>	<u>1.0</u>	<u>-</u>	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	2,411	45,000	51,000	51,000
662800 Interfund Revenue	400			
TOTAL CHARGES FOR CURRENT SERVICES	2,811	45,000	51,000	51,000
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	21,612	10,000	13,000	13,000
TOTAL MISCELLANEOUS REVENUE	21,612	10,000	13,000	13,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>24,423</u>	<u>55,000</u>	<u>64,000</u>	<u>64,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	59,388	30,742	32,152	32,152
710103 Extra Help	103	32,000	30,000	30,000
710200 Retirement	8,521	10,060	11,041	11,041
710300 Health Insurance	0	7,031	8,010	8,010
710400 Workers' Compensation	333	336	690	690
TOTAL SALARIES & EMPLOYEE BENEFITS	68,345	80,169	81,893	81,893
SERVICES & SUPPLIES				
720300 Communications	3,818	500	500	500
720800 Maintenance - Equipment		500	500	500
721300 Office Expense	47,328	8,500	10,000	10,000
721301 Office Expense-Duplicating	0	500	500	500
721302 Office Expense-Postage	205,558	275,000	275,000	275,000
721303 Office Expense-Purchasing Agent Store	278	500	500	500
721400 Professional & Specialized Services	0	500	500	500

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
721426 Professional & Specialized Services - Software Main.	218,865	210,000	214,000	214,000
721600 Rents & Leases - Equipment	7,460	12,000	27,000	27,000
721700 Rents & Leases - Buildings	2,232	500	500	500
722000 Transportation & Travel	1,906	500	1,500	1,500
TOTAL SERVICES & SUPPLIES	487,445	509,000	530,500	530,500
<u>TOTAL EXPENDITURES</u>	<u>555,790</u>	<u>589,169</u>	<u>612,393</u>	<u>612,393</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>531,367</u>	<u>534,169</u>	<u>548,393</u>	<u>548,393</u>

CENTRAL SERVICES

COMMENTS

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

ESTIMATED REVENUES

- 662700** **Charges for Current Services** (\$51,000) is recommended increased \$6,000 based on subvented departments share of postage costs.
- 670000** **Miscellaneous Revenue** (\$13,000) is recommended increased \$3,000 based on subvented departments share of postage costs.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$32,152) is recommended increased \$1,410 based on cost of recommended staff..
- 710103** **Extra Help** (\$30,000) is recommended reduced \$2,000 to fund an extra help Central Services Assistant position.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$500) 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.

CENTRAL SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$10,000) is recommended increased \$1,500 based on actual expenditures for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$500) is recommended unchanged for paper supplies provided for the Central Duplicating machines.
- 721302** **Office Expense - Postage** (\$275,000) is recommended unchanged based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area.
- 721303** **Office Expense - Purchasing Agent Store** (\$500) is recommended unchanged for the central purchasing of common office supplies which are then charged back to using Departments.
- 721400** **Professional & Specialized Services** (\$500) is recommended unchanged.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$214,000) is recommended increased \$4,000 to provide Computer Consultation for the Property Tax System (Megabyte). This service will provide ongoing software maintenance enhancements to the programs and additions/deletions to the Property Tax System Programs when there are County changes or new laws.
- 721600** **Rents & Leases - Equipment** (\$27,000) is recommended increased \$15,000 for internal postage meter, inserter/folder, binding machine and copier as well as for the use of vehicles from the Central Garage.
- 721700** **Rents & Leases – Buildings** (\$500) is recommended unchanged for Central Services' portion of leased storage space.
- 722000** **Transportation & Travel** (\$1,500) is recommended increased \$1,000 for postal training on newly required regulations and other Central Services functions.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3684	Central Services Assistant	-	1.0	-	1.0	-	1.0	
3688	Central Services Worker	1.0	-	1.0	-	1.0	-	
	TOTAL	1.0	1.0	1.0	1.0	1.0	1.0	

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
660600 Legal Services	0	130,000	350,000 *	350,000 *
662700 Other Charges for Services	8,493	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	8,493	130,000	350,000	350,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	19,571	0	0	0
TOTAL MISCELLANEOUS REVENUE	19,571	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>28,064</u>	<u>130,000</u>	<u>350,000</u>	<u>350,000</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721300 Office Expenses	10,368	0	0	0
721400 Professional & Specialized Services	1,397,963	1,132,550	1,352,550	1,352,550
TOTAL SERVICES & SUPPLIES	1,408,331	1,132,550	1,352,550	1,352,550
<u>TOTAL EXPENDITURES</u>	<u>1,408,331</u>	<u>1,132,550</u>	<u>1,352,550</u>	<u>1,352,550</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,380,267</u>	<u>1,002,550</u>	<u>1,002,550</u>	<u>1,002,550</u>

* Represents future reimbursements by subvented Departments through the annual cost allocation plan

COUNTY COUNSEL

COMMENTS

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

ESTIMATED REVENUES

660600 Legal Services (\$350,000) represents future reimbursements by subvented Departments through the annual countywide cost allocation plan.

SERVICES & SUPPLIES

721400 Professional & Specialized Services (\$1,352,550) is recommended increased by \$220,000 based on the budget year estimates for the following functions:

Payments for Outside Attorneys	402,550
Contract County Counsel Function	950,000

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
	County Counsel (Contract)	1.0	-	1.0	-	-	-	A
	TOTAL	<u>1.0</u>	<u>-</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NOTES:

A - The County Counsel position is currently filled on a contractual basis and not as a funded County position. See Social Services for additional staff.

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **HUMAN RESOURCES & OPERATIONS
(00800)**
Function: **General**
Activity: **Personnel**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	3,249	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	3,249	0	0	0
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	153,875 **	255,650	268,150	268,150
TOTAL MISCELLANEOUS REVENUE	153,875	255,650	268,150	268,150
<u>TOTAL ESTIMATED REVENUES</u>	<u>157,124</u>	<u>255,650</u>	<u>268,150</u>	<u>268,150</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	740,940	807,860	843,141	843,141
710103 Extra Help	-72,875	10,000	7,500	7,500
710200 Retirement	233,744	252,399	277,968	277,968
710300 Health Insurance	69,677	86,115	92,952	92,952
710400 Workers' Compensation Insurance	14,682	26,519	26,519	26,519
TOTAL SALARIES & EMPLOYEE BENEFITS	986,168	1,182,893	1,248,080	1,248,080
SERVICES & SUPPLIES				
720300 Communications	0	1,200	1,200	1,200
720600 Insurance	253	405	405	405
720800 Maintenance - Equipment	0	500	500	500
721100 Memberships	650	650	650	650
721300 Office Expense	16,274	21,000	27,500	27,500
721400 Professional & Specialized Services	37,153	50,000	52,000	52,000
721500 Publications & Legal Notices	8,779	10,000	11,000	11,000
721600 Rents & Leases - Equipment	536	0	0	0
721900 Special Departmental Expense	1,025	1,250	1,250	1,250

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **HUMAN RESOURCES & OPERATIONS
(00800)**
Function: **General**
Activity: **Personnel**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES (continued)				
722000 Transportation & Travel	6,713	8,500	8,500	8,500
TOTAL SERVICES & SUPPLIES	71,383	93,505	103,005	103,005
<u>TOTAL EXPENDITURES</u>	1,057,551	1,276,398	1,351,085	1,351,085
<u>NET COUNTY COST (EXP - REV)</u>	900,427	1,020,748	1,082,935	1,082,935

**Reflects the cost recovery from sub-vented departments through the annual cost allocation plan.

HUMAN RESOURCES & OPERATIONS

COMMENTS

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

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
<u>Recruitment/Testing</u>			
Announcements	100	115	120
Applications Evaluated	2,650	3,400	3,500
Written Exams	20	45	50
Oral Exams	45	35	40
Bilingual Exams	2	3	3
Eligible Lists	125	120	125
Promotional Eligible Lists (incl. PBCS)	95	130	130
Executive Recruitment	2	2	2
Eligible Lists and Add'l Names Certified to Departments	260	275	285
<u>Personnel Transactions</u>			
New Hires – Permanent	130	140	154
New Hires - Extra Help	50	72	79
Promotions	200	243	267
Separations	150	149	150
Overtime Calculations	1,250	1,045	1,150
<u>Civil Service Commission</u>			
Regular and Special Meetings	12	12	12

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
<u>Labor Relations</u>			
Meet and Confer	30	26	26
<u>Employee/Organizational Issues</u>			
Department Consultation	120	120	120
Disability Interactive Processes	15	25	25
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	16,000	18,000	20,000
Deferred Compensation Forms	2,500	3,750	4,000
Employee/Dept Inquiries about Benefits	3,600	4,250	4,250
Protected Leave Monitoring (i.e. FMLA)	2,250	2,250	2,250
<u>Reception (not including 311 assistance)</u>			
Phone Calls	6,000	6,000	6,000

ESTIMATED REVENUES

673000 **Intrafund Revenue** (\$268,150) is recommended increased by \$12,500 based on the suvented department's projected share of human resources services for the budget year.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$843,141) are recommended increased \$35,281 based on recommended staffing levels.

710103 **Extra Help** (\$7,500) is recommended reduced by \$2,500 for Civil Service Commission meeting compensation (\$7,500).

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

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

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

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,200) is recommended unchanged based on actual and projected telephone costs of this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance – Equipment** (\$500) is recommended unchanged based on projected expenditures for the maintenance of typewriters, computer equipment, fax machine and telephones.
- 721100** **Memberships** (\$650) is recommended unchanged based on actual expenditures for membership in the County Personnel Administrators Association of California.
- 721300** **Office Expense** (\$27,500) is recommended increased \$6,500 based on current and projected expenditures. This account funds normal office supply needs, training and reference materials, shipping expenses and any necessary photocopying of materials used in the Civil Service process. The increase is requested due to the Division's increased monthly cost for the lease of an upgraded copy machine (approx \$170 - \$200 more per month over last Fiscal Year), as well as the anticipation of the requirement to purchase peripheral computer equipment to compliment the upgrades to office PC's.
- 721400** **Professional & Specialized Services** (\$52,000) is recommended increased \$2,000. Anticipated expenditures include the continuing need of the County's Chief Negotiator and Counsel to the Civil Service Commission. Specifically, this account includes funding for testing materials (\$11,900); legal counsel for the Civil Service Commission (\$3,500); special outside counsel for labor issues (\$5,000); Unemployment Administration Program (\$1,100); 3rd party administrator for ACA compliance reporting (\$5,000); and the estimated cost of a negotiator to represent the County in labor relations negotiations (\$25,500).
- 721500** **Publications & Legal Notices** (\$11,000) is recommended increased \$1,000 based on expenditures for advertisement of employment opportunities within the County of Madera.
- 721900** **Special Departmental Expense** (\$1,250) is recommended unchanged for the estimated cost to rent applicant testing facilities and/or the cost of employee award plaques and certificates.
- 722000** **Transportation & Travel** (\$8,500) is recommended unchanged for anticipated expenditures for travel and training for the Department (\$4,700; \$2,000 of which is funded by DSS). This account also provides mileage reimbursement for the Civil Service Commissioners (estimated at \$2,000), and lunch for outside participants on oral appraisal boards to establish eligible lists (\$1,800).

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **HUMAN RESOURCES & OPERATIONS
(00800)**
Function: **General**
Activity: **Personnel**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3189	Assistant Director of HR/Operations	1.0	-	1.0	-	-	-	
3193	Deputy CAO - HR/Operations	1.0	-	1.0	-	-	-	
3175	Employee Relations Officer or							
3297	Senior Personnel Analyst	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Asssitant II	-	1.0	-	1.0	-	-	
3294	Personnel Analyst I or							
3295	Personnel Analyst II	1.0	-	1.0	-	-	-	
3294	Personnel Analyst I (half-time) or							
3295	Personnel Analyst II (half-time) or							
3351	Personnel Technician I or							
3352	Personnel Technician II	-	1.0	-	1.0	-	-	
3351	Personnel Technician I or							
3352	Personnel Technician II	4.0	-	4.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	2.0	-	2.0	-	-	-	
3294	Personnel Analyst I or							
3295	Personnel Analyst II							
3297	Senior Personnel Analyst	1.0	-	1.0	-	-	-	
TOTAL		11.0	2.0	11.0	2.0	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: GENERAL SERVICES (01311)
 Function: General
 Activity: Property Management
 Fund: General

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
673000 Intrafund Revenue	0	20,000	20,000	20,000
TOTAL CHARGES FOR CURRENT SERVICES	0	20,000	20,000	20,000
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	891	0	0	0
TOTAL MISCELLANEOUS REVENUE	891	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>891</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	121,903	138,990	145,995	145,995
710103 Temporary Salaries	0	0	0	0
710200 Retirement	39,072	45,062	45,120	45,120
710300 Health Insurance	13,827	14,062	16,020	16,020
710400 Workers' Compensation	3,708	3,928	4,173	4,173
TOTAL SALARIES & EMPLOYEE BENEFITS	178,510	202,042	211,308	211,308
SERVICES & SUPPLIES				
720300 Communications	0	500	600	600
721300 Office Expense	861	500	500	500
721400 Professional & Specialized Services	79,967	82,000	103,500	103,500
721600 Rents & Leases - Equipment	75	1,000	1,000	1,000
722000 Transportation & Travel	1,123	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	82,026	85,000	106,600	106,600
<u>TOTAL EXPENDITURES</u>	<u>260,536</u>	<u>287,042</u>	<u>317,908</u>	<u>317,908</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>259,645</u>	<u>267,042</u>	<u>297,908</u>	<u>297,908</u>

GENERAL SERVICES

COMMENTS

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

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

ESTIMATED REVENUES

67300 Intrafund Revenue (\$20,000) are anticipated to be realized from charges to subvented departments for various administrative services including lease management, project management, and oversight of Building Maintenance and Grounds Maintenance.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$145,995) are recommended increased \$7,005 based on the recommended staffing levels.

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

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

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

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

SERVICES & SUPPLIES

720300 Communications (\$600) are recommended increased \$100 based on actual and projected expenditures for office and cellular telephone service.

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

GENERAL SERVICES

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$103,500) are recommended increased \$21,500 based on current and projected expenditures. Funds cover costs associated with capital project management which cannot be charged directly to the projects, and Real Property transactions such as appraisals. Staff anticipates an increase in smaller projects as well as the need to assist other General Fund departments with projects that cannot be charged to capital projects. These projects include retrofitting the Sheriff's Bass Lake Boat Dock, evaluating the Juvenile Hall's security system, various small scale solar projects, etc. Additionally, there will be a 4 percent increase in contract costs for Kitchell CEM effective July 1, 2018.
- 721600** **Rents & Leases - Equipment** (\$1,000) are recommended unchanged based on current and projected expenditures for the rental of vehicles from the Central Garage.
- 722000** **Transportation & Travel** (\$1,000) are recommended unchanged to provide minimal funding for travel, conference attendance, and training.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3209	Facilities/Grounds Coordinator or Senior Administrative Analyst	-	1.0	-	1.0	-	-	
4205	General Services Manager	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3654	Senior Program Assistant	1.0	-	1.0	-	-	-	
	TOTAL	2.0	1.0	2.0	1.0	-	-	

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720500 Household Expense	314,575	2,000	2,000	2,000
720900 Maint-Bldg & Improvements	0	45,000	0	0
721400 Professional & Specialized Services	5,265	378,662	428,642	428,642
721900 Special Departmental Expense	96	0	0	0
TOTAL SERVICES & SUPPLIES	319,936	425,662	430,642	430,642
<u>TOTAL EXPENDITURES</u>	<u>319,936</u>	<u>425,662</u>	<u>430,642</u>	<u>430,642</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>319,936</u>	<u>425,662</u>	<u>430,642</u>	<u>430,642</u>

BUILDING OPERATIONS

COMMENTS

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

SERVICES & SUPPLIES

- 720500** **Household Expense** (\$2,000) is recommended unchanged for any miscellaneous cleaning supplies and paper products that may be needed which are not required under the current janitorial contract.
- 720900** **Maintenance – Buildings & Improvements** (\$0) is not recommended.
- 721400** **Professional & Specialized Services** (\$428,642) is recommended increased \$49,980 due an increase in costs stemming from minimum wages increases for contracted janitors in 2019, as well as an increase in cost for exterior cleaning of the Government Center and power washing the Parking Garage twice a year. The total cost of the janitorial services contract is \$590,949 of which \$244,847 is billed directly to the following subvented Departments: Behavioral Health Services, Child Support, Public Health, Social Services, DA Investigations, and Public Works. Also included in this budget is regular maintenance of the County Government Center Parking Garage and stairwells. Based on the provisions of the Memorandum of Joint Occupancy with the Administrative Office of the Courts, for FY 2018-19, this budget also reflects the County's share of cost billed by the Court (32.5%) for janitorial services at the Sierra Courthouse.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	4,581	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	4,581	0	0	0
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	88,855	175,000	215,500	215,500
673000 Miscellaneous Revenue	408	500	0	0
TOTAL MISCELLANEOUS REVENUE	88,855	175,500	215,500	215,500
OTHER FINANCING SOURCES				
680100 Sales of Fixed Assets	387	0	0	0
TOTAL OTHER FINANCING SOURCES	387	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>93,823</u>	<u>175,500</u>	<u>215,500</u>	<u>215,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	481,276	422,809	517,885	517,885
710102 Temporary Salaries	39,749	61,204	0	0
710105 Overtime	6,356	0	0	0
710106 Stand-By Pay	22,279	32,000	30,000	30,000
710200 Retirement	154,071	143,055	169,852	169,852
710300 Health Insurance	78,629	85,905	96,627	96,627
710400 Workers' Compensation Insurance	76,363	98,317	104,759	104,759
TOTAL SALARIES & EMPLOYEE BENEFITS	858,723	843,290	919,123	919,123

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	3,318	4,500	4,500	4,500
720300 Communications	6,318	5,800	5,800	5,800
720500 Household Expense	865	500	500	500
720600 Insurance	4,262	3,914	5,319	5,319
720800 Maintenance - Equipment	3,523	22,500	33,000	33,000
720900 Maintenance - Structures & Grounds	271,321	146,000	167,567	167,567
720905 Maintenance - Structures & Grounds-Jail	0	95,000	95,000	95,000
721300 Office Expense	210	500	500	500
721400 Professional & Specialized Services	151,755	158,900	135,000	135,000
721600 Rents & Leases - Equipment	33,312	33,400	44,880	44,880
721800 Small Tools & Instruments	987	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail		2,000	2,000	2,000
721900 Special Departmental Expense	1,538	5,000	5,000	5,000
722000 Transportation & Travel	564	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	477,973	483,014	504,066	504,066
FIXED ASSETS				
740200 Buildings & Improvements	23,100	20,000	0	0
TOTAL OTHER CHARGES	23,100	20,000	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Transfers Out	963	0	0	0
TOTAL FIXED ASSETS	963	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,360,759</u>	<u>1,346,304</u>	<u>1,423,189</u>	<u>1,423,189</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,266,936</u>	<u>1,170,804</u>	<u>1,207,689</u>	<u>1,207,689</u>

BUILDING MAINTENANCE

COMMENTS

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

ESTIMATED REVENUES

673000 Intrafund Revenue (\$215,500) are anticipated in charges to subvented departments for building maintenance services.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$517,885) are recommended increased \$95,076 due to the filling of two vacant positions with two long-time extra help Building Crafts & Maintenance Workers.

710103 Temporary Salaries (\$0) are not recommended due to the filling of two permanent positions with two long-time extra help employees.

700106 Stand-By Pay (\$30,000) is recommended reduced \$2,000 for Stand-By Pay, which was instituted for Building Maintenance in September 2016. Stand-By Pay provides for two workers (one for general County facilities, and one for the County Jail and Juvenile Hall) to be ready to respond to alarms and emergencies that occur on nights, weekends, and holidays.

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

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

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

SERVICES & SUPPLIES

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

BUILDING MAINTENANCE

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$5,800) is recommended unchanged based on the Department's projected share of telecommunications cost, including monthly cell phone costs (11 cell phones) for staff to utilize the County's CRM system.
- 720500** **Household Expense** (\$500) is recommended unchanged to supply materials not covered under the janitorial contract.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$33,000) is recommended increased \$10,500 for load testing and service of the generators at the Government Center, Jail, Sheriff's Office, and Juvenile Hall. Also included in this budget are costs for maintenance of all shop equipment, such as forklift, crane, generator, bucket truck, and saws. Generator inspections for County facilities and gasoline for the two off-road vehicles assigned to this Department are also funded from this account.
- 720900** **Maintenance - Structures & Grounds** (\$167,567) is recommended increased \$21,567 for anticipated repairs to the Morgue sprinkler system, and door repairs at the Juvenile Hall and Government Center. Costs for the necessary supplies to perform maintenance work on County facilities, and \$12,500 for pest control services for County facilities are also included here.
- 720905** **Maintenance - Structures & Grounds - Jail** (\$95,000) is recommended unchanged based on actual and projected expenditures for the necessary supplies to perform maintenance repairs at the County Jail.
- 721300** **Office Expense** (\$500) is recommended unchanged to purchase office and computer supplies.
- 721400** **Professional & Specialized Services** (\$135,000) are recommended reduced \$23,900. Services included here are: preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities; Fire System testing of County facilities (\$67,956); Fire System repairs of County facilities (\$15,000); elevator maintenance at the Government Center and County Library (\$20,229); and the service agreement for the security card access system for the Government Center (\$2,000). The remainder of funds are used for various unanticipated professional services needed throughout the year (\$29,815).
- 721600** **Rents & Leases - Equipment** (\$44,880) is recommended increased \$11,480 based on actual and projected costs for rental of vehicles (35,280 total estimated miles) from the Central Garage as well as leased costs for two new trucks, and any necessary rental equipment.

BUILDING MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$4,000) are recommended unchanged for tool replacement or purchases to address County building needs. This account funds purchases of small hand tools for plumbing, electrical, painting, carpentry, sewer, and other related trades.
- 721805** **Small Tools & Instruments - Jail** (\$2,000) are recommended unchanged for small tool replacement for the County Jail.
- 721900** **Special Departmental Expense** (\$5,000) is recommended unchanged based on actual and projected costs for the annual non-community water system fee and water testing required for the Bass Lake Government Center. This account also funds the annual generator permits required by the San Joaquin Valley Air Pollution Control District; and the Department's share of the annual CAMS system costs (\$1,250) is included in this account.
- 722000** **Transportation & Travel** (\$1,000) is recommended unchanged for travel and training expenses for the County Management Workshop and County General Services Association conference.
- 740200** **Buildings & Improvements** (\$0) are not recommended.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3821	Building Crafts & Maintenance Supervisor	1.0	-	1.0	-	-	-	
3823	Building Crafts & Maintenance Worker I or							
3822	Building Crafts & Maintenance Worker II	5.0	-	5.0	-	-	-	
3730	Heating & Air Conditioning Maintenance Spe	2.0	-	2.0	-	-	-	
3820	Senior Building Crafts & Maintenance Worke	2.0	1.0	2.0	1.0	-	-	
	TOTAL	10.0	1.0	10.0	1.0	-	-	

NOTES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	10,028	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	10,028	0	0	0
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	33,606	70,000	105,000	105,000
TOTAL MISCELLANEOUS REVENUE	33,606	70,000	105,000	105,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	93,883	0	0	0
TOTAL OTHER FINANCING SOURCES	93,883	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>137,517</u>	<u>70,000</u>	<u>105,000</u>	<u>105,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	199,199	206,841	251,428	251,428
710103 Temporary Salaries	28,224	17,942	0	0
710200 Retirement	69,521	69,066	74,047	74,047
710300 Health Insurance	31,061	45,094	52,429	52,429
710400 Workers' Compensation Insurance	25,393	18,269	19,470	19,470
TOTAL SALARIES & EMPLOYEE BENEFITS	353,398	357,212	397,374	397,374
SERVICES & SUPPLIES				
720100 Agricultural	32	1,750	1,750	1,750
720200 Clothing & Personal Supplies	2,951	3,825	3,500	3,500
720300 Communications	3,311	2,895	2,895	2,895
720500 Household Expense	2,528	2,000	2,000	2,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES (continued)				
720600 Insurance	14,678	21,336	8,808	8,808
720800 Maintenance - Equipment	17,379	12,500	12,500	12,500
720900 Maintenance - Structures & Grounds	78,072	14,000	16,000	16,000
721100 Memberships	0	0	0	0
721300 Office Expense	60	150	150	150
721306 Eqpt<FA Limit	30,870	8,000	0	0
721400 Professional & Specialized Services	0	0	0	0
721600 Rents & Leases - Equipment	18,745	17,300	18,600	18,600
721800 Small Tools & Instruments	1,845	2,500	7,500	7,500
721900 Special Departmental Expense		500	500	500
722000 Transportation & Travel	292	500	500	500
TOTAL SERVICES & SUPPLIES	170,763	87,256	74,703	74,703
FIXED ASSETS				
740300 Equipment/Furniture	16,402	0	0	0
TOTAL FIXED ASSETS	16,402	0	0	0
<u>TOTAL EXPENDITURES</u>	540,563	444,468	472,077	472,077

GROUNDS MAINTENANCE

COMMENTS

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

ESTIMATED REVENUES

670000 Intrafund Revenue (\$105,000) is anticipated in charges to subvented departments for grounds maintenance services.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$251,428) are recommended increased \$44,587 due to the recommended funding of a currently unfunded Grounds/Flood Control Maintenance Worker position.

710103 Temporary Salaries (\$0) are not recommended next fiscal year 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

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

720200 Clothing & Personal Supplies (\$3,500) are recommended reduced \$325. Expenses in this account include uniforms, rain gear, and gloves.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$2,895) are recommended unchanged based on the Department's projected share of telecommunications cost, including monthly cell phone costs for staff to utilize the County's CRM system.
- 720500** **Household Expense** (\$2,000) is recommended unchanged based on current and projected expenses for janitorial supplies needed for County Parks and the maintenance shop.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$12,500) is recommended unchanged for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900** **Maintenance - Structures and Grounds** (\$16,000) is recommended increased \$2,000 for county-wide expenses including physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc. Additional funds are necessary to adequately maintain park space.
- 721100** **Memberships** (\$0) are not recommended.
- 721300** **Office Expense** (\$150) is recommended unchanged.
- 721306** **Eqpt<FA Limit** (\$0) is not recommended.
- 721400** **Professional & Specialized Services** (\$0) are not recommended.
- 721600** **Rents & Leases - Equipment** (\$18,600) are recommended increased \$1,300 based on actual and projected costs for rental of vehicles (31,000 total estimated miles) from the Central Garage and any necessary rental equipment.
- 721800** **Small Tools & Instruments** (\$7,500) are recommended increased \$5,000 for replacement of small tools needed to perform routine landscape maintenance county-wide.
- 721900** **Special Departmental Expense** (\$500) is recommended unchanged based on current and projected expenses for Grounds Maintenance's portion of the WinCams annual invoice, as well as for registration and supplies for application of chemical materials.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$500) is recommended unchanged for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3830	Grounds/Flood Control Maintenance Supervisor	1.0	-	1.0	-	-	-	
3834	Grounds/Flood Control Maintenance Worker I							
3835	Grounds/Flood Control Maintenance Worker II	3.0	4.0	4.0	3.0	1.0	(1.0)	A
3836	Senior Grounds/Flood Control Maintenance Worker	1.0	-	1.0	-	-	-	
TOTAL		5.0	4.0	6.0	3.0	1.0	(1.0)	

NOTES:

A - Staff recommends transitioning a long-time extra help position to permanent.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> 2016-17	<u>BOARD</u> <u>APPROVED</u> 2017-18	<u>DEPARTMENT</u> <u>REQUEST</u> 2018-19	<u>CAO</u> <u>RECOMMENDED</u> 2018-19
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
662700 Other Charges for Services	1,301	0	0	0
TOTAL LICENSES, PERMITS & FRANCHISES	1,301	0	0	0
CHARGES FOR CURRENT SERVICES				
661800 Health Fees	172	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	172	0	0	0
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	745	0	0	0
TOTAL MISCELLANEOUS REVENUE	745	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,218</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720300 Communications	28,957	0	0	0
722100 Utilities	561,703	663,608	656,334	656,334
TOTAL SERVICES & SUPPLIES	590,660	663,608	656,334	656,334
<u>TOTAL EXPENDITURES</u>	<u>590,660</u>	<u>663,608</u>	<u>656,334</u>	<u>656,334</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>588,442</u>	<u>663,608</u>	<u>656,334</u>	<u>656,334</u>

UTILITIES

COMMENTS

This budget provides for gas, electric, sewer, water and refuse disposal services to all County facilities, except Fire Stations, Libraries, Road Department facilities, Refuse Disposal sites, Central Garage, Department of Corrections, Juvenile Hall, Department of Social Services, Sheriff's Department facilities, and Parks.

SERVICES & SUPPLIES

722100 **Utilities** (\$656,334) is recommended reduced \$7,274 based on current and projected expenditures. Road Department budget is allocated approximately 7.25% of the utility costs related to the Government Center. Utility costs for the Government Center are partially offset by the solar energy project.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
660101 Property Tax Admin Fee	22,119	46,000	46,000	46,000
660300 Audit/Acctg Fees	45,090	452,252	452,252	452,252
TOTAL CHARGES FOR CURRENT SERVICES	67,209	498,252	498,252	498,252
MISCELLANEOUS REVENUE				
662801 Interfund	0	0	107,509	107,509
670000 Intrafund	100,608	120,000	101,548	101,548
673000 Miscellaneous	197	5,000	5,100	5,100
673900 Other Miscellaneous	115	0	0	0
TOTAL MISCELLANEOUS REVENUE	100,920	125,000	214,157	214,157
<u>TOTAL ESTIMATED REVENUES</u>	<u>168,129</u>	<u>623,252</u>	<u>712,409</u>	<u>712,409</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,233,359	1,437,103	1,490,803	1,490,803
710103 Temporary Salaries	169,979	104,401	87,418	87,418
710105 Overtime	3,759	3,000	4,000	4,000
710200 Retirement	386,006	442,432	474,763	474,763
710300 Health Insurance	157,063	176,372	208,027	208,027
710400 Workers' Compensation Insurance	26,719	34,045	34,045	34,045
710500 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	1,978,085	2,198,553	2,300,256	2,300,256
SERVICES & SUPPLIES				
720300 Communications	1,499	3,800	3,800	3,800
720600 Insurance	446	740	740	740
720800 Maintenance - Equipment	1,771	1,800	1,800	1,800

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES (continued)				
721100 Memberships	975	5,075	5,490	5,490
721200 Miscellaneous Expenses	0	0	0	0
721300 Office Expense	49,150	32,000	32,000	32,000
721400 Professional & Specialized Expense	75,995	68,000	110,000	110,000
721500 Publications & Legal Notices	0	0	0	0
721600 Rents & Leases - Equipment	4,255	7,800	11,600	11,600
721900 Special Departmental Expense	873	0	0	0
722000 Transportation & Travel	28,959	30,165	38,830	38,830
TOTAL SERVICES & SUPPLIES	163,923	149,380	204,260	204,260
<u>TOTAL EXPENDITURES</u>	<u>2,142,008</u>	<u>2,347,933</u>	<u>2,504,516</u>	<u>2,504,516</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,973,879</u>	<u>1,724,681</u>	<u>1,792,107</u>	<u>1,792,107</u>

AUDITOR-CONTROLLER

COMMENTS

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

WORKLOAD

	Actual <u>2016-17</u>	Estimated <u>2017-18</u>	Projected <u>2018-19</u>
Accounts Payable Transactions	45,174	40,000	45,000
Auditor Warrants	20,189	27,000	27,000
Payroll Warrants	2,696	2,800	2,500
Payroll EFTs	15,230	15,000	15,500
Journal Entries	34,130	23,000	35,000
Cash Receipts	60,048	58,000	2,300
Bond Rates Calculated	17	24	20

ESTIMATED REVENUES

- 660101** **Property Tax Admin Fee** (\$46,000) is recommended unchanged based on current year projections.
- 660300** **Audit/Accounting Fees** (\$452,252) is recommended unchanged based on current year projections. This revenue represents reimbursements received by the department for performing auditing and accounting services to other entities, such as LAFCO, the Courts, First 5 and other funds.
- 662801** **Interfund Revenues** (\$107,509) is recommended based on projected direct charges for providing accounting services to county maintenance districts and service areas.
- 670000** **Intrafund Revenues** (\$101,548) is recommended based on projected direct charges for providing ONESolution support to subvented departments.
- 673000** **Miscellaneous** (\$5,100) is recommended increased by \$100 based on current year projections.

AUDITOR-CONTROLLER

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,490,803) are recommended increased \$53,700 based on cost of recommended staff.
- 710103** **Extra Help** (\$87,418) is recommended decreased \$16,983 based on extra help staffing.
- 710105** **Overtime** (\$4,000) is recommended increased \$1,000 based on actual costs to cover payroll deadlines.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,800) is recommended unchanged based on actual costs.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$1,800) is recommended unchanged based on actual costs for maintenance of copiers and printers.
- 721100** **Memberships** (\$5,490) is recommended increased \$415 for the following memberships: County Auditors' Association (\$330), CPA license for the Auditor-Controller staff (\$480), Superior (\$200), CPA Education Requirements (\$2,085), CFE license for Auditor-Controller staff (\$225), CIA Certification for Internal-Audit staff (\$120), Institute of Internal Auditors (\$420), Cal CPA (\$340), Government Finance Officers Association (\$990), Survey Monkey for Auditor-Controller/Internal-Audit staff (\$300).
- 721300** **Office Expense** (\$32,000) is recommended unchanged for computer equipment, printed forms, Central Duplicating costs, general office supplies, computer supplies, and subscriptions.

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$110,000) is recommended increased \$42,000 for the following expenditures:
- | | |
|-----------|--|
| \$ 40,000 | Multi-year consultant contract for property tax admin fee, Cost Allocation Plan and SB90 claims. |
| 20,000 | Bartel Associates – actuarial services on the County’s Retiree Healthcare Plan. |
| 10,000 | Annual updates for BNA depreciation and Pfx Engagement software. |
| 40,000 | Superion/KoaHills consulting services for ERP system. |
- 721600** **Rents & Leases - Equipment** (\$11,600) is recommended increased \$3,800 based on actual costs for the copy machine lease and interactive whiteboard.
- 722000** **Transportation & Travel** (\$38,830) is recommended increased \$8,665 for training, conferences and travel for MegaByte on the Property Tax System, Property Tax Managers’ Conference, GFOA Conference, training and conference by Superion on the accounting system, State Association of County Auditors’ Conference, Institute of Internal Auditors training for internal audit staff, and training for professional staff related to audit guidelines and accounting standards.

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**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3201	Accountant-Auditor I or							
3202	Accountant-Auditor II	5.0	-	5.0	-	-	-	
3349	Accounting Technician I or							
3354	Accounting Technician II							
3353	Senior Accounting Technician	3.0	-	3.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	2.0	-	2.0	-	-	-	
3120	Assistant Auditor-Controller	1.0	-	1.0	-	-	-	
1002	Auditor-Controller	1.0	-	1.0	-	-	-	
4107	Chief Accountant-Auditor	2.75	-	2.75	-	-	-	
4105	Chief Internal Auditor	1.0	-	1.0	-	-	-	
3313	General Accounting Supervisor	-	1.0	-	1.0	-	-	
3533	Office Assistant I or							
3534	Office Assistant II or							
3601	Account Clerk I or							
3602	Account Clerk II	1.0	3.0	1.0	3.0	-	-	
3355	Payroll Technician	2.0	-	1.0	-	(1.0)	-	A
3312	Payroll Supervisor	-	-	1.0	-	1.0	-	
3139	Supervising Accountant-Auditor or Property Tax Manager ¹	1.0	-	1.0	-	-	-	

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

	2017-18 Authorized <u>Positions</u>		2018-19 Proposed <u>Positions</u>		Y-O-Y Changes <u>in Positions</u>	
TOTAL	19.75	4.00	19.75	4.00	-	-

NOTES:

A - Conversion of 1 Payroll Technician to 1 Payroll Supervisor is requested in the budget.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654535 ST - Grant Revenue	132,307	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	132,307	0	0	0
CHARGES FOR CURRENT SERVICES				
660100 Assessment/Tax Collection Fees	431,035	450,000	450,000	450,000
660103 Property Characteristics Fee	10,767	9,000	10,000	10,000
662700 Other Charges for Services	571	0	0	0
662704 Copies	994	500	500	500
662804 LAFCO-Reimb for County Services	168	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	443,535	459,500	460,500	460,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>575,842</u>	<u>459,500</u>	<u>460,500</u>	<u>460,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,490,264	1,616,385	1,563,767	1,563,767
710103 Extra Help	47,809	12,000	36,000	36,000
710105 Overtime	5,598	0	0	0
710200 Retirement	459,454	502,275	485,342	485,342
710300 Health Insurance	191,676	212,260	250,626	250,626
710400 Workers' Compensation Insurance	54,311	51,072	51,072	51,072
715000 Other Benefits	1,200	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	2,250,312	2,393,992	2,386,807	2,386,807
SERVICES & SUPPLIES				
720300 Communications	0	3,000	2,000	2,000
720600 Insurance	850	1,337	1,337	1,337

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
720800 Maintenance - Equipment	440	1,250	1,400	1,400
721100 Memberships	825	600	700	700
721300 Office Expense	16,576	17,930	22,000	22,000
721400 Professional & Specialized Services	294,654	16,770	100,000	100,000
721600 Rents & Leases - Equipment	12,885	16,500	16,800	16,800
721900 Special Departmental Expense	0	0	0	0
722000 Transportation & Travel	14,952	20,000	22,000	22,000
TOTAL SERVICES & SUPPLIES	341,182	77,387	166,237	166,237
<u>TOTAL EXPENDITURES</u>	<u>2,591,494</u>	<u>2,471,379</u>	<u>2,553,044</u>	<u>2,553,044</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>2,015,652</u>	<u>2,011,879</u>	<u>2,092,544</u>	<u>2,092,544</u>

COMMENTS:

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

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ASSESSOR

WORKLOAD

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Secured Roll Assessments	57,644	60,000	62,000
Unsecured Roll Assessments	3,568	4,000	4,200
Supplemental Roll Assessments	7,393	8,000	8,200
Deeds Processed	6,800	7,000	7,000
Parcel Splits	41	56	65
Exemptions (Veteran, Religious, Welfare)	790	825	875
Homeowner Exemptions Processed	970	2,000	2,200
Map Pages Changed	191	200	300
Map Sales	439	500	500
Mandatory Audits Accomplished	40	45	45
Non-Mandatory Audits Accomplished	2	3	5
Ag Preserve & Farmland Security Zone Parcels	3,456	3,500	3,500
Airplanes Assessed	140	160	175
Boats Assessed	624	900	1,000
Business Statements	4,126	3,017	5,000
Farm Statements	2,122	1,740	2,200
Address Changes	1,882	3,000	2,000
Building Permits (New Construction)	1,156	1,000	1,500
Board Order Changes Processed	4,077	4,000	4,500
Letters of Changed Value Mailed	4,077	4,000	4,500
Supplemental Notices Mailed	5,393	8,000	7,500
Appraiser Parcel Visits	344	325	350
Assessment Appeals	127	180	160
Assessed Value Notices	46,728	48,000	50,000
Agricultural Insert to Property Statement	1,372	2,096	2,000
Agricultural Preserve Questionnaire	2,216	2,044	2,500
Mobile Homes (Secured/Unsecured)	2,402	2,000	2,500
State Board of Equalization Tax Rate Area Changes	4	4	5
Acreage Changes	9	22	30
Proposition 8 Declines in Value	9,964	8,500	8,000

ESTIMATED REVENUES

- 654535 **State Grant** (\$0) is recommended unchanged. The grant program was not renewed.
- 660100 **Assessment/Tax Collection Fees** (\$450,000) is recommended unchanged based on the anticipated assessment roll.
- 660103 **Property Characteristics Fee** (\$10,000) is recommended increased \$1000 based on anticipated increases in revenue from assessment data sales.
- 662704 **Copies** (\$500) is recommended unchanged based past trends.
- 662804 **LAFCo-Reimbursement for County Services** (\$0) is recommended unchanged based past trends.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$1,563,767) is recommended reduced \$52,618 inclusive of the cost of recommended staff and potential promotions by competitive standards during the fiscal year.
- 710103 **Extra Help** (\$36,000) is recommended increased \$24,000 for commercial appraisal personnel to assist during the roll turn period.
- 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 \$1,000 based on current and projected expenditures for service and equipment for telephone usage.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$1,400) is recommended increased \$150 in case of potential telephone relocations, break room appliance repairs, and repairs to miscellaneous equipment.
- 721100** **Memberships** (\$700) is recommended increased \$100 for membership in the California Assessors' Association which includes the related employee associations.
- 721300** **Office Expense** (\$22,000) is recommended increased \$4,070 for office expenses.
- 3,314 Marshall-Swift Commercial Valuation Library for the cost guide required for Assessors to be used by appraisal staff.
- 135 MLS Access
- 4,445 Real Estate Research Corp. and Loop Net for special valuation research.
- 155 NADA Reference Guide for Mobile home valuations and vessels.
- 60 Real-time Access to DMV to determine boat ownership and valuations.
- 162 Aircraft Bluebook CD to determine aircraft valuation.
- 721400** **Professional & Specialized Services** (\$100,000) is recommended increased \$83,230 to cover the legal fees related to appeals. This account provides the following expenditures:
- 10,350 Property Statement for printing, collating, processing and mailing by our mail service.
- 1,300 Agreement for Petroleum and Geothermal Property Sales Study with Harold Bertholf, Inc.
- 1,250 Software License for receipt of imaged documents from the Recorder's Office.
- 3,963 Standard Data Record (SDR) Viewer Madera County's share of cost in SDR (Standard Data Record) for large businesses, as well as the County's share of online filing of standard forms.
- 770 POSSE/Oracle permit processing – department's share of licensing fee.
- 82,367 Cota Cole & Huber – legal services paid to Cota Cole & Huber to defend the Department in Appeals cases.
- 721600** **Rents & Leases - Equipment** (\$16,800) is recommended increased \$300 for leasing vehicles from Central Garage for approximately 5,000 miles, and for the lease of the department's network copiers and production printers (\$14,000).
- 722000** **Transportation & Travel** (\$22,000) is recommended increased \$2,000 based on current and anticipated costs for State-required travel, training, and trips for the Assessor and staff, including mileage reimbursement for Department staff.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3141	Appraiser I or							
3142	Appraiser II or							
3143	Appraiser III	8.0	4.0	8.0	4.0	-	-	
3611	Assessment Clerk I or							
3612	Assessment Clerk II or							
3613	Assessment Technician	8.0	4.0	8.0	4.0	-	-	
1001	Assessor	1.0	-	1.0	-	-	-	
3144	Auditor-Appraiser I or							
3145	Auditor-Appraiser II or							
3146	Auditor- Appraiser III	2.0	-	2.0	-	-	-	
3301	Cadastral Drafting Technician I or							
3302	Cadastral Drafting Technician II	-	1.0	-	1.0	-	-	
3123	Chief Appraiser	1.0	-	1.0	-	-	-	
4604	Chief of Assessment Services	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	2.0	-	2.0	-	-	-	
3323	Senior Cadastral Drafting Technician	1.0	-	1.0	-	-	-	
3147	Supervising Appraiser	2.0	1.0	2.0	1.0	-	-	
3148	Supervising Auditor - Appraiser	1.0	-	1.0	-	-	-	
TOTAL		27.0	10.0	27.0	10.0	-	-	

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610901 Hotel & Motel Tax	0	20,000	40,000	40,000
TOTAL TAXES	0	20,000	40,000	40,000
CHARGES FOR TRUST REVENUE				
601000 Trust Revenue	1,983	0	1,500	1,500
TOTAL CHARGES FOR TRUST REVENUE	1,983	0	1,500	1,500
LICENSES, PERMITS & FRANCHISES				
620200 Business Licenses	93,080	35,000	45,000	45,000
TOTAL LICENSES, PERMITS & FRANCHISES	93,080	35,000	45,000	45,000
FINES, FORFEITURES & PENALTIES				
630401 Cost of Tax Collection	111,140	100,000	112,000	112,000
630402 Redemption Fees		0	13,000	13,000
TOTAL FINES, FORFEITURES & PENALTIES	111,140	100,000	125,000	125,000
CHARGES FOR CURRENT SERVICES				
660100 Assessment/Tax Collection Fees	146,306	191,500	195,000	195,000
660101 Property Tax Admin Fee	23,610	50,000	30,000	30,000
660231 Spec Assessmt - Bus Imprv Dst	0	20,000	20,000	20,000
660102 Supplemental Tax Fee	-321	0	140,000	140,000
661000 Agriculture Services	76	0		

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
CHARGES FOR CURRENT SERVICES (continued)				
662700 Other Charges for Services	2,649	16,000	1,000	1,000
662704 Copies	431	500	500	500
662723 Services to Other Agencies	622,851	650,000	985,202	985,202
TOTAL CHARGES FOR CURRENT SERVICES	795,602	928,000	1,371,702	1,371,702
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	2,300	3,000	3,000	3,000
TOTAL MISCELLANEOUS REVENUE	2,300	3,000	3,000	3,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	0	113,437	136,104	136,104
TOTAL OTHER FINANCING SOURCES	0	113,437	136,104	136,104
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,001,805</u>	<u>1,199,437</u>	<u>1,722,306</u>	<u>1,722,306</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	527,010	653,768	790,113	790,113
710103 Extra Help	66,561	81,199	121,243	121,243
710200 Retirement	185,992	194,096	275,872	275,872
710300 Health Insurance	87,740	134,255	186,845	186,845
710400 Workers' Compensation Insurance	6,135	6,481	6,135	6,135
710500 Other Benefits	1,100	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	874,538	1,070,999	1,381,408	1,381,408

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES				
720300 Communications	1,072	2,500	2,500	2,500
720600 Insurance	186	295	295	295
720800 Maintenance - Equipment	13,987	14,000	14,000	14,000
721100 Memberships	500	700	700	700
721300 Office Expense	22,909	30,000	30,000	30,000
721400 Professional & Specialized Services	188,425	210,000	201,000	201,000
721500 Publications & Legal Notices	6,634	5,500	10,000	10,000
721600 Rents & Leases-Equipment	4,628	12,500	12,500	12,500
722000 Transportation & Travel	8,049	19,000	15,000	15,000
740301 Fixed Assets	0	0	73,650	73,650
TOTAL SERVICES & SUPPLIES	246,390	294,495	359,645	359,645
<u>TOTAL EXPENDITURES</u>	<u>1,120,928</u>	<u>1,365,494</u>	<u>1,741,053</u>	<u>1,741,053</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>119,123</u>	<u>166,057</u>	<u>18,747</u>	<u>18,747</u>

TREASURER-TAX COLLECTOR

COMMENTS

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

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
<u>TAX COLLECTOR</u>			
Transient Occupancy Tax Billing Statements	585	876	900
Business Improvement District Billing Statements	585	876	900
Business License Renewals	3,341	3,633	3,700
Secured Tax Statements	56,003	56,734	58,434
Current Secured Reminders	8,580	7,186	8,500
Delinquent Secured Notices	2,356	1,978	2,400
Unsecured Tax Statements	3,033	5,246	5,300
Supplemental Tax Statements	5,326	6,039	7,739
Notice of Impending Powers to Sell	88	171	175
Parcels Published for Sale	79	221	225
Parcels Sold	39	14	40
Annual Unsecured Lien Notices	1,207	1,248	1,250
Unsecured Liens Active	1,108	1,586	1,600
Mobile Home Tax Clearances	138	158	160
Returned Items and Refunds	905	1,071	1,100
Active 4-Pay Part Pay Payment Plans – All Other ⁴	38	77	80
Active 5-pay Payment Plans – Secured Taxes ⁴	190	233	240
Check 21 check processing ¹	47,738	46,843	48,000
Phone Calls-Incoming ⁵	13,559	14,170	15,000
Credit Card & E-Check Transactions	4,475	4,718	4,800

TREASURER-TAX COLLECTOR

WORKLOAD (continued)

<u>TREASURER</u>	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Cash Receipts (Permits)	12,782	12,531	14,500
Auditor Warrants (physical checks)	20,188	18,857	20,200
County Payroll Warrants (does not include direct deposit)	2,931	2,379	3,000
County Welfare Warrants	11,977	11,098	12,000
<u>WORK PROGRAM</u>			
School Journal Entries	1,411	1,114	1,400
Auditor Journal Entries	1,848	1,332	1,800
Welfare Journal Entries	500	355	500
Investment Transactions (Sympro)	209	321	325
Bank Transfers (Wires/Debt Service)	372	324	400
Returns (NSF)	222	226	230
Treasury & Bank Ready Deposits ³	1,834	2,086	2,100
Tax Collector Deposits	210	252	250
Check 21 transmissions (checks scanned) ²	4,852	4,841	4,850

- (1 & 2): Check 21 transmissions are the scanned, electronic images of individual checks sent to Bank of America via a secure site.
 (3): The amount of bank bags sent to the bank were reduced due to the new deposit method no longer requiring the use of bags for department deposits to the Treasury.
 (4): The amount of 4-Pay and 5-Pay decreased due to maintenance of accounts who have defaulted on their pay plans.
 (5): The department began tracking incoming phone calls as of 7/1/2016.

TREASURER-TAX COLLECTOR

ESTIMATED REVENUES

- 610901** **Hotel & Motel Tax** (\$40,000) is recommended based on the projected administrative cost of collecting these taxes.
- 601000** **Trust Revenue** (\$1,500) is recommended based on projected available funds.
- 620200** **Business Licenses** (\$45,000) is recommended based on the projected reimbursements in the current fiscal year.
- 630401** **Cost of Tax Collection** (\$112,000) is recommended based on current fiscal year projections and includes fees collected for tax sale activities.
- 630402** **Redemption Fees** (\$13,000) is recommended based on current fiscal year projections and is collected from delinquent tax payments but are passed through to the State Controller's Office.
- 660100** **Assessment/Tax Collection Fees** (\$195,000) is recommended increased by \$3,500 based on current fiscal year projections of actual reimbursable costs.
- 660101** **Property Tax Admin Fee** (\$30,000) is recommended based on current fiscal year projections.
- 660231** **Special Assessment – Business Improvement District** (\$20,000) is recommended unchanged and is based on the revenues received to offset the departmental cost of collecting the Tourism Business Improvement District (TBID) tax.
- 660102** **Supplemental Tax Fee** (\$140,000) is recommended based on current fiscal year projections and reflects revenue received for processing supplemental tax bills.
- 662700** **Other Charges for Services** (\$1,000) is recommended based on projected reimbursement of costs related to formation or sale of bonds of Community Facilities Districts (CFD).
- 662704** **Copies** (\$500) is recommended based on current fiscal year projections.
- 662723** **Services to Other Agencies** (\$985,202) is recommended based on current fiscal year projections and reflects the reimbursement for performing all treasury-related functions for various agencies.
- 673000** **Miscellaneous Revenue** (\$3,000) is recommended based on current fiscal year projections.
- 680200** **Operating Transfer In** (\$136,104) is recommended based on projected reimbursement of cost from the Delinquent Tax Recovery Fund (6802) for activities related to the tax sale of delinquent properties

TREASURER-TAX COLLECTOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$790,113) are recommended based on salary increases, step increases, and funding all allocated positions including three additional positions.
- 710103** **Extra Help** (\$121,243) is recommended based on the need for clerical help during peak tax collection periods assisting with tax collections, processing tax payments, recording 4-pay/5-pay collections, maintaining payment plan agreements, credit card processing; as well as to provide staff support on various projects. A field collection position will be implemented to assist with the backlog of unsecured collections and to check the validity of annual unsecured billings. The costs of any fieldwork will be assessed to the delinquent tax bill and recovered through payment. This includes costs associated with the annual tax defaulted property tax sale, for which a minimum of \$50,000 will be recovered from the tax sale excess proceeds trust fund and a portion will also be recovered through the increase in collections from extensive collection efforts such as bank levies, till taps and the tax intercept program.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 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.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$14,000) is recommended unchanged based on current expenditures and for maintenance of an additional check scanner and telephones. Service contracts included are: Treasury vault Diebold, folding machine, NCR and Canon Scanner/Processors. Service contracts that are treasury related will be recovered from Treasury Administration fees.
- 721100** **Memberships** (\$700) is recommended unchanged for memberships in the California Association of County Treasurers and Tax Collectors (CACTTC).

TREASURER-TAX COLLECTOR

SERVICES & SUPPLIES (continued)

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

721400 **Professional & Specialized Services** (\$201,000) is recommended decreased by \$9,000 on cost estimates. All of Treasury's related costs listed below and software maintenance is recovered through the Treasury Administration Fees, estimated at \$109,500. All tax sale related costs, estimated at \$50,800, are recoverable from redemptions and excess proceeds.

<u>Tax Collector</u>	<u>Recommended</u>	
Megabyte Public Web Service	\$ 3,300	
Megabyte Agency Web Service ¹	9,900	
PreSort	9,000	
Host Compliance (Hotel/Motel)	15,500	
RTL Installation & Training ⁴	3,000	
sub total		40,700
 <u>Tax Sale (All Recoverable)</u>		
First Corporate Solutions (Tax Sale)	38,000	
Bid4Assets (Tax Sale)	12,800	
sub total		<u>50,800</u>
		91,500
 <u>Treasury (All Recoverable)</u>		
Banking Services ²	60,000	
Audit of Investment Portfolio	3,500	
Financial Advisor Services	2,000	
Wells Fargo Custodial Bank	10,000	
Brinks Courier Service ³	<u>9,000</u>	
sub total		84,500

Professional & Specialized Services (continued)

Treasury (All Recoverable-continued)

Software Maintenance

Financial Mgmt (Sympro/Emphasys)	\$ 8,500	
RT/Lawrence	<u>16,500</u>	
sub total		<u>25,000</u>
GRAND TOTAL		<u>\$201,000</u>

Note:

1. Megabyte Agency Web Service will be offset from service costs billed.
2. Banking service expenses for the Treasury Department are scheduled to remain significant this fiscal year based on banking regulation changes known as BASELIII.
3. Brinks cost is offset from reimbursement for services charged to Madera County Superior Court.
4. RTL Installation and training is a partial installation cost of the Opex Red Falcon (see Fixed Assets).

721500 **Publications & Legal Notices** (\$10,000) is recommended increased by \$4,500 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 and must be published in a newspaper in the county seat, Madera Tribune.

721600 **Rents & Leases – Equipment** (\$12,500) is unchanged for long-term leases on printers and check scanners; which includes maintenance services. Approximately \$2,000 will be recovered through Treasury Admin fee.

722000 **Transportation & Travel** (\$15,000) is recommended decreased by \$4,000 to reimburse private mileage and expenses for out-of-County travel to attend required conferences, meetings, continuing education seminars and training; such as Megabyte, Sympro, RTL user training required with new installation of remittance equipment, CSAC, and CACTTC for several new employees and management. Approximately \$9,000 will be recovered through Treasury Admin fee.

Professional & Specialized Services (continued)

740301 **Fixed Assets** (\$73,650) is recommended for the purchase of the new remittance processor Opex Red Falcon. The existing remittance processor is one year past its full depreciation and will no longer be supported. Funds requested are based on the estimate provided by RTLawrence and will accommodate any unforeseen or necessary upgrades and/or licensing requirements. The remittance processor provides electronic transfer of checks received from tax payments and Treasury deposits to the bank.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3601	Account Clerk I or							
3602	Account Clerk II	2.0	-	2.0	-	-	-	
TBD	Title Clerk I/II	-	-	-	-	-	-	A
3201	Accountant Auditor I or							
3202	Accountant Auditor II or	1.0	-	1.0	-	-	-	
3203	Senior Accountant-Auditor	1.0	-	2.0	-	1.0	-	
3139	Supervising Accountant-Auditor	-	-	-	-	-	-	
3349	Accounting Technician I or							
3354	Accounting Technician II	4.0	-	5.0	-	1.0	-	B
3205	Administrative Analyst I or							
3206	Administrative Analyst II or	1.0	-	2.0	-	1.0	-	C
3209	Senior Administrative Analyst	-	-	-	-	-	-	
3121	Assistant Treasurer-Tax Collector	1.0	-	1.0	-	-	-	
3606	Senior Accounting Technician	1.0	-	1.0	-	-	-	
1014	Treasurer-Tax Collector	1.0	-	1.0	-	-	-	
TOTAL		12.0	-	15.0	-	3.0	-	

NOTES:

- A - The Title Clerk I/II position, with a pending job description, is a new proposed classification series in the department to handle tax sales, which is fully recoverable through tax sale excess proceeds.
- B - One additional Accounting Technician I/II is added to help increase our collection efforts and is recoverable through the results.
- C - One additional Administrative Analyst will be assigned to manage a department to oversee, trouble shoot and solve problems.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610900 OTHER TAXES	812,795	875,000	1,000,000	1,000,000
TOTAL TAXES	812,795	875,000	1,000,000	1,000,000
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	16,278	16,000	16,000	16,000
TOTAL LICENSES, PERMITS & FRANCHISES	16,278	16,000	16,000	16,000
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	679,680	659,000	659,000	659,000
662700 Other Charges for Services	4,320	3,800	3,800	3,800
TOTAL CHARGES FOR CURRENT SERVICES	684,000	662,800	662,800	662,800
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	633	0	0	0
TOTAL MISCELLANEOUS REVENUE	633	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfers In	95,477	192,000	192,000	192,000
TOTAL OTHER FINANCING SOURCES	95,477	192,000	192,000	192,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,609,183</u>	<u>1,745,800</u>	<u>1,870,800</u>	<u>1,870,800</u>

EXPENDITURES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	411,130	502,751	526,983	526,983
710103 Extra Help	20,243	30,000	30,000	30,000
710200 Retirement	138,896	158,203	187,565	187,565
710300 Health Insurance	66,038	105,463	106,124	106,124
710400 Workers' Compensation Insurance	5,441	5,327	6,751	6,751
715000 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	642,348	802,344	858,023	858,023
SERVICES & SUPPLIES				
720300 Communications	1,953	3,300	6,060	6,060
720600 Insurance	243	357	357	357
720800 Maintenance - Equipment	4,782	5,000	5,000	5,000
721100 Memberships	1,500	1,600	1,600	1,600
721200 Miscellaneous Expenses	50	0	0	0
SERVICES & SUPPLIES (continued)				
721300 Office Expense	51,831	20,000	20,000	20,000
721400 Professional & Specialized Services	53,637	60,000	80,000	80,000
721600 Rents & Leases - Equipment	3,601	5,000	5,000	5,000
721700 Rents & Leases - Buildings	7,185	9,000	6,000	6,000
721900 Special Departmental Exp	81,456	50,000	50,000	50,000
722000 Transportation & Travel	13,943	12,500	12,500	12,500
TOTAL SERVICES & SUPPLIES	220,181	166,757	186,517	186,517
<u>TOTAL EXPENDITURES</u>	<u>862,529</u>	<u>969,101</u>	<u>1,044,540</u>	<u>1,044,540</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(746,654)</u>	<u>(776,699)</u>	<u>(826,260)</u>	<u>(826,260)</u>

COUNTY CLERK-RECORDER

COMMENTS

COUNTY CLERK – This division files and maintains records of fictitious business name statements and powers of attorney of sureties; issues marriage licenses, officiates at civil marriage ceremonies; administers oaths to new employees, elected and appointed officers, and notaries public; files notary bonds; files conflict of interest statements; registers legal document assistants and process servers.

RECORDER – This division is responsible for recording, archiving, and retrieving the County’s land documents, comprised primarily of those which document property ownership and fiscal responsibility. Documents are recorded, scanned, indexed, and then filmed and compared, after which the original documents are returned to the customer as requested. Fees for recording documents and required documentary transfer taxes are collected. Copies of recorded documents are prepared upon request and an appropriate fee is collected. This division maintains vital records for births, deaths, and marriages for Madera County, and issues certified copies of those records.

WORKLOAD

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
<u>Recorder</u>			
Births scanned/indexed	1,084	1,200	1,400
Deaths scanned/indexed	963	950	950
Marriages registered/scanned/indexed	832	800	800
Maps recorded	37	45	50
Microfilming daily records (frames)	137,520	140,000	145,000
Scanned/indexed/verified (frames)(backfile)	137,520	125,000	130,000
Recorded and Filed Documents	34,818	35,500	37,000
Copies prepared (plain, certified, and no fee)	5,394	5,500	5,700
Certified copies of birth, death, marriage records	5,586	5,800	6,000
Certified copies for Veterans services	25	30	40
CD w/data or images (copied for sale)	147	192	192
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	29,312	8,084	0
<u>County Clerk</u>			
Certified copies – confidential marriages	46	50	55
Marriage licenses issued (public and confidential)	864	875	900

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COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Fictitious Business Statements filed	685	700	725
Fictitious business statement renewal notices	700	700	700
Notary oaths administered/bond filed	82	85	90
Civil Marriages performed	398	425	450
Notices of Determination/exemption filed	50	60	70
Documents acknowledged/copies prepared	178	190	200
Registration of legal document assistants/process servers	13	15	15

ESTIMATED REVENUES

<u>Recorder</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
610990 Documentary Transfer Tax	\$812,795	\$875,000	\$1,000,000
661600 Recording Fees	679,680	659,000	659,000
673000 Miscellaneous Revenue	633	0	0
680200 Operating Transfers In	<u>95,477</u>	<u>192,000</u>	<u>192,000</u>
Total:	1,588,585	1,726,000	1,851,000
<u>County Clerk</u>			
620700 Other Licenses & Permits	16,278	16,000	16,000
662700 Other Charges (Marriages)	<u>4,320</u>	<u>3,800</u>	<u>3,800</u>
Total:	20,598	19,800	19,800
Total Revenue:	\$1,609,183	\$1,745,800	\$1,870,800

COUNTY CLERK-RECORDER

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$526,983) is recommended increased by \$24,232 based on the cost of recommended staffing. Increase includes the shared funding of one Administrative Analyst between Clerk-Recorder and Elections. This is a new position that will strengthen the Division's administrative capabilities especially in the collection, review, audit and reporting of State required activities.
- 710103** **Extra Help** (\$30,000) is recommended unchanged based on the estimates to complete the social security truncation project which is offset with Truncation Trust Funds. Funding is also included for two retired annuitants to assist in training new staff, cover peaks in workload, mitigate existing staff shortages and assist in historical document preservation which will be reimbursed from the Recorder Modernization Fund.
- 710200** **Retirement** (\$187,565) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$106,124) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$6,751) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,060) is recommended increased by \$2,760 based on actual expenditures and on contractual increases. Expenses include costs for Verizon data plans (\$1380); secondary Internet connection via Comcast (\$1680); and fees incurred for telephone services from CenCal (\$3000). The alarm monitoring expense is reimbursed from the Modernization Fund (\$520).
- 720600** **Insurance** (\$357) reflects the County's anticipated contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$5,000) is recommended unchanged based on actual expenditures for all maintenance and repairs on cameras, microfilm readers and printer, network printers in the department, receipt and label printers, etc., including items covered by an annual service agreement, or repaired on an as-needed basis. All expenditures directly related to Recorder Functions will be reimbursed from the Recorder Micrographics and the Recorder Modernization Funds.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$1,600) is recommended unchanged for memberships in the California Association of Clerks and Election Officials (\$900) and the County Recorders' Association (\$700), and is reimbursed from the Modernization Fund.
- 721300** **Office Expense** (\$20,000) is recommended unchanged for the cost of periodicals, printer supplies, and general office supplies; actual expense for the purchase of banknote paper (for issuance of certified copies of vital records) is reimbursed from the Vital Records Improvement Program (VRIP) funds. Expenses for custom, die-cut labels and custom ribbon for creating recording labels is reimbursed from the Modernization Fund. Total reimbursement from Funds is estimated at 50% of expenses in this account.
- 721400** **Professional & Specialized Services** (\$80,000) is recommended increased by \$20,000 for various annual software maintenance fees associated with the document management system in the Clerk-Recorder division and expenses for processing film of recorded documents and vital records. Approximately \$37,000 to \$47,000 of expenses in this account are reimbursed from the Micrographics Fund and the Modernization Fund.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended unchanged to reflect ongoing expenditures for the department's copier lease and use of County Fleet vehicles.
- 721700** **Rents & Leases - Buildings** (\$6,000) is recommended decreased by \$3,000 for rental of space in an underground vault to archive the microfilmed official recorded documents and is fully reimbursed from Micrographics Fund.
- 721900** **Special Departmental** (\$50,000) is recommended unchanged to fund the completion of the new recording system in Fiscal Year 2018-19. A one-time implementation fee of \$10,000 is anticipated as phase III begins with electronic recording. All expenditures related to phase III will be reimbursed from trust fund revenue at the end of the year.
- 722000** **Transportation & Travel** (\$12,500) is unchanged to fund required travel to annual conferences and New Law workshops for both Clerk and Recorder, Clerk and Recorder legislative committee meetings, and additional training for new staff. Any expense attributed solely to Recorder is reimbursable from the Recorder Modernization Fund.

*The department will report all expenses to be reimbursed from Recorder Modernization, Micrographics, Truncation, E-Recording and Vital Records Improvement Project funds, as identified above, on an annual basis for appropriate transfers from each fund.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II	0.5	-	0.5	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	-	-	0.5	-	0.5	-	A
3122	Chief Assistant County Clerk-Recorder	1.0	-	1.0	-	-	-	
3194	Clerk/Recorder Division Manager	1.0	-	1.0	-	-	-	
1007	County Clerk-Recorder	0.5	-	0.5	-	-	-	
4637	Deputy Clerk-Recorder I or							
4638	Deputy Clerk-Recorder II	5.0	-	5.0	-	-	-	
3626	Micrographics Clerk	-	2.0	-	2.0	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
	TOTAL	9.0	2.0	9.5	2.0	0.5	-	

NOTES:

A - Position is 50% funded in Clerk-Recorder(03310) and 50% funded in Elections (03330)

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654000 State - Other	5,220	1,500	550	550
TOTAL INTERGOVERNMENTAL REVENUE	5,220	1,500	550	550
CHARGES FOR CURRENT SERVICES				
660500 Election Services	350,433	63,200	219,250	219,250
TOTAL CHARGES FOR CURRENT SERVICES	350,433	63,200	219,250	219,250
MISCELLANEOUS REVENUE				
672000 Other Sales	100	100	300	300
673000 Miscellaneous Revenue	210	0	0	0
680200 Operating Transfers In (Clerk Trust)	0	0	100,000	100,000
TOTAL MISCELLANEOUS REVENUE	310	100	100,300	100,300
<u>TOTAL ESTIMATED REVENUES</u>	<u>355,963</u>	<u>64,800</u>	<u>320,100</u>	<u>320,100</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	284,877	301,864	334,823	334,823
710103 Extra Help	27,729	30,000	90,000	90,000
710105 Overtime	611	0	500	500
710200 Retirement	100,063	91,671	126,859	126,859
710300 Health Insurance	41,615	55,180	53,201	53,201
710400 Workers' Compensation Insurance	2,821	186	4,120	4,120
710500 Other Benefits	600	600	600	600

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department:

Function:

Activity:

Fund:

**CLERK-RECORDER
ELECTIONS (03330)**

**General
Elections
General**

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
TOTAL SALARIES & EMPLOYEE BENEFITS	458,316	479,501	610,103	610,103
SERVICES & SUPPLIES				
720300 Communications	2,423	3,000	3,000	3,000
720600 Insurance	118	3,541	343	343
720800 Maintenance - Equipment	296	3,500	3,500	3,500
721100 Memberships	730	200	250	250
721300 Office Expense	15,008	15,000	13,200	13,200
721400 Professional & Specialized Services	71,392	84,500	163,100	163,100
721500 Publications & Legal Notices	4,396	5,000	5,000	5,000
721600 Rents & Leases - Equipment	0	500	500	500
721700 Rents & Leases - Buildings	350	700	2,500	2,500
721900 Special Departmental Expense	377,323	355,000	225,000	225,000
SERVICES & SUPPLIES (continued)				
722000 Transportation & Travel	10,921	8,000	8,500	8,500
TOTAL SERVICES & SUPPLIES	482,957	478,941	424,893	424,893
FIXED ASSETS				
740300 Equipment	0	30,000	0	0
TOTAL FIXED ASSETS	0	30,000	0	0
<u>TOTAL EXPENDITURES</u>	<u>941,273</u>	<u>988,442</u>	<u>1,034,996</u>	<u>1,034,996</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>585,310</u>	<u>923,642</u>	<u>714,896</u>	<u>714,896</u>

COMMENTS

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

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

***California has certified such systems however, the Remote Accessible Vote by Mail system for our new voting system, Dominion Voting, is still in the certification process. It is unknown at the time of submission of this budget, what actual costs are. It is anticipated that the RAVBM system will be operative for the June 5, 2018 Gubernatorial Statewide Direct Primary Election.*

ELECTIONS

WORKLOAD – Elections Conducted

		<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
11/8/16	Presidential General Election Major; 100 Precincts 54,000 registered voters	1		
3/7/17	County Special Election Major; 42 Precincts 36,000 registered voters	1		
6/5/18	Gubernatorial Primary Election Major; 6 Vote Center, 4 BDB 55,000 registered voters		1	
11/6/18	Gubernatorial General Election Major; 6 Vote Centers, 4 BDB 56,000 registered voters			1

This workload schedule as projected for 2018-19 does not reflect any unforeseen special elections called by the Governor or by any jurisdiction in the county.

ELECTIONS

ESTIMATED REVENUES

<u>REVENUE (totals by category)</u>	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
State reimbursements (mailings, postage, etc.)	\$ 2,413	\$ 50	\$ 550
State reimbursements (Voting Modernization/HAVA funds)*	0	0	100,000
Election-related revenues – candidate filing fees	225	28,602	100
Election-related revenues – candidate statements (transfer from Trust)	11,100	15,430	15,000
Election-related revenue – agency payments	347,867	0	202,150
Penalties/fines – late filing	100	300	300
Election sales/services provided	<u>1,855</u>	<u>1,500</u>	<u>2,000</u>
TOTALS:	\$363,560	\$45,882	\$320,100

*Madera County will be reimbursed approximately \$100,000 for expenses incurred by procuring a new voting system by Help America Vote Act and Voting Modernization Funding. The associated expenses are reflected in the Service and Supplies appropriation recommendation.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$334,823) is recommended increased \$32,959 based on the cost of recommended staffing. Increase includes the shared funding of one Administrative Analyst between Clerk-Recorder and Elections. This is a new position that will strengthen the Division’s administrative capabilities specifically related to State required certifications/inspections, mandated voter education and outreach, election costs apportionment for local contests and post election reporting requirements.

710103 **Extra Help** (\$90,000) is recommended increased \$60,000. Extra help personnel are needed prior to, during and after large elections to assist elections staff in a variety of assignments, including precinct supply box preparation, assembling election materials for precincts, answering phones, verification of signatures on petitions, data entry, and preparing mailings. This division has reduced the number of extra help staff typically requested and will perform a larger portion of the duties with regular staff. However, extra help staff is necessary when regular staff cannot be removed from their duties which may inhibit customer service or other vital functions of the department. In February of 2018, a new voting system was purchased and new voting model is being implemented (Voter’s Choice Act) for the June 5, 2018 Primary Election. As a result, all business processes practiced in the division previously will be changed. Additional staffing may be required to accommodate demand of new and any unforeseen business processes.

SALARIES & EMPLOYEE BENEFITS (continued)

Staffing of Vote Centers will now be done by Extra-Help temporary staff. Vote Center Representatives will be paid either \$20 per hour or \$17 per hour for their service depending on qualifications. Vote Center Representatives will work for up to 11 consecutive days prior to and including Election Day. ****Funds to cover these costs were previously requested in the Special Departmental account. The funding request for that account has been reduced accordingly.**

- 710105** **Overtime** (\$500) is recommended increased \$500. Overtime is requested to allow for any payouts due to additional hours worked for the implementation of the Voter's Choice Act and the new voting system.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,000) is recommended unchanged based on cost experience and the elimination of polling place phones for use on Election Day.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$3,500) is recommended unchanged based on replacement of old equipment which will be under warranty for one year and anticipated costs for maintenance contracts for servers and printers, and to service existing equipment and computers not covered by maintenance agreements.
- 721100** **Memberships** (\$250) is recommended increased \$50 for an additional membership to be paid from this account.
- 721300** **Office Expense** (\$13,200) is recommended reduced \$1,800 based on anticipated costs for general office supplies, the cost of the postal permits, Election Code books and required voter maintenance documents.

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$163,100) is recommended increased \$78,600 which represents software lease for DFM, NetFile, Digital Attic and contains contingency funds for outside Attorney services, if needed. **The account also reflects \$105,000 for Dominion Voting Systems however, that funding will be reimbursed by State Voter Modernization Fund and HAVA monies which are reflected in the revenue section of our budget coming from state reimbursements therefore resulting in zero cost to the General Fund.*
- 721500** **Publications & Legal Notices** (\$5,000) is recommended unchanged. This account covers anticipated costs for Legal Notices for the November 2018 General Election and publications for voter outreach. Expenses in this account are necessary due to legal requirement to publish all election related materials in English, Spanish and Punjabi.
- 721600** **Rents & Leases – Equipment** (\$500) is recommended unchanged based on past experience and provides a minimal allowance of use of County vehicles by staff for association training, vote center representative training, voter outreach/education and election related travel as it becomes necessary.
- 721700** **Rents & Leases - Building** (\$2,500) is recommended increased \$1,800 for the rental of vote center locations for the November 2018 General Election.
- 721900** **Special Departmental Expense** (\$225,000) is recommended reduced \$130,000. It is anticipated that reduced costs will be realized with the implementation of our new voting system and voting model. In addition, funds previously accounted for in this account will now be taken from Extra Help as Vote Center Representatives, formerly poll workers, will now be paid as Extra Help.
- 722000** **Transportation & Travel** (\$8,500) is recommended increased \$500 to provide necessary travel for new voting model workshops and to stay abreast of new laws, provide for staff training which affect the conduct of elections and in garnering ideas on saving on election costs, and to cover costs associated with mandatory Election Center Certification.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II	0.5	-	0.5	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II			0.5		0.5		A
1007	County Clerk-Recorder	0.5	-	0.5	-	-	-	
4637	Deputy Clerk-Recorder I or							
4638	Deputy Clerk-Recorder II	2.0	1.0	2.0	1.0	-	-	
3167	Elections Division Manager	1.0	-	1.0	-	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
TOTAL		5.0	1.0	5.5	1.0	0.5	-	

NOTES:

A - Position is 50% funded in Clerk-Recorder(03310) and 50% funded in Elections (03330)

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	15	0	0	0
662802 Interfd Rev - Comp Svc	95,898	128,267	203,377	203,377
TOTAL CHARGES FOR CURRENT SERVICES	95,913	128,267	203,377	203,377
MISCELLANEOUS REVENUE				
670000 Miscellaneous Revenue	2,324,944	3,098,902	3,415,792	3,415,792
TOTAL MISCELLANEOUS REVENUE	2,324,944	3,098,902	3,415,792	3,415,792
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,420,857</u>	<u>3,227,169</u>	<u>3,619,169</u>	<u>3,619,169</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,674,027	2,107,530	2,187,125	2,187,125
710103 Extra Help	76,194	0	140,379	140,379
710105 Overtime	8,326	9,000	9,000	9,000
710106 Stand-By	21,336	20,000	20,000	20,000
710200 Retirement	556,429	702,317	723,335	723,335
710300 Health Insurance	199,840	247,990	286,768	286,768
710400 Workers' Compensation Insurance	45,177	48,295	33,126	33,126
TOTAL SALARIES & EMPLOYEE BENEFITS	2,581,328	3,135,132	3,399,733	3,399,733
SERVICES & SUPPLIES				
720300 Communications	98,891	97,000	120,000	120,000
720600 Insurance	24,247	34,478	1,041	1,041
720800 Maintenance - Equipment	194,233	252,063	266,563	266,563
721200 Sales Tax	943	2,500	2,500	2,500
721300 Office Expense	16,162	10,486	8,870	8,870

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES (continued)				
721314 Computer Equipment <\$5,000	149,155	150,000	80,000	80,000
721400 Professional & Specialized Services	1,134,222	1,112,303	1,176,706	1,176,706
721600 Rents & Leases - Equipment	4,717	4,500	4,500	4,500
721909 Property Tax		2,000	2,000	2,000
722000 Transportation & Travel	45,698	33,200	35,000	35,000
722002 Shipping		2,500	0	0
TOTAL SERVICES & SUPPLIES	1,668,268	1,701,030	1,697,180	1,697,180
OTHER CHARGES				
730302 Retirement of Capital Leases	181,670	312,154	838,309	838,309
730502 Interest on Capital Leases	17,123	65,000	41,214	41,214
TOTAL OTHER CHARGES	198,793	377,154	879,523	879,523
FIXED ASSETS				
740300 Equipment	181,937	274,134	100,000	100,000
TOTAL FIXED ASSETS	181,937	274,134	100,000	100,000
<u>TOTAL EXPENDITURES</u>	<u>4,701,496</u>	<u>5,487,450</u>	<u>6,076,436</u>	<u>6,076,436</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>2,280,639</u>	<u>2,260,281</u>	<u>2,457,267</u>	<u>2,457,267</u>

COMMENTS

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

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

Customer Service Division

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

Infrastructure Support Division

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

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

COMMENTS (continued)

Infrastructure Support Division (continued)

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

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

Enterprise Business Services

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

WORKLOAD

The Department's anticipated projects for 2018-19 include:

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

INFORMATION TECHNOLOGY

DEPARTMENT WORK PROGRAM

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Supported Individual Computers, including being on Automated Anti-Virus and on a Standard Software Suite	1407	1456	1500
Support for Help Desk (# of Calls)	19,589	21,000	21,000
Supported and Maintained Physical Servers	97	43	43
Supported and Maintained Virtual Servers	43	51	58
Supported Wide Area Network (locations)	40	40	40
Implemented Major Projects	30	41	40
Administer Video Conferencing System (sites)	5	5	5
Administer the Enterprise Backup/Restore Process for Departments	35	35	35
Supported Departmental Applications	76	76	76
Design, Consultation, Technology Support – Departmental Building Construction/Expansion/Moves	8	8	10

ESTIMATED REVENUES

662802 **Interfund Revenue** (\$203,377) is recommended increased \$75,110 for charges to other departments for Information Technology

670000 **Intrafund Revenue** (\$3,415,792) is recommended increased \$316,890 for charges to other departments for Information Technology

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$2,187,125) are recommended increased \$79,595 to fund permanent salaries. The increase will fund the Geographic Information System (GIS) Manager.

710103 **Extra Help** (\$140,379) is recommended increased \$140,379 to fund extra help salaries. The Office of Information Technology will be completing a number of time consuming technology projects during Fiscal Year 2018-19. Extra Help positions will be used to operate a portion of the Help Desk and fund field technicians while more experienced staff support the Fiscal Year 2018-19 technology projects.

INFORMATION TECHNOLOGY

SALARIES & EMPLOYEE BENEFITS (continued)

- 710105** **Overtime** (\$9,000) is recommended unchanged to work after hours to repair computer, perform required system upgrades, patch management, and system malfunctions to minimize disruption to County staff. During Fiscal Year 2018-19, Information Technology will start a Network transformation project. There will be work that must be completed outside of regular business hours.
- 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** (\$723,335) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$286,768) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$33,126) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$120,000) is recommended increased \$23,000. This account provides funding for the Department's on-going telephone and fax needs, monthly charges for cell phones and wireless devices of Information Technology staff members, cell phones and wireless devices of the Public Information Team, and operating cost of the Wide-Area Network.
- \$3,000 Telephone and Fax
\$5,500 Cell Phones and Wireless Devices – Information Technology
\$5,500 Cell Phones and Wireless Devices – Public Information Team
\$106,000 Wide Area Network Charges
- 720600** **Insurance** (\$1,041) is recommended reduced \$33,437 reflects the Department's contribution to the County's Self-Insured Liability Program.

INFORMATION TECHNOLOGY

SERVICES & SUPPLIES (continued)

720800 **Maintenance - Equipment** (\$266,563) is recommended increased \$14,500. This account provides for the maintenance of WAN Equipment and maintenance of enterprise equipment.

\$15,000 Repair of Computers & Diagnostic Equipment
\$33,700 System Upgrades
\$35,000 Cisco Smart Net
\$11,000 Cisco 3850 Cold Spares
\$16,500 Nimble Mass Storage
\$9,153 Blades
\$5,000 Data Center Test Line
\$3,000 Ruckus Zone Director/WIFI
\$5,000 Kemp Technologies Load Balancer
\$15,000 Emerson Power Liebert GC UPS Annual
\$15,000 Power GC Liebert UPS Battery, caps, and fans
\$25,000 Power IDF UPS Replacement
\$20,000 Power Department of APS UPS
\$1,210 APC QTY 15
\$37,000 Server OS & Support Renewals
\$10,000 WAN Hardware
\$10,000 Switch Redundant Power Supplies

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

721300 **Office Expense** (\$8,870) is recommended reduced \$1,616 to fund office supplies and Domain Registrations.

\$6,370 Office Supplies
\$1,500 Microsoft Technet subscriptions
\$1,000 Domain Registration

721314 **Computer Equipment** ~~(\$5,000)~~ (\$80,000) is recommended reduced \$70,000 to replace 20% of computers located in General Fund Departments.

INFORMATION TECHNOLOGY

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$1,176,706) is recommended increased \$64,403 for the following services:

\$895	Boztech
\$5,200	Brocade Support
\$50,000	External Consulting Services and Support
\$25,000	VOIP Assessment
\$47,000	Microsoft Annual Support Pack
\$2,000	Faronics – Deep Freeze Training Room PCs
\$7,000	Help Desk software annual fee
\$75,000	Infrastructure Prep – New Domain
\$5,000	PDQ Remote Deploy
\$10,000	Vision Internet Website Hosting
\$20,000	InfoTech Subscription
\$58,000	LaserFiche
\$15,000	McGladrey (CRM/Sharepoint)
\$25,000	Casewise Modeler
\$24,475	Hootsuite
\$7,200	Social Media Archive Tool
\$700,000	Microsoft Enterprise Agreement (EA)
\$19,911	NeoGov Annual Renewal
\$15,000	VM Enterprise Plus Licenses
\$15,000	Health Check
\$20,000	Net App Support Renewal
\$7,000	Pluralsight Licensing
\$3,000	Live Cycle Designer
\$8,880	Exclaimer – Email Signature Manager
\$11,145	Siteimprove – Website Accessibility Compliance

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

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

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$35,000) is recommended increased \$1,800 to provide staff training and reimburse for personnel use of personal vehicles. The projected staff training in 2018-19 is as follows:

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

OTHER CHARGES

730302 **Rent** (\$838,309) is recommended increased \$526,155 and is used to pay rent on capital lease equipment.

The current outstanding capital leases are as follows:

- Board Chambers Equipment – \$105,389 (Quarterly Payments – Final Payment 5/1/22)
- Cubicles - \$29,781 (Annual Payment – Final Annual Payment 2/28/21)
- Virtualization Project - \$67,006 (Quarterly Payments, \$17,680 – Final Quarterly Payment due 8/1/19)
- Server Replacement - \$7,620 (Quarterly Payments, \$2,680 – Final Quarterly Payment due 2/1/19)

The expected additional capital leases add in Fiscal Year 2018-19 are as follows:

- Central Information Technology Network Project - \$538,513 (Five Year Lease)
- Road 28 Network Project - \$90,000 (Five Year Lease)

OTHER CHARGES (continued)

730502 **Interest** (\$41,214) is recommended reduced \$23,786 and is used to pay interest on capital lease equipment.

The current outstanding capital leases are as follows:

- Board Chambers Equipment – \$5,848
- Cubicles - \$1,652
- Virtualization Project - \$3,718
- Server Replacement - \$423

The expected additional capital leases add in Fiscal Year 2018-19 are as follows:

- Central Information Technology Network Project - \$25,338
- Road 28 Network Project - \$4,235

FIXED ASSETS

740300 **Fixed Assets** (\$100,000) is recommended reduced \$174,134 to fund the following projects:

\$100,000 - Geographic Information System (GIS) - An enterprise GIS and centralized geodatabase is necessary to replace the current GIS ad hoc management system. Strategically, the adoption of the enterprise GIS and centralized geodatabase will increase integration and, therefore, provide the opportunity to promote greater use of GIS in the County, including departments where GIS is under-utilized. Currently, GIS is used primarily in Planning and the Assessor's Office. The upcoming Public Works, Pavement Management System, is highly dependent on the integration of GIS. A GIS assessment, server, data storage, software, and public access requirements will need to be established during this project.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
4108	Deputy Chief Information Officer	1.0	-	1.0	-	-	-	
2145	Chief Information Officer	1.0	-	1.0	-	-	-	
3136	Database Administrator	2.0	-	2.0	-	-	-	
3380	Desktop Support Technician I or							
3381	Desktop Support Technician II or							
3335	Network Engineer I or							
3336	Network Engineer II	5.0	-	5.0	-	-	-	
3174	Information Systems Supervisor	1.0	-	1.0	-	-	-	
4109	Information Technology Division Manager	3.0	-	3.0	-	-	-	
3360	Information Technology Systems Analyst I or			-	-	-	-	
3361	Information Technology Systems Analyst II	6.0	-	6.0	-	-	-	
3636	Program Assistant I or			-	-	-	-	
3637	Program Assistant II	1.0	-	1.0	-	-	-	
3316	Senior Information Technology Systems Analyst	2.0	-	2.0	-	-	-	
4115	Geographical Information System Manager	-	-	1.0	-	1.0	-	A
3337	Senior Network Engineer	2.0	-	2.0	-	-	-	
TOTAL		25.0	-	26.0	-	1.0	-	

NOTES:

A - New position approved by the Board on March 27, 2018

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: Information Technology
ERP (00242)
Function: General
Activity: Other General
Fund: General

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	0	0	30,000	30,000
662802 Interfund Revenue - Comp Svc	0	43,726	12,630	12,630
TOTAL CHARGES FOR CURRENT SERVICES	0	43,726	42,630	42,630
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	255,951	100,823	100,823
TOTAL MISCELLANEOUS REVENUE	0	255,951	100,823	100,823
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>299,677</u>	<u>143,453</u>	<u>143,453</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720800 Maintenance - Equipment	0	32,768	57,617	57,617
721400 Professional & Specialized Services	0	94,579	91,333	91,333
TOTAL SERVICES & SUPPLIES	0	127,347	148,950	148,950
FIXED ASSETS				
740300 Equipment	274,239	143,480	72,000	72,000
TOTALFIXED ASSETS	274,239	143,480	72,000	72,000
<u>TOTAL EXPENDITURES</u>	<u>274,239</u>	<u>270,827</u>	<u>220,950</u>	<u>220,950</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>274,239</u>	<u>-28,850</u>	<u>77,497</u>	<u>77,497</u>

INFORMATION TECHNOLOGY - ONESolution UPGRADE

COMMENTS

In Fiscal Year 2017-18, Madera County upgraded the Enterprise Resource Planning (ERP) system from IFAS to ONESolution. The implementation project started in Fiscal Year 2016-17 with the actual ONESolution implementation scheduled for Fiscal Year 2017-18. An ERP system is a set of applications that integrate and streamline business processes that are generally used throughout an enterprise, in our case the County. ERP is a way to integrate the data, functions, and processes of an organization into one single system. ERP systems have many components, including hardware and software, in order to achieve the necessary integration. The ERP database stores the data for many County functions such as Financial, Human Resources, Purchasing, Contract Management, Treasurer, and Payroll. Success of the ERP system relies heavily on business processes and active participation of Subject Matter Experts (SME) from the Auditor Controller, Human Resources, Administration, Board of Supervisors, Treasurer, and Information Technology. Representatives from each department collaboratively developed a Vision Statement, Project Overview and Project Plan.

Vision Statement

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

Project Overview

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

Project Plan – Estimated Implementation Timeline

The initial implementation of the ERP ONESolution 16.2 upgrade will be completed in Fiscal Year 2017-18. The next phase of the ERP project includes the implementation of Enterprise Content Management (ECM). The ECM phase of the project will be started in Fiscal Year 2017-18 and completed in Fiscal Year 2018-19. ECM will be used for many functions within the County of Madera. Only the share of cost attributed to the ONESolution project of ECM will be included in this budget.

In Fiscal Year 2018-19, the County plans to upgrade from ONESolution 16.2 to ONESolution 18, implement the ONESolution Grants Management Module, issue Welfare warrants for the Department of Social Services through ONESolution, and provide access to ONESolution to outside County agencies through remote access.

INFORMATION TECHNOLOGY - ONESolution UPGRADE

ESTIMATED REVENUES

- 662700** **Charges for Services** (\$30,000) is increased \$30,000 for charges to external agencies accessing ONESolution.
- 662802** **Interfund Revenue** (\$12,630) is reduced \$31,096 for charges to other departments for ONESolution.
- 670000** **Intrafund Revenue** (\$100,823) is reduced \$155,128 for charges to other departments for ONESolution.

SERVICES & SUPPLIES

- 720800** **Maintenance - Equipment** (\$57,617) is recommended increased \$24,849 to fund the following:

\$5,100 Maintenance Agreement on Kemp Technologies Network Load Balancer
\$52,517 Superion Hardware Maintenance and Support – Twelve (12) months

- 721400** **Professional & Specialized Services** (\$91,333) is recommended reduced \$3,246 to fund the following:

\$54,668 Superion Software Maintenance
\$34,665 Third Party Support Fees – One Solution
\$2,000 Secure Link

FIXED ASSETS

- 740300** **Equipment** (\$72,000) is recommended reduced \$71,480 to fund the following:

\$17,000 Upgrade to ONESolution 18
\$25,000 ONESolution Interface to C-IV – In order to issue Welfare warrants through ONESolution an interface between ONESolution and C-IV, the Department of Social Services main Welfare application, must be developed.
\$30,000 Remote Access Solution – In order for agencies outside of the County to access ONESolution, a remote access solution must be in place.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: Information Technology
 Security (00243)
 Function: General
 Activity: Other General
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	352,105	1,319,426	1,319,426
TOTAL MISCELLANEOUS REVENUE	0	352,105	1,319,426	1,319,426
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>352,105</u>	<u>1,319,426</u>	<u>1,319,426</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	228,284	228,284
710103 Extra Help	0	0	0	0
710105 Overtime	0	0	0	0
710106 Stand-By	0	0	0	0
710200 Retirement	0	0	75,246	75,246
710300 Health Insurance	0	0	37,137	37,137
710400 Workers' Compensation Insurance	0	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	340,667	340,667
SERVICES & SUPPLIES				
720800 Maintenance - Equipment	0	48,500	57,600	57,600
721300 Office Expense	0	13,200	10,000	10,000
721400 Professional & Specialized Services	0	287,897	565,066	565,066
722000 Transportation & Travel	0	12,000	36,149	36,149
TOTAL SERVICES & SUPPLIES	0	361,597	668,815	668,815

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: Information Technology
 Security (00243)
 Function: General
 Activity: Other General
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
OTHER CHARGES				
730302 Retirement	0	0	590,001	590,001
730502 Interest	0	0	22,043	22,043
TOTAL OTHER CHARGES	0	0	612,044	612,044
FIXED ASSETS				
740300 Equipment	0	166,500	82,500	82,500
TOTAL FIXED ASSETS	0	166,500	82,500	82,500
<u>TOTAL EXPENDITURES</u>	<u>0</u>	<u>528,097</u>	<u>1,704,026</u>	<u>1,704,026</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>175,992</u>	<u>384,600</u>	<u>384,600</u>

INFORMATION TECHNOLOGY – INFORMATION SECURITY

COMMENTS

The Office of Information Technology (OoIT) has developed a 5 year Information Security Strategy and implementation plan to improve our regulatory compliance sanctions; adherence to compliance will inherently increase our information security posture. The objectives of the information security program are to safeguard confidentiality of information, integrity of data, systems and operations, technical compliance for the Federal Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI), Criminal Justice Information Services (CJIS), Federal Tax Information (FTI – Publication 1075), and other privacy mandates to increase the confidentiality, integrity, and availability of the County’s networks, systems, and data.

Approximately 70% of Madera County Employees rely on information provided through Electronic Information Exchange Partners (EIEP) from Federal Agencies. Under the Federal Information Security Modernization Act of 2014 (FISMA), Federal Agencies are required to follow the National Institute of Standards and Technology (NIST) 800-53 Revision 4. The State of California has also adopted the NIST 800-53 Revision 4 Framework. In order to continue receiving information as an EIEP with a Federal Agency and to be in compliance with already executed agreements with Federal agencies, Madera County must also be in compliance with the NIST Framework.

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

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

Cyber threats and criminal activity are prevalent in today’s world and government agencies are not immune from these exploits. The evolution of cybercrime has evolved into big business with an estimated market cost of \$2 trillion by 2019. A major shortage in the labor market is estimating 3.5 million unfilled cyber security jobs by 2021. To combat this shortage, OoIT has developed a strategy to staff a team with mixture of on staff engineers/analysts/technicians and specialized outsourced professionals.

INFORMATION TECHNOLOGY – INFORMATION SECURITY

COMMENTS (continued)

Moving towards compliance with the NIST Framework and required mandates will not ensure complete protection from cyber threats, but compliance will assist us in developing a proactive approach to the prevention of nefarious cyber activity from internal and external threats. In addition to cyber threat prevention, the compliance with the NIST Framework will allow us to better prepare should Madera County become a victim of an internal or external information breach or cyber-attack.

WORKLOAD

Key components of the Information Security budget include:

- Development, upkeep, and success measurement of Information Security Program, including but not limited to: security governance, strategy, policies, standards, control implementation, etc.
- Inventory and System Development Life Cycle (SDLC)
- Business Impact Analysis (BIA) and Risk Assessment
- Threat, Vulnerability, and Impact Assessment
- Vulnerability Patch Management
- Network Monitoring Operations & Security Monitoring Operations
- Incident Management
- Security Awareness Training
- Backup management
- Data room physical security and data protection
- Network threat detection and defense system management
- Security architecture, design, and control implementation

Planned activities:

- Security strategy and year 1 of 5 roadmap implementation
- Deployment of network inventory, access control, and visibility tools for 1/3 of the County network
- Mobile Device Management to meet Federal Tax Information (FTI) Publication 1075 security requirements
- Upgrade and replacement of County partner firewalls (C-IV, State Mainframe, BHS Kingsview, etc.)
- External network penetration testing and vulnerability assessment

INFORMATION TECHNOLOGY – INFORMATION SECURITY

WORKLOAD (continued)

- Advanced training for perimeter and internal network defense visibility and security strategies
- Development of Incident Response partnership and business process design
- Computer room enhancement and physical security improvement
- Introduction of Security Awareness training as required by compliance agencies (e.g. FTI, FSMA, CJIS, HIPAA, etc.)
- Revision of Network Security Policy to align with NIST 800-53 Revision 4
- Development of Compliance Measurement Metrics
- Quarterly Written Compliance Metrics Report to Board of Supervisors and Department Heads containing status update of planned activities
- Maintenance and support for perimeter and internal firewall connections
- Maintenance and support for security appliances (SPAM, Web filters, IPS/IDS, Advanced Malware Protection)
- Maintenance and support for anti-virus and malware systems
- Maintain backup process and offsite media (tapes) management for data restoration
- Remote access and vendor support management

STAFFING

In Fiscal Year 2017-18, the Information Security Budget did not include any allocated staffing resources. Due to the regulatory compliance and County risk, dedicated staff are necessary to complete Information Security requirements. The regulatory compliance requirements have created many additional job tasks and additional workload, previously unknown to the Office of Information Technology. In addition, additional positions are required to meet segregation of duty requirements as Information Security and Information Technology have different functions and purposes.

INFORMATION TECHNOLOGY – INFORMATION SECURITY

ESTIMATED REVENUES

670000 **Intrafund Revenue** (\$1,319,426) is recommended increased \$967,321 for charges to other departments for Network Information Security Services

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$228,284) are recommended increased \$228,284 due to the additional work and regulatory compliance requirements associated with Information Security.

710200 **Retirement** (\$75,468) is recommended increased \$75,468 to fund Retirement costs.

710300 **Health Insurance** (\$37,137) is recommended increased \$37,137 to fund Health Insurance costs.

SERVICES & SUPPLIES

720800 **Maintenance - Equipment** (\$57,600) is recommended increased \$9,100 for the following:

- \$16,000 Barracuda Appliances (SPAM & WAF)
- \$6,000 Blue Coat Web Filter Maintenance Renewal
- \$35,600 Cisco SmartNet & Security Maintenance Agreements

721300 **Office Expense** (\$10,000) is recommended decreased \$3,200 for the following:

- \$10,000 Back Up Tapes

721400 **Professional & Specialized Services** (\$565,066) is recommended increased \$277,169 for the following:

- \$3,500 Commvault v.11 Upgrade
- \$6,500 Commvault Virtual Machine Snapshot Backup Configuration
- \$15,000 Backup Tape Libraries
- \$10,000 Overland Backup Preventative Maintenance Professional Service
- \$30,000 External Penetration Testing and Vulnerability Scanning

INFORMATION TECHNOLOGY – INFORMATION SECURITY

721400 Professional & Specialized Services (continued)

\$55,000	Microsoft SCCM (Patch Management/Inventory) Implementation
\$5,000	Hard Drive Destruction
\$24,000	SecureWorks Incident Response Retainer
\$16,000	External Consulting Services and Support
\$20,000	Security Awareness Training – Digital Defense Incorporated
\$50,000	Collective Sense
\$1,800	Cisco Any Connect
\$30,761	Cisco IPS/IDS/AMP
\$20,000	Digital Defense – VM
\$20,000	Symantec Software Antivirus Update Annual License
\$10,000	TrendMicro AntiVirus Annual License – Email AntiVirus
\$8,400	Cisco Advanced Malware Protection (AMP) Annual License
\$8,400	Network Infrastructure Monitoring and Mapping Yearly Maintenance – NetBrain
\$37,000	Server Infrastructure Network Management and Health - LogicMonitor
\$2,045	Server/Workstation Vulnerability patching – BatchPatch Annual License
\$20,560	Internet Web Content Filtering – BlueCoat Annual License
\$6,800	Microsoft Active Directory Auditing Tool – Annual License
\$40,000	Mobile Device Management
\$32,200	Cisco Annual Licenses (IPS, IDS, AMP, VPN, etc.)
\$45,000	Commvault Backup Software Annual Maintenance
\$35,000	Vendor Remote Access – SecureLink
\$1,500	Encrypt to DOC Public Website
\$10,600	SSL Certificates

722002 Transportation & Travel (\$36,149) is recommended increased \$24,149 for the following training:

\$15,522	Cisco Live Conference
\$6,924	ISACA Security Conference
\$6,314	Cisco Learning Credit Travel
\$7,389	Microsoft SCCM Administration Training

INFORMATION TECHNOLOGY – INFORMATION SECURITY

OTHER CHARGES

730302 **Rent** (\$590,001) is recommended increased \$590,001 for the following:

\$590,001 Cisco Capital Lease Agreement – ConvergeOne – Network and Security Infrastructure Upgrade

The Network and Security Infrastructure Upgrade will upgrade the overall County network to a Software Define Access and Data Center Architecture. The project will deploy various network inventory, access control, and visibility tools for 1/3 of the County network per regulatory compliance requirements.

730502 **Interest** (\$24,840) is recommended increased \$22,043 for the following:

\$24,840 Interest - Cisco Capital Lease Agreement – ConvergeOne - Network and Security Infrastructure Upgrade

FIXED ASSETS

740300 **Equipment** (\$82,500) is recommended for the following:

\$40,000 Mobile Device Management
\$25,000 Public Key Infrastructure (PKI) – Authentication and Encryption Certificate Implementation
\$17,500 Enterprise Back Up Storage Increase

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: Information Security
 243
 Function: General
 Activity: Other General
 Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3380	Desktop Support Technician I or	-	-	-	-	-	-	
3381	Desktop Support Technician II or	-	-	-	-	-	-	
3335	Network Engineer I or	-	-	-	-	-	-	
3336	Network Engineer II	-	-	1.0	-	1.0	-	A
4109	Information Technology Division Manager	-	-	1.0	-	1.0	-	A
3337	Senior Network Engineer	-	-	1.0	-	1.0	-	A
TOTAL		<u>-</u>	<u>-</u>	<u>3.0</u>	<u>-</u>	<u>3.0</u>	<u>-</u>	

NOTES:

A - New positions recommended for the Board's consideration

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: PUBLIC WORKS
(01300)
Function: General
Activity: Property Management
Fund: General

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620710 Grading Permits	0	62,000	60,000	60,000
TOTAL LICENSES, PERMITS & FRANCHISES	0	62,000	60,000	60,000
INTERGOVERNMENTAL REVENUES				
654000 State - Other	0	384,155	0	0
657000 Federal - Other	0	384,154	0	0
TOTAL INTERGOVERNMENTAL REVENUES	0	768,309	0	0
CHARGES FOR CURRENT SERVICES				
660806 Eng. Services - Development Review Fees	0	62,000	65,000	65,000
662801 Interfund Revenue	0	2,046,599	2,541,490	2,541,490
TOTAL CHARGES FOR CURRENT SERVICES	0	2,108,599	2,606,490	2,606,490
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	782,111	532,366	532,366
673000 Intrafund Revenue	0	7,500	0	0
673904 Misc Reimb. -Salary/Benefits		0	882,935	882,935
TOTAL MISCELLANEOUS REVENUE	0	789,611	1,415,301	1,415,301
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>3,728,519</u>	<u>4,081,791</u>	<u>4,081,791</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	2,210,600	2,284,320	2,284,320
710103 Extra Help	0	118,972	129,054	129,054

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **PUBLIC WORKS
(01300)**
Function: **General**
Activity: **Property Management**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SALARIES & EMPLOYEE BENEFITS (continued)				
710105 Overtime	0	0	6,000	6,000
710200 Retirement	0	744,567	797,249	797,249
710300 Health Insurance	0	328,490	367,907	367,907
710400 Workers' Compensation Insurance	0	129,761	129,761	129,761
TOTAL SALARIES & EMPLOYEE BENEFITS	0	3,532,390	3,714,291	3,714,291
SERVICES & SUPPLIES				
720300 Communications	0	64,000	5,500	5,500
720800 Maintenance - Equipment	0	150	150	150
721100 Memberships	0	17,900	17,400	17,400
721300 Office Expense	0	47,000	45,000	45,000
721305 Subscriptions	0		100	100
721314 Computer Equipment	0	20,329	20,000	20,000
721400 Professional & Specialized Services	0	100,000	300,000	300,000
721426 Software	0	4,000	4,000	4,000
721500 Publications & Legal Notices	0	3,000	3,100	3,100
721600 Rents & Leases - Equipment	0	40,000	40,000	40,000
721602 Rents & Leases - Other Equipt	0	0	26,000	26,000
721800 Small Tools & Instruments	0	250	250	250
721900 Special Departmental Expense	0	6,000	6,000	6,000
722000 Transportation & Travel	0	43,500	50,000	50,000
TOTAL SERVICES & SUPPLIES	0	346,129	517,500	517,500
TOTAL EXPENDITURES	0	3,878,519	4,231,791	4,231,791
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>

PUBLIC WORKS

COMMENTS

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

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

Effective Fiscal Year 2017-18, all Public Works administrative and services staff and expenses that are allocable to multiple projects and reimbursed from multiple funds were budgeted in the new Public Works Org 01300. All field staff and expenses special to each fund are still budgeted in the respective fund. It should be noted that oversight of the Flood Control Org 15010 was transferred to the Water and Natural Resources Department effective Fiscal Year 2018-19. Staff from the Special Districts Org (01340) and Roads Org (11800) that provide services to multiple projects in various funds are consolidated into the Public Works Org (01300).

ESTIMATED REVENUES

- 620710** **Grading Permits** (\$60,000) is recommended based on the expected revenues from grading permits issued.
- 660806** **Engineering Services** (\$65,000) is recommended based on the expected revenues for the review of engineering plans & designs.
- 662801** **Interfund Revenues** (\$2,541,490) is recommended based on anticipated reimbursements for services allocated through the countywide cost allocation plan.
- 670000** **Intrafund Revenue** (\$532,366) is recommended for the reimbursement of staff time from Org 01340
- 673904** **Miscellaneous Reimbursement** (\$882,935) is recommended for the reimbursement of staff time spent on reimbursable projects

PUBLIC WORKS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,284,320) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$129,054) is recommended based on the cost of recommended staffing.
- 710105** **Overtime** (\$6,000) is recommended based on the cost of recommended staffing and historical costs.
- 710200** **Retirement** (\$797,249) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$367,907) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$129,761) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,500) is recommended reduced by \$58,500 for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services *(\$4,000 Engineering-Eng.) (\$1,500 Liner)*
- 720800** **Maintenance - Equipment** (\$150) is recommended unchanged based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100** **Memberships** (\$17,400) is recommended for County Engineers Association (\$1,450 Eng.); Regional Water Management Group (\$1,200 Flood); the American Water Works Association, the California Rural Water Association, the California Special Districts Association, and the California Water Environment Association (\$4,500 SD); the Solid Waste Association of North America (\$750 Liner); and the Environmental Services Joint Powers Authority (\$6,000 Liner), (\$3,500 Roads).
- 721300** **Office Expense** (\$45,000) is recommended for office supplies based on the current and projected staffing levels *(\$5,000 Engineering) (\$5,000 SD) (\$5,000 Liner) (\$30,000 Roads).*
- 721305** **Subscriptions** (\$100) is recommended for the annual subscription to Engineering News-Record.

SERVICES & SUPPLIES (continued)

- 721314** **Computer Equipment** (\$20,000) is recommended to fund the purchase of new computers and monitors based on the current and projected staffing levels and to get all computers to an upgradeable version of Windows 10 (\$2,000 Eng) (\$2,000 SD) (\$1,500 Liner) (\$14,500 9 computers Roads).
- 721400** **Professional & Specialized Services** (\$300,000) is recommended to fund the continued need for an outside surveyor.
- 721426** **Software** (\$4,000) is recommended for: two licenses for AutoCAD Civil 3D (\$2,800), one license WaterCAD (\$1,200) for Engineering.
- 721500** **Publications & Legal Notices** (\$3,100) is recommended for publishing official notices and required newspaper announcements (\$1,000 SD) (\$600 Liner) (\$1,500 Roads).
- 721600** **Rents & Leases - Equipment** (\$40,000) is recommended for the copy machine lease and for the rental of vehicles from Central Garage.
- 721602** **Rents & Leases-Other Equipment** (\$26,000) is recommended for the rental/lease of copier equipment.
- 721800** **Small Tools & Instruments** (\$250) is recommended to purchase and/or replace items as needed for Engineering.
- 721900** **Special Departmental Expense** (\$6,000) is recommended for required State Fish & Game fees for any lake and stream bed alterations (\$5,000), and the renewal for Civil Engineers' licenses (\$1,000) for Engineering.
- 722000** **Transportation & Travel** (\$50,000) is recommended based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: PUBLIC WORKS
 (01300)
 Function: General
 Activity: Property Management
 Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I							
3354	Accounting Technician II or	1.0	-	1.0	-	-	-	
3349	Accounting Technician I							
3354	Accounting Technician II or							
3354	Senior Accounting Technician	1.0	-	1.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	1.0	-	1.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II							
3209	Senior Administrative Analyst	1.0	-	1.0	-	-	-	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
3303	Assistant Engineer	2.0	-	1.0	-	-	-	A
3203	Associate Civil Engineer or							
4202	Engineer I or							
4203	Engineer II or							
4204	Engineer III	6.0	-	6.0	1.0	-	1.0	C
3743	Deputy Public Works Director	2.0	1.0	2.0	1.0	-	-	
TBD	Deputy Public Works Director - Admin.	-	-	1.0	-	1.0	-	F
3234	Development Services Engineer	1.0	-	1.0	-	-	-	
2142	Director of Public Works	1.0	-	1.0	-	-	-	
3304	Engineering Aide	-	1.0	1.0	-	1.0	(1.0)	B
3305	Engineering Technician	4.0	2.0	4.0	1.0	-	(1.0)	D
3656	Office Services Supervisor I or							
3655	Office Services Supervisor II	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **PUBLIC WORKS
(01300)**
Function: **General**
Activity: **Property Management**
Fund: **General**

	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		
3637 Program Assistant II	6.0	-	6.0	1.0	-	1.0	
3329 Program Manager	1.0	-	1.0	-	-	-	
3244 Public Works Inspector	1.0	-	1.0	-	-	-	
4111 Public Works Special Districts Manager	1.0	-	1.0	-	-	-	
3310 Real Property Agent	1.0	-	1.0	-	-	-	
TBD Supervising Civil Engineer	-	-	1.0	-	1.0	-	E
3229 Senior Civil Engineer	3.0	-	-	-	(3.0)	-	C,E
TOTAL	35.0	4.0	34.0	4.0	-	-	

NOTES:

A- One (1) position went to the Roads Department in FY 2017-18

B- Will allow the addition of a permanent Engineering Aide in place of extra help.

C- One (1) Engineering III was deleted and transferred to Org 5950; Two (2) Sr. Civil Engineer allocations were converted to Engineering I/II/III positions and one was designated unfunded; One (1) Sr. Civil Engineer remains funded

D- One (1) additional Engineering Technician will be funded; leaving 1 unfunded

*E- One (1) Supervising Civil Engineer position is proposed to replace one (1) Sr. Civil Engineer position

*F- One (1) Deputy Public Works Director - Administrative Services is proposed to replace the Program Manager position

*E & F - the final salary resolution to create these new positions may occur prior to the FY 2018-19 budget hearings

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
660803 Engineering Services Special Districts	1,375,174	2,147,005	2,198,833	2,198,833
662780 SD-Admin Overhead	509,597	1,225,196	993,795	993,795
662800 Interfund Revenue	230,483	230,000	394,794	394,794
TOTAL CHARGES FOR CURRENT SERVICES	2,115,254	3,602,201	3,587,422	3,587,422
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	78,309	0	0	0
TOTAL MISCELLANEOUS REVENUE	78,309	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,193,563</u>	<u>3,602,201</u>	<u>3,587,422</u>	<u>3,587,422</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,155,178	1,225,480	1,184,993	1,184,993
710103 Extra Help	29,803	20,154	37,935	37,935
710105 Overtime	89,694	100,000	100,000	100,000
710106 Stand-By Pay	34,524	36,000	36,000	36,000
710200 Retirement	386,682	402,605	414,181	414,181
710300 Health Insurance	200,938	185,684	238,067	238,067
710400 Workers' Compensation Insurance	70,982	70,982	46,290	46,290
TOTAL SALARIES & EMPLOYEE BENEFITS	1,967,801	2,040,905	2,057,466	2,057,466
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	6,055	7,500	7,000	7,000
720300 Communications	13,603	0	13,500	13,500

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
720500 Household Expense	1,186	1,000	1,000	1,000
720600 Insurance	143,524	215,929	239,296	239,296
720800 Maintenance - Equipment	11,962	20,000	22,500	22,500
720900 Maintenance - Structures & Grounds	4,050	500	500	500
720910 Maintenance - Water/Sewer		10,000	10,000	10,000
721000 Medical, Dental & Lab Supplies	93	500	500	500
721100 Memberships	2,939	0	0	0
721200 Miscellaneous Expenses	20		0	0
721300 Office Expense	5,063	0	0	0
721314 Computer Equipment		0	0	0
721400 Professional & Specialized Services	175,216	318,000	65,000	65,000
721500 Publications & Legal Notices	581	0	0	0
721600 Rents & Leases - Equipment	151,711	206,600	50,000	50,000
721601 Rent/Lease CO Vehicle			118,000	118,000
721602 Rent/Lease Other Eqpt			10,000	10,000
721800 Small Tools & Instruments	1,921	25,000	25,000	25,000
721900 Special Departmental Expense	10,798	12,500	7,500	7,500
722000 Transportation & Travel	5,945	0	0	0
TOTAL SERVICES & SUPPLIES	534,667	817,529	569,796	569,796
FIXED ASSETS				
740300 Equipment	12,107	72,500	33,000	33,000
TOTAL FIXED ASSETS	12,107	72,500	33,000	33,000
INTRAFUND TRANSFER				
770000 Intrafund Expense	963	441,267	532,366	532,366
<u>TOTAL EXPENDITURES</u>	2,515,538	3,372,201	3,192,628	3,192,628
<u>NET COUNTY COST (EXP - REV)</u>	<u>321,975</u>	<u>(230,000)</u>	<u>(394,794)</u>	<u>(394,794)</u>

SPECIAL DISTRICTS DIVISION

COMMENTS

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

ESTIMATED REVENUES

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

Special Districts embarked on on a County-wide Rate Study for all water/sewer Special Districts in Fiscal Year (FY) 16-17. The studies were completed in FY17-18. Rate Studies are needed, on average, every 5 years in order to account for fluctuations in the economy, aging infrastructure, and environmental impacts.

660803 Engineering Services Special Districts (\$2,198,833) is recommended increased \$51,828 for reimbursement from the individual districts back to 01340 for both staff time and equipment used within the individual districts.

662780 SD-Admin Overhead (\$993,795) is recommended reduced \$231,401 for reimbursements made from the individual districts back to 01340 for insurance, communication, memberships, office supplies, computer equipment, professional & specialized services, advertising, special departmental expenses, as well as transportation & travel expenses.

662800 Interfund Revenue (\$394,794) is recommended increased \$164,794 for reimbursement from the individual districts for the A-87 Cost plan.

673000 Intrafund Revenue (\$0) is recommended to remain at zero.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$1,184,993) are recommended reduced \$40,487 based on the cost of recommended staff.

710103 Extra Help (\$37,935) is recommended for an Account Clerk I/II.

SPECIAL DISTRICTS DIVISION

SALARIES & EMPLOYEE BENEFITS (continued)

- 710105** **Overtime** (\$100,000) is recommended unchanged due to water conservation efforts in order to comply with the current State mandate. This increase is also based on current expenditures and added demands of SRF, Proposition 84, USDA and EPA projects and impacts of the current drought conditions. Overtime is generated primarily due to alarm conditions, system failures, and other emergencies that require employees to work beyond their shift or to be called back outside of their regularly scheduled hours. Overtime is hard to specify since it depends on the hourly rate of the person called and the amount of time it takes to fix the problem. A rough estimate would be \$35 per hour x 2,857 hours per year.
- 710106** **Stand-by Pay** (\$36,000) is recommended unchanged to provide for two field staff (one in the mountain area and one in the valley area) to be on stand-by and ready to respond to alarms and emergencies after hours, nights, weekends, and holidays to ensure district coverage 24 hours per day, seven days per week at an average rate of 500 hours per month, per area at \$3.00 per hour.
- 710200** **Retirement** (\$414,181) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$238,067) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$46,290) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$7,000) is recommended reduced \$500 for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 720300** **Communications** (\$13,500) is recommended for communications expenses.
- 720500** **Household Expense** (\$1,000) is recommended unchanged based on current expenditures for miscellaneous cleaning and restroom supplies at the valley shop. This account is reimbursed by valley Districts based on pro-rata share of improved water and sewer units.
- 720600** **Insurance** (\$239,296) reflects the Department's contribution to the County's Self-Insured Liability Program. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance – Equipment** (\$22,500) is recommended based on current and projected expenses for maintaining heavy equipment (trucks, tractors, and implements), generators, pumps, welders, sewer cleaning equipment, etc. This account is reimbursed by a combination of direct rental charges and shared charges to all Districts based on pro-rata share of improved water and sewer units.
- 720900** **Maintenance – Grounds** (\$500) is recommended unchanged for minor maintenance costs for the valley shop facilities including herbicides, paint, and fence repair materials. This account is reimbursed by valley Districts based on pro-rata share of improved water and sewer units.
- 720910** **Maintenance – Water/Sewer Systems** (\$10,000) is recommended unchanged for universal costs and replacement parts related to the operation and maintenance of the Valley wastewater treatment plants and water systems. This account is reimbursed by valley Districts based on pro-rata share of improved water and sewer units.
- 721000** **Medical, Dental & Laboratory Supplies** (\$500) is recommended unchanged for first aid and safety supplies for the field shops, county vehicles, and the District office. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721100** **Memberships** (\$0) is recommended at zero as membership expenditures are now incurred in the newly Public Works Admin Org and are charged back as Interfund Expenses in Account 731400 below.
- 721300** **Office Expense** (\$0) is recommended at zero as office expenses are now incurred in the Public Works Admin Org and are charged back as Interfund Expenses in Account 731400 below.
- 721314** **Computer Equipment** (\$0) is recommended at zero as computer equipment are now incurred in the Public Works Admin Org and are charged back as Interfund Expense in Account 731400 below.
- 721400** **Professional & Specialized Services** (\$65,000) is recommended for the following services:
 Backflow and Cross Connection Survey services: \$15,000
 Public outreach, emergency and any other professional services: \$50,000
This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721500** **Publications & Legal Notices** (\$0) is recommended at zero as publications and legal notices are now incurred in the Public Works Admin Org and are charged back as Intrafund Expenses in Account 770000 below.

SPECIAL DISTRICTS DIVISION

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$50,000) is recommended for the rental of equipment not owned by the County. Equipment needed on a regular basis that may need to be rented: Inductor Trailer, Backhoe, Skid Steer, Loader/Box Scraper Tractor, 25 ton boom truck, Power Broom Street Sweeper. This account is reimbursed by all Districts based on miles driven while servicing each District or where the equipment was used.
- 721601** **Rent/Lease CO Vehicle** (\$118,000) is recommended for the use of 21 vehicles from County Central Garage.
- 721602** **Rent/Lease Other Eqpt** (\$10,000) is recommended for the use of copier equipment.
- 721800** **Small Tools & Instruments** (\$25,000) is recommended to purchase and replace tools and instruments carried on District vehicles and used in the District shops. This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 721900** **Special Departmental Expense** (\$7,500) is recommended reduced \$5,000, based on current and projected expenses for employees' State Sewer and Water Certifications, and Cascade System Software maintenance agreements for accounting software and utility billing software (\$6,000). This account is reimbursed by all Districts based on pro-rata share of improved water and sewer units.
- 722000** **Transportation & Travel** (\$0) is recommended at zero as transportation and travel expenditures are now incurred in the Public Works Admin Org and are charged back as Interfund Expense in Account 770000 below.

FIXED ASSETS

- 740300** **Equipment** (\$33,000) is recommended reduced \$42,000 for the purchase of one compact excavator.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense Staffing** (\$532,366) reflects reimbursement to the Public Works Org 01300 for staff time spent on Special Districts functions as well as reimbursement for operating costs now being paid out of Org 01300 Public Works.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3743	Licensed Utility Worker I or							
3742	Licensed Utility Worker II or							
3840	Utility Worker	15.0	-	15.0	-	-	-	
3740	Special Districts Electrician	1.0	-	1.0	-	-	-	
3231	Special Districts Utility Manager	2.0	-	2.0	-	-	-	
3741	Supervising Licensed Utility Worker	3.0	-	3.0	-	-	-	
	TOTAL	21.0	-	21.0	-	-	-	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654000 State - Other	1,086,416	1,006,945	966,415	966,415
657000 Federal - Other	2,108,924	2,103,560	1,875,981	1,875,981
TOTAL INTERGOVERNMENTAL REVENUE	3,195,340	3,110,505	2,842,396	2,842,396
CHARGES FOR CURRENT SERVICES				
662800 Intrafund Revenue	63,775	16,408	17,952	17,952
TOTAL CHARGES FOR CURRENT SERVICES	63,775	16,408	17,952	17,952
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	17,080	4,000	4,000	4,000
TOTAL MISCELLANEOUS REVENUES	17,080	4,000	4,000	4,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	0	190,555	285,502	285,502
TOTAL OTHER FINANCING SOURCES	0	190,555	285,502	285,502
<u>TOTAL ESTIMATED REVENUES</u>	<u>3,276,195</u>	<u>3,321,468</u>	<u>3,149,850</u>	<u>3,149,850</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,664,291	1,683,772	1,590,368	1,590,368
710103 Extra Help	26,528	51,000	51,000	51,000
710105 Overtime	0	5,000	5,000	5,000
710107 Premium Pay	5,505	5,100	5,100	5,100
710200 Retirement	548,732	562,267	556,800	556,800
710300 Health Insurance	238,283	241,534	270,518	270,518

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SALARIES & EMPLOYEE BENEFITS (continued)				
710400 Workers' Compensation Insurance	26,554	27,973	29,346	29,346
TOTAL SALARIES & EMPLOYEE BENEFITS	2,509,893	2,576,646	2,508,132	2,508,132
SERVICES & SUPPLIES				
720300 Communications	12,458	15,000	15,000	15,000
720500 Household Expense	20,971	18,425	18,425	18,425
720600 Insurance	25,034	34,715	45,548	45,548
720601 General Insurance		712	764	764
720605 Employer Share Retiree Insurance		0	0	0
720800 Maintenance - Equipment	9,125	5,000	5,000	5,000
720900 Maintenance - Structures & Grounds	31,037	5,246	5,246	5,246
721100 Memberships	3,207	3,470	3,470	3,470
721300 Office Expense	15,645	38,840	38,840	38,840
721400 Professional & Specialized Services	47,481	60,000	60,000	60,000
721500 Publications & Legal Notices	112		0	0
721600 Rents & Leases - Equipment	10,183	11,000	11,000	11,000
721900 Special Departmental Expense	18,583	18,446	0	0
722000 Transportation & Travel	11,869	15,000	16,000	16,000
722100 Utilities	26,730	40,000	40,000	40,000
TOTAL SERVICES & SUPPLIES	232,435	265,854	259,293	259,293
OTHER CHARGES				
730302 Retire - Capital Lease	73,756	73,756	0	0
730502 Interest - Capital Lease	8,371	8,371	0	0
TOTAL OTHER CHARGES	82,127	82,127	0	0
FIXED ASSETS				
740300 Equipment/Furniture	143,351	0	0	0
TOTAL FIXED ASSETS	143,351	0	0	0

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
INTRAFUND EXPENSES				
770000 Intrafund Expenses	244,613	259,753	259,753	259,753
TOTAL INTRAFUND EXPENSES	244,613	259,753	259,753	259,753
<u>TOTAL EXPENDITURES</u>	<u>3,212,419</u>	<u>3,184,380</u>	<u>3,027,178</u>	<u>3,027,178</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(63,776)</u>	<u>(137,088)</u>	<u>(122,672)</u>	<u>(122,672)</u>

CHILD SUPPORT SERVICES

COMMENTS

The function of this Department is to locate and obtain financial support from parents 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 2018-19, the Department will remain 100% sub-vented with a combination of State and Federal funding, with no impact on the General Fund. This continues to become more challenging each year as the State and Federal allocations have been held flat for several years. The Department continues to hold several positions vacant and makes ongoing efforts to reduce operational costs.

WORKLOAD

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

	Currently Receiving <u>Assistance</u>	Formerly Received <u>Assistance</u>	Never Received <u>Assistance</u>	<u>Total</u>
October 2017	1947	3341	1135	6423
November 2017	2000	3342	1142	6484
December 2017	1992	3335	1139	6466

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.

ESTIMATED REVENUES

- 654000** **State – Other** (\$966,415) is recommended based on the projected state portion of the Child Support Funding Allocation
- 657000** **Federal-Other** (\$1,875,981) is recommended based on the projected federal portion of the Child Support Funding Allocation
- 662800** **Intrafund Revenue** (\$17,952) is based on the charges to the Department of Social Services for lease of occupied space.
- 673000** **Miscellaneous Revenue** (\$4,000) is recommended based on the projected interest accrued from the department’s state and federal revenues.

CHILD SUPPORT SERVICES

ESTIMATED REVENUES (continued)

680200 Operating Transfer In (\$285,501) is recommended based on the available funds from the Reserve Child Support Fund (5591)

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$1,590,368) are recommended reduced \$93,404 based on cost of recommended staff.

710103 Extra Help (\$51,000) is recommended unchanged for extra-help staff which is fully funded for extra projects. In 2017-18, Extra Help will work on special reports to improve performance in specific areas and court representation.

710105 Overtime (\$5,000) is recommended unchanged.

710107 Premium Pay (\$5,100) is recommended unchanged for the cost of bilingual pay.

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

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

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

SERVICES & SUPPLIES

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

720500 Household Expense (\$18,425) is recommended unchanged for janitorial services and supplies for the building provided through a contracted service provider. This amount also includes refuse disposal costs.

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

720601 General Insurance (\$712) is recommended unchanged for the Department's contribution to the County's Property Insurance Program.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

- 720605** **Employer Share of Retiree Insurance** (\$0) is now accounted for under Intrafund Expense (770100) as per direction received from the Auditor-Controller's office.
- 720800** **Maintenance - Equipment** (\$5,000) is recommended unchanged based on current, actual costs for maintenance of office and computer equipment, and vehicles.
- 720900** **Maintenance - Structures and Grounds** (\$5,246) is recommended unchanged as costs for Building and Grounds Maintenance labor are now accounted for under Intrafund Expense (770100) as per direction received from the Auditor's Office. This account funds the supplies needed for the maintenance of the Child Support building.
- 721100** **Memberships** (\$3,470) is recommended unchanged as costs for the Child Support Director's Association (CSDA) dues (\$2,500); this account also funds California Attorney Dues (\$970).
- 721300** **Office Expense** (\$38,840) is recommended unchanged based on current and projected expenses for printed forms, general office and copy supplies, State-directed customer service activities, and mailing costs.
- 721400** **Professional & Specialized Services** (\$60,000) is recommended unchanged based on necessary program system support of Service of Process costs; IT support costs are now accounted for under Intrafund Expense (770100) per direction received from the Auditor-Controller's office. Projected expenses are as follows:
- | | |
|--|-----------|
| Genetic Testing/Paternity Declarations | \$ 15,000 |
| Service of Process | 30,000 |
| ADT Security/Credit Reporting/Employee Insight/Other | 15,000 |
- 721600** **Rents & Leases - Equipment** (\$11,000) is recommended unchanged based on actual costs to fund the copier lease contract, including lease of three copiers.
- 721900** **Special Departmental Expense** Reduced to zero Under Revenue and Tax Code section 11922, this transaction is exempt from the documentary transfer tax (a conveyance to a government agency).
- 722000** **Transportation & Travel** (\$16,000) is recommended increased \$1,000 for attendance at meetings, training sessions, and conferences.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

722100 Utilities (\$40,000) is recommended increased by \$5,000 based on current and projected expenditures for gas, electricity and water utility costs for the Child Support building.

OTHER CHARGES

730302 Retire- Capital Lease Cost eliminated with lease purchase in FY17/18

730502 Interest- Capital Lease. Cost eliminated with lease purchase in FY17/18

INTRAFUND EXPENSES

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

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3610	Administrative Assistant	1.00	-	1.00	-	-	-	
3693	Child Support Assistant I or							
3694	Child Support Assistant II	7.00	4.00	7.00	4.00	-	-	
3695	Child Support Assistant III	3.00	-	3.00	-	-	-	
3369	Child Support Program Manager	2.00	-	2.00	-	-	-	
3344	Child Support Specialist I or							
3345	Child Support Specialist II	13.00	2.00	13.00	2.00	-	-	
3339	Child Support Specialist III	4.00	1.00	4.00	1.00	-	-	
3170	Deputy Director of Child Support Svcs	1.00	-	1.00	-	-	-	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.00	-	1.00	-	-	-	
2119	Director of Child Support Services	1.00	-	1.00	-	-	-	
3414	District Attorney Criminal Investigator	-	1.00	-	1.00	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	4.00	-	4.00	-	-	
3351	Personnel Technician I or							
3352	Personnel Technician II or							
3533	Office Assistant I or							
3534	Office Assistant II	-	0.50	-	0.50	-	-	
3292	Staff Services Analyst I (General)	1.00	-	1.00	-	-	-	
3171	Child Support Supervisor	1.00	-	1.00	-	-	-	

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

	2017-18 Authorized <u>Positions</u>		2018-19 Proposed <u>Positions</u>		Y-O-Y Changes <u>in Positions</u>	
TOTAL	35.00	12.50	35.00	12.50	-	-

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FINES, FORFEITURES & PENALTIES				
630300 Forfeitures & Penalties	657	11,000	11,000	11,000
TOTAL FINES, FORFEITURES & PENALTIES	657	11,000	11,000	11,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	3,506	58,000	58,000	58,000
TOTAL MISCELLANEOUS REVENUE	3,506	58,000	58,000	58,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	45,000	45,000	45,000	45,000
TOTAL OTHER FINANCING SOURCES	45,000	45,000	45,000	45,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>49,163</u>	<u>114,000</u>	<u>114,000</u>	<u>114,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,667,246	2,088,810	2,176,394	2,176,394
710103 Extra Help	219,293	162,865	155,933	155,933
710105 Overtime	1,891	10,000	10,000	10,000
710200 Retirement	559,769	703,818	742,711	742,711
710300 Health Insurance	177,775	220,379	296,936	296,936
710400 Workers' Compensation Insurance	60,928	86,464	76,403	76,403
710500 Other Benefits	1,140	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	2,688,042	3,272,336	3,458,377	3,458,377

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES				
720300 Communications	35,420	29,532	35,000	35,000
720600 Insurance	74,628	106,116	142,732	142,732
720702 Witness Fees	283	1,500	1,500	1,500
720800 Maintenance-Equipment	0	1,000	1,000	1,000
720900 Maintenance-Building	0	0	0	0
721100 Memberships	9,859	13,175	13,175	13,175
721300 Office Expense	51,094	55,000	50,000	50,000
721400 Professional & Specialized Services	37,522	40,196	40,000	40,000
721600 Rents & Leases - Equipment	58,968	60,444	60,000	60,000
721900 Special Departmental Expense	7,877	21,989	21,000	21,000
721910 Juvenile Justice Commission	952	2,000	2,000	2,000
721912 Special Departmental Expense - POST Training	4,747	3,000	3,000	3,000
722000 Transportation & Travel	40,972	42,180	44,000	44,000
TOTAL SERVICES & SUPPLIES	322,322	376,132	413,407	413,407
<u>TOTAL EXPENDITURES</u>	<u>3,010,364</u>	<u>3,648,468</u>	<u>3,871,784</u>	<u>3,871,784</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>2,961,201</u>	<u>3,534,468</u>	<u>3,757,784</u>	<u>3,757,784</u>

DISTRICT ATTORNEY

COMMENTS

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

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
FILES OPENED	6,620	7,000	7,000
CONSOLIDATED COURTS			
Juvenile Petitions	726	750	775
Jury Trials	35	35	35
Felonies Filed	1,200	1,250	1,300
Misdemeanors Filed	3,525	3,600	3,700

ESTIMATED REVENUES

- 630300** **Forfeitures and Penalties** (\$1,000) for the District Attorney's receipt of seized funds associated with the prosecution of drug cases.
- 630312** **Consumer Protection Awards** (\$10,000) for the District Attorney's receipt of consumer protection funds awarded to the department through settlements received by State and Federal consumer protection agencies.
- 673000** **Miscellaneous Revenue** (\$58,000) for the District Attorney's receipt of CCP reimbursement funds for staff training (\$20,000) and for miscellaneous fines and penalties derived through prosecution.
- 673400** **Miscellaneous Revenue – Trust Funds** (\$20,000) for the District Attorney's receipt of asset forfeiture funds held in trust specifically for the department's use in staff training or equipment purchases.
- 680200** **Operating Transfers In** (\$45,000) for the District Attorney's receipt of AB109 realignment funds.

ESTIMATED REVENUES (continued)

AB 109 REVENUE

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

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$2,176,394) are recommended increased \$87,584 based on the cost of recommended staff.
- 710103 **Extra Help** (\$155,933) is recommended decreased \$6,932 based on current actual costs for Extra Help staff.
- 710105 **Overtime** (\$10,000) is recommended unchanged for District Attorney Investigators to serve papers and contact witnesses after hours and on weekends.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$35,000) is recommended increased \$5,468 based on current actual costs for cell phones and office phones for staff. Since the Court moved to its new building there has been an increasing need for our prosecutors to be able to communicate with investigators and other support staff at the main office. The sensitive nature of the email, texts, and phone calls requires us to provide staff with cell phones. Human Resources has suggested we provide work cell phones for necessary staff. Verizon Wireless is the current cell phone provider for the District Attorney's Office. Service for the cell phones will cost \$32,000 per year. The remaining \$3,000 is the cost for land line phones and fax for the District Attorney main office and Sierra office.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

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** (\$13,175) is recommended unchanged and is based on actual expenses for membership in the California District Attorneys' Association for the District Attorney (\$2,755), all Deputy District Attorneys (\$2,865), Fresno-Madera Chiefs' Association (\$125), California District Attorney Investigator's Association (\$220), California Rural Crime School for the Chief Investigator (\$100), and payment of the California State Bar dues for each Attorney in the Department (\$7,110), as required in the MOU.
- 721300** **Office Expense** (\$50,000) is recommended decreased \$5,000 for general office supplies, computer equipment, copying costs, maintaining legal periodicals and books, the purchase of printed forms. Asset Forfeiture and Consumer Protection revenue will offset this entirely.
- 721400** **Professional & Specialized Services** (\$40,000) is recommended decreased \$196 for the DAMION Case Management System maintenance (\$15,000) and for polygraph and handwriting analysis, expert witness fees, interpreters, laboratory technician cost, auto accident experts, on-line legal services, background investigations, and various other classes of experts or exams (\$25,000).
- 721600** **Rents & Leases – Equipment** (\$60,000) is recommended decreased \$444 for the leasing of eight vehicles from Central Garage (\$55,000), and for rental of a copy machine (\$5,000). The vehicles are used by the investigators in performance of their duties. The trucks will be used for an estimated 45,000 miles at a cost of \$27,000. The sedans will be used for an estimated 50,000 miles at a cost of \$28,000.
- 721900** **Special Departmental Expense** (\$21,000) is recommended decreased \$989 for witness expenses, CD and DVD media, photographic services, prison and court records, investigator equipment, and \$5,000 for special funds. These expenses are critical for providing the prosecutors with the necessary resources in trial.
- 721910** **Juvenile Justice Commission** (\$2,000) is recommended unchanged in accordance with the submitted request by the commission and includes compensation and mileage reimbursement for the 12 commission members, plus photo copy and postage charges.

SERVICES & SUPPLIES (continued)

- 721912** **Special Departmental Expense - POST Training** (\$3,000) is recommended unchanged for annual training and POST compliance expenses for the District Attorney Investigators. Any funds expended for this purpose are reimbursed to the County by POST.
- 722000** **Transportation & Travel** (\$44,000) is recommended increased \$1,820 for meetings, conferences, private mileage and transportation of prisoners, if required. The training costs in this line item will be partially offset by Asset Forfeiture funds that have been included in the revenue estimate, or by Consumer Protection funds awarded to the District Attorney's Office.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	0.75	-	0.75	-	-	-	
3124	Assistant District Attorney	0.40	-	0.40	-	-	-	
4209	Chief DA Criminal Investigator	0.25	-	0.25	-	-	-	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	10.00	0.06	10.00	0.06	-	-	
1008	District Attorney	0.95	-	0.95	-	-	-	
3414	District Attorney Criminal Investigator	1.00	-	0.50	-	(0.50)	-	A
3414	District Attorney Criminal Investigator or							
3468	Senior DA Criminal Investigator	1.00	-	1.00	-	-	-	
3423	Investigative Assistant	-	1.00	-	1.00	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	1.00	-	1.00	-	-	
3656	Office Services Supervisor I or							
3655	Office Services Supervisor II or							
TBD	Senior Legal Secretary	1.00	-	1.00	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3654	Senior Program Assistant or							
3669	Legal Secretary I or							
3653	Legal Secretary II	6.00	2.20	6.00	2.20	-	-	
3326	Supervising Deputy District Attorney	1.50	-	1.50	-	-	-	
3469	Supervising DA Criminal Investigator	0.50	-	1.00	-	0.50	-	B

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

		<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		
TBD	Business Systems Analyst	-	-	1.00	-	1.00	-	C
TOTAL		23.35	4.26	24.35	4.26	1.00	-	

NOTES:

- A - Reflects the assignment change of the DA Criminal Investigator assigned to the mountain area (50% general assignment and 50% Welfare Fraud SIU) to investigate regular cases and welfare fraud specific cases.
- B - Reflects the change to one full supervisor in general assignment and one full supervisor in SIU Welfare Fraud
- C - Requested by HR and CAO in coordination with the IT Department to handle the District Attorney's increasing demand for processing of Digital Evidence and case discovery.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
OTHER FINANCING SOURCES				
680200 Operating Transfers In	60,000	60,000	60,000	60,000
TOTAL OTHER FINANCING SOURCES	60,000	60,000	60,000	60,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	78,875	82,819	86,599	86,599
710200 Retirement	24,866	24,570	29,740	29,740
710300 Health Insurance	7,302	7,405	8,983	8,983
710400 Workers' Compensation Insurance	811	554	1,049	1,049
TOTAL SALARIES & EMPLOYEE BENEFITS	111,854	115,348	126,371	126,371
SERVICES & SUPPLIES				
720600 Insurance	12	19	0	0
721100 Memberships	316	324	324	324
TOTAL SERVICES & SUPPLIES	328	343	324	324
<u>TOTAL EXPENDITURES</u>	<u>112,182</u>	<u>115,691</u>	<u>126,695</u>	<u>126,695</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>52,182</u>	<u>55,691</u>	<u>66,695</u>	<u>66,695</u>

DISTRICT ATTORNEY-CITIZENS' OPTION FOR PUBLIC SAFETY

COMMENTS

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

ESTIMATED REVENUES

680200 Operating Transfers In (\$60,000) State Realignment Funds

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$86,599) are recommended increased \$3,780 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 (\$324) are recommended unchanged for California District Attorney Association dues (\$84), and State Bar dues (\$240), as required by applicable Memorandums of Understanding.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3124	Assistant District Attorney	0.60	-	0.60	-	-	-	
	TOTAL	0.60	-	0.60	-	-	-	

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	109,940	115,437	112,212	112,212
710200 Retirement	35,345	37,513	38,536	38,536
710300 Health Insurance	6,511	7,031	8,010	8,010
710400 Workers' Compensation Insurance	978	1,224	1,278	1,278
TOTAL SALARIES & EMPLOYEE BENEFITS	152,774	161,205	160,036	160,036
SERVICES & SUPPLIES				
720600 Insurance	11	31	0	0
721100 Memberships	527	540	540	540
722000 Transportation & Travel	0	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	538	2,071	2,040	2,040
<u>TOTAL EXPENDITURES</u>	<u>153,312</u>	<u>163,276</u>	<u>162,076</u>	<u>162,076</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>153,312</u>	<u>163,276</u>	<u>162,076</u>	<u>162,076</u>

DISTRICT ATTORNEY – STATUTORY RAPE VERTICAL PROSECUTION

COMMENTS

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

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Files Opened	30	40	45
Child Forensic Interview Team interviews	35	45	45

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$112,212) are recommended decreased \$3,225 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.

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

SERVICES & SUPPLIES

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

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

722000 Transportation & Travel (\$1,500) is recommended unchanged for staff training, transportation and travel, which includes mileage reimbursement for CFIT investigations (estimated 70 trips at six miles per trip).

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.00	-	1.00	-	-	-	
	TOTAL	1.00	-	1.00	-	-	-	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	128,369	130,000	130,000	130,000
TOTAL LICENSES, PERMITS & FRANCHISES	128,369	130,000	130,000	130,000
MICELLANEOUS REVENUE				
673000 Miscellaneous Revenue	135	0	0	0
TOTAL MICELLANEOUS REVENUE	135	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>128,504</u>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	94,083	102,214	102,904	102,904
710103 Extra Help	0	0	0	0
710200 Retirement	30,572	33,155	35,339	35,339
710300 Health Insurance	4,976	7,031	8,010	8,010
710400 Workers' Compensation Insurance	768	1,052	1,094	1,094
TOTAL SALARIES & EMPLOYEE BENEFITS	130,399	143,452	147,347	147,347
SERVICES & SUPPLIES				
720600 Insurance	19	31	0	0
721100 Memberships	527	540	540	540
721400 Professional & Specialized Services	39,645	45,000	45,000	45,000
722000 Transportation & Travel	0	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	40,191	47,071	47,040	47,040
<u>TOTAL EXPENDITURES</u>	<u>170,590</u>	<u>190,523</u>	<u>194,387</u>	<u>194,387</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>42,086</u>	<u>60,523</u>	<u>64,387</u>	<u>64,387</u>

DISTRICT ATTORNEY – DUI PROGRAM

COMMENTS

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

WORKLOAD

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Program Cases	1,034	1,050	1,050

ESTIMATED REVENUES

620706 **Auto Theft Deterrent Fees** (\$130,000) for the District Attorney’s receipt of the \$1.00 per motor vehicle DMV fee charged to each vehicle registered in the County of Madera.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$102,904) are recommended increased \$690 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.
- 710400** **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

DISTRICT ATTORNEY – DUI PROGRAM

SERVICES & SUPPLIES

- 720600** **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721100** **Memberships** (\$540) is recommended unchanged based on actual costs to provide for California District Attorney Association dues (\$140), and State Bar dues (\$400).
- 721400** **Professional & Specialized Services** (\$45,000) is recommended unchanged to provide for blood-drawing services. DUI fines partially offset this expense.
- 722000** **Transportation & Travel** (\$1,500) is recommended unchanged based on actual expenditures to provide for training and travel for the assigned prosecutor.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.00	-	1.00	-	-	-	
	TOTAL	1.00	-	1.00	-	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
652503 State - Prison Crimes Reimbursement	125,246	291,236	297,482	297,482
TOTAL INTERGOVERNMENTAL REVENUE	125,246	291,236	297,482	297,482
<u>TOTAL ESTIMATED REVENUES</u>	<u>125,246</u>	<u>291,236</u>	<u>297,482</u>	<u>297,482</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	172,950	193,765	196,287	196,287
710200 Retirement	58,306	67,783	72,527	72,527
710300 Health Insurance	25,248	24,001	22,115	22,115
710400 Workers' Compensation Insurance	1,219	1,541	2,438	2,438
TOTAL SALARIES & EMPLOYEE BENEFITS	257,723	287,090	293,367	293,367
SERVICES & SUPPLIES				
720600 Insurance	19	31	0	0
721100 Memberships	527	615	615	615
721300 Office Expense	27	500	500	500
722000 Transportation & Travel	1,965	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	2,538	4,146	4,115	4,115
<u>TOTAL EXPENDITURES</u>	<u>260,261</u>	<u>291,236</u>	<u>297,482</u>	<u>297,482</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>135,015</u>	<u>0</u>	<u>0</u>	<u>0</u>

DISTRICT ATTORNEY – PRISON CRIMES PROSECUTION UNIT

COMMENTS

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

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Cases Referred	215	248	250
Program Cases Worked	418	425	430

ESTIMATED REVENUES

652503 **State – Prison Crimes Reimbursement** (\$297,482) for the District Attorney’s receipt of state reimbursement funds pursuant to Penal Code Section 4750 of the State of California.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$196,287) are recommended increased \$2,522 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.

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

DISTRICT ATTORNEY – PRISON CRIMES PROSECUTION UNIT

SERVICES & SUPPLIES

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

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.00	-	1.00	-	-	-	
3414	District Attorney Criminal Investigator	1.00	-	1.00	-	-	-	
	TOTAL	2.00	-	2.00	-	-	-	

NOTES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
650800 State - Pub Assist Admin	228,876	350,000	360,000	360,000
655000 Federal - Pub Assist Admin	496,910	880,000	890,000	890,000
TOTAL INTERGOVERNMENTAL REVENUE	725,786	1,230,000	1,250,000	1,250,000
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	10	0	0	0
TOTAL MISCELLANEOUS REVENUE	10	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>725,796</u>	<u>1,230,000</u>	<u>1,250,000</u>	<u>1,250,000</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	601,384	735,292	745,610	745,610
710103 Temporary Salaries	25,823	24,767	24,767	24,767
710105 Overtime	10,926	20,000	20,000	20,000
710200 Retirement	224,334	267,674	295,888	295,888
710300 Health Insurance	77,591	101,185	99,279	99,279
710400 Workers' Compensation Insurance	28,878	30,707	32,995	32,995
710500 Other Benefits	60	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	968,996	1,179,625	1,218,539	1,218,539
SERVICES & SUPPLIES				
720300 Communications	7,481	5,000	5,000	5,000
720500 Household Expenses	3,757	4,000	4,000	4,000
720600 Insurance	777	1,274	1,374	1,374
720800 Maintenance - Equipment	589	700	700	700
720900 Maintenance - Structures & Grounds	0	150	150	150
721100 Memberships	940	1,240	1,240	1,240

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
721300 Office Expense	6,141	6,000	6,000	6,000
721400 Professional & Specialized Services	1,320	5,000	5,000	5,000
721600 Rents & Leases - Equipment	39,217	60,000	60,000	60,000
721700 Rents & Leases - Buildings	23,400	31,200	31,200	31,200
721900 Special Departmental Expense	29,085	37,000	37,000	37,000
722000 Transportation & Travel	9,302	12,000	12,000	12,000
722100 Utilities	6,567	9,000	9,000	9,000
TOTAL SERVICES & SUPPLIES	128,576	172,564	172,664	172,664
FIXED ASSETS				
740300 Equipment	28,809	0	0	0
TOTAL FIXED ASSETS	28,809	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,126,381</u>	<u>1,352,189</u>	<u>1,391,203</u>	<u>1,391,203</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>400,585</u>	<u>122,189</u>	<u>141,203</u>	<u>141,203</u>

DISTRICT ATTORNEY-WELFARE FRAUD

COMMENTS

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

WORKLOAD

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
Requests for Investigation	636	600	600
Referred for Prosecution	14	20	25

ESTIMATED REVENUES

655000 **Federal – Pub Assist Admin** (\$890,000) Represents the federal reimbursement of total program costs. When combined with the state reimbursement the total offset is approximately 90%.

650800 **State – Pub Assist Admin** (\$360,000) Represent the state reimbursement of total program costs. When combined with the federal reimbursement the total offset is approximately 90%.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$745,610) are recommended increased \$10,318 based on the cost of recommended staff.

710103 **Extra Help** (\$24,767) is recommended unchanged based on the cost for Extra Help staff.

710105 **Overtime** (\$20,000) is recommended unchanged to provide for night and weekend investigations.

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

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

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

DISTRICT ATTORNEY-WELFARE FRAUD

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,000) is recommended unchanged based on current actual costs for cell phones for the investigators and office phones for staff. Cell phone cost for Verizon Wireless will be \$2,100. The remaining \$2,900 will be used for land line phones for the mountain office and SIU office.
- 720500** **Household Expense** (\$4,000) is recommended unchanged for janitorial and rug service.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$700) is recommended unchanged for telephone and copy machine maintenance.
- 720900** **Maintenance - Structures & Grounds** (\$150) is recommended unchanged for building maintenance.
- 721100** **Memberships** (\$1,240) is recommended unchanged for Fraud Investigators dues (\$600), California Bar dues (\$480), and California District Attorneys' Association (\$160).
- 721300** **Office Expense** (\$6,000) is recommended unchanged for office supplies, shredding, postage, fax machine, and law books.
- 721400** **Professional & Specialized Services** (\$5,000) is recommended unchanged for alarm services (\$1,400), Madera Police Department Monitoring (\$50), and expert witness and new hire background fees (\$3,550).
- 721600** **Rents & Leases - Equipment** (\$60,000) is recommended unchanged for copy machine lease (\$4,000), and rental and maintenance of 8 County vehicles from the Central Garage (\$56,000). The trucks will be used for an estimated 18,000 miles at a cost of \$11,000. The sedans will be used for an estimated 80,000 miles at a cost of \$45,000.
- 721700** **Rents & Leases - Building** (\$31,200) is recommended unchanged for lease of office space.
- 721900** **Special Departmental Expense** (\$37,000) is recommended unchanged for POST training, CWFIA training, and various equipment (badges, belt clips, handcuffs, ammunition, and radios). The POST training will be reimbursed by the State.
- 722000** **Transportation & Travel** (\$12,000) is recommended unchanged for mileage reimbursement, registration fees, and meals and lodging associated with staff travel to attend trainings/conferences. There will be at least two mandatory training events the Chief Criminal Investigator will attend.
- 722100** **Utilities** (\$9,000) is recommended unchanged for utility costs.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	0.25	-	0.25	-	-	-	
4209	Chief DA Criminal Investigator	0.75	-	0.75	-	-	-	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	0.50	-	-	0.50	(0.50)	0.50	1
1008	District Attorney	0.05	-	0.05	-	-	-	2
3414	District Attorney Criminal Investigator	6.00	0.50	5.50	1.00	(0.50)	0.50	3
3341	Eligibility Worker I or							
3342	Eligibility Worker II or							
3343	Eligibility Worker III	1.00	-	1.00	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	-	1.00	-	1.00	-	-	
3326	Supervising Deputy District Attorney	0.50	-	0.50	-	-	-	
3469	Supervising DA Criminal Investigator	0.50	-	1.00	-	0.50	-	4
TOTAL		9.55	1.50	9.05	2.50	(0.50)	1.00	

NOTES:

- 1 - The 0.50 of the Deputy District Attorney position will be unfunded as the SIU will utilize the services of the Supervising Deputy District Attorney.
- 2 - 0.05 of the District Attorney position was reallocated from the main District Attorney budget (03510).
- 3 - Reflects the assignment change of the DA Criminal Investigator assigned to the mountain area (50% general assignment and 50% Welfare Fraud SIU) to investigate regular cases and welfare fraud specific cases.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

**2017-18
Authorized
Positions**

**2018-19
Proposed
Positions**

**Y-O-Y
Changes
in Positions**

4 - Reflects the change to one full supervisor in general assignment and one full supervisor in SIU Welfare Fraud.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DISTRICT ATTORNEY-COUNTY
 VICTIM SERVICES (03570)
 Function: Public Protection
 Activity: Judicial - Other
 Fund: General

	<u>ACTUAL</u> 2016-17	<u>BOARD</u> <u>APPROVED</u> 2017-18	<u>DEPARTMENT</u> <u>REQUEST</u> 2018-19	<u>CAO</u> <u>RECOMMENDED</u> 2018-19
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657000 FED - OTHER	0	252,664	180,500	180,500
TOTAL INTERGOVERNMENTAL REVENUE	0	252,664	180,500	180,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>252,664</u>	<u>180,500</u>	<u>180,500</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	101,159	45,767	45,767
710103 Temporary Salaries	0	0	0	0
710105 Overtime	0	0	0	0
710200 Retirement	0	0	15,717	15,717
710300 Health Insurance	0	0	12,379	12,379
710400 Workers' Compensation Insurance	0	0	1,200	1,200
710500 Other Benefits	0	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	0	101,159	75,063	75,063
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	0	84,759	69,791	69,791
721900 Special Departmental Expense	0	66,746	35,646	35,646
TOTAL SERVICES & SUPPLIES	0	151,505	105,437	105,437
<u>TOTAL EXPENDITURES</u>	<u>0</u>	<u>252,664</u>	<u>180,500</u>	<u>180,500</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

DISTRICT ATTORNEY – COUNTY VICTIM SERVICES

COMMENTS

In May 2017, the District Attorney received a grant from the State of California Office of Emergency Services to establish a victim services program. This grant provides funds for a Victim Services Specialist to prioritize victims' rights and ensure that best practices are applied to each service that Madera County provides within the criminal justice system. Through this victim services grant program, the District Attorney's Victim Services Specialist assists victims of crime, their families, and/or witnesses, by providing mandated services of the Victim/Witness Assistance Program, pursuant to California Penal Code Section 13835 and the Victim's Bill of Rights. These services include informing crime victims of program services, providing case status updates, referring crime victims to support services, explaining the process of the criminal justice system, accompanying victims and witnesses to court, processing U-VISA applications, facilitating participation in hearings for parole consideration, and assisting participants with claim applications.

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Victim/Witness Contacts	0	1,123	1,150
U-VISA applications	0	37	50

ESTIMATED REVENUES

657000 **FED – Other** (\$180,500) for the District Attorney's receipt of federal reimbursement funds through the State of California Office of Emergency Services Victim Services Grant Program.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$45,767) are recommended decreased \$55,392 based on 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.

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

DISTRICT ATTORNEY – COUNTY VICTIM SERVICES

SERVICES & SUPPLIES

- 721400** **Professional & Specialized Services** (\$69,791) is recommended decreased \$14,968 for services provided by the Court Appointed Special Advocates (CASA), a requirement for the execution of the grant award agreement.
- 721900** **Special Departmental Expense** (\$35,646) is recommended decreased \$31,100 for expenses associated with the operation of the grant. Office rent (\$2,625), general office supplies (\$500), printing of brochures and postage (\$1,480), landline and cellular phones (\$780), vehicle mileage (\$3,000), emergency housing for clients (\$11,100), emergency leals for clients (\$10,311), and ermergency transportation for clients (\$5,850).

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DISTRICT ATTORNEY-
 COUNTY VICTIM SERVICES (03570)
 Function: Public Protection
 Activity: Judicial - Other
 Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
4208	Victim Services Specialist	1.00	-	1.00	-	-	-	
	TOTAL	1.00	-	1.00	-	-	-	

NOTES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	43,019	30,000	40,000	40,000
TOTAL LICENSES, PERMITS & FRANCHISES	43,019	30,000	40,000	40,000
INTERGOVERNMENTAL REVENUE				
654000 State - Other	11,196	10,000	10,000	10,000
657000 Federal - Other	42,186	70,000	70,000	70,000
TOTAL INTERGOVERNMENTAL REVENUE	53,382	80,000	80,000	80,000
CHARGES FOR CURRENT SERVICES				
661100 Civil Process Services	2,196	2,000	2,000	2,000
661500 Law Enforcement Services	93,054	45,000	45,000	45,000
TOTAL CHARGES FOR CURRENT SERVICES	95,250	47,000	47,000	47,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	141,664	26,000	26,000	26,000
TOTAL MISCELLANEOUS REVENUE	141,664	26,000	26,000	26,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	660,000	565,000	385,000	385,000
TOTAL OTHER FINANCING SOURCES	660,000	565,000	385,000	385,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>993,315</u>	<u>748,000</u>	<u>578,000</u>	<u>578,000</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL	BOARD	DEPARTMENT	CAO
	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2018-19</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,143,837	5,878,145	6,210,209	6,210,209
710103 Extra Help	55,308	100,000	100,000	100,000
710105 Overtime	443,082	235,000	265,000	265,000
710106 Standby & Night Premium	23,040	14,000	14,000	14,000
710110 Uniform Allowance	43,865	50,670	50,670	50,670
710200 Retirement	1,870,743	2,167,665	2,185,332	2,185,332
710300 Health Insurance	612,939	731,887	882,312	882,312
710400 Workers' Compensation Insurance	596,043	592,251	640,365	640,365
710500 Other Benefits	1,200	0	11,000	11,000
TOTAL SALARIES & EMPLOYEE BENEFITS	8,790,057	9,769,618	10,358,888	10,358,888
SERVICES & SUPPLIES				
720300 Communications	137,767	143,000	153,000	153,000
720305 Microwave Radio Services	140,457	140,000	156,000	156,000
720500 Household Expense	5,638	4,000	4,000	4,000
720600 Insurance	278,979	433,433	561,558	561,558
720800 Maintenance - Equipment	75,254	83,400	103,400	103,400
720900 Maintenance - Buildings & Improvements	200	8,000	8,000	8,000
721100 Memberships	7,956	9,010	8,485	8,485
721300 Office Expense	13,249	22,000	22,000	22,000
721306 Eqpt<FA Limit	0	45,000	45,000	45,000
721400 Professional & Specialized Services	205,116	122,000	175,000	175,000
721600 Rents & Leases - Equipment	865,350	1,235,343	1,372,848	1,372,848
721700 Rents & Leases	720,000	720,000	720,000	720,000
721900 Special Departmental Expense	186,791	158,622	159,122	159,122

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
722000 Transportation & Travel	93,523	110,000	120,000	120,000
722100 Utilities	114,298	130,000	136,000	136,000
TOTAL SERVICES & SUPPLIES	2,844,578	3,363,808	3,744,413	3,744,413
FIXED ASSETS				
740300 Equipment	120,114	25,000	25,000	25,000
TOTAL FIXED ASSETS	120,114	25,000	25,000	25,000
OTHER FINANCING USES				
750100 Operating Transfers Out	75,000	0	0	0
TOTAL OTHER FINANCING USES	75,000	0	0	0
<u>TOTAL EXPENDITURES</u>	11,829,749	13,158,426	14,128,301	14,128,301
<u>NET COUNTY COST (EXP - REV)</u>	10,836,434	12,410,426	13,550,301	13,550,301

SHERIFF-CORONER

COMMENTS

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

ESTIMATED REVENUES

- 620700** **Licenses and other permits** (\$40,000) is recommended based on the projected license and permit fees received in the current fiscal year.
- 654000** **State-Other** (\$10,000) is recommended unchanged and is based on the projected POST Training revenue reimbursements to be received in the budget year.
- 657000** **Federal-Other** (\$70,000) is recommended unchanged and is based on the projected reimbursements to be received from the United States Forest Service (USFS).
- 661100** **Civil Process Services** (\$2,000) is recommended unchanged from the current fiscal year based on projections.
- 661500** **Law Enforcement Services** (\$45,000) is recommended unchanged from the current fiscal year based on projections, which includes reimbursements for law enforcement services provided to Hensley and Eastman.
- 673000** **Miscellaneous Revenue** (\$26,000) is recommended unchanged from the current fiscal year based on projections.
- 680200** **Operating Transfers In** (\$385,000) is recommended based on the projected available funds from the Criminal Justice Facility Fund and Rural Small Counties Fund.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$6,210,209) is recommended increased \$332,064 based on the increased cost of employee compensation and recommended staffing levels.

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$100,000) is recommended unchanged to fund staff time in carrying out the following contracts and services:
- a. Contract with U.S. Forest Service to provide additional law enforcement for Bass Lake and Mammoth areas;
 - b. Contract with U.S. Forest Service to provide marijuana eradication; and
 - c. Contract with U.S. Army Corp of Engineers for law enforcement services at Hensley and Eastman Lakes.
- 710105** **Overtime** (\$265,000) is recommended increased \$30,000 based on hourly costs and current expenditures for covering open shifts created by injury or illness, unusual or significant criminal events, court appearances, special events and emergency disasters.
- 710106** **Standby & Night Premium** (\$14,000) is recommended unchanged based on current expenditures for premium pay for Range-Masters, K-9 Handlers, Bi-Lingual, and NET Investigators per the Memorandum of Understanding.
- 710110** **Uniform Allowance** (\$50,670) is recommended unchanged based on recommended staffing levels and prior year expenditures to provide uniform allowance for employees.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 710500** **Other Benefits** (\$11,000) this item reflects line item costs for Elected expense and deferred compensation.

SERVICES & SUPPLIES

- 720300** **Communications** (\$153,000) is recommended increased \$10,000 based on current year expenditures, an increase in the number of devices in the field and a new monthly charge for a data communications circuit with the Department of Justice. This costs also includes telephone costs, CLETS Terminal warrant communications lines, vehicle cellular data, telephone service at the Oakhurst substations, and for the Live Scan Fingerprint System.
- 720305** **Microwave Radio Services** (\$156,000) is recommended increased \$16,000 based on current Fiscal Year expenditures and projected increases for fiscal year 2018-2019. This is the Department's contribution to the Internal Service Fund is based on the number of radios using the County's microwave radio network.

SERVICES & SUPPLIES (continued)

- 720500** **Household Expense** (\$4,000) is recommended unchanged for main building refuse disposal and household supplies.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$103,400) is recommended increased \$20,000 based on the added cost of maintenance on the aircraft, the cost of maintaining the 30 year old radio tower repeater/inline filter near deadwood and our Sheriff Office audio log. We have also transferred the cost of computer aided dispatch, motorola services and cellbrite licensing fees to professional and specialized services which will increase that line item.
- 720900** **Maintenance – Buildings & Improvements** (\$8,000) is recommended unchanged for special costs associated with occupancy of the Sheriff Administration building.
- 721100** **Memberships** (\$8,485) is recommended decreased \$525 for the following memberships:
- | | | | |
|--|-------|---|-------|
| California Crime Prevention Officer's Assoc (2 ea) | \$60 | Fresno-Madera Chiefs Assn. | \$100 |
| Cal State Sheriff's Assn. | 4,450 | CA Law Enfor Assn. of Records CLEAR(6 clerks) | 300 |
| National Sheriffs Assn. | 225 | California Region V Office of Emergency | 200 |
| Warrant Officers Assn. | 300 | Public Safety Communications Assn. (2 ea) | 100 |
| Cal State Peace Officers Assn. (agency rate) | 1,700 | Cal National Emerg Number Assn. (2 ea) | 200 |
| California Emergency Services Assn. (up to 4) | 260 | Boating Safety Officer's Assn. (2ea) | 80 |
| California Assn. of Tactical Officers (13 ea) | 195 | Cal Criminal Justice Warrant Services Assn | 75 |
| California Assn of Hostage Negotiations (6 @ \$40) | 240 | | |
- 721300** **Office Expense** (\$22,000) is recommended unchanged based on current expenditures and projected need for general office supplies and equipment.
- 721306** **Equipment< FA Limit** (\$45,000) is recommended unchanged to fund replacement equipment for Law Enforcement Personnel.
- 721400** **Professional & Specialized Services** (\$175,000) is recommended increased \$53,000 to pay for Psychological evaluations for new hires, reserves and employee promotions and polygraphs, backgrounds, sexual assault exams, etc. It also pays for all professional services such as our reverse 911 notification system, EIS, our policy maker software, etc.

FIXED ASSETS

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

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

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SHERIFF-CORONER
(04010)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II or							
3205	Administrative Analyst I or							
3206	Administrative Analyst II	1.00	-	1.00	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II							
3209	Senior Administrative Analyst	1.00	-	1.00	-	-	-	
3610	Administrative Assistant	1.00	1.00	1.00	1.00	-	-	
3667	Communications Dispatcher I or							
3676	Communications Dispatcher II or							
4600	Communications Dispatcher III	9.00	-	9.00	-	-	-	
3416	Community Service Officer	1.00	3.00	1.00	3.00	-	-	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	29.00	3.00	29.00	3.00	-	-	
3227	Identification Specialist or							
3320	Identification Technician	1.00	1.00	1.00	1.00	-	-	
3360	Information Technology Systems Analyst I or							
3361	IT Systems Analyst II or							
3316	Senior IT Systems Analyst	1.00	-	1.00	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	6.00	-	6.00	-	-	-	
3356	Property and Evidence Technician	2.00	-	2.00	-	-	-	
3654	Senior Program Assistant	1.00	-	1.00	-	-	-	
1013	Sheriff-Coroner	1.00	-	1.00	-	-	-	
3188	Sheriff's Business Manager	1.00	-	1.00	-	-	-	

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SHERIFF-CORONER
 (04010)**
 Function: **Public Protection**
 Activity: **Police Protection**
 Fund: **General**

	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions	
4207 Sheriff's Commander	2.00	-	2.00	-	-	-
3327 Sheriff's Corporal	8.50	-	8.50	-	-	-
3677 Sheriff's Dept Public Information Officer	1.00	-	1.00	-	-	-
3251 Sheriff's Lieutenant	3.00	-	3.00	-	-	-
3321 Sheriff's Sergeant	11.00	1.00	11.00	1.00	-	-
3668 Supervising Comm. Dispatcher or Senior Communications Dispatcher	1.00	-	1.00	-	-	-
TOTAL	81.50	9.00	81.50	9.00	-	-

NOTES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657000 Federal Other Revenue	277,039	158,000	162,500	162,500
TOTAL INTERGOVERNMENTAL REVENUE	277,039	158,000	162,500	162,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>277,039</u>	<u>158,000</u>	<u>162,500</u>	<u>162,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	132,107	91,530	96,710	96,710
710105 Overtime	21,147	25,000	25,000	25,000
710110 Uniform Allowance	950	900	900	900
710200 Retirement	47,696	34,745	38,741	38,741
710300 Health Insurance	25,332	13,141	14,971	14,971
710400 Worker's Compensation	1,000	1,140	1,140	1,140
TOTAL SALARIES & EMPLOYEE BENEFITS	228,232	166,456	177,462	177,462
SERVICES & SUPPLIES				
720300 Communications	19,894	11,000	11,000	11,000
720305 Microwave Radio Services		8,000	8,000	8,000
720800 Maintenance - Equipment	-172	6,000	6,000	6,000
721300 Office Expense	12,005	5,000	5,000	5,000
721306 EQPT<FA Limit		27,544	22,000	22,000
721400 Prof & Spec Svs		3,000	3,000	3,000
721600 Rents & Leases - Equipment		2,000	2,000	2,000
721900 Special Departmental Expense	33,308	75,000	75,538	75,538
722000 Transportation & Travel	7,899	12,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	72,934	149,544	147,538	147,538

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
FIXED ASSETS				
740300 Equipment/Furniture	30,501	0	0	0
TOTAL SERVICES & SUPPLIES	30,501	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>331,667</u>	<u>316,000</u>	<u>325,000</u>	<u>325,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>54,628</u>	<u>158,000</u>	<u>162,500</u>	<u>162,500</u>

SHERIFF – EMPG – EMERG PLANNING

COMMENTS

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

ESTIMATED REVENUES

657024 **FED – FEMA & OES GRANT** (\$162,500) is recommended based on the projected pass through of federal reimbursements from the State of California Office of Emergency Services (OES).

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$96,710) is recommended increased \$5,180 based on recommended staffing.

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

710110 **Uniform Allowance** (\$900) is recommended unchanged for uniform expenses for the safety officer.

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

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

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

SERVICES & SUPPLIES

720300 **Communications** (\$11,000) is recommended unchanged based on projected expenses.

SHERIFF – EMPG – EMERG PLANNING

SERVICES & SUPPLIES (continued)

- 720305** **Microwave Radio Services** (\$8,000) is recommended unchanged to fund the unit's contribution to the Internal Service Fund based on the number of radios assigned to Emergency Service.
- 720800** **Maintenance - Equipment** (\$6,000) is recommended unchanged for repairs to existing equipment.
- 721300** **Office Expense** (\$5,000) is recommended unchanged based on projected need.
- 721306** **Eqpt < FA Limit** (\$22,000) is recommended decreased \$5,544 for tools and small communications system investments.
- 721400** **Professional & Special Services** (\$3,000) is recommended unchanged for special data services expense.
- 721600** **Rents & Leases – Equipment** (\$2,000) is recommended unchanged based on projected expenses.
- 721900** **Special Departmental Expense** (\$75,538) is recommended increased \$538 to provide small tools and equipment.
- 722000** **Transportation & Travel** (\$15,000) is recommended increased \$3,000 to support special emergency skills training costs; the Board is advised that some required travel may be out-of-state.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3400	Emergency Services Coordinator	-	1.0	-	1.00	-	-	
3321	Sheriff's Sergeant	1.00	-	1.00	-	-	-	
	TOTAL	1.00	1.00	1.00	1.00	-	-	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
662700 Other Licenses & Permits	129,805	0	0	0
620701 Boat Licenses	0	150,000	150,000	150,000
672003 Sale of Misc Surplus	0	0		
TOTAL LICENSES, PERMITS & FRANCHISES	129,805	150,000	150,000	150,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	125,000	180,000	0	0
TOTAL OTHER FINANCING SOURCES	125,000	180,000	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>254,805</u>	<u>330,000</u>	<u>150,000</u>	<u>150,000</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	36,863	106,941	113,275	113,275
710103 Extra Help	40,059	47,000	47,000	47,000
710105 Overtime	6,418	6,000	6,000	6,000
710110 Uniform Allowance	444	1,350	1,350	1,350
710200 Retirement	17,441	37,604	43,562	43,562
710300 Health Insurance	3,260	30,760	19,865	19,865
710400 Workers' Compensation Insurance	2,545	2,381	1,453	1,453
TOTAL SALARIES & EMPLOYEE BENEFITS	107,030	232,036	232,505	232,505
SERVICES & SUPPLIES				
720300 Communications	0	0	2,500	2,500
720305 Microwave Radio Services	3,000	3,000	3,000	3,000
720600 Insurance	591	232	265	265
720601 Insurance Premium		800	895	895
720800 Maintenance - Equipment	15,992	22,000	22,000	22,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES (continued)				
720900 Maintenance - Structures & Grounds	691	10,000	10,000	10,000
721300 Office Expense	3,617	3,000	3,000	3,000
721306 Equipment<FA Limit	0	3,000	3,000	3,000
721600 Rents & Leases - Equipment	6,746	6,500	18,000	18,000
721900 Special Departmental Expense	3,084	3,500	3,500	3,500
722000 Transportation/Travel/Educ	8,691	0	7,000	7,000
722100 Utilities	302	0		
TOTAL SERVICES & SUPPLIES	42,714	52,032	73,160	73,160
FIXED ASSETS				
740300 Equipment	103,561	120,000	0	0
TOTAL FIXED ASSETS	103,561	120,000	0	0
<u>TOTAL EXPENDITURES</u>	253,305	404,068	305,665	305,665
<u>NET COUNTY COST (EXP - REV)</u>	<u>-1,500</u>	<u>74,068</u>	<u>155,665</u>	<u>155,665</u>

SHERIFF - BASS LAKE OPERATIONS

COMMENTS

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

ESTIMATED REVENUES

620701 **Boat Licenses** (\$150,000) is recommended unchanged based on projected boat license fees to be collected.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$113,275) is recommended increased \$6,334 based on staffing at the lake.

710103 **Extra Help** (\$47,000) is recommended unchanged based on increased hourly staffing and current Fiscal Year expenditures. The account will fund Extra Help Deputy Sheriffs.

710105 **Overtime** (\$6,000) is recommended unchanged based on lake service needs.

710110 **Uniform Allowance** (\$1,350) is recommended unchanged to provide uniform expense payments to safety employees.

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

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

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

SERVICES & SUPPLIES

720300 **Communications** (\$2,500) is recommended increased \$2,500 for cell phone service for lake Deputies and internet access to patrol boats.

720305 **Microwave Radio Services** (\$3,000) is recommended unchanged as the Department's contribution to the Internal Service Fund based on the number of radios in this program utilizing the County's microwave radio network.

SHERIFF - BASS LAKE OPERATIONS

SERVICES AND SUPPLIES (continued)

- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance Premium** (\$895) is recommended increased \$95 based on current year expenditures for water craft insurance for County boats operated at Bass Lake.
- 720800** **Maintenance - Equipment** (\$22,000) is recommended unchanged based on operating and maintaining three patrol boats and two jet skis. Funds are budgeted in this account for the continued replacement of buoys. This account also allows the purchase of fuel.
- 720900** **Maintenance - Structures and Grounds** (\$10,000) is recommended unchanged for planned facilities improvements.
- 721300** **Office Expense** (\$3,000) is recommended unchanged to pay for printing of boat registration and safety booklets.
- 721306** **Eqpt < FA Limit** (\$3,000) is recommended for the purchase of equipment needed for the new boat purchased in Fiscal Year 2017-18.
- 721600** **Rents & Leases - Equipment** (\$18,000) is recommended increased \$11,500 based on current Fiscal Year expenditures for additional Deputies working the lake. This expense is for the rental of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$3,500) is recommended unchanged based on current Fiscal Year expenditures for life jackets, rope bumpers, first aid supplies, chairs, fire extinguishers, etc.
- 72000** **Transportation/Travel/Educ** (\$7,000) is recommended increased \$7,000 based on current year expenditures and training for new Deputies working the lake.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	0.5	-	0.50	-	-	-	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	0.5	-	0.50	-	-	-	
3327	Sheriff's Corporal	0.5	-	0.50	-	-	-	
	TOTAL	1.50	-	1.50	-	-	-	

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	26,115	35,000	35,000	35,000
TOTAL MISCELLANEOUS REVENUE	26,115	35,000	35,000	35,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>26,115</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721300 Office Expenses	216	0	0	0
721400 Professional & Specialized Services	29,079	35,000	35,000	35,000
721900 Special Departmental Expense	12,383	0	0	0
722000 Transportation & Travel	4,139	0	0	0
TOTAL SERVICES & SUPPLIES	45,817	35,000	35,000	35,000
FIXED ASSETS				
740300 Equipment	32,400	0	0	0
TOTAL FIXED ASSETS	32,400	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>78,217</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>52,102</u>	<u>0</u>	<u>0</u>	<u>0</u>

SHERIFF- CANINE PROGRAM

COMMENTS

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

ESTIMATED REVENUES

673000 **Miscellaneous Revenue** (\$35,000) is recommended based on the available community investment and donations in the budget year.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$35,000) is recommended increased \$23,000 for medical costs and animal training.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHERIFF-MORGUE
 OPERATIONS (04034)
 Function: Public Protection
 Activity: Police Protection
 Fund: General
 Coroner Fees

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
662700 Other Licenses & Permits	1,363	0	0	0
TOTAL LICENSES, PERMITS & FRANCHISES	1,363	0	0	0
CHARGES FOR CURRENT SERVICES				
662705 Coroner Fees	25,648	30,000	38,000	38,000
TOTAL CHARGES FOR CURRENT SERVICES	25,648	30,000	38,000	38,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	0	25,000	0	0
TOTAL FOR OTHER FINANCING SOURCES	0	25,000	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>27,011</u>	<u>55,000</u>	<u>38,000</u>	<u>38,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	78,524	227,602	220,171	220,171
710105 Overtime	2,004	14,000	14,000	14,000
710106 Standby Pay	46	2,000	2,000	2,000
710110 Uniform Allowance	240	2,700	2,700	2,700
710200 Retirement	25,071	84,761	75,611	75,611
710300 Health Insurance	12,069	52,564	35,360	35,360
710400 Workers' Compensation Insurance	1,500	1,500	1,500	1,500
TOTAL SALARIES & EMPLOYEE BENEFITS	119,454	385,127	351,342	351,342

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SHERIFF-MORGUE
OPERATIONS (04034)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
Coroner Fees**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES				
720300 Communications	3,786	10,000	10,000	10,000
720305 Microwave Radio Services		2,000	2,000	2,000
720500 Household Expense	0	4,000	4,000	4,000
720600 Insurance	82	82	82	82
720800 Mtce Equipment		3,000	3,000	3,000
720900 Mtce Bldgs & Improve		500	500	500
721100 Memberships	0	0	900	900
721300 Office Expense		2,500	2,500	2,500
721400 Professional & Specialized Services	218,098	205,000	225,000	225,000
721601 Rents & Leases - Co Vehicle		19,000	19,000	19,000
721700 Rents & Leases - Bldg/Land	41,718	48,000	50,000	50,000
721900 Special Departmental Expense	24,578	15,000	15,000	15,000
722000 Transportation & Travel	120	1,000	8,000	8,000
722100 Utilities	5,366	22,000	22,000	22,000
TOTAL SERVICES & SUPPLIES	293,748	332,082	361,982	361,982
FIXED ASSETS				
740301 Eqpt>\$5,000	43,303	25,000	0	0
TOTAL FIXED ASSETS	43,303	25,000	0	0
<u>TOTAL EXPENDITURES</u>	456,505	742,209	713,324	713,324
<u>NET COUNTY COST (EXP - REV)</u>	429,494	687,209	675,324	675,324

SHERIFF- MORGUE OPERATIONS

COMMENTS

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

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

ESTIMATED REVENUES

662705 Coroner Fees (\$38,000) is recommended increased by \$8,000 and is based on the projected amount of Coroner Fees received in the budget year.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$220,171) is recommended decreased \$7,431 based on the cost of recommended staffing levels

710105 Overtime (\$14,000) is recommended unchanged for extended service investigations, unusual crimes, and court appearances.

710106 Standby Pay (\$2,000) is recommended based on current staffing levels.

710110 Uniform Allowance (\$2,700) is recommended based on recommended staffing levels.

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

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

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

SERVICES & SUPPLIES

720300 Communications (\$10,000) is recommended unchanged based on anticipated expenditures for telephone, alarm and data costs in the new Morgue building.

SHERIFF- MORGUE OPERATIONS

SERVICES & SUPPLIES (continued)

- 720305** **Microwave Radio Services** (\$2,000) is recommended unchanged for the Morgue's contribution to the Microwave Radio Internal Service Fund.
- 720500** **Household Expense** (\$4,000) is recommended unchanged for Morgue building refuse disposal and household supplies.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$3,000) is recommended unchanged \$3,000 for maintaining morgue equipment for the new morgue building.
- 720900** **Maintenance – Building & Improvements** (\$500) is recommended unchanged for maintenance of the new Morgue building.
- 721100** **Memberships** (\$900) is recommended increased \$99 for membership in California State Coroner's Association for three Deputy Coroners.
- 721300** **Office Expense** (\$2,500) is recommended unchanged for general office supplies and equipment.
- 721400** **Professional & Specialized Services** (\$225,000) is recommended increased \$20,000 based on current FY expenditures for technical services including Pathologist, special reports, mortuary services (estimated coroner cases per year - 550) and other Mortuary, Laboratory and Medical services for the Morgue.
- 721601** **Rents & Leases – Co Vehicle** (\$19,000) is estimated unchanged for vehicles used by the Senior Deputy Coroner, two Deputy Coroners, and mileage on transportation vehicles.
- 721700** **Rents & Leases** (\$50,000) is recommended increased \$2,000 based on current FY expenditures and 3% increase for monthly lease payments on the Morgue Operations Building.
- 721900** **Special Departmental Expense** (\$15,000) is recommended unchanged for expendible mortuary supplies, small tools and equipment.
- 722000** **Transportation & Travel** (\$8,000) is recommended increased \$7,000 based on current FY expenditures for technical training and special travel expenses for Deputy Coroners.
- 722100** **Utilities** (\$22,000) is recommended unchanged to pay for utilities at the Morgue.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SHERIFF-MORGUE
OPERATIONS (04034)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
Coroner Fees**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3428	Deputy Coroner	2.0		2.00	-	-	-	
3428	Deputy Coroner or							
3727	Senior Deputy Coroner	1.00		1.00	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	1.00		1.00	-	-	-	
TOTAL		4.00	-	4.00	-	-	-	

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHRF-CaIOES
 #2016-0102 (04036)
 Function: Public Protection
 Activity: Police Protection
 Fund: General
 SHSGP #2016-0102 Grant

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657111 Federal Homeland Security Grant	0	234,011	23,581	23,581
TOTAL INTERGOVERNMENTAL REVENUE	0	234,011	23,581	23,581
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>234,011</u>	<u>23,581</u>	<u>23,581</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721306 Equipment<FA Limit		7,829	7,829	7,829
721400 Professional & Specialized Services		19,100	0	0
721900 Special Departmental Expense		4,752	4,752	4,752
722000 Transportation & Travel		3,000	0	0
TOTAL SERVICES & SUPPLIES	0	34,681	12,581	12,581
FIXED ASSETS				
740300 Equipment		202,330	11,000	11,000
		0		
TOTAL FIXED ASSETS	0	202,330	11,000	11,000
<u>TOTAL EXPENDITURES</u>	<u>0</u>	<u>237,011</u>	<u>23,581</u>	<u>23,581</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>0</u>

COMMENTS

This budget implements State Homeland Security Grant #2016-0102 program under Org Key 04036. The Grant includes three-year funding for equipment, training, and services to enhance public agency response to terrorism. Funding for the program originates at the Federal level and is allocated to local agencies by the State. Funding for expenditures in this budget request have been approved and authorized by the State under the State Homeland Security Grant Program (SHSGP). Each year, SHSGP funds are appropriated by the regional Anti-Terrorism Task Force (ATTF). Under federal law, the authority to appropriate these funds resides with the ATTF and is mandated to include Directors of Public Safety and Public Health executives. The Sheriff, Fire/Police Chiefs, and Public Health Director serve on the Madera ATTF.

ESTIMATED REVENUES

657111 **FED – HOMELAND SECURITY GRANT** (\$23,581) is recommended based on the actual balance of the 2016 Homeland Security Grant.

SERVICES & SUPPLIES

721306 **Equipment < FA Limit** (\$7,829) is recommended for the purchase of small equipment.

721400 **Professional & Specialized Services** (\$0) is recommended decreased \$19,100.

721900 **Special Departmental Expense** (\$4,752) is recommended unchanged for purchase of first responder safety equipment. Specific items are approved by CalOES.

722000 **Transportation and Travel Expense** (\$0) is recommended decreased \$3,000.

FIXED ASSETS

740300 **Fixed Assets-Equipment** (\$11,000) is recommended for the following fixed asset approved by the Anti-Terrorism Task Force, and funded by CalOES under grant #2016-0102. Appropriation in FY 2017-18 is recommended.

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

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHRF-Explorer Program
 (4037)
 Function: Public Protection
 Activity: Police Protection
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673300 CONTRIBUTIONS & DONATIONS	0	10,501	20,000	20,000
TOTAL MISCELLANEOUS REVENUE	0	10,501	20,000	20,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>10,501</u>	<u>20,000</u>	<u>20,000</u>
SERVICES & SUPPLIES				
721306 Equipment<FA Limit	0			
721400 Professional & Specialized Services	0			
721900 Special Departmental Expense	0	7,244	15,000	15,000
722000 Transportation & Travel	0	3,257	5,000	5,000
TOTAL SERVICES & SUPPLIES	0	10,501	20,000	20,000
FIXED ASSETS				
740300 Equipment				
TOTAL FIXED ASSETS	0	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>0</u>	<u>10,501</u>	<u>20,000</u>	<u>20,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

COMMENTS

The Explorer Program is a community supported program under the supervision of the Sheriff's Office. The funds are donations made by the community or earned by the unit to be used specifically by the Explorer Program to support their respective missions and/or goals.

ESTIMATED REVENUES

673300 **CONTRIBUTIONS & DONATIONS** (\$20,000) is recommended based on the projected contributions and donations received for the Sheriff Explorer Program in the budget year.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$15,000) is recommended for expenses incurred during FY 2018-2019 for the Explorer Program.

722000 **Transportation and Travel Expense** (\$5,000) is recommended for travel expenses incurred during FY 2018-2019 for the Explorer Program.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHRF-Search and Rescue
 (04038)
 Function: Public Protection
 Activity: Police Protection
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
673300 CONTRIBUTIONS & DONATIONS	0	1,094	5,000	5,000
TOTAL INTERGOVERNMENTAL REVENUE	0	1,094	5,000	5,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>1,094</u>	<u>5,000</u>	<u>5,000</u>
SERVICES & SUPPLIES				
721306 Equipment<FA Limit	0	0	0	0
721400 Professional & Specialized Services	0	0	0	0
721900 Special Departmental Expense	0	1,094	5,000	5,000
722000 Transportation & Travel	0			
TOTAL SERVICES & SUPPLIES	0	1,094	5,000	5,000
FIXED ASSETS				
740300 Equipment	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0
TOTAL EXPENDITURES	<u>0</u>	<u>1,094</u>	<u>5,000</u>	<u>5,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

COMMENTS

This budget implements community donations and funds earned by their unit to support investments in the County Search and Rescue (SAR) Program Org Key 04038. State Government Code places Search and Rescue responsibility under the County Sheriff. The SAR Program purchases needed equipment and supplies to maintain or increase current capabilities using funds received from public contributions or earned by their unit. The Sheriff’s Office maintains this budget to allow a continuing effort to enhance SAR services through on-going equipment and supply purchases and training for Search and Rescue Program.

ESTIMATED REVENUES

673300 **CONTRIBUTIONS & DONATIONS** (\$5,000) is recommended based on the projected contributions and donations to be received for the Sheriff Search and Rescue Program in the budget year.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$5,000) is recommended for expenses incurred during FY 2018-2019 for the Search and Rescue Program.

722000 **Transportation and Travel Expense** (\$0)

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHRF-CaIOES
 #2017-0083 (04039)
 Function: Public Protection
 Activity: Police Protection
 Fund: General
 SHSGP #2017-0083 Grant

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657111 Federal Homeland Security Grant	0	0	231,370	231,370
TOTAL INTERGOVERNMENTAL REVENUE	0	0	231,370	231,370
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>0</u>	<u>231,370</u>	<u>231,370</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721306 Equipment<FA Limit		0	129,500	129,500
721400 Professional & Specialized Services		0	20,000	20,000
721900 Special Departmental Expense		0	0	0
722000 Transportation & Travel		0	3,000	3,000
TOTAL SERVICES & SUPPLIES	0	0	152,500	152,500
FIXED ASSETS				
740300 Equipment		0	81,870	81,870
TOTAL FIXED ASSETS	0	0	81,870	81,870
<u>TOTAL EXPENDITURES</u>	<u>0</u>	<u>0</u>	<u>234,370</u>	<u>234,370</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>

COMMENTS

This budget implements State Homeland Security Grant #2017-0083 program under Org Key 04039. The Grant includes three-year funding for equipment, training, and services to enhance public agency response to terrorism. Funding for the program originates at the Federal level and is allocated to local agencies by the State. Funding for expenditures in this budget request have been approved and authorized by the State under the State Homeland Security Grant Program (SHSGP). Each year, SHSGP funds are appropriated by the regional Anti-Terrorism Task Force (ATTF). Under federal law, the authority to appropriate these funds resides with the ATTF and is mandated to include Directors of Public Safety and Public Health executives. The Sheriff, Fire/Police Chiefs, and Public Health Director serve on the Madera ATTF.

The SHSGP has no Cash Match. However, the County General Fund will have a direct cost of \$3,000 for travel-related costs for required program administration training, which cannot be expensed to this grant.

ESTIMATED REVENUES

657111 **FED – HOMELAND SECURITY GRANT** (\$231,370) is recommended based on the balance of available 2017 Homeland Security Grant.

SERVICES & SUPPLIES

721306 **Equipment < FA Limit** (\$129,500) is recommended for the purchase of small equipment.

721400 **Professional & Specialized Services** (\$20,000) is recommended for WebEOC software maintenance.

722000 **Transportation and Travel Expense** (\$3,000) is recommended and paid for with General Fund dollars to provide for required administrative grant training.

FIXED ASSETS

740300 **Fixed Assets-Equipment** (\$81,870) The following fixed assets were approved by the Anti-Terrorism Task Force, and funded by CalOES under Grant #2017-0083. Appropriation in FY 2018-19 is recommended.

SCBAs – MCF (N) (\$49,370) The ATTF and CalOES have approved \$49,370 for first responder breathing apparatus equipment (Project 002).

REFRIGERATOR – PH (N) (\$17,500) The ATTF and CalOES have approved \$17,500 for a specialized refrigerator for Public Health (Project 004).

BALLISTIC SHIELD – MSO (N) (\$15,000) The ATTF and CalOES have approved \$15,000 for a ballistic shield for the SWAT Team (Project 005).

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657000 Federal - Other	1,692	254,038	215,055	215,055
TOTAL FOR INTERGOVERNMENTAL REVENUE	1,692	254,038	215,055	215,055
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,692</u>	<u>254,038</u>	<u>215,055</u>	<u>215,055</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	154,038	115,055	115,055
TOTAL SALARIES & EMPLOYEE BENEFITS	0	154,038	115,055	115,055
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	0	25,000	25,000	25,000
721900 Special Departmental Expense	21,946	75,000	75,000	75,000
TOTAL SERVICES & SUPPLIES	21,946	100,000	100,000	100,000
<u>TOTAL EXPENDITURES</u>	<u>21,946</u>	<u>254,038</u>	<u>215,055</u>	<u>215,055</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>20,254</u>	<u>0</u>	<u>0</u>	<u>0</u>

SHERIFF- EMERGENCY OPERATIONS

COMMENTS

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

ESTIMATED REVENUES

657000 Federal Other (\$215,055) is recommended based on the projected reimbursements from the California Disaster Assistance Act.

SALARIES & EMPLOYEE BENEFITS

710105 Overtime (\$115,055) is recommended decreased \$38,983 established to pay for county personnel that have responded to significant emergency events.

SERVICES & SUPPLIES

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

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

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657000 Federal - Other	50,000	75,000	95,000	95,000
TOTAL INTERGOVERNMENTAL REVENUE	50,000	75,000	95,000	95,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>50,000</u>	<u>75,000</u>	<u>95,000</u>	<u>95,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	35,000	50,000	50,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	35,000	50,000	50,000
SERVICES & SUPPLIES				
720300 Communications	456		500	500
721900 Special Departmental Expense	18,431	35,000	39,000	39,000
722000 Transportation & Travel	2,028	5,000	5,500	5,500
TOTAL SERVICES & SUPPLIES	20,915	40,000	45,000	45,000
<u>TOTAL EXPENDITURES</u>	<u>20,915</u>	<u>75,000</u>	<u>95,000</u>	<u>95,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(29,085)</u>	<u>0</u>	<u>0</u>	<u>0</u>

SHERIFF – FED DOM CANNABIS ERAD

COMMENTS

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

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

ESTIMATED REVENUES

657000 **Federal – Other** (\$95,000) is recommended based on anticipated reimbursements from the United States Department of Justice.

SALARIES & EMPLOYEE BENEFITS

710105 **Overtime** (\$50,000) is recommended increased \$15,000 based on funding received FY 2018-2019 to pay the cost of Deputy Sheriffs working the program on an overtime basis.

SERVICES & SUPPLIES

720300 **Communications** (\$500) to pay for cell phone services.

721900 **Special Departmental Expense** (\$39,000) is recommended increased \$4,000 for the purchase of helicopter flight time by contracted service, and to purchase small tools, uniform items, safety and other special equipment.

722000 **Transportation and Travel Expense** (\$5,500) is recommended increased \$500 for training and travel for assigned deputies working on the program.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OPERATING TRANSFERS IN				
680200 Operating Transfers In	189,206	160,000	160,000	160,000
TOTAL OPERATING TRANSFERS IN	189,206	160,000	160,000	160,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>189,206</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	157,719	165,602	121,167	121,167
710105 Overtime	6,099	20,000	20,000	20,000
710106 Stand-by Pay	1,496	1,500	1,500	1,500
710107 Premium Pay	320	1,000	1,000	1,000
710110 Uniform Allowance	2,004	1,800	1,900	1,900
710200 Retirement	61,923	57,090	48,538	48,538
710300 Health Insurance	29,972	19,566	22,608	22,608
710400 Workers' Compensation Insurance	4,748	6,026	6,461	6,461
TOTAL SALARIES & EMPLOYEE BENEFITS	264,281	272,584	223,174	223,174
SERVICES & SUPPLIES				
720600 Insurance	38	62	0	0
722016 Reimburse Day Meals			100	100
TOTAL SERVICES & SUPPLIES	38	62	100	100
<u>TOTAL EXPENDITURES</u>	<u>264,319</u>	<u>272,646</u>	<u>223,274</u>	<u>223,274</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>75,113</u>	<u>112,646</u>	<u>63,274</u>	<u>63,274</u>

SHERIFF - CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)

COMMENTS

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

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

ESTIMATED REVENUES

680200 **OPERATING TRANSFERS IN** (\$160,000) is recommended unchanged and is based on the projected available realignment funding from the law enforcement services subaccount.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$121,167) are recommended decreased \$44,435 based on the cost of recommended staffing.

710105 **Overtime** (\$20,000) is recommended unchanged based on current year expenditures.

710106 **Stand-By Pay** (\$1,500) is recommended unchanged based on anticipated expenditures.

710107 **Premium Pay** (\$1,000) is recommended unchanged based on current year expenditures.

710110 **Uniform Allowance** (\$1,900) is recommended increased \$100 based on current FY expenses for the uniform expense for safety employees.

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

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

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

SHERIFF - CITIZENS OPTION FOR PUBLIC SAFETY (SLESF)

SERVICES & SUPPLIES

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

722016 **Reimburse Day Meals** (\$100) is recommended for reimbursement of travel expenses.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	2.0	-	2.0	-	-	-	
	TOTAL	2.0	-	2.0	-	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654526 State Emergency Local Hazard Grant	0	100,000	100,000	100,000
673903 Miscellaneous Reimbursement	0	37,500	37,500	37,500
TOTAL INTERGOVERNMENTAL REVENUE	0	137,500	137,500	137,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>137,500</u>	<u>137,500</u>	<u>137,500</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	69,978	150,000	150,000	150,000
TOTAL SERVICES & SUPPLIES	69,978	150,000	150,000	150,000
<u>TOTAL EXPENDITURES</u>	<u>69,978</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>69,978</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>

COMMENTS

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

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

ESTIMATED REVENUES

654526 **ST- EMERG LOCAL HAZARD GRANT** (\$100,000) is recommended based on available grant funding from the California Department of Emergency Services.

673903 **MISC REIMBURSEMENT** (\$37,500) is recommended based on the contribution of the Cities of Chowchilla and Madera.

SERVICES & SUPPLIES

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

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
652700 State Disaster Relief	0	1,691,775	3,835,945	3,835,945
654000 State Other	0	0	573,511	573,511
TOTAL INTERGOVERNMENTAL REVENUE	0	1,691,775	4,409,456	4,409,456
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>1,691,775</u>	<u>4,409,456</u>	<u>4,409,456</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710103 Temporary Salaries	6,505	81,900	81,900	81,900
710200 Retirement	481	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	6,986	81,900	81,900	81,900
SERVICES & SUPPLIES				
721400 Professional and Specialized Services	0	2,173,800	4,891,481	4,891,481
TOTAL SERVICES & SUPPLIES	0	2,173,800	4,891,481	4,891,481
<u>TOTAL EXPENDITURES</u>	<u>6,986</u>	<u>2,255,700</u>	<u>4,973,381</u>	<u>4,973,381</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>6,986</u>	<u>563,925</u>	<u>563,925</u>	<u>563,925</u>

SHERIFF- TREE MORTALITY

COMMENTS

This budget was established in FY 2016-17 to implement a tree removal plan. Governor Brown granted Counties with California Disaster Assistance Act (CDAA) funding to address Tree Mortality. The County applied for and was granted funding for tree removal that will be performed by professionals.

ESTIMATED REVENUES

- 652700** **ST – DISASTER RELIEF** (\$3,835,945) is recommended based on the projected reimbursements from the California Office of Emergency Services for tree mortality operations.
- 654000** **ST – Other** (\$573,511) is recommended based on the available funding received through a CAL FIRE grant. These grant funds qualify as match for the State Disaster Relief funds and supplements the County's General Fund contribution of \$563,925 for tree mortality services.

SALARIES & EMPLOYEE BENEFITS

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

SERVICES & SUPPLIES

- 721400** **Professional and Specialized Services** (\$4,891,481) is recommended established for tree removal services.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662765 Services to Chukchansi Casino	903,498	728,260	700,000	700,000
TOTAL CHARGES FOR CURRENT SERVICES	903,498	728,260	700,000	700,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>903,498</u>	<u>728,260</u>	<u>700,000</u>	<u>700,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	403,267	421,412	391,744	391,744
710105 Overtime	61,867	45,900	45,900	45,900
710106 Standby & Night Premium	1,085	1,500	1,500	1,500
710110 Uniform Allowance	4,487	4,600	4,600	4,600
710200 Retirement	159,827	160,613	156,929	156,929
710300 Health Insurance	43,846	57,314	57,526	57,526
710400 Workers' Compensation Insurance	4,787	5,006	5,006	5,006
TOTAL SALARIES & EMPLOYEE BENEFITS	679,166	696,345	663,205	663,205
SERVICES & SUPPLIES				
720300 Communications	1,456	1,714	1,714	1,714
720305 Microwave Radio Services	10,000	10,000	10,000	10,000
720600 Insurance	123	388	388	388
721601 Rents/Lse Co Vehicle	8,430	9,000	13,000	13,000
721900 Special Departmental Expense	4,646	0	0	0
722000 Transportation/Travel/Educ	96	0	100	100
TOTAL SERVICES & SUPPLIES	24,751	21,102	25,202	25,202
<u>TOTAL ESTIMATED EXPENDITURES</u>	<u>703,917</u>	<u>717,447</u>	<u>688,407</u>	<u>688,407</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(199,581)</u>	<u>(10,813)</u>	<u>(11,593)</u>	<u>(11,593)</u>

SHERIFF – CHUKCHANSI CASINO SERVICE

COMMENTS

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

ESTIMATED REVENUES

662765 **SVC TO CHUKCHANSI CASINO** (\$700,000) is recommended based on the projected revenues received for providing law enforcement services to Chuckchansi.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$391,744) are recommended decreased \$29,668 based on the cost of recommended staff.

710105 **Overtime** (\$45,900) is recommended unchanged based on prior year expenditures.

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

710110 **Uniform Allowance** (\$4,600) is recommended unchanged to provide uniform expense payments to safety employees.

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

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.

SHERIFF – CHUKCHANSI CASINO SERVICE

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,714) is recommended unchanged for laptop data charges for in-vehicle use and other communication expenses.
- 720305** **Microwave Radio Services** (\$10,000) is recommended unchanged for the Department's contribution to the Internal Service Fund based on the number of radios assigned to this unit that utilize the County's microwave radio network.
- 720600** **Insurance** reflects the program's contribution to the County's Self-Insured Liability Program.
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended increased \$4,000, based on current FY expenditures to lease vehicles from the Central Garage.
- 722000** **Transportation/Travel/Education** (\$100) is recommended increased \$100 for reimbursement of travel expenses.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	5.0	-	5.0	-	-	-	
	TOTAL	5.0	-	5.0	-	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OPERATING TRANSFERS IN				
680200 Operating Transfers In	166,478	165,000	165,000	165,000
TOTAL OPERATING TRANSFERS IN	166,478	165,000	165,000	165,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>166,478</u>	<u>165,000</u>	<u>165,000</u>	<u>165,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	166,572	165,281	178,886	178,886
710105 Overtime	15,711	20,000	20,000	20,000
710110 Uniform Allowance	1,805	1,800	1,800	1,800
710200 Retirement	63,053	62,994	68,794	68,794
710300 Health Insurance	20,849	26,282	22,981	22,981
710400 Workers' Compensation Insurance	96,259	91,987	55,285	55,285
TOTAL SALARIES & EMPLOYEE BENEFITS	364,249	368,344	347,746	347,746
SERVICES & SUPPLIES				
720300 Communications	5,084	3,200	3,200	3,200
720305 Microwave Radio Services		2,000	2,000	2,000
720600 Insurance	384	527	670	670
721100 Memberships	0	100	100	100
721300 Office Expense	0	400	400	400
721400 Professional & Specialized	2,983	0	0	0
721600 Rents & Leases - Equipment	17,112	26,000	26,000	26,000
721900 Special Departmental Expense	1,314	200	200	200
722000 Transportation & Travel	620	500	500	500
TOTAL SERVICES & SUPPLIES	27,497	32,927	33,070	33,070
<u>TOTAL EXPENDITURES</u>	<u>391,746</u>	<u>401,271</u>	<u>380,816</u>	<u>380,816</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>225,268</u>	<u>236,271</u>	<u>215,816</u>	<u>215,816</u>

SHERIFF – RURAL CRIME PREVENTION TASK FORCE PROGRAM

COMMENTS

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

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

ESTIMATED REVENUES

680200 Operating Transfers In (\$165,000) is recommended based on available realignment funding.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$178,886) are recommended increased \$13,605 based on the cost of recommended staff.

710105 Overtime (\$20,000) is recommended increased \$11,000 based on current year expenditures.

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

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

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

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

SERVICES & SUPPLIES

720300 Communications (\$3,200) is recommended unchanged \$1,000 based on current year expenditures.

SHERIFF – RURAL CRIME PREVENTION TASK FORCE PROGRAM

SERVICES & SUPPLIES (continued)

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

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	2.00	-	2.00	-	-	-	
	TOTAL	2.00	-	2.00	-	-	-	

NOTES:

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
661100 Civil Process Services	45,416	35,000	38,000	38,000
662700 Other Charges for Services	31,941	35,000	32,000	32,000
TOTAL CHARGES FOR CURRENT SERVICES	77,357	70,000	70,000	70,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>77,357</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	352,588	355,638	375,872	375,872
710103 Extra Help	0	2,000	2,000	2,000
710105 Overtime	6,067	12,000	12,000	12,000
710106 Standby & Night Premium	780	500	500	500
710110 Uniform Allowance	2,700	2,700	2,700	2,700
710200 Retirement	128,144	135,544	144,548	144,548
710300 Health Insurance	48,379	51,204	58,341	58,341
710400 Workers' Compensation Insurance	13,063	17,669	4,442	4,442
TOTAL SALARIES & EMPLOYEE BENEFITS	551,721	577,255	600,403	600,403
SERVICES & SUPPLIES				
720300 Communications	6,639	3,400	6,000	6,000
720305 Microwave Radio Services		3,000	3,000	3,000
720600 Insurance	492	243	300	300
721300 Office Expense	3,114	3,500	3,500	3,500
721400 Professional & Specialized Services	2,875	8,000	8,000	8,000
721600 Rents & Leases - Equipment	47,219	65,000	82,000	82,000
721900 Special Departmental Expense	1,859	700	700	700
722000 Transportation & Travel	2,767	4,958	4,958	4,958
TOTAL SERVICES & SUPPLIES	64,965	88,801	108,458	108,458
<u>TOTAL EXPENDITURES</u>	<u>616,686</u>	<u>666,056</u>	<u>708,861</u>	<u>708,861</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>539,329</u>	<u>596,056</u>	<u>638,861</u>	<u>638,861</u>

SHERIFF – CIVIL UNIT

COMMENTS

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

ESTIMATED REVENUES

661100 SHERIFF CIV PROC SVC (\$38,000) is recommended based on projected fee revenues to be received in the budget year.

662721 PC 1205(D) ADMIN (\$32,000) is recommended based on projected fee revenues to be received in the budget year.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$375,872) are recommended increased \$20,234 based on the cost of recommended staffing.

710103 Extra Help (\$2,000) is recommended unchanged to provide coverage for vacation/sick relief and other services.

710105 Overtime (\$12,000) is recommended unchanged based on current expenditures and current workload.

710106 Premium Pay (\$500) is recommended unchanged based on current expenditures.

710110 Uniform Allowance (\$2,700) is recommended unchanged for the payment of uniform expense for safety employees.

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

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

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

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,000) is recommended increased \$2,600 based on current FY expenditures.
- 720305** **Microwave Radio Services** (\$3,000) is recommended unchanged to fund the program's share of the Internal Service Fund for use of radios on the County's Microwave Radio System.
- 720600** **Insurance** reflects the Sheriff's Office contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$3,500) is recommended unchanged for consumable office supplies.
- 721400** **Professional & Specialized Services** (\$8,000) is recommended unchanged for specialized services and the new civil software maintenance agreement with Tyler Soft Code.
- 721600** **Rents & Leases - Equipment** (\$82,000) is recommended increased \$17,000 based on current FY expenditures for Civil Unit vehicles leased from the County Central Garage. The account also provides funds for the lease of a copier.
- 721900** **Special Departmental Expense** (\$700) is recommended unchanged for small tools and equipment.
- 722000** **Transportation & Travel** (\$4,958) is recommended unchanged to provide technical training for Deputies and Clerks assigned to this unit.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3413	Chief Civil Deputy Sheriff	1.0	-	1.00	-	-	-	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	2.00	-	2.00	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3429	Sheriff's Civil Specialist	2.00	-	2.00	-	-	-	
TOTAL		5.00	-	5.00	-	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHERIFF-OFF HWY VEH
 ENFRC GRANT (04066)
 Function: Public Protection
 Activity: Police Protection
 Fund: General
 CA OHMVR Grant

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654064 State-Off Hwy Vehicle	32,575	185,000	165,000	165,000
TOTAL INTERGOVERNMENTAL REVENUE	32,575	185,000	165,000	165,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>32,575</u>	<u>185,000</u>	<u>165,000</u>	<u>165,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710105 Overtime	0	59,000	59,000	59,000
TOTAL SALARIES & EMPLOYEE BENEFITS	0	59,000	59,000	59,000
SERVICES & SUPPLIES				
721306 Equipment< FA Limit	0	0		
721900 Special Departmental Expense	2,849	36,000	36,000	36,000
722000 Transportation & Travel	1,656	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	4,505	46,000	46,000	46,000
FIXED ASSETS				
740300 Equipment	24,936	80,000	60,000	60,000
TOTAL FIXED ASSETS	24,936	80,000	60,000	60,000
<u>TOTAL EXPENDITURES</u>	<u>29,441</u>	<u>185,000</u>	<u>165,000</u>	<u>165,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(3,134)</u>	<u>0</u>	<u>0</u>	<u>0</u>

SHERIFF – OFF HWY VEHICLE ENFRC GRANT

COMMENTS

This budget provides appropriations for the Sheriff's Off-Highway Vehicle (OHV) Enforcement Grant under Org Key 04066. The work is supported by a grant from the California State Parks, Off-Highway Motor Vehicle Recreation (OHMVR) program. The purpose of the funding is to provide safety services to OHV enthusiasts. The funds also support enforcement of laws regulating the operation of OHVs. The OHMVR program also funds the purchase of vehicles and equipment, allowing the Department to sustain the OHV safety effort. The OHMVR program will pay for fixed overtime costs on a reimbursement basis. The OHMVR grant requires a match of 25% which is met through the purchase of fuel, safety equipment, repairs, and hours completed by Deputy Sheriffs and staff contained in other Sheriff budgets.

ESTIMATED REVENUES

654064 ST-OFF-HWY VEH-EQPT (\$165,000) is recommended based on available grant funding projected.

SALARIES & EMPLOYEE BENEFITS

710105 Overtime (\$59,000) is recommended unchanged to deliver commitments for Deputy Sheriff Overtime in OHV enforcement.

SERVICES & SUPPLIES

721900 Special Departmental Expense (\$36,000) is recommended unchanged for repairs, vehicle parts, safety gear, and other special program items.

722000 Transportation & Travel (\$10,000) is recommended unchanged to provide training for new OHV riders and for travel costs to OHMVR meetings/Training.

FIXED ASSETS

740300 Equipment (\$60,000) is recommended for the purchase of a two ATV's and accessories to assist with OHV enforcement. This purchase is offset with grant funds.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHERIFF- ANTI-DRUG
 ABUSE GRANT (04070)
 Function: Public Protection
 Activity: Police Protection
 Fund: General
 Byrne ADA Grant

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657086 FED - ANTI-DRUG GRANT	196,115	182,966	0	0
TOTAL INTERGOVERNMENTAL REVENUE	196,115	182,966	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>196,115</u>	<u>182,966</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	337,205	116,385	122,331	91,748
710105 Overtime	15,742	31,000	31,000	23,250
710110 Uniform Allowance	1,200	900	900	675
710200 Retirement	116,427	45,723	46,521	34,891
710300 Health Insurance	47,549	16,777	22,981	17,236
710400 Workers' Compensation Insurance	13,657	15,371	16,007	16,007
TOTAL SALARIES & EMPLOYEE BENEFITS	531,780	226,156	239,740	183,807
SERVICES & SUPPLIES				
720305 Microwave Radio Services	2,456	2,000	2,000	2,000
720600 Insurance	44	70	70	70
720300 Communications	0	0	500	500
721300 Office Expenses	3,664	0	0	0
721400 Professional and Specialized Services	12,000	16,000	16,000	16,000
721900 Special Departmental Expense	6,749	17,000	17,000	17,000
722000 Transportation & Travel	2,045	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	26,958	38,070	38,570	38,570
<u>TOTAL EXPENDITURES</u>	<u>558,738</u>	<u>264,226</u>	<u>278,310</u>	<u>222,377</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>362,623</u>	<u>81,260</u>	<u>278,310</u>	<u>222,377</u>

SHERIFF-ANTI-DRUG ABUSE GRANT

COMMENTS

The Byrne Anti-Drug Abuse (Byrne ADA) Grant budget, Org Key 04070, funds staff to serve on the Madera Narcotics Enforcement Team to conduct investigations and to record program data and expenses. A Federal Recovery Act Grant to support several positions in this budget expired in June 2012. The grant closure left unfunded positions from other County Departments in this Sheriff's Budget, increasing this department's request for a General Fund contribution.

The Department was a successful applicant for competitive Federal Byrne ADA grant funds administered by the California Board of State and Community Corrections (BSCC). However, BSCC has notified the County in the current year that this grant funding will no longer continue in 2018. The Department has requested to fund this program with county discretionary revenues for Fiscal Year 2018-2019.

Due to the limited amount of discretionary revenues available, the CAO is recommending to fund this program with discretionary revenues through March 31, 2019 (9 months) with a commitment to take an item to the Board with options for continued operations no later than December 18, 2018. This will allow time for the Grant Services Manager to explore other avenues to fund this critical operation without solely relying on limited discretionary resources.

ESTIMATED REVENUES

657086	FED – ANTI-DRUG GRANT	\$0
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SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$122,331) are recommended increased \$5,946 based on the cost of recommended staffing levels.

710105 **Overtime** (\$31,000) is recommended unchanged based on current and past expenditures and available grant funds.

710110 **Uniform Allowance** (\$900) is recommended unchanged to provide uniform expense payment to safety employees.

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

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

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

SHERIFF-ANTI-DRUG ABUSE GRANT

SERVICES & SUPPLIES

- 730200** **Communications** (\$500) is recommended increased by \$500 based on current FY expenditures.
- 720305** **Microwave Radio Services** (\$2,000) is recommended unchanged.
- 720600** **Insurance** reflects the Program's contribution to the County's Self-Insured Liability Program.
- 721400** **Professional & Specialized Services** (\$16,000) is recommended unchanged to fund evaluation analysis requirements, and performance audit services. The funds may also be used for direct services to residents in recovery. Contracts will be issued to obtain specialized services.
- 721900** **Special Departmental Expense** (\$17,000) is recommended unchanged to pay for Drug Court program support costs and for materials, small tools, and equipment needed for this activity.
- 722000** **Transportation & Travel** (\$3,000) is recommended unchanged to pay for grant-stipulated travel and expenditures to attend mandated program trainings.

TOTAL FULL YEAR COST (\$278,310)

CAO RECOMMENDED (\$222,377)

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **SHERIFF- ANTI-DRUG
ABUSE GRANT (04070)**
Function: **Public Protection**
Activity: **Police Protection**
Fund: **General
Byrne ADA Grant**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II or							
3669	Legal Secretary I or							
3653	Legal Secretary II	1.0	-	1.0	-	-	-	
TOTAL		<u>2.00</u>	<u>-</u>	<u>2.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHERIFF-CAL-MMET
 PROGRAM (04071)
 Function: Public Protection
 Activity: Police Protection
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OTHER FINANCING SOURCES				
680200 Operating Transfers In	228,509	205,000	180,000	180,000
TOTAL OTHER FINANCING SOURCES	228,509	205,000	180,000	180,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>228,509</u>	<u>205,000</u>	<u>180,000</u>	<u>180,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	166,585	166,212	170,471	170,471
710105 Overtime	16,517	20,000	20,000	20,000
710106 Standby & Night Premium		300	300	300
710110 Uniform Allowance	1,800	2,400	2,400	2,400
710200 Retirement	65,426	63,349	68,289	68,289
710300 Health Insurance	7,316	17,891	20,389	20,389
710400 Workers' Compensation Insurance	1,852	1,927	1,937	1,937
TOTAL SALARIES & EMPLOYEE BENEFITS	259,496	272,079	283,786	283,786
SERVICES & SUPPLIES				
720300 Communications	113	1,800	1,800	1,800
720305 Microwave Radio Services	4,000	4,000	4,000	4,000
720600 Insurance	0	123	0	0
720800 Maintenance - Equipment	2,240	3,000	0	0
721300 Office Expense	1,515	2,000	2,000	2,000
721600 Rents and Leases - Equipment	0	0	33,000	33,000
721900 Special Departmental Expense	7,889	2,000	2,000	2,000
722000 Transportation & Travel	0	3,500	3,500	3,500
TOTAL SERVICES & SUPPLIES	15,757	16,423	46,300	46,300
<u>TOTAL EXPENDITURES</u>	<u>275,253</u>	<u>288,502</u>	<u>330,086</u>	<u>330,086</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>46,744</u>	<u>83,502</u>	<u>150,086</u>	<u>150,086</u>

COMMENTS

This budget implements the California Multi-jurisdictional Methamphetamine Enforcement Team (CAL-MMET) under Org Key 04071. The State program was created to provide additional funding to counties dealing with methamphetamine production and distribution problems. The Sheriff's Office was awarded these funds for the first time in Fiscal Year 2006-07, and has received subsequent awards each year. In 2011-12, California shifted funding from the General Fund to the State sales tax to finance this program. Under realignment, funds related to the CAL-MMET program must first be deposited in the Local Law Enforcement Fund prior to being transferred to the General Fund.

ESTIMATED REVENUES

680200 **Operating Transfers In** (\$180,000) is recommended based on the projected realignment funding available.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$170,471) are recommended increased \$4,259 based on the cost of recommended staffing.

710105 **Overtime** (\$20,000) is recommended unchanged based on current year expenditures to fund overtime work in this program. When assisting Cal-MMET project staff, additional Deputies are authorized to draw from this overtime source.

710106 **Standby & Night Premium** (\$300) is recommended unchanged based on staffing levels.

710110 **Uniform Allowance** (\$2,400) is recommended unchanged based on staffing levels.

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

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

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

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,800) is recommended unchanged based on current year expenses.
- 720305** **Microwave Radio Services** (\$4,000) is recommended unchanged for the program's contribution to the Internal Service Fund based on the number of radios in the CAL-MMET program which utilize the County's microwave radio network.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$0) is recommended decreased based on mileage paid on vehicles in this budget under rents and leases of equipment to central garage.
- 721300** **Office Expense** (\$2,000) is recommended unchanged for small equipment and consumable office supplies.
- 721600** **Rents and Leases – Equipment** (\$33,000) increased \$33,000 for rental of vehicles from central garage.
- 721900** **Special Departmental Expense** (\$2,000) is recommended unchanged based on current year experience.
- 722000** **Transportation & Travel** (\$3,500) is recommended unchanged to fund anticipated training costs.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: SHERIFF-CAL-MMET
 PROGRAM (04071)
 Function: Public Protection
 Activity: Police Protection
 Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	2.00	-	2.00	-	-	-	
	TOTAL	<u>2.00</u>	<u>-</u>	<u>2.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
657081 FED - JUSTICE ASST GRANT	31,563	33,000	27,706	27,706
TOTAL INTERGOVERNMENTAL REVENUE	31,563	33,000	27,706	27,706
<u>TOTAL ESTIMATED REVENUES</u>	<u>31,563</u>	<u>33,000</u>	<u>27,706</u>	<u>27,706</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721900 Special Departmental Expense	29,474	33,000	27,706	27,706
TOTAL SERVICES & SUPPLIES	29,474	33,000	27,706	27,706
<u>TOTAL EXPENDITURES</u>	<u>29,474</u>	<u>33,000</u>	<u>27,706</u>	<u>27,706</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(2,089)</u>	<u>0</u>	<u>0</u>	<u>0</u>

SHERIFF – JUSTICE ASSISTANCE GRANT

COMMENTS

This budget funds the implementation of the Federal Justice Assistance Local Solicitation Grant Program (JAG) under Org Key 04072. The County of Madera has been a recipient of these funds, under various program names (LLEBG, etc.), since the early 1990s. JAG funds are administered by the United States Department of Justice (US DOJ) and are used to purchase specialty law enforcement equipment. These Federal funds augment purchases of tools and equipment made with General Fund dollars under the Sheriff's Main Budget (04010). The program has allowed for the provision of extraordinary equipment that might not be possible with limitations of County revenue. Specific small equipment items change from year-to-year.

The US DOJ JAG Local Solicitation Program does not require a General Fund cash match.

ESTIMATED REVENUES

657081 **FED – JUSTICE ASST GRANT** (\$27,706) is recommended based on the projected available funding from the grant.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$27,706) is recommended as per grant award for the purchase of equipment and operating supplies for the Sheriff's Office.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OTHER FINANCING SOURCES				
680200 Operating Transfers In	1,671,728	1,400,000	1,400,000	1,400,000
TOTAL OTHER FINANCING SOURCES	1,671,728	1,400,000	1,400,000	1,400,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,671,728</u>	<u>1,400,000</u>	<u>1,400,000</u>	<u>1,400,000</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,168,862	1,073,029	1,116,973	1,116,973
710103 Extra Help	0	3,000	3,000	3,000
710105 Overtime	12,926	15,600	15,600	15,600
710106 Standby & Night Premium	1,352	500	500	500
710110 Uniform Allowance	12,803	13,500	13,500	13,500
710200 Retirement	438,582	409,027	447,448	447,448
710300 Health Insurance	113,002	117,949	131,853	131,853
710400 Workers' Compensation Insurance	68,581	100,122	37,757	37,757
TOTAL SALARIES & EMPLOYEE BENEFITS	1,816,108	1,732,727	1,766,631	1,766,631
SERVICES & SUPPLIES				
720300 Communications	10,534	15,000	15,000	15,000
720305 Microwave Radio Services	18,000	18,000	18,000	18,000
720600 Insurance	492	1,377	1,679	1,679
721300 Office Expense	1,078	1,000	1,000	1,000
721601 Rents/Lse - Co Vehicle	0	1,866	17,314	17,314
721900 Special Departmental Expense	27,152	21,000	21,000	21,000
722000 Transportation & Travel	9,390	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	66,646	68,243	83,993	83,993

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
FIXED ASSETS				
740300 Equipment	20,506	0	0	0
TOTAL FIXED ASSETS	20,506	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,903,260</u>	<u>1,800,970</u>	<u>1,850,624</u>	<u>1,850,624</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>231,532</u>	<u>400,970</u>	<u>450,624</u>	<u>450,624</u>

SHERIFF –COURT SECURITY

COMMENTS

The Board approves expenditures for Court Security under Org Key 4074. In 2011-12, the State of California shifted Court Security funding from the State General Fund to Realignment Funds, and specified that State Sales Taxes would finance this program. The change increased the annual stability of these funds. In Fiscal Year 2015-16, the State increased local security funding due to the opening of a new, larger facility.

ESTIMATED REVENUES

680200 Operating Transfers In (\$1,400,000) is recommended unchanged from the current fiscal year and reflects the projected realignment revenues to be received for providing court security services.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$1,116,973) are recommended increased \$43,944 based on the recommended staffing level.

710103 Extra Help (\$3,000) is recommended unchanged to provide coverage in unique situations, or staffing shortages due to vacation/sick leave.

710105 Overtime (\$15,600) is recommended unchanged to reflect current year court security service needs of the courts.

710106 Premium Pay (\$500) is recommended unchanged based on current usage.

710110 Uniform Allowance (\$13,500) is recommended unchanged for uniform expense of safety employees.

710200 Retirement is the County contribution to Social Security and the Public Employees' Retirement System for safety employees.

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

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

SERVICES & SUPPLIES

720300 Communications (\$15,000) is recommended unchanged to equip court security staff and costs associated with connectivity to the new courthouse.

SHERIFF –COURT SECURITY

SERVICES & SUPPLIES (continued)

- 720305** **Microwave Radio Services** (\$18,000) is recommended unchanged for the program's contribution to the Internal Service Fund.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$1,000) is recommended unchanged based on current expenditures for general office supplies.
- 721600** **Rents & Leases - Equipment** (\$17,314) is recommended increased (\$15,448) for fleet mileage expense for the court vehicle.
- 721900** **Special Departmental Expense** (\$21,000) is recommended unchanged to pay for small tools, equipment, and computer systems as needed. Safety Equipment is needed to equip additional court security staff. This account also funds new County information network equipment at State Courthouse.
- 722000** **Transportation & Travel** (\$10,000) is recommended unchanged to provide for training and for private mileage reimbursement.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T	11.0	-	11.0	-	-	-	
3327	Sheriff's Corporal	1.0	-	1.0	-	-	-	
3321	Sheriff's Sergeant	1.0	-	1.0	-	-	-	
TOTAL		<u>13.0</u>	<u>-</u>	<u>13.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673400 Misc Rev - TR Funds	145,258	93,900	93,900	93,900
TOTAL MISCELLANEOUS REVENUE	145,258	93,900	93,900	93,900
<u>TOTAL ESTIMATED REVENUES</u>	<u>145,258</u>	<u>93,900</u>	<u>93,900</u>	<u>93,900</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720300 Communications	7,244	8,000	8,000	8,000
720500 Household Expenses	1,711	0	0	0
720800 Maintenance - Equipment	5,100	6,000	6,000	6,000
721100 Memberships	100	0	0	0
721300 Office Expense	5,494	5,000	5,000	5,000
721400 Professional & Specialized Services	552	22,000	22,000	22,000
721602 Rents & Leases - Other Equipment	8,321	25,000	25,000	25,000
721800 Small Tools & Instruments	113	0	0	0
721900 Special Departmental Expense	2,739	4,200	4,200	4,200
722000 Transportation & Travel	15,014	23,700	23,700	23,700
TOTAL SERVICES & SUPPLIES	46,388	93,900	93,900	93,900
FIXED ASSETS				
740300 Equipment	11,533	0	0	0
TOTAL FIXED ASSETS	11,533	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>57,921</u>	<u>93,900</u>	<u>93,900</u>	<u>93,900</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(87,337)</u>	<u>0</u>	<u>0</u>	<u>0</u>

SHERIFF - OCJP NET PROJECT

COMMENTS

On November 26, 1991, the Board of Supervisors established the Sheriff-OCJP NET Project under Org Key 04090. This budget unit is funded by asset forfeiture funds and provides revenue to support ongoing operational costs of the Narcotics Enforcement Team (NET). Trust Fund #6166 and #6167 are the revenue source for this program.

ESTIMATED REVENUES

673410 **Misc Revenue – TR Funds** (\$93,900) is recommended unchanged from the current fiscal year and represents available funding from the asset forfeiture funds.

SERVICES & SUPPLIES

720300 **Communications** (\$8,000) is recommended unchanged for NET communication expenses.

720800 **Maintenance - Equipment** (\$6,000) is recommended unchanged to provide for maintenance of radio, listening devices, and office equipment.

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

721400 **Professional & Specialized Services** (\$22,000) is recommended unchanged to provide for title searches, appraisals, and subpoenas, and funding to reimburse the State for a portion of the Agent-in-Charge.

721602 **Rents & Leases - Other Equipment** (\$25,000) is recommended unchanged to pay copier/lease expenses. The account also provides funds for lease of radio repeaters and other small equipment.

721900 **Special Departmental Expense** (\$4,200) is recommended unchanged to provide special tools, equipment, and supplies. Funding in this account may be used for drug “buy money.”

722000 **Transportation & Travel** (\$23,700) is recommended unchanged to provide for technical training for new investigators.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
651300 State - Mental Health	51,000	51,000	51,000	51,000
654000 State - Other	33,930	57,630	60,000	60,000
657000 Federal - Other	66,971	70,000	100,000	100,000
TOTAL INTERGOVERNMENTAL REVENUE	151,901	178,630	211,000	211,000
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	75,105	20,000	35,000	35,000
662900 DLY Jail Cnfn Cost PC 1203.1c	0	92,994	159,000	159,000
TOTAL CHARGES FOR CURRENT SERVICES	75,105	112,994	194,000	194,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	76,101	38,487	0	0
673400 Misc Rev - TR Funds	87,885	98,487	100,000	100,000
673900 Misc Reimbursement - Other	0	125,000	75,000	75,000
TOTAL MISCELLANEOUS REVENUE	163,986	261,974	175,000	175,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	2,252,532	2,120,000	2,220,000	2,220,000
TOTAL OTHER FINANCING SOURCES	2,252,532	2,120,000	2,220,000	2,220,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,643,524</u>	<u>2,673,598</u>	<u>2,800,000</u>	<u>2,800,000</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	5,861,872	5,991,711	6,229,501	6,229,501
710103 Extra Help	59,499	0	0	0
710105 Overtime	361,919	100,000	160,000	160,000
710106 Standby & Night Premium	51,522	40,000	40,000	40,000
710110 Uniform Allowance	78,288	85,500	85,500	85,500
710200 Retirement	2,172,622	2,207,627	2,401,217	2,401,217
710300 Health Insurance	791,177	881,988	990,645	990,645
710400 Workers' Compensation Insurance	327,426	375,545	434,620	434,620
TOTAL SALARIES & EMPLOYEE BENEFITS	9,704,325	9,682,371	10,341,483	10,341,483
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	15,134	61,000	61,000	61,000
720300 Communications	11,721	15,000	15,000	15,000
720305 Microwave Radio Services	21,034	21,035	23,000	23,000
720500 Household Expense	82,288	108,580	108,580	108,580
720600 Insurance	164,863	200,000	247,250	247,250
720800 Maintenance - Equipment	30,244	34,977	100,000	100,000
721000 Medical, Dental & Lab Supplies	15,341	17,000	17,000	17,000
721100 Memberships	175	500	500	500
721300 Office Expense	33,971	30,000	30,000	30,000
721400 Professional & Specialized Services	53,328	66,908	66,908	66,908
721430 Prof. & Specialized - Inmate Medical Se	3,188,649	3,285,866	3,555,797	3,555,797
721431 Prof. & Specialized - Food Services	808,411	903,552	1,043,101	1,043,101
721601 Rents & Leases - County Vehicle	76,043	63,000	70,000	70,000
721602 Rents & Leases - Other Equipment	41,453	62,000	65,000	65,000
721800 Small Tools & Instruments	0	200	200	200
721900 Special Departmental Expense	15,182	25,000	25,000	25,000
722000 Transportation & Travel/Education	39,363	30,000	35,000	35,000
		284		

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
722001 Transportation - Prisoners	9,819	10,000	10,000	10,000
722100 Utilities	364,926	369,500	369,500	369,500
TOTAL SERVICES & SUPPLIES	4,971,945	5,304,118	5,842,836	5,842,836
OTHER CHARGES				
730115 Support & Care of Persons	869	5,000	5,000	5,000
730302 Retire Capital Leases	40,268	666,737	0	0
730502 Int Capital Leases	4,427	2,590	2,590	2,590
731305 Contributions to Other Agencies	39,218	38,467	39,466	39,466
TOTAL OTHER CHARGES	84,782	712,794	47,056	47,056
FIXED ASSETS				
740200 Buildings & Improvements	110,625	0	0	0
TOTAL FIXED ASSETS	110,625	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>14,871,677</u>	<u>15,699,283</u>	<u>16,231,375</u>	<u>16,231,375</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>12,228,153</u>	<u>13,025,685</u>	<u>13,431,375</u>	<u>13,431,375</u>

DEPARTMENT OF CORRECTIONS

COMMENTS

The Department of Corrections operates the County Jail and provides custody of persons awaiting trial under sentence from the Superior Court; awaiting transfer to another jurisdiction, State prison or institution; or sentencing to both local and State time in the County facility. In FY 2010-11, the Department's Average Daily Population (ADP) was 366. In October of 2011, Assembly Bill 109 went into effect. The ADP for FY 2011-12 went up to 395. For FY 2012-13, the ADP went up to 440 and the ADP for FY 2013-14 went up to 482. In November 2014, Proposition 47 went into effect, and since then Proposition 57 was enacted in November of 2016. For FY 2014-15, the ADP was 443. The ADP for FY 2015-16 was at 407. The mid-year ADP for 2016-17 sat at 432. Based on the fluctuation of inmate population since the implementation of AB 109 and the unknown impacts of the more recent Proposition 47 and proposition 57, an ADP of 476 for FY 2018-19 is projected. Costs and staffing levels in this budget are reflective of maintaining a high ADP.

In 2010, Madera County received a \$30 Million dollar award through Assembly Bill 900 (Phase I) to construct two housing units consisting of 144-beds, central plant, administration and training facility, and renovation of existing housing units and facility security systems. This project was completed at the end of 2013. In 2012, Madera County received a \$3 Million dollar award through Assembly Bill 900 (Phase II) to construct a Jail kitchen, commissary and maintenance building. This project was started in January 2015 and was completed June 2016. On February 16, 2017, Madera County was approved for a \$19 Million dollar award through Assembly Bill 1022 the Adult Criminal justice Facilities Construction (Phase III).

Assembly Bill 109 legislation and prison realignment continues to impact Jail operations, specifically inmate population management and classification issues. With this, the number of inmate assaults on other inmates and staff has increased as more dangerous and highly sophisticated State inmates are kept in the facility. The Average Length of Stay (ALS) continues to increase as more inmates who would have been sentenced to a State facility are sentenced to time in the County jail. Currently, Madera County has an inmate in custody who has received a ten (10) year local sentence. AB 109 is expected to continue to impact Madera County and other county jails for many years to come. The long-term impacts of Proposition 47 and Proposition 57 are still unknown; however, some relief to inmate population has been seen, and the Department hopes that, through inmate programs and collaborative efforts with other local agencies and services, the recidivism rate can be reduced.

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Average Daily Inmate Population	405	451	476
Bookings	4193	4313	5079

DEPARTMENT OF CORRECTIONS

ESTIMATED REVENUES

- 651300** **State – Mental Health** (\$51,000) is recommended at the same level as the current fiscal year and reflects projected Jail Mental Health Realignment revenues for the budget year.
- 654000** **State – Other** (\$60,000) is recommended based on estimated POST/STC training reimbursements from the State.
- 657000** **Federal – Other** (\$100,000) is recommended at the same level as the current fiscal year and reflects the projected revenues from the State Criminal Alien Assistance Program (SCAAP).
- 662700** **Other Charges for Services** (\$35,000) is recommended increased \$15,000 from the current fiscal year based on projected community service fees to be collected in the budget year.
- 662900** **Daily Jail Incarceration Fee PC 1203.1c** (\$159,000) reflects an increased \$66,006 from the current fiscal year based on projected jail incarceration fees to be collected in the budget year.
- 673400** **Misc. Revenue TR Funds** (\$100,000) reflects an increase of \$1,513 from the current fiscal year and reflects the projected transference from the Jail Inmate Trust.
- 680200** **Operating Transfers In** (\$2,220,000) reflects an increase of \$100,000 from the current fiscal year and reflects projected revenues from AB 109 (\$2,120,000) and Prop 69 (\$100,000).

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$6,229,501) is recommended increased \$237,790 based on the projected costs of the recommended staff allocations.
- 710105** **Overtime** (\$160,000) is recommended increased by \$60,000 to be offset by STC 924 training reimbursements. Overtime is strictly monitored, controlled and used to maintain minimum staffing levels mainly in the custody and transportation divisions and to backfill for those attending training to meet State training mandates noted below. It is also used to cover the critical workload while vacant funded positions are being recruited.

DEPARTMENT OF CORRECTIONS

SALARIES & EMPLOYEE BENEFITS (continued)

710105 Overtime (continued)

Note: Correctional Officers who are injured while on duty and go on extended leave (CIDS-up to one (1) year per incident) receive full salary and benefit payments from the Department of Corrections budget. While on leave, and only when absolutely necessary, these positions are backfilled with overtime.

Correctional Officers are required to attend 24-hours of ongoing training during the fiscal year. New Correctional Officers are required to attend the Core STC Academy (176 hours) within their first year of employment along with PC 832 training, Laws of Arrest and Use of Deadly Force (64 hours). This training is reimbursed by the State through STC funds, which is used to offset the overtime incurred for coverage while the officers are at training. Training reimbursement received in the STC account will reimburse the increase in overtime.

710106 Standby & Night Premium (\$40,000) is recommended unchanged as hiring of several officers is anticipated in Fiscal Year 2018-19. This category funds the premium paid to personnel working either of the two shifts which fall under the guidelines of section 18.00.00 of the Memorandum of Understanding for Correctional Officer and Clerical bargaining units.

710110 Uniform Allowance (\$85,500) is recommended unchanged. This category funds the uniform allowance of \$75 per officer monthly as per section 15.00.00 of the Memorandum of Understanding for the Correctional Officer bargaining unit.

710200 Retirement (\$2,401,217) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$990,645) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$434,620) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$61,000) recommended unchanged for clothing replacement (colored shirts and trousers, socks, work boots, coats, underwear, shoes, court-ordered clothing, etc.) Also, this account funds required health and welfare items such as: feminine hygiene, inmate haircuts, inmate welfare packets (toothbrush, tooth paste, writing paper, etc.).
- 720300** **Communications** (\$15,000) is recommended unchanged for telephone service charges, relocation, replacement, fax line and cellular telephone charges for command, Transport, and CSU staff. Additionally, the California Law Enforcement Teletype System (CLETS) and Cogent Fingerprint line rental is paid from this account.
- 720305** **Microwave Radio Services** (\$23,000) is recommended increased \$1,965 for the Department's contribution to the Internal Service Funds based on the number of radios utilizing the County's microwave radio network and per costs provided by Information Technology.
- 720500** **Household Expense** (\$108,580) is recommended unchanged and will meet the needs to continue with the maintenance of facility needs that include:
- A. Disinfecting cleaners and supplies for staff areas and inmate housing units.
 - B. Replacement bedding, mattresses, pillows, sheets, blankets, pillowcases, mattress covers and towels.
 - C. Household supplies, toilet paper, paper towels, laundry soap, bleach, floor wax, floor stripper, polishing/buffing disks, mops, handle and head replacement, mop buckets, wringers, stainless steel cleaner, brooms, garbage cans, plastic can liners, waste baskets, floor safety matting, toilet bowl brushes, etc.
 - D. Refuse disposal service (approximately \$25,000 annually).
- 720600** **Insurance** (\$247,250) is recommended increased \$47,250 for the Department's contribution to the County's Self-Insured Liability Program (\$127,250) and also includes an appropriation (approximately \$120,000) to pay the annual premium for the County's Catastrophic Inmate Medical Insurance plan.
- 720800** **Maintenance - Equipment** (\$100,000) is recommended increase of (\$65,000) for maintenance or repair of California Law Enforcement Teletype System (CLETS), Identification (ID) cameras, laminator, digital recorders, fire alarm, check writer, fire extinguishers, video equipment, vehicles, firearms, computer equipment, two-way radios, module and cell intercoms, and washers and dryers. This account also includes annual server and support costs for our new Jail management System (\$15,870) that will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013 and the annual maintenance for MCDC Security System.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 721000** **Medical, Dental & Laboratory Supplies** (\$17,000) is recommended unchanged. These funds are used to replenish miscellaneous non-prescription medical supplies such as band-aids, elastic bandages, tongue depressors, first aid kits, paper masks, and special heavy-quilted modesty garments for inmates housed in safety cells. In addition, this account funds the purchase of latex gloves which are necessary to prevent the spread of MRSA, H1N1 and other contagious diseases. Correctional staff uses latex gloves when searching inmates going to and coming from court, housing units, and when handling dirty or contaminated inmate clothing and bedding. Latex gloves are also utilized for the collection of required DNA swab samples from all felony inmates.
- 721100** **Memberships** (\$500) is recommended unchanged for memberships in Central California Jail Manager's Association, California Jail Programs Association (CJPA), California Law Enforcement Association of Records Supervisors (CLEARs), Central California Training Officer's Association (CCTOA), California State Sheriff's Association (CSSA), Fresno Madera Chiefs Association, Fresno Peace Officer's Gun Range, Prison Gang Task Force (PGTF), Computerized C.L.E.T.S. Users Group (CCUG), California Gang Investigator's Association (CGIA), and National Tactical Officer's Association (NTOA), CCJWSA (California Criminal Justice Warrant Services Association).
- 721300** **Office Expense** (\$30,000) is recommended unchanged for all general office supplies, copy paper, and a number of various forms. This account also provides for computer equipment and minor office equipment purchases and toner.
- 721400** **Professional & Specialized Services** (\$66,908) is recommended unchanged for the following:
- \$33,408 **Private Security Guard Service**: To guard inmates housed in the hospital, which is more economical than using Correctional Officers. Costs for this service are difficult to project as it is determined by the number of inmates needing hospital care and their length of stay there.
 - \$2,000 **Drug Screening**: For in-custody inmates and inmates participating in supervised release and county parole programs. Also screening for inmates suspected of being under the influence of narcotics and/or engaged in importation of drugs into the facility.
 - \$7,500 **Psychological Examinations**: As required by state law for all Correctional Officer applicants. An estimated 20 examinations will be given in Fiscal Year 2018-19.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

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

- \$10,000 Polygraph Examinations: Administered to all Correctional Officer applicants. An estimated 50 examinations will be given in Fiscal Year 2018-19. Per agreement with paleographer, the department is responsible for no shows at \$75 each.
- \$12,000 Background Investigations: Conducted on all Correctional Officer applicants. An estimated 18 examinations will be conducted in Fiscal Year 2018-19.
- \$2,000 Justice Benefits Inc.: Prepares and assists DOC staff with Federal revenue enhancement activities related to State Criminal Alien Assistance Program (SCAAP) receiving 1% up to awards of \$89,921; and 18% on any amount over that.

721430 **Inmate Medical Services** (\$3,555,797) is recommended increased \$318,873 per a (CPI) 2.1% increase per contract agreement. (which includes \$5,000 for the aggregate HIV payment). The department contracts with California Forensic Medical Group, Inc. for medical, dental and mental health services at an average base monthly cost of \$295,900.

721431 **Inmate Food Services** (\$1,043,101) is recommended increased \$139,549 due to current and projected inmate population as impacted by AB 109 and Proposition 47. Estimated number of meals in Fiscal Year 2018-2019 is 542,025 at \$1.73 per meal, including 7.75% sales tax and anticipated CPI of 3.00% (CPI-Food Away from Home, all Urban U.S. City Average).

721601 **Rents and Leases – County Vehicles** (\$70,000) is recommended increased \$7,000 due to increased travel to out of county facilities and funds the department's transportation of prisoners to and from those in-county and out-of-county facilities, to include medical appointments, court, etc. For FY 2018-19 it is estimated annual mileage will be 128,000 miles @ 0.60 plus fuel and oil. The department continues to utilize TOPIC (Transportation of Prisoners in Cooperation) which has helped reduce transportation costs.

721602 **Rents and Leases – Other Equipment** (\$65,000) is recommended increase (\$3,000) to fund department's lease of copiers, desktop computers, command staff tablets and other necessary technology equipment rentals to include Interactive White Boards .

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

721800 **Small Tools & Instruments** (\$200) is recommended unchanged for paint brushes, paint rollers, sandpaper, replacement of small hand tools, ladders, cleaning tools for weapons, screwdrivers, pliers, miscellaneous tools used in security searches. The department has undertaken a program to repair and paint inmate housing areas due to wear and tear in the facility.

721900 **Special Departmental Expense** (\$25,000) is recommended unchanged for downloading in-custody audio evidence and DVD costs for downloading in-custody video evidence, including inmate assaults and other criminal activity; equipment related to the gathering of crime scene evidence; critical incident and inmate photos; flash drives for storing investigative data and training material (\$1,000). This account also provides for small equipment, badges, shoulder patches, belly chains, leg irons, handcuffs, replacement of broken restraint equipment, new and/or replacement flashlights, hand held two-way radio battery packs and microphones, identification supplies, flashlight batteries, security key blanks, chemical agents, ammunition for firearms qualification, stands, targets, range fees, gun cleaning supplies, ear plugs, tape, shooting glasses (\$24,000).

722000 **Transportation and Travel** (\$35,000) is recommended increased \$5,000 to cover newly promoted Corporals and Sergeant's Supervisory Core Academy costs and increased costs of required Academy ammunition. Management and supervisory staff attend out-of-county professional meetings that are offered or sponsored by the State of California's Board of State and Community Corrections, as well as the Central California Jail Manager's Association, California State Sheriff's Association, Fresno/Madera Chief's Association, California Jail Programs Association and Central California Training Officer's Association.

All new Correctional Officers must attend a Basic Core Correctional Officer Academy within their first year of employment. The cost for this training is \$770 per student. This includes registration/tuition, per diem, physical training equipment, clothing, etc. It is anticipated eight (8) new Correctional Officers will attend this training in 2018-19. The majority of training related costs are offset by STC revenues.

Along with the Basic Core Academy, new Correctional Officers must also receive PC 832 training within their first year of employment. It is anticipated eight (8) new Correctional Officers will attend Basic Core and PC 832 in 2018-19. The cost of this training is approximately \$300 per student, and includes tuition, materials and the 500 rounds of ammunition that each student is required to have.

722001 **Transportation - Prisoners** (\$10,000) is recommended unchanged. The transportation unit moves sentenced inmates to the primary reception center at North Kern State Prison in the southern Central Valley, occasionally DVI located in Tracy in the northern Central Valley, Patton and C.R.C located in San Bernardino, Metro and CIW in Los Angeles County, and Atascadero State Hospital in San Luis Obispo County. DOC transportation has also been impacted by the reduction of assistance from Los Angeles County transportation. This account funds per diem costs associated with this out-of-county travel.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$369,500) is recommended unchanged due to Madera County Department of Corrections PG&E Solar True-Up based on projected gas, electricity, sewer, water and disposal services.

OTHER CHARGES

730115 **Support and Care of Persons** (\$5,000) is recommended unchanged. This account provides for the estimated medical care of inmates when the cost for outside services exceeds the \$25,000 per inmate, per incident limit; the cost for any necessary housing of inmates in other correctional facilities due to the overcrowding in the Madera facility; protective custody; and medical costs that are not covered by the medical provider contract. Through cooperative efforts between this Department, District Attorney's Office, Probation, and the Courts, the goal is to minimally fund this line item. If a situation arises where it is not possible to resolve and costs exceed the budgeted amount, the Department may have to request additional funding.

730302 **Retire Capital Leases** (\$666,737) is recommended unchanged and will fund the necessary leasing of servers and hardware for the new Jail Management System (\$41,737) and the projected annual lease cost of upgrading the heating, ventilation and air conditioning (HVAC) system (\$625,000) at the Jail Central Plant. The cost of the server and hardware lease reflects an increase of \$3,257 from the prior year based on the amortization schedule. This cost will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013. The estimated lease cost for the Jail Central Plan HVAC is necessary to accommodate the capacity needed to serve the old section of the jail as the old jail HVAC is beyond repair. The most cost-effective solution would be to increase capacity at the central plant so that both the new and old section of the jail is served by one system.

730502 **Interest - Capital Leases** (\$2,590) is recommended unchanged to fund the necessary interest costs of leased servers and hardware required for our new Jail Management System which is a reduction of \$1,663. This is also per amortization schedule. These costs will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013.

731305 **Contributions to Other Agencies** (\$39,466) is recommended unchanged for contributions made to the Jail Chaplaincy Program. This funding is provided from the (IWF) Inmate Welfare Fund.

Note: All services and supplies budget appropriations are based on a projected ADP of 476 inmates for Fiscal Year 2018-19. Contract rates are based on escalation clauses and agreed to capital increases.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II	2.0	-	2.0	-	-	-	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
3131	Assistant Corrections Director	1.0	-	1.0	-	-	-	
3823	Building Crafts & Maintenance Worker I							
3822	Building Crafts & Maintenance Worker II	1.0	-	1.0	-	-	-	
3433	Correctional Corporal	10.0	-	10.0	-	-	-	
3255	Correctional Lieutenant	2.0	-	2.0	-	-	-	
3431	Correctional Officer I or							
3432	Correctional Officer II	76.0	7.0	76.0	7.0	-	-	
3659	Correctional Records Specialist I or							
3660	Correctional Records Specialist II	6.0	1.0	6.0	1.0	-	-	
3325	Correctional Sergeant	7.0	-	7.0	-	-	-	
2131	Corrections Director	1.0	-	1.0	-	-	-	
3351	Personnel Technician I or							
3352	Personnel Technician II	2.0	-	2.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	5.0	-	5.0	-	-	-	
TOTAL		114.0	8.0	114.0	8.0	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	84,320	73,000	63,000	63,000
630300 Forfeitures & Penalties	250	30	30	30
TOTAL FINES, FORFEITURES & PENALTIES	84,570	73,030	63,030	63,030
INTERGOVERNMENTAL REVENUE				
657013 FED - CH FOOD PROG JUV HALL	74,995	82,000	85,000	85,000
659005 OTHER GOVT AGY-BOOT CAMP PROG	30,250	45,000	0	0
TOTAL INTERGOVERNMENTAL REVENUE	105,245	127,000	85,000	85,000
CHARGES FOR CURRENT SERVICES				
662303 JUV HALL MAINT	10,621	6,000	6,000	6,000
TOTAL CHARGES FOR CURRENT SERVICES	10,621	6,000	6,000	6,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	210	0	0	0
TOTAL MISCELLANEOUS REVENUE	210	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>200,646</u>	<u>206,030</u>	<u>154,030</u>	<u>154,030</u>

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,059,017	2,146,067	2,330,692	2,330,692
710103 Extra Help	268,825	150,000	150,000	150,000
710105 Overtime	186,881	150,000	150,000	150,000
710106 Standby & Night Premium	10,557	8,500	8,500	8,500
710107 Bilingual Pay	0	1,440	1,440	1,440
710110 Uniform Allowance	26,520	28,080	28,800	28,800
710200 Retirement	818,586	794,583	842,189	842,189
710300 Health Insurance	318,643	320,938	419,323	419,323
710400 Workers' Compensation Insurance	115,825	133,487	197,677	197,677
TOTAL SALARIES & EMPLOYEE BENEFITS	3,804,854	3,733,095	4,128,621	4,128,621
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	19,858	15,000	15,000	15,000
720300 Communications	2,054	2,000	2,000	2,000
720500 Household Expense	46,036	40,000	40,000	40,000
720600 Insurance	1,068	1,665	2,499	2,499
720800 Maintenance - Equipment	2,336	10,500	10,500	10,500
720900 Maintenance - Structures & Grounds	3,212	1,000	1,000	1,000
721100 Memberships	0	35	35	35
721300 Office Expense	8,762	5,000	5,000	5,000
721400 Professional & Specialized Services	687,006	767,680	786,872	786,872
721600 Rents & Leases - Equipment	5,826	6,800	6,800	6,800
721800 Small Tools & Instruments	370	100	100	100
721900 Special Departmental Expense	15,472	10,000	10,000	10,000
722000 Transportation & Travel	10,052	4,000	4,000	4,000

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
722100 Utilities	39,374	12,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	841,426	875,780	895,806	895,806
FIXED ASSETS				
740200 Buildings & Improvements	26,305	0	0	0
TOTAL FIXED ASSETS	26,305	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>4,672,585</u>	<u>4,608,875</u>	<u>5,024,427</u>	<u>5,024,427</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>4,471,939</u>	<u>4,402,845</u>	<u>4,870,397</u>	<u>4,870,397</u>

JUVENILE DETENTION FACILITY

COMMENTS

The Madera County Juvenile Detention Facility is a place of detention for juvenile offenders taken into custody under the provisions of Section 602 of the Welfare & Institutions Code and Juvenile Court Law. Juveniles are detained for their protection or the protection of the community, and/or pending final disposition of their cases. In October 2009, the Juvenile Correctional Camp program, formerly a stand alone budget (04770) and facility operation, was merged into the Juvenile Hall to reduce the FY 2009-10 Probation budget. The Correctional Camp program, now known as Correctional Academy program, was reduced from 64 beds to 30 beds, and the Juvenile Hall was reduced from 74 to 44 beds, resulting in a net loss of 30 detention beds to house juvenile offenders. Furthermore, in FY 2010-11, an artificial cap was placed on the juvenile detention program by closing down a ten-bed Administrative Segregation (Ad-Seg) housing unit. The Ad-Seg unit, now known as a Separation Unit or Unit 3, is operated only as needed and may be staffed in part by the scheduling of extra help officers.

ESTIMATED REVENUES

- 630200** **Welfare & Institution Codes 903 & 904** (\$63,000) is recommended decreased by \$10,000 from the current fiscal budget due to the enactment on SB 190.
- 630300** **Forfeitures and Penalties** (\$30) is recommend unchanged from the current fiscal year.
- 657013** **Federal - Child Food Program** (\$85,000) is recommended increased by \$3,000 from the current fiscal year based on the Department's receipt of funds from the Federal Child Food Program.
- 662303** **Juvenile Hall Maintenance** (\$6,000) is recommend unchanged from the current fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,330,692) is recommended increased \$184,625 based on recommended staffing levels. There is a request to increased staffing levels with the addition of a JDO III position. Currently, one JDO III position is being funded under the Youth Offender Block Grant (04787 YOBG). This JDO III grant position is assigned to a normal shift and grant duties of transportation and programming is being deferred to other staff within the facility. In adding a new JDO III position for shift duties, the grant funded JDO III can return to his/her normal duties. Such duties within the grant structure include transportation of juveniles and facilitating counseling groups. Further, new State regulations have mandated in-custody youth case plans and organizing team treatment meeting for youths whom require room separations over a four hour period. Such mandates have increased workload for current staff to complete, making it more difficult to maintain overall safety within the facility. The addition of a new JDO III would eliminate the issue of the increased workloads and returned staff to their normal duties of safety and security in supervising the in-custody youths. Eight (8) line staff and two (2) supervisor peace officer positions remain unfunded.

JUVENILE DETENTION FACILITY

SALARIES & EMPLOYEE BENEFITS (continued)

- 710103** **Extra Help** (\$150,000) is recommended unchanged for extra help staff. Extra help staff are not paid unless they report for duty and do not receive vacation or sick leave accruals. These officers backfill vacant posts when full-time staff do not report for duty for reasons which include: training, vacation, sick leave, FMLA, on-the-job injuries, maternity leave, etc. Extra help staff also help staff the Administrative Segregation housing unit when there is a need. This unit is utilized to deal with inmates who need to be isolated because they pose physical harm to others, have behavioral issues, commit vandalism, or are having suicidal or self-harm ideations. Staffing the Ad-Seg Unit with full-time staff would require funding a minimum of four additional unfunded Juvenile Detention Officer positions.
- 710105** **Overtime** (\$150,000) is recommended unchanged for overtime costs that are necessary for a 24/7 detention facility. Overtime is utilized when officers are required to come in early or work past their shift during staffing shortages, which is a common occurrence in the institution. It also occurs when officers attend training outside of their normal work shift. Furthermore, by union contract, full-time officers work 12-hour shifts and are eligible to claim up to eight hours of overtime during a four week pay period. Ultimately, 12-hour shifts reduce payroll because these shifts require less staff than a traditional 8 or 10 hour work day would require, thus reducing retirement, health benefits and other payroll costs.
- 710106** **Standby & Night Premium** (\$8,500) is recommended unchanged.
- 710107** **Bilingual Pay** (\$1,440) is recommended unchanged.
- 710110** **Uniform Allowance** (\$28,800) is recommended increased \$720 due to additional JDO III request.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the County's anticipated contribution for employee health care costs.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

JUVENILE DETENTION FACILITY

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$15,000) is recommended unchanged to cover the clothing and personal hygiene costs of the juvenile inmates.
- 720300** **Communications** (\$2,000) is recommended unchanged for telephone cost of this Department, including the monthly cost for the Live-Scan digital fingerprinting system.
- 720500** **Household Expense** (\$40,000) is recommended unchanged based on current need for garbage pickup and items such as latex gloves, bedding, mattresses, janitorial supplies, and laundry service.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$10,500) is recommended unchanged for maintenance of numerous security cameras, electronics, security locks, and machinery in the facility. The facility was built in 2001 and repairs have increased the past couple of years. Such repairs are unavoidable and routine maintenance in operating a Juvenile Detention Facility. Any major repairs or machinery replacement will need to be covered by the maintenance department budget.
- 720900** **Maintenance - Structures and Grounds** (\$1,000) is recommended unchanged for paint and supplies to cover up graffiti vandalism and other routine painting and minor landscaping.
- 721100** **Memberships** (\$35) is recommended unchanged for the Deputy Chief's membership to the California Association of Probation Institution Administrators (CAPIA).
- 721300** **Office Expense** (\$5,000) is recommended unchanged to purchase necessary items including computers, printers, furniture, law books, and general office supplies.
- 721400** **Professional & Specialized Services** (\$786,872) is recommended increased \$19,192 to cover annual medical and food contract increases. This account also includes funding for electronic monitoring (house arrest), private security, background investigations, psychological evaluations on prospective employees and annual inspections as required by Title 15 Regulations.
- 721600** **Rents & Leases - Equipment** (\$6,800) is recommended unchanged for the rental of vehicles from Central Garage and copy machine lease.

JUVENILE DETENTION FACILITY

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$100) is unchanged based on projected expenditures for keys, locks and small tools used in the Facility.
- 721900** **Special Departmental Expense** (\$10,000) is recommended unchanged for the purchase of radios, batteries, safety equipment, riot gear, handcuffs, waist chains, pepper spray and other items.
- 722000** **Transportation & Travel** (\$4,000) is recommended unchanged for registration fees of mandated training.
- 722100** **Utilities** (\$12,000) is recommended unchanged. In 2015, solar panels were installed for electrical power significantly reducing utility costs for the facility. Gas, sewer, and water costs will remain the same for the facility.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

JCN	CLASSIFICATION	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
3104	Deputy Chief Probation Officer	1.0	-	1.0	-	-	-	
3461	Juvenile Detention Officer I or							
3462	Juvenile Detention Officer II	28.0	6.0	28.0	6.0	-	-	
3463	Juvenile Detention Officer III	5.0	-	6.0	-	1.0	-	A
3258	Juvenile Detention Officer Supervisor	4.0	2.0	4.0	2.0	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	1.0	-	1.0	-	-	-	
TOTAL		40.0	8.00	41.0	8.00	1.0	-	

NOTES:

A - One (1) Juvenile Detention Office I/II is recommended for funding in the proposed budget.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FINES, FORFEITURES & PENALTIES				
630230 JUV PROB SPRVSN W&I 602	1,800	1,000	0	0
630231 JUV RECORD SEAL W&I 781	242	0	0	0
630306 RESTITUTION FINE REBATE 10%	12,189	17,000	17,000	17,000
TOTAL FINES, FORFEITURES & PENALTIES	14,231	18,000	17,000	17,000
INTERGOVERNMENTAL REVENUE				
652503 ST - PRISON CRIMES REIMB	95,916	60,000	60,000	60,000
652505 ST - C J S S REALIGNMENT	631,554	750,000	750,000	750,000
652507 ST - TANF GRANT-PROBATION	0	890,000	575,000	575,000
654007 ST - CORR TRAINING SB 924	36,262	45,500	40,000	40,000
657016 FED - PROBATION IVE RECOVERY	179,641	175,000	175,000	175,000
TOTAL INTERGOVERNMENTAL REVENUE	943,373	1,920,500	1,600,000	1,600,000
CHARGES FOR CURRENT SERVICES				
661502 BOOKING FEES - COUNTY	481	0	0	0
662304 WORK FURLOUGH	3,444	4,250	4,500	4,500
662716 PROB COLLECTION FEES	24,220	25,000	25,000	25,000
662717 COMMUNITY SERVICE FEES	756	0	0	0
662718 PROB DRUG SCREENING	4,001	4,500	4,500	4,500
662719 PROB ELECTRONIC MONITORING	3,357	0	3,000	3,000
662720 PROBATION SERVICES	154,892	150,000	150,000	150,000
662721 PC 1205(D) ADMIN	69,844	70,000	70,000	70,000
662722 PUBLIC DEFENDER FEE	140,624	130,000	130,000	130,000
662735 PROB SVCS - REPORTS	71,318	65,000	65,000	65,000
TOTAL CHARGES FOR CURRENT SERVICES	472,937	448,750	452,000	452,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
MISCELLANEOUS REVENUE				
673000 MISCELLANEOUS	54	0	0	0
TOTAL MISCELLANEOUS REVENUE	54	0	0	0
OTHER FINANCING SOURCES				
680200 OPERATING TRANSFERS IN	1,242,277	0	0	0
TOTAL OTHER FINANCING SOURCES	1,242,277	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,672,872</u>	<u>2,387,250</u>	<u>2,069,000</u>	<u>2,069,000</u>

EXPENDITURES

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,371,154	2,620,685	2,736,822	2,736,822
710103 Extra Help	24,945	0	0	0
710107 Premium Pay	2,267	2,500	2,500	2,500
710200 Retirement	817,121	966,091	1,011,985	1,011,985
710300 Health Insurance	297,225	357,159	429,648	429,648
710400 Workers' Compensation Insurance	64,874	138,112	163,056	163,056
TOTAL SALARIES & EMPLOYEE BENEFITS	3,577,586	4,084,547	4,344,011	4,344,011
SERVICES & SUPPLIES				
720300 Communications	48,154	17,000	17,000	17,000
720305 Microwave Radio Services		27,344	28,469	28,469
720500 Household Expenses	242	0	0	0
720600 Insurance	6,151	8,323	8,465	8,465
720800 Maintenance - Equipment	5,850	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	3,953	6,000	1,500	1,500
721100 Memberships	4,651	4,551	5,000	5,000
721300 Office Expense	12,995	17,000	17,000	17,000
721400 Professional & Specialized Services	88,314	98,000	98,000	98,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
721600 Rents & Leases - Equipment	44,684	48,000	45,000	45,000
721900 Special Departmental Expense	66,201	20,300	25,000	25,000
721905 SB 924 Training	0	47,014	44,000	44,000
722000 Transportation, Travel & Education	16,304	12,500	15,000	15,000
722001 Transport Prisoners/Wards of Court		1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	297,499	308,032	306,434	306,434
OTHER EXPENSES				
730100 Support & Care of Persons	14,860	48,000	48,000	48,000
TOTAL OTHER EXPENSES	14,860	48,000	48,000	48,000
INTRAFUND TRANSFER				
770100 Intrafund Transfer	19,544	24,500	40,000	40,000
TOTAL INTRAFUND TRANSFER	19,544	24,500	40,000	40,000
<u>TOTAL EXPENDITURES</u>	<u>3,909,489</u>	<u>4,465,079</u>	<u>4,738,445</u>	<u>4,738,445</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,236,617</u>	<u>2,077,829</u>	<u>2,669,445</u>	<u>2,669,445</u>

COMMENTS

The Probation Department screens juvenile referrals from law enforcement, schools, social services, and self or parent referrals. Initial determination is made whether there is evidence to substantiate that the minor is within the jurisdiction of the Juvenile Court; then it is determined whether a court hearing is necessary or whether a lesser action is warranted. When appropriate, juvenile matters are diverted from the formal actions of Court. If it is determined the matter is appropriate for formal action, social investigations, including recommendations for dispositions of juvenile offenders, are conducted for the Superior Court. Throughout the entire process, the need for detention or continued detention is determined.

The department supervises juveniles placed on probation by the Court. Most continue to remain in the physical custody of their parent(s); though occasionally, they are placed in relatives' homes, foster homes, or other residential care facilities by the Court. The department is still responsible for supervision even when an out-of-home placement is ordered. If the offender violates probation or commits a new crime, probation is charged with the responsibility of bringing it to the Court's attention.

The Probation Department's role in adult criminal matters begins much further along the timeline of the criminal justice system. The department steps in once the offender has been convicted of a crime. The criminal matter is referred to the department for a pre-sentence report and recommendation which is considered by the Court at the time of sentencing. If the offender is placed on probation by the Court, the department will supervise the offender, ensuring compliance with the conditions of supervised release.

Other departmental and program budgets which are also the responsibility of the Probation Department include Juvenile Hall/Boot Camp, Department of Juvenile Justice Proud Parenting Program, SB 678, AB 109, CCP Planning, and CCP Training. The Probation Department has also been directly involved in the development of programs to reduce the number of people placed in the Jail and Juvenile Hall facilities. These programs are as follows:

JUVENILES

- **House Arrest/Electronic Monitoring** - The Court is given the alternative of releasing these minors under house arrest prior to disposition of the case. Furthermore, minors may be released into house arrest as conditions of their sentence or in-lieu of confinement, if they qualify.
- **Court Day School** - Any minor expelled from a school district must receive their education from a Community School under the auspices of the Superintendent of Schools. The typical student in a Community School is dysfunctional in the classroom and not normally willing to accept authority. The school is located on County property next to the Juvenile Hall. The Probation Department assigns one Deputy Probation Officer to be on-site as an authority figure, as well as to interact with the students, parents, and staff. Minors, who would otherwise be sentenced to Juvenile Hall for trancies and non-violent offenses, are committed to the Court Day School and placed on electronic monitoring-house arrest for a period of 180 days.

COMMENTS (continued)

JUVENILES (continued)

- **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 Furloughees are released from custody to continue their employment; however, they are required to remain home during non-working hours. The program will continue to be managed by the Department; however, all of the direct services will be provided by Behavioral Interventions (BI) Incorporated, a contracted vendor. The Board of Supervisors approved this contract in March 2006.
- **County Parole Program** - Almost all persons who are sentenced to local jail time are eligible for parole consideration. The Department of Corrections supervises the parole; however, the Probation Department will use Probation staff to supervise any person in this Program who is under house-arrest.
- **Day-Reporting Center Program (DRC)** - This program began in 2010, and is provided by Behavioral Interventions (BI) Incorporated. It is designed to divert probationers in violation of their conditional release away from Court and into a Day Reporting Center (DRC). The program is a one-stop community center for supporting supervision and treatment of county-level offenders. At these centers, offenders report regularly for drug and alcohol screening, receive intensive case management, treatment, and training. These programs break entrenched criminal behavior with evidence-based practices. Typical participants include offenders who have a history of drug and alcohol problems, as well as low-risk technical probation violators.

PROBATION

WORKLOAD

	Actual 2016-17	Estimated 2017-18	Projected 2018-19
Superior Court Investigations	2,027	2,200	2,500
Juvenile Court Disposition	875	840	820
Juvenile Referrals	1,079	1,200	1,200
<u>Caseload</u>			
Adult Caseload	3,399	3,450	3,500
Juvenile Caseload	500	375	375

	7/1/16-6/30/17		7/1/17-12/31/17	
<u>Drug Test Analysis</u>	<u>Tested</u>	<u>Positives</u>	<u>Tested</u>	<u>Positives</u>
Adults	1371	562 = 41.0%	855	425 = 49.7%
Juveniles	603	213 = 35.3%	375	122 = 32.5%

ESTIMATED REVENUES

- 630306** **Restitution Fine Rebate** (\$17,000) is recommended unchanged based on current year projections
- 652503** **Prison Crimes Reimbursement** (\$60,000) is recommended unchanged based on current year projections
- 652505** **CJSS Realignment** (\$750,000) is recommended unchanged from the current fiscal year
- 652507** **Juvenile Probation Camp Funding & Activities** (\$575,000) is recommended reduced \$315,000 from the current fiscal year estimates based on anticipated revenue trends.
- 654007** **SB 924** (\$40,000) is recommended reduced \$5,500 based on projected staffing levels.
- 657016** **Title IV-E** (\$175,000) is recommended unchanged from the current fiscal year based on projected reimbursements from the social services claim for eligible Title IV-E activities.
- 662304** **Work Furlough** (\$4,500) is recommended increased \$250 based on anticipated needs.
- 662716** **Probation Collection Fees** (\$25,000) is recommended unchanged based on current fiscal year projections.

ESTIMATED REVENUES (continued)

- 662718 **Probation Drug Screening** (\$4,500) is recommended unchanged based on current fiscal year projections.
- 662719 **Probation Electronic Monitoring** (\$3,000) is recommended increased \$3,000 based anticipated needs.
- 662720 **Probation Services** (\$150,000) is recommended unchanged based on current fiscal year projections.
- 662721 **PC 1205(D)** (\$70,000) is recommended unchanged based on current fiscal year projections.
- 662722 **Public Defender Fee** (\$130,000) is recommended unchanged based on current fiscal year projections.
- 662735 **Probation Services Reports** (\$65,000) is recommended unchanged based on current fiscal year projections.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$2,736,822) are recommended increased \$116,137 based on recommended staffing levels.
- 710103 **Extra Help** (\$0) is not recommended.
- 710107 **Premium Pay** (\$2,500) is recommended unchanged based on cost for bilingual pay per the MOU.
- 710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$17,000) is recommended unchanged for projected telephone, air cards, and Remote Security Access costs. This account also includes funds for the California Law Enforcement Telecommunications System (CLETS) and a dedicated data line for Live Scan (an electronically transmitted fingerprint system).

SERVICES & SUPPLIES (continued)

- 720305** **Microwave Radio Services** (\$28,469) is recommended increased \$1,125 for the Department’s contribution to the Internal Service Fund for 2018-19 based on the number of radios in this Department utilizing the County’s microwave radio network.
- 720600** **Insurance** reflects the Department’s contribution to the County’s Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$1,000) is recommended unchanged for maintenance agreements for office equipment, including computer equipment, various repairs, and phone maintenance.
- 721000** **Medical, Dental & Laboratory Supplies** (\$1,500) is recommended reduced \$4,500 for the purchase of specimen cups and envelopes for drug testing. On July 1, 2015, Probation contracted with Madera County Public Health Department (MCPHD) to provide drug testing services. Probation will be invoiced for services from MCPHD and reimbursement will be made via Intrafund Transfers.
- 721100** **Memberships** (\$4,651) is recommended increased \$100 for the following:
- Chief Probation Officers of California (\$3,701)
 - California Association of Probation Services Administrators (\$150)
 - Probation Business Managers Association (\$300)
 - Probation IT Managers Association (\$300)
 - California County Revenue Officer’s Association (\$100)
 - California Narcotic Officers Association (\$100)
- 721300** **Office Expense** (\$17,000) is recommended unchanged for general office supplies, subscriptions, law books, and costs related to the monthly billing process of the Probation Revenue Division.
- 721400** **Professional & Specialized Services** (\$98,000) is recommended unchanged for the following contracted services and technical services:
- JBI, Inc Title IVE claiming (\$13,125)
 - Automon Case Management System (\$46,197)
 - Columbia Ultimate Collection System Maintenance (\$9,680)
 - Crime Time Online Legal Research (\$2,600)
 - Grant Merchantile Recovery of Delinquent Debt (\$15,000)

PROBATION

SERVICES & SUPPLIES (continued)

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

This account also funds background checks and evaluations on potential employees (\$8,000). Additionally, Probation will also have collection costs for the commission fees for outside agency service; administration fee for the Franchise Tax Board-Court Order Debt Program; charges for access to DMV software; and a skip tracing tool-Accurint.

721600 **Rents & Leases - Equipment** (\$48,000) is recommended unchanged for lease of copy machines, lease of folding machine for revenue collection services, and the rental of vehicles from the Central Garage. Estimated 2018-19 mileage is 50,000 miles.

721900 **Special Departmental Expense** (\$25,000) is recommended increased \$4,700. This account primarily funds the following: compensation of the Parole Board's citizen member for meetings once per week, and provides private mileage reimbursement to attend the meetings (estimated at \$2,100); ammunition (\$4,700) required for officers carrying weapons to maintain weapon proficiency; the cost of LiveScan fingerprints (\$500); refunds to probationers due to early termination of supervision (\$3,000); and Probation's Outcome Improvement Plan (\$10,000) within County-approved Madera County System Improvement Plan submitted to California State Department of Social Services, which these costs are 100% reimbursable from the State.

721905 **Standards and Training For Corrections Program** (\$44,000) is recommended reduced \$3,014 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 2018-19.

722000 **Transportation & Travel** (\$15,000) is recommended increased \$2,500 for training and travel. Included in this account is \$6,500 for training expenses such as mileage reimbursements, lodging, registration, and meals. Also included is \$4,500 to fund a State-mandated requirement to make monthly visits to all group homes and foster home placements, which may be reimbursed from State and Federal funds.

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

OTHER CHARGES

730100 **Support & Care of Persons** (\$48,000) is recommended unchanged for youth committed to the Division of Juvenile Facilities (DJF). Beginning July 1, 2012, Welfare and Institutions Code (WIC) 912 applied rates of \$2,000 per month for each juvenile committed to DJF. It is anticipated that there will be two juveniles incarcerated for the entire 2018-19 fiscal year.

INTRAFUND TRANSFER

770100 **Intrafund Transfer** (\$40,000) is recommended increased \$15,500. This account funds Madera County Information Technology Department support related to Probation CMS Web/App server. This account will also fund reimbursement to Madera County Public Health for drug tests services per MOU 10422-C-2015 as referenced above.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II	2.0	-	2.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	2.0	-	2.0	-	-	-	
2128	County Probation Officer	1.0	-	1.0	-	-	-	
3104	Deputy Chief Probation Officer	2.0	1.0	2.0	1.0	-	-	
3451	Deputy Probation Officer I or							
3452	Deputy Probation Officer II or							
3453	Deputy Probation Officer III	12.0	14.25	13.0	13.25	1.0	(1.0)	A
3257	Deputy Probation Officer Supervisor	4.0	-	4.0	-	-	-	
3527	Probation Program Specialist	1.0	-	1.0	-	-	-	
3511	Probation Technician I or							
3512	Probation Technician II	2.0	1.0	2.0	1.0	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	6.0	1.0	6.0	1.0	-	-	
3140	Revenue Services Manager	1.0	-	1.0	-	-	-	
3319	Senior Deputy Probation Officer	5.0	-	5.0	-	-	-	
3654	Senior Program Assistant	2.0	-	2.0	-	-	-	
TOTAL		40.0	17.25	41.0	16.25	1.0	(1.0)	

NOTES:

A - One (1) Deputy Probation Officer I/II/III position is recommended to be funded in the proposed budget

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OTHER FINANCING SOURCES				
680200 Operating Transfers In	74,695	100,000	100,000	100,000
TOTAL CHARGES FOR CURRENT SERVICES	74,695	100,000	100,000	100,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>74,695</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721300 Office Expenses	19,849	0	0	0
721400 Professional & Specialized Services	859	0	0	0
721900 Special Departmental Expense	3,843	0	0	0
722000 Transportation & Travel	50,143	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	74,694	100,000	100,000	100,000
<u>TOTAL EXPENDITURES</u>	<u>74,694</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(1)</u>	<u>0</u>	<u>0</u>	<u>0</u>

PROBATION –COMMUNITY CORRECTIONS PARTNERSHIP PLANNING FUND

COMMENTS

In April 2011, Governor Brown signed Assembly Bill 109 (AB 109), the Public Safety Realignment Act, to address overcrowding in California's prisons. With the signing of the State's Fiscal Year 2011-12 budget, funding was allocated to each county pursuant to percentages listed in Government Code Section 30029(c). This funding is to cover costs of associated planning pursuant to each county's approved plan to implement AB109. These appropriations provide necessary resources for implementation of Madera County's Local AB109 Action Plan. Madera County's appropriation was \$100,000 in Fiscal Year 2011-12, with additional appropriations of \$100,000 in each subsequent fiscal year. This was a three-year grant that began September 2011, with one-year extension for each additional appropriation. There is no County General Fund contribution to this budget.

ESTIMATED REVENUES

680200 Operating Transfers In (\$100,000) is recommended unchanged from the current fiscal year and represents receipt of Community Corrections Planning Funds.

SERVICES & SUPPLIES

722000 Transportation & Travel (\$100,000) is recommended unchanged for Outside County agency distribution. In February 2016 the Community Corrections Partnership (CCP) Committee elected to distribute revenue between the seven Executive Committee agencies. Three agencies are local justice agencies that are not under Madera County Government Administration.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OTHER FINANCING SOURCES				
680200 OPERATING TRANSFERS IN	492,421	423,831	469,692	469,692
TOTAL MISCELLANEOUS REVENUE	492,421	423,831	469,692	469,692
<u>TOTAL ESTIMATED REVENUES</u>	<u>492,421</u>	<u>423,831</u>	<u>469,692</u>	<u>469,692</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	306,695	262,093	272,599	272,599
710200 Retirement	115,121	93,810	107,828	107,828
710300 Health Insurance	27,744	16,462	35,460	35,460
710400 Worker's Compensation Insurance	24,307	30,162	31,263	31,263
TOTAL SALARIES & EMPLOYEE BENEFITS	473,867	402,527	447,150	447,150
SERVICES & SUPPLIES				
720300 Communications	1,802	1,900	1,900	1,900
720600 Insurance	145	371	642	642
721300 Office Expense	16	1,500	500	500
721400 Professional & Specialized Services	241	6,033	1,500	1,500
721600 Rents & Leases - Equipment	9,857	9,500	10,000	10,000
721900 Special Departmental Expense	1,830	1,000	5,000	5,000
722000 Transportation & Travel	2,529	1,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	16,420	21,304	22,542	22,542
<u>TOTAL EXPENDITURES</u>	<u>490,287</u>	<u>423,831</u>	<u>469,692</u>	<u>469,692</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(2,134)</u>	<u>0</u>	<u>0</u>	<u>0</u>

PROBATION - CRIME PREVENTION ACT OF 2000

COMMENTS

In September 2000, the Governor signed AB 1913, known as the Schiff-Cardenas Crime Prevention Act of 2000. This Act allocated \$120 million to Counties that met legislative requirements through a grant application process. In April 2000, the Madera County Board of Supervisors adopted a five-step collaborative program, as proposed by the Juvenile Justice Coordinating Council, which involved a series of graduated responses to truancy.

This grant and budget are administered by the Probation Department. 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.

ESTIMATED REVENUES

680200 Operating Transfers In (\$469,692) is recommended increased by \$45,861 from the current fiscal year and reflects the projected JJCPA funds.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$272,599) is recommended increased \$10,506 based on the cost of recommended staffing.

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

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

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

SERVICES & SUPPLIES

720300 Communications (\$1,900) is recommended unchanged for the telecommunication charges of this Division.

720600 Insurance reflects the Department's contribution to the County's self-insured Liability Program.

721300 Office Expense (\$500) is recommended reduced \$1,000 to provide necessary office supplies.

PROBATION - CRIME PREVENTION ACT OF 2000

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized** (\$1,500) is recommended reduced \$4,533. This account will fund evaluation efficacy of probation practices and outcomes.
- 721600** **Rents & Leases - Equipment** (\$10,000) is recommended increased \$500 for the use of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$5,000) is recommended increased \$4,000 to fund miscellaneous safety equipment.
- 722000** **Transportation & Travel** (\$3,000) is recommended increased \$2,000 to provide funds for various training and associated travel expenses required by the program.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

JCN	CLASSIFICATION	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3451	Deputy Probation Officer I or							
3452	Deputy Probation Officer II or							
3453	Deputy Probation Officer III	5.0	-	4.0	1.0	(1.0)	1.0	A
3511	Probation Technician I or							
3512	Probation Technician II	0.5	0.5	-	1.0	(0.5)	0.5	A
3636	Program Assistant I or							
3637	Program Assistant II	-	1.0	-	1.0	-	-	
TOTAL		5.5	1.50	4.0	3.00	(1.5)	1.5	

NOTES:

A - A total of 1.5 positions are recommended unfunded in the proposed budget.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
OTHER FINANCING SOURCES				
680200 Operating Transfers In	485,127	604,410	642,027	642,027
TOTAL OTHER FINANCING SOURCES	485,127	604,410	642,027	642,027
<u>TOTAL ESTIMATED REVENUES</u>	<u>485,127</u>	<u>604,410</u>	<u>642,027</u>	<u>642,027</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	254,132	277,427	295,036	295,036
710105 Overtime	2,685	9,000	9,000	9,000
710110 Uniforms	720	720	720	720
710200 Retirement	92,159	100,765	112,764	112,764
710300 Health Insurance	38,364	50,939	49,776	49,776
710400 Worker's' Compensation Insurance	2,260	2,744	2,916	2,916
TOTAL SALARIES & EMPLOYEE BENEFITS	390,320	441,595	479,212	479,212
SERVICES & SUPPLIES				
720300 Communications	2,211	2,100	2,100	2,100
720600 Insurance	215	215	215	215
721300 Office Expense	868	2,500	2,500	2,500
721400 Professional & Specialized Services	75,110	100,000	100,000	100,000
721600 Rents & Leases - Equipment	5,653	6,000	6,000	6,000
721900 Special Departmental Expense	3,237	10,000	10,000	10,000
722000 Transportation & Travel	7,513	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	94,807	130,815	130,815	130,815

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
INTRAFUND EXPENSE				
770000 Intrafund Transfer	0	32,000	32,000	32,000
TOTAL INTRAFUND TRANSFERS	0	32,000	32,000	32,000
<u>TOTAL EXPENDITURES</u>	<u>485,127</u>	<u>604,410</u>	<u>642,027</u>	<u>642,027</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

COMMENTS

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

ESTIMATED REVENUES

680200 Operating Transfers In (\$642,027) is recommended increased by \$37,617 and is based on the projected revenues from the Youthful Offender Block Grant funds.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$295,036) are recommended increased \$17,624 based on the cost of recommended staffing.

710105 Overtime (\$9,000) is recommended unchanged for overtime costs.

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

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

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

SERVICES & SUPPLIES

720300 Communications (\$2,100) is recommended unchanged based on the telecommunications costs of this program.

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

PROBATION - YOUTHFUL OFFENDER BLOCK GRANT

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$2,500) is recommended unchanged based on anticipated expenditures for office supplies.
- 721400** **Professional & Specialized Services** (\$100,000) is recommended unchanged to provide for contracts with Big Brothers Big Sisters (\$25,000), Community Action Partnership of Madera County (\$36,000), National Council on Crime Delinquency for juvenile assessments (\$22,000) and Behavioral Intervention, INC for electronic monitoring services (\$17,000).
- 721600** **Rents & Leases - Equipment** (\$6,000) is recommended unchanged to provide for the use of vehicles from the Central Garage.
- 721900** **Special Departmental Expense** (\$10,000) is recommended unchanged for officer safety equipment and RadKids incentives.
- 722000** **Transportation & Travel** (\$10,000) is recommended unchanged for required officer training and field trips for Boot Camp Cadets and Court Day School students that align with Evidence Based Practices.

INTRAFUND TRANSFER

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

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3451	Deputy Probation Officer I or							
3452	Deputy Probation Officer II or							
3453	Deputy Probation Officer III	2.0	-	2.0	-	-	-	
3463	Juvenile Detention Officer III	1.0	-	1.0	-	-	-	
3511	Probation Technician I or							
3512	Probation Technician II	2.0	-	2.0	-	-	-	
TOTAL		5.0	-	5.0	-	-	-	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
652508 ST - PROUD PARENTING PGM GRANT	146,311	119,261	119,261	119,261
TOTAL INTERGOVERNMENTAL REVENUE	146,311	119,261	119,261	119,261
<u>TOTAL ESTIMATED REVENUES</u>	<u>146,311</u>	<u>119,261</u>	<u>119,261</u>	<u>119,261</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	39,820	39,203	38,255	38,255
710200 Retirement	14,218	12,870	13,137	13,137
710300 Health Insurance	9,331	9,856	8,665	8,665
TOTAL SALARIES & EMPLOYEE BENEFITS	63,369	61,929	60,057	60,057
SERVICES 7 SUPPLIES				
721300 Office Expense	48	500	1,000	1,000
721400 Professional & Specialized Services	50,566	55,000	55,000	55,000
721900 Special Departmental Expense	65	1,000	1,500	1,500
722000 Transportation & Travel	1,617	832	1,704	1,704
TOTAL SERVICES & SUPPLIES	52,296	57,332	59,204	59,204
<u>TOTAL EXPENDITURES</u>	<u>115,665</u>	<u>119,261</u>	<u>119,261</u>	<u>119,261</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(30,646)</u>	<u>0</u>	<u>0</u>	<u>0</u>

PROBATION –PROUD PARENTING PROGRAM GRANT

COMMENTS

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

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

On June 30, 2018, the grant will expire again, but we have been given the opportunity to reapply for the three-year grant again. We have prepared this budget with the hopes that we will once again be selected to receive this grant. If we do not receive the grant we will have to redistribute the expenses for the salaries and benefits to our general fund budget (04710).

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

ESTIMATED REVENUES

652508 **Proud Parenting Program Grant Revenue** (\$119,261) for Probation's receipt of the PPP Grant funds.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$38,255) are recommended decreased \$948 based on the cost of recommended staffing (Position is allocated in main Probation Budget 04710).

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

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

PROBATION –PROUD PARENTING PROGRAM GRANT

SERVICES & SUPPLIES

- 721300** **Office Expense** (\$500) is recommended unchanged for necessary office supplies.
- 721400** **Professional & Specialized Services** (\$55,000) is recommended unchanged for Fresno/Madera Youth for Christ Mentoring (\$31,176), for purchase of (20) software licenses to assist juvenile probationers with online educational enhancements, and for contracted services of an evaluator per grant requirement (\$18,100).
- 721900** **Special Departmental Expense** (\$1,000) is recommended unchanged for mentor background checks.
- 722000** **Transportation and Travel** (\$1,704) is recommended increased \$872 for training and participant field trip costs.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
INTEREST & RENTS				
640101 INTEREST ON CASH	8,002	0	0	0
TOTAL INTEREST & RENTS	8,002	0	0	0
INTERGOVERNMENTAL REVENUE				
650500 ST - OTHER IN-LIEU	1,170,529	1,117,240	1,110,255	1,110,255
650906 ST - SPECIAL CIRCUMSTANCES	133,250	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	1,303,779	1,117,240	1,110,255	1,110,255
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,311,781</u>	<u>1,117,240</u>	<u>1,110,255</u>	<u>1,110,255</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	741,098	728,624	672,334	672,334
710200 Retirement	262,129	263,107	260,686	260,686
710300 Health Insurance	131,365	126,723	148,224	148,224
710400 Workers Compensation Insurance	22,748	22,748	22,748	22,748
TOTAL SALARIES & EMPLOYEE BENEFITS	1,157,340	1,141,202	1,103,992	1,103,992
SERVICES & SUPPLIES				
720300 Communications	1,438	1,500	1,500	1,500

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
720502 Refuse Disposal	425	0	650	650
720600 Insurance	300	300	300	300
721300 Office Expense	239	3,000	1,500	1,500
721400 Professional & Specialized Services	7,592	10,000	10,000	10,000
721600 Rents & Leases - Equipment	14,210	13,000	13,000	13,000
721900 Special Departmental Expense	3,862	2,000	5,000	5,000
722000 Transportation & Travel	4,030	2,500	2,500	2,500
TOTAL SERVICES & SUPPLIES	32,096	32,300	34,450	34,450
OTHER FINANCING USES				
750121 OP TRANS OUT - CAP PROJECT	427,625	0	0	0
TOTAL OTHER FINANCING USES	427,625	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,617,061</u>	<u>1,173,502</u>	<u>1,138,442</u>	<u>1,138,442</u>
<u>USE OF FUND BALANCE</u>	<u>305,280</u>	<u>56,262</u>	<u>28,187</u>	<u>28,187</u>

PROBATION – COMMUNITY CORRECTIONS PERFORMANCE INCENTIVE ACT OF 2009

COMMENTS

On October 11, 2009, Senate Bill 678, The California Community Corrections Performance Incentive Act of 2009 (CCPI), was passed by the Legislature. This bill provided funds for Evidence-Based Services for adult felons with the goal of reducing the number of commitments to state prison. The savings realized by the California Department of Corrections and Rehabilitation (CDCR) due to the reduction in prison commitments is redirected to probation departments for reinvestment in programs and supervision of adult probationers. There is no County General Fund contribution to this budget.

ESTIMATED REVENUES

650500 CCCPI Revenue (\$1,110,255) for Probation's receipt of SB678 funds.

Carry-Over Funds (Fund#1437) (\$28,187) for Probation's use of the fund balance in fund 1437 to cover additional cost not covered by the CCCPI Revenue.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$672,334) are recommended reduced \$56,290 based on the cost of recommended staffing.

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

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

SERVICES & SUPPLIES

720300 Communications (\$1,500) is recommended unchanged for the telecommunications costs of this program.

720502 Refuse Disposal (\$650) is recommended increased \$650 based on the current cost.

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

721300 Office Expense (\$1,500) is recommended reduced \$1,500 for general office supplies.

PROBATION – COMMUNITY CORRECTIONS PERFORMANCE INCENTIVE ACT OF 2009

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$10,000) is recommended unchanged for anticipated contractual services related to background checks and evaluations on potential employees.
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended unchanged for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$5,000) is recommended increased \$3,000 for miscellaneous safety equipment and ammunition required for officers carrying weapons to maintain weapon proficiency.
- 722000** **Transportation & Travel** (\$2,500) is recommended unchanged for officer training and travel.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: PROBATION SB678
 (14370)
 Function: Public Protection
 Activity: Detention & Correction
 Fund: General

JCN	CLASSIFICATION	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3610	Administrative Assistant	-	1.0	-	1.0	-	-	
3451	Deputy Probation Officer I or							
3452	Deputy Probation Officer II or							
3453	Deputy Probation Officer III	6.0	1.0	7.0	1.0	1.0	-	A,B
3511	Probation Technician I or							
3512	Probation Technician II	5.5	-	2.5	3.0	(3.0)	3.0	B
3636	Program Assistant I or							
3637	Program Assistant II	1.0	-	1.0	-	-	-	
3319	Senior Deputy Probation Officer	1.0	0.00	1.0	-	-	-	
TOTAL		13.5	2.00	11.5	5.00	(2.0)	3.0	

NOTES:

- A - 1 position transferred to Org 04710 due to insufficient grant revenues available.
- B - 3 Probation Technician positions were unfunded in order to fund 2 Deputy Probation Officers.

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL EXPENDITURES <u>2016-17</u>	BOARD APPROVED EXPENDITURES <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
652129 ST-REALIGNMENT	6,135,248	5,918,482	6,248,528	6,248,528
TOTAL INTERGOVERNMENTAL REVENUE	6,135,248	5,918,482	6,248,528	6,248,528
<u>TOTAL ESTIMATED REVENUES</u>	<u>6,135,248</u>	<u>5,918,482</u>	<u>6,248,528</u>	<u>6,248,528</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,052,716	1,097,617	1,213,229	1,213,229
710105 Overtime	37,399	75,000	91,000	91,000
710200 Retirement	383,074	410,181	474,119	474,119
710300 Health Insurance	138,858	142,752	187,268	187,268
710400 Workers' Compensation Insurance	32,737	32,737	32,737	32,737
TOTAL SALARIES & EMPLOYEE BENEFITS	1,644,784	1,758,287	1,998,353	1,998,353
SERVICES & SUPPLIES				
720300 Communications	9,651	10,000	10,000	10,000
720502 Refuse Disposal	464	0	650	650
720600 Insurance	2,500	2,500	2,500	2,500
721300 Office Expense	3,583	15,000	7,000	7,000
721400 Professional & Specialized Services	1,528,046	1,981,971	1,979,301	1,979,301
721600 Rents & Leases - Equipment	17,543	35,000	30,000	30,000
721900 Special Departmental Expense	42,067	25,000	25,000	25,000
722000 Transportation & Travel	5,282	0	5,000	5,000
TOTAL SERVICES & SUPPLIES	1,609,136	2,069,471	2,059,451	2,059,451

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL EXPENDITURES <u>2016-17</u>	BOARD APPROVED EXPENDITURES <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
OPERATING TRANSFER OUT				
750000 Operating Transfer Out	1,900,490	2,090,724	2,190,724	2,190,724
TOTAL OPERATING TRANSFER OUT	1,900,490	2,090,724	2,190,724	2,190,724
<u>TOTAL EXPENDITURES</u>	<u>5,154,410</u>	<u>5,918,482</u>	<u>6,248,528</u>	<u>6,248,528</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(980,838)</u>	<u>0</u>	<u>0</u>	<u>0</u>

PROBATION – LOCAL COMMUNITY CORRECTIONS

COMMENTS

On April 4, 2011, Governor Brown signed Assembly Bill 109 (AB 109), the Public Safety Realignment Act, to address overcrowding in California's prisons. The 2011 public safety realignment contained in AB 109/AB 117 specifies new local responsibilities for managing certain adult offenders and allows for maximum local budget and programming flexibility within a statutory framework.

The Community Corrections Partnership (CCP) Committee, originally created under Senate Bill 678, was charged with the responsibility of developing a local realignment plan. On September 27, 2011, the Madera County Board of Supervisors adopted the County of Madera Public Safety Realignment Plan per Penal Code sections 1230.1 and 3451. This plan involves a multi-agency collaboration as reflected in the budget.

During FY 2012-13, the Madera County Sheriff-Gang Task Force began to receive funding from Local Community Corrections (LCC) AB 109, as recommended by the CCP Executive Committee. In prior years, the Gang Task Force was entirely funded by the County General Fund. Due to the ongoing fiscal situation in Madera County, the Gang Task Force potentially would not have survived the budget cuts necessary to balance the 2012-13 and 2013-14 Madera County Budgets. In FY 2014-15, the Gang Task Force was incorporated into the LCC AB 109 budget to provide continuity of service to the citizens of Madera County.

ESTIMATED REVENUES

652129 **LCC (AB 109) Revenue** (\$6,248,528) for Community Corrections Partnership (CCP) Committee's Local Realignment Plan.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$1,213,229) are recommended increased \$115,612 based on the cost of recommended staffing which has been approved by the CCP Executive Committee.

710105 **Overtime** (\$91,000) is recommended increased \$16,000 to provide funds for overtime primarily related to the Gang Task Force.

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

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

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

PROBATION – LOCAL COMMUNITY CORRECTIONS

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,000) is recommended unchanged based on the telecommunications costs of this program.
- 720502** **Refuse Disposal** (\$650) is recommended increased \$650 based on the current cost.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 721300** **Office Expense** (\$7,000) is recommended reduced \$8,000 for general office supplies.
- 721400** **Professional & Specialized Services** (\$1,979,301) is recommended reduced \$2,670 for contracts with Behavioral Intervention, Inc. for the Adult Day Reporting Program, Pre-trial Services Program, and electronic monitoring for Pre and Post-sentence offenders, In-Custody Programming, Residential Treatment Programs, and services provided to AB 109 clients by Work Force Development. A component of AB 109 is the use of Evidence Based Practices (EBP); this account includes contracting with the National Council on Crime and Delinquency for assessments critical to EBP. This budget also funds one (1) City of Madera Police Officer, one (1) contracted Emergency Crisis Worker with Madera Police Department, and two (2) City of Chowchilla Police Officers.
- 721600** **Rents & Leases - Equipment** (\$30,000) is recommended reduced \$5,000 for the rental of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$25,000) is recommended unchanged for miscellaneous safety equipment and ammunition required to maintain weapon proficiency for officers carrying weapons.
- 722000** **Transportation & Travel** (\$5,000) is recommended increased \$5,000 for training and travel expenses for mandated training.

OPERATING TRANSFERS

- 750000** **Operating Transfer Out** (\$2,190,724) is recommended increased \$100,000 for transfers to Department of Corrections and Behavioral Health Services for costs related to offender treatment programs, incarceration, and crime suppression. This account will also reimburse General Fund Departments for central support costs.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3104	Deputy Chief Probation Officer	1.0	-	1.0	-	-	-	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.0	-	1.0	-	-	-	
3451	Deputy Probation Officer I or							
3452	Deputy Probation Officer II or							
3453	Deputy Probation Officer III	8.0	-	8.0	-	-	-	
3257	Deputy Probation Officer Supervisor	1.0	-	1.0	-	-	-	
3411	Deputy Sheriff-Basic P.O.S.T. or							
3412	Deputy Sheriff-Intermediate P.O.S.T.	2.0	-	2.0	-	-	-	
3215	Mental Health Crisis Worker	1.0	-	-	1.0	(1.0)	1.0	
3527	Probation Program Specialist	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	1.0	-	1.0	-	-	-	
3319	Senior Deputy Probation Officer	1.0	-	1.0	-	-	-	
TOTAL		17.0	-	16.0	1.00	(1.0)	1.0	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
654000 State - Other	313,336	358,214	358,214	358,214
TOTAL INTERGOVERNMENTAL REVENUE	313,336	358,214	358,214	358,214
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	55,822	62,000	62,000	62,000
TOTAL CHARGES FOR CURRENT SERVICES	55,822	62,000	62,000	62,000
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	636,801	2,500	2,500	2,500
TOTAL MISCELLANEOUS REVENUE	636,801	2,500	2,500	2,500
OTHER FINANCING SOURCES				
680200 Operating Transfers In	201,422	195,000	195,000	195,000
TOTAL OTHER FINANCING SOURCES	201,422	195,000	195,000	195,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,207,381</u>	<u>617,714</u>	<u>617,714</u>	<u>617,714</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	219,626	227,290	192,819	192,819
710103 Extra Help	79,658	69,500	129,000	129,000
710104 Temporary Salaries - PCF	174,751	380,000	380,000	380,000
710105 Overtime	20,042	0	0	0
710200 Retirement	106,340	92,960	92,960	92,960

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SALARIES & EMPLOYEE BENEFITS (continued)				
710300 Health Insurance	21,074	20,293	36,409	36,409
710400 Workers' Compensation Insurance	64,344	75,669	63,870	63,870
TOTAL SALARIES & EMPLOYEE BENEFITS	685,835	865,712	895,058	895,058
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	51,252	73,750	97,750	97,750
720300 Communications	20,666	15,450	15,450	15,450
720305 Microwave Radio Services	73,618	76,647	79,676	79,676
720500 Household Expense	16,812	16,640	18,304	18,304
720600 Insurance	21,173	25,078	34,598	34,598
720800 Maintenance - Equipment	367,832	402,620	448,620	448,620
720900 Maintenance - Structures & Grounds	17,654	33,000	33,000	33,000
721100 Memberships	12,327	15,000	15,000	15,000
721300 Office Expense	14,192	11,500	13,500	13,500
721400 Professional & Specialized Services	32,957	52,320	52,320	52,320
721460 Professional & Spec. CAL FIRE Contract	3,846,927	4,418,261	4,971,055	4,722,503
721500 Publications & Legal Notices	270	1,200	1,200	1,200
721600 Rents & Leases - Equipment	6,914	8,000	8,000	8,000
721700 Rents & Leases - Building	38,718	38,450	38,450	38,450
721800 Small Tools & Instruments	1,735	3,000	5,000	5,000
721900 Special Departmental Expense	58,299	71,126	98,086	98,086
722000 Transportation & Travel	2,348	1,500	1,500	1,500
722100 Utilities	88,738	83,000	83,000	83,000
TOTAL SERVICES & SUPPLIES	4,672,432	5,346,542	6,014,509	5,765,957
FIXED ASSETS				
740300 Equipment/Furniture	635,780	0	75,000	75,000
TOTAL FIXED ASSETS	635,780	0	75,000	75,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
INTRAFUND TRANSFERS				
770100 Intrafund Transfers Out	1,115	0	0	0
TOTAL INTRAFUND TRANSFERS OUT	1,115	0	0	0
<u>TOTAL EXPENDITURES</u>	5,995,162	6,212,254	6,984,567	6,736,015
<u>NET COUNTY COST (EXP - REV)</u>	4,787,781	5,594,540	6,366,853	6,118,301

COMMENTS

I. FIRE DEPARTMENT DUTIES

Mission Statement

The primary mission of the Madera County Fire Department is to provide a range of programs designed to protect the lives and property of the inhabitants of the County of Madera from the adverse effects of fire, sudden medical emergencies, or exposures to dangerous conditions created by either humans or nature.

Fire Department Description

The Madera County Fire Department is a proactive (Fire Prevention, Training) and reactive (Emergency Response) organization which provides a variety of emergency and non-emergency public services. It consists of 14 fire stations, approximately 128 volunteers, 30 permanent-paid personnel, and eight seasonal personnel. Currently, the department has six full-time paid fire stations: Station #1 - Madera, Station #3 - Madera Acres, Station #12 – Oakhurst, and Station #19 - Bonadelle, which are funded entirely by Madera County; funding for all personnel costs for Station #8 - Indian Lakes is provided by the Picayune Rancheria of Chukchansi Indians through a Memorandum of Understanding (MOU); and Children’s Hospital of Central California funds two-thirds of the personnel and service costs at Station #9 - Rolling Hills through the County Service Area 22 - Zone B. The County provides an engine to the California Department of Corrections and Rehabilitation (CDCR) at the Central California Women's Facility (CCWF) through a cooperative agreement. In return, CDCR staffs the engine with operators and inmate firefighters and provides fire protection services to a portion of Madera County. Station #2 - Chowchilla, Station #10 - Yosemite Lakes Park, Station #11 - North Fork, Station #14 - Bass Lake, Station #15 - Raymond, Station #16 - Ahwahnee, Station #17 - O’Neals, and Station #18 - Cedar Valley are staffed entirely by Paid Call Firefighters (PCFs).

The Madera County Fire Department is administered and managed through a cooperative agreement with the California Department of Forestry and Fire Protection (CAL FIRE). They provide fire protection services to the western two-thirds of the County, while the eastern third of the County is protected by the U.S. Forest Service (Sierra National Forest). The contract for fire services between the County and State has existed since 1928. Currently, the County and CAL FIRE have two principal agreements which constitute the contract for services: (1) Schedule "A" Agreement (PRC-4142), and (2) Schedule "A" Amador Agreement (PRC-4144). Therefore, the County contracts with CAL FIRE to staff County fire stations year-round; and to staff a CAL FIRE engine at CAL FIRE Ahwahnee, Bass Lake, Raymond, and Rancheria Fire stations for the “Amador Plan” period, typically from November 15th to May 15th, improving the County’s response during the winter period when CAL FIRE is down-staffed. The Amador Plan allows the County to utilize the CAL FIRE Fire Captains and Fire Apparatus Engineers (operators) at no charge when they are not on vacation, at training, out sick or

COMMENTS (continued)

Fire Department Description (continued)

injured during the Amador period. Since CAL FIRE requires a minimum two-person staffing at each Amador station during the Amador period, the County funds two additional seasonal Fire Fighter I positions per station.

The Madera County Fire Department's automotive fleet consists of 62 vehicles, including ladder trucks, fire engines of varying capacities, water tenders, squads, fire ladder trucks, a hazardous material tow vehicle and trailer, Mobile Support Unit, and support vehicles.

In May 1993, Madera County and the City of Madera entered into an automatic aid agreement which provides for automatic responses of County apparatus into the City and City apparatus into the surrounding unincorporated areas of the County.

Fire Department Functions

The Fire Department is organized into six main functional divisions:

1. Administration: department management, personnel management, procurement, budgeting, cost accounting, and facilities.
2. Operations: emergency and non-emergency public services.
3. Training: training needs assessment, theory and principles presentation, skills development, and in-service & out-service program coordination.
4. Prevention: education and information, hazard reduction, fire cause determination, and investigation.
5. Communications: dispatch of personnel and equipment, coordination of emergency resources, and incident support.
6. Fleet Management: equipment repair and maintenance.

COMMENTS (continued)

II. FIRE DEPARTMENT'S WORK PROGRAM

The primary duty of the Madera County Fire Department is to respond to calls for assistance from the public. These calls are unscheduled, mostly unpredictable, and therefore difficult to plan around. In addition to emergency responses, the Fire Department does maintain several staff programs designed to reduce the frequency of unwanted fire, to enhance fire suppression efforts and to reduce losses from fires that do occur. These programs include: Emergency Dispatching, Arson Investigation, Fire Prevention Information and Education, Childhood Education Programs, Occupancy Inspections, Weed Abatement, Fire Training, Pre-Fire Planning, and Automotive Maintenance and Repair.

All Fire Department staff have responsibilities that extend beyond emergency response.

Paid Call Firefighters

The Madera County Fire Department continues to be concerned about Paid Call Firefighter (PCF) participation and response. Reduced PCF participation has become especially prevalent during fire season when several dependable responders and Resident Apprentices are lost to seasonal firefighter positions elsewhere in the State.

Residence Apprentice Program

This program allows people who do not live in Madera County the opportunity to stay at our fire stations and respond to calls with our operators. They exceed the Fire Department's training standards for PCFs and participate in training, equipment preparation, and cleanup. Their presence improves firefighter safety and enables the department to be more effective at most incidents.

ADDITIONAL COMMENTS CONCERNING CAL FIRE COOPERATIVE AGREEMENT

The CAL FIRE contract for FY 2018-19 is in the second year of a four-year contract includes the following items:

- The current staff benefit rate for CAL FIRE Peace Officer/Firefighter (POF) staff is estimated at 89.06%.
- The current staff benefit rate for CAL FIRE POF Extended Duty Week Compensation (EDWC) staff is estimated at 49.14%.
- The current CAL FIRE administrative rate is estimated at 12.59%.
- The contract estimates an annual increase of 5% for each year of the agreement.

FIRE DEPARTMENT

COMMENTS (continued)

III. WORKLOAD

<u>STATIONS</u>	<u>CY 2014*</u>	<u>CY 2015*</u>	<u>CY 2016*</u>	<u>CY2017*</u>
<u>Battalion 13 (Madera Battalion)</u>				
Station #1 Madera (Company 1) CAL FIRE Staffed	1,033	994	1,061	1,410
Station #2 Chowchilla (Company 2)	397	338	447	419
Station #3 Madera Acres (Company 3) CAL FIRE Staffed	855	1,001	978	936
Station #5 Central California Women's Facility (Company 5) CCWF Staffed	422	437	541	463
Station #9 Rolling Hills (Company 9) CAL FIRE Staffed	272	288	343	327
Station #19 Bonadelle (Company 19) CAL FIRE Staffed	676	779	722	727
<u>Battalion 4214 (Ahwahnee Battalion)</u>				
Station #12 Oakhurst (Company 12) CAL FIRE Staffed	968	851	585	872
Station #14 Bass Lake (Company 14)	307	269	248	220
Station #15 Raymond (Company 15)	96	127	159	95
Station #16 Ahwahnee (Company 16)	289	361	186	285
Station #18 Cedar Valley (Company 18)	179	209	257	180
<u>Battalion 4215 (Coarsegold Battalion)</u>				
Station #8 Indian Lakes (Company 8) (Casino) CAL FIRE Staffed	585	503	526	532
Station #10 Yosemite Lakes Park (Company 10)	421	399	563	497
Station #11 North Fork (Company 11)	311	352	166	316
Station #17 O'Neals (Company 17)	143	189	144	136
TOTAL FOR COUNTY STATIONS	<u>7,032</u>	<u>7,097</u>	<u>6,926</u>	<u>7,415</u>

*Responses to all fire and non-fire calls.

FIRE DEPARTMENT

STATIONS (continued)	<u>CY 2014*</u>	<u>CY 2015*</u>	<u>CY 2016*</u>	<u>CY2017*</u>
*<u>AMADOR Stations (Amador coverage period only)</u>				
Ahwahnee CAL FIRE	127	130	170	464
Bass Lake CAL FIRE	120	78	132	423
Rancheria CAL FIRE	115	182	148	464
Raymond CAL FIRE	<u>55</u>	<u>45</u>	<u>59</u>	<u>230</u>
TOTAL FOR CAL FIRE STATIONS	417	435	509	1,581
TOTAL FOR ALL STATIONS	7,449	7,532	7,435	8,996

*Responses to all fire and non-fire calls.

III. STAFFING

Extra Help - Weed Abatement Officer

The Extra Help Weed Abatement Officer position is responsible for conducting inspections, issuing notices, scheduling contract discing, and preparing the report to the County Tax Collector. This position also maintains records of County discing for reimbursement purposes. A considerable amount of time is expended by this position handling citizen and homeowner complaints. In order to properly address this program, one person needs to be assigned, full time, during the high activity months. Extra Help funding enables the department to assign an individual to this program with no other responsibilities, lending consistency to the program and reducing the potential for complaints requiring action by the Board of Supervisors.

STAFFING - (CAL FIRE) (Schedule A Staff)

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) STAFFING PAID BY MADERA COUNTY

<u>Current CAL FIRE Positions</u>	<u>Duty Station</u>
(2) Captains	Station #1 Madera - Company 1
(4) Engineer	Station #1 Madera - Company 1
(1) Captain	Station #3 Madera Acres - Company 3
(2) Engineers	Station #3 Madera Acres - Company 3
(1) Captain	Station #9 Rolling Hills - Company 9
(2) Engineers	Station #9 Rolling Hills - Company 9
(2) Captain	Station #12 Oakhurst - Company 12
(4) Engineer	Station #12 Oakhurst - Company 12
(1) Captain	Station #19 Bonadelle - Company 19
(2) Engineers	Station #19 Bonadelle - Company 19
(2) Battalion Chief	Operations and Administrative BC
(1) Captain	Madera – Training
(2) Communication Operators	Mariposa - Emergency Command Center
(1) Office Technician (half-time)	Mariposa - Support Services
(1) Office Technician (half-time)	Mariposa - Support Services

TOTAL CAL FIRE STAFFING COST (Not including AMADOR, Station #8 Costs & Riverstone) \$3,446,119**

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

III. REVENUE

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

FIRE DEPARTMENT

ESTIMATED REVENUES

- 654000** **State - Other** (\$358,214) is recommended unchanged for state reimbursement.
- 662700** **Other Charges for Services** (\$62,000) is recommended unchanged for Suppression Cost Collection and Madera County Weed Abatement.
- 673000** **Miscellaneous Revenue** (\$2,500) is recommended unchanged for other reimbursement and miscellaneous revenue.
- 680200** **Operating Transfers In** (\$195,000) is recommended unchanged for funds received for CSA 22 Zone of Benefit "B".

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$192,819) is recommended reduced \$34,471 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$129,000) is recommended increased \$59,500 for approximately five to six months of extra-help staff to assist in the Weed Abatement Program. The weed abatement officer has been with the County for several years and this increase reflects step and salary increases through the years.
- 710104** **Temporary Salaries – PCFs** (\$380,000) is recommended unchanged for PCFs to respond to all emergency calls, and all mandated training except in-house medical aids and non-mandated training.
- 710200** **Retirement** (\$92,960) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$36,409) reflects the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$63,870) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

FIRE DEPARTMENT

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$97,750) is recommended increased \$24,000 to accommodate for new and required replacement clothing (helmets, face shields, goggles, turnout jackets and pants, nomex jackets and pants, boots, gloves, and personal alarms) for approximately 128 volunteers and 30 permanent staff. The need of the increase of the clothing fund needs to be \$150,000. The \$24,000 is a step to get to where we need to be to outfit the career and volunteer staff. Safety Gear is a consumable item and mandatory for every career and PCF employee. This amount will fund four complete sets of safety ensembles a year. The department should be replacing 20 sets per year to keep up with the ten-year rotation of the safety gear and to fall under NFPA and manufacture standards. The cost of safety gear has significantly increased over 50% over the last few years. The department has not purchased gear or equipment on a regular basis and is currently out of safety compliance on a majority of personal protective equipment requiring the need to develop a replacement schedule. To completely outfit individuals with the required CAL-OSHA clothing, the cost is approximately \$6,000 each. The department currently does not have the means to purchase safety gear to keep up with recruitment and retention of PCFs. \$1,300 of this budget is for the County Shop Personnel's uniform service; the remainder is for firefighting personal protective gear.
- 720300** **Communications** (\$15,450) is recommended unchanged for all telephone costs at 14 stations and Headquarters, cell phone service, internet, and wireless data transfer.
- 720305** **Microwave Radio Services** (\$79,676) is recommended increased \$3,029 for the Fire Department's pro-rata share of the County's Microwave Radio Service, allowing use of a local emergency frequency.
- 720500** **Household Expense** (\$18,304) is recommended increased \$1,664 for consumable household supplies, and for replacement of items such as dishes, cooking utensils, towels, and sheets, and other household expenses and refuse disposal. The last two increases in this account were 09/10 FY then 16/17 FY.
- 720600** **Insurance** (\$34,598) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance – Equipment** (\$448,620) is recommended increased \$46,000 to accommodate for fuel and maintenance of new ladder trucks and 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 - \$398,610 to purchase fuel, oil, tires, batteries, parts, repairs, etc.
- Equipment Maintenance - \$32,200 to maintain pumps, generators, fire fighting/office equipment, and breathing apparatus.

FIRE DEPARTMENT

SERVICES & SUPPLIES (continued)

720800 Maintenance – Equipment (continued)

Mobile Radio and Pager - \$12,810 to maintain mobile radios and pagers.

Vehicle Rebuilding - \$5,000 to rebuild projects as allowed or for additional vehicle maintenance.

720900 Maintenance - Structures and Grounds (\$33,000) is recommended unchanged for maintenance and repairs at the fire Stations; this equates to \$2,357 per station. This is an item that needs to be increased because of aging fire stations that are becoming a state of disrepair.

721100 Memberships (\$15,000) is recommended unchanged based on current expenditures for the California State Firemen's Association membership and required insurance through Myers Stevens Tooley for all of the 165 volunteer firefighters. This membership provides the volunteers with an enhanced disability insurance program should they be injured while performing their duties as a volunteer.

721300 Office Expense (\$13,500) 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. This increase would get us to the same funding that we had in 09/10 FY.

721400 Professional & Specialized Services (\$52,320) is recommended unchanged for the following services:

Weed Abatement Program - \$30,000 to contract for the removal of weeds; the costs are reimbursed by the property owners.

Automatic-Aid-Firebaugh Contract - \$10,200 to pay the Firebaugh Fire Department on a per-call basis for the Eastside Acres area. Costs are based on a 3 year average of calls at \$200 per call.

Paid Call Firefighter Physical - \$10,000 for respiratory exams and physicals.

Station 11 Property Tax - \$2,120 per MCC# 10028-C-2013 established between the North Fork tribe and Madera County.

FIRE DEPARTMENT

SERVICES & SUPPLIES (continued)

721460 Professional & Specialized – CAL FIRE Cooperative Agreement (\$4,722,503) is recommended increased \$304,242 over the prior year for projected costs related to the Cooperative Agreement. **The CAO Recommendation provides for a 6.9% increase over the 2017-18 Budget, \$248,552 lower than the amount requested by CAL FIRE based on the following: Actual costs for the CAL FIRE Agreement over the last few years have been below the amount budgeted; the methodology used by CAL FIRE to develop their budget changed from personnel costs being projected on an average cost to one based on maximum costs in order to safeguard a “not to exceed” clause in the agreement. Should actual costs exceed the amount budgeted, an adjustment to increase the budget will be brought to your Board later in the fiscal year**

<u>CAL FIRE Agreement* (SCHEDULE A)</u>	<u>2015-16 Authorized</u>	<u>2016-17 Requested</u>	<u>2017-18 Requested</u>	<u>2018-19 Requested</u>
Permanent Salaries & Benefits	\$2,108,772	\$2,336,974	\$2,442,696	\$2,564,831
Additional FTE for Fiscal Year 2018/19				\$561,227
HAZMAT Premium Pay Differential	included above	included above	included above	included above
Extended Duty Week Compensation for 72 hr work week	729,243	827,632	839,455	881,428
Uniform Allowance	20,867	22,490	30,665	32,198
Overtime (Unplanned)	152,905	161,671	161,671	169,754
Travel Expense/Training/Office Expense/Utilities	10,565	10,565	16,840	17,682
Administration Fee	380,514	429,658	439,541	461,518
<u>CAL FIRE Agreement* (SCHEDULE A)</u>				
Amador –FF staffing, Command Support	(4 Stations)	(4 Stations)	(4 Stations)	(4 Stations)
Unplanned OT (Including Administrative Charge)	<u>643,510</u>	<u>701,707</u>	<u>717,251</u>	<u>282,417</u>
TOTAL CAL FIRE AGREEMENT	\$4,046,376*	\$4,490,697	\$4,648,119	\$4,971,055
(Not including Station #8 or Riverstone)				
CAO Recommended:		\$4,266,162	\$4,418,621	\$4,722,503

RECAP OF State CAL FIRE Schedule A Cooperative Agreement Request:

Permanent Salaries & Benefits (\$2,564,831) is requested increased \$122,135 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.

SERVICES & SUPPLIES (continued)

721460 Professional & Specialized – CAL FIRE Cooperative Agreement (continued)

RECAP OF State CAL FIRE Schedule A Cooperative Agreement Request (continued):

Additional FTE for Fiscal Year 2018/19 (\$561,227) is requested for funding an additional FTE for CAL FIRE staffing of a station.

Hazmat Differential Pay – included with staffing salary information listed above. It is for staff who are certified by the California Specialized Training Institute by fulfilling their required 240 hours of training. This must be completed to be a part of the Madera County Fire Hazardous Material Mitigation response team. These team members are also required 60 hours of ongoing training to remain members of the team.

Extended Duty Week Compensation for 72 hour work week (\$881,428) is requested increased \$41,973 for CAL FIRE employees who work in accordance with the FLSA regulations and their negotiated State labor agreement.

Uniform Allowance (\$32,198) is requested increased \$1,533 for uniform allowances for CAL FIRE personnel.

Overtime – Unplanned (\$169,754) is requested increased \$8,083 to show unplanned overtime. This is required to cover vacancies due to unplanned employee absences including FMLA, Worker's Comp, and training.

Travel, Training and Office Expense (\$17,682) is requested increased \$842 for relief operators' mileage between stations, training conferences for permanent staff, and incidental office expense.

Administration Charge (\$461,518) is requested increased \$21,977 for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which includes Statewide Pro Rata and CAL FIRE Indirect Costs. The 2018-19 administration charge is 12.59%.

Amador Stations and Support Command Cost (\$282,417) is requested decreased \$434,834 due to a projected reduction in County costs for the Amador Plan Stations (CAL FIRE Ahwahnee, Bass Lake, Rancheria and Raymond), with two-person staffing at each of the four stations. The Amador Stations were established in 1999-2000. These funds pay for CAL FIRE seasonal Fire Fighter I's during the Amador period (non-fire season). A 12.59% administrative charge is also included in this account.

FIRE DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$1,200) is recommended unchanged for weed abatement notices and recruitment of Paid Call Firefighters.
- 721600** **Rents & Leases – Equipment** (\$8,000) is recommended unchanged to accommodate for the rental of copiers and oxygen cylinder bottles.
- 721700** **Rents & Leases – Buildings** (\$38,450) is recommended unchanged for the rental of the Ahwahnee, Cedar Valley and Madera Acres fire station facilities.
- 721800** **Small Tools & Instruments** (\$5,000) is recommended increased \$2,000 for necessary hand tools.
- 721900** **Special Departmental Expense** (\$98,086) is recommended increased \$26,960 for firefighting supplies based on prior year expenditures. The general breakdown is as follows:

Fire-Fighting Supplies - \$57,620 is recommended increased \$26,960 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 - \$4,500 is recommended unchanged to purchase supplies to restock kits, supplies to protect against communicable disease, and supplies for the automated external defibrillators.

Automated External Defibrillators - \$6,960 is recommended unchanged to purchase AEDs. The Fire Department currently operates AEDs, but has a need to have enough units to place on all emergency response vehicles. These are consumable items that regularly need replacement.

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

Gym Dues - \$2,200 is recommended unchanged to fund gym access to on duty firefighters. Firefighters are required to be physically fit for the work that they do and one and a half hours of physical training is required of them per day per their MOU.

FIRE DEPARTMENT

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

Training Programs & Supplies - \$12,695 is recommended unchanged to purchase training devices and materials for the Paid Call Firefighters including: manuals, films, slides, brochures and other training aides, materials for the Fire Prevention Program and specialized training, equipment and courses, including school programs and other public relations events in the County.

Fire Hose - \$6,180 is recommended unchanged to purchase replacement hoses for county fire engines. This is to keep up with replacement and hopefully to divide one-time large increases.

Hazardous Materials Specialized Equipment - \$4,531 is recommended increased \$1,500 to purchase supplies and replacement gear for the Hazmat trailer.

722000 Transportation & Travel (\$1,500) is recommended unchanged for County staff travel and for PCF training and travel.

722100 Utilities (\$83,000) is recommended unchanged to accommodate the projected need for utilities at 14 stations and Headquarters.

EQUIPMENT

740301 Equipment > 5,000 (\$75,000) is recommended increased \$75,000 for replacement of a command vehicle. This will replace a Ford F250 with over 190,000 miles.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

JCN	CLASSIFICATION	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3349	Accounting Technician I or							
3354	Accounting Technician II	1.0	-	1.0	-	-	-	
3179	Fire Equipment Manager	1.0	-	1.0	-	-	-	
3713	Fire Master Mechanic	2.0	-	3.0	-	1.0	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	1.0	-	-	-	(1.0)	A
TOTAL		4.0	1.00	5.0	-	1.0	(1.0)	

NOTES:

A- one(1) Fire Master Mechanic is requested to be added as a funded position in the budget and it will be offset by deletion of an unfunded Office Assistant position.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662766 FIRE-REIMBURSE INDAIN CASINO	603,694	1,006,192	1,141,505	1,141,505
TOTAL CHARGES FOR CURRENT SERVICES	603,694	1,006,192	1,141,505	1,141,505
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	22	0	0	0
TOTAL MISCELLANEOUS REVENUE	22	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>603,716</u>	<u>1,006,192</u>	<u>1,141,505</u>	<u>1,141,505</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	2,476	10,000	12,000	12,000
720300 Communications	1,951	1,854	1,854	1,854
720500 Household Expense	2,478	3,000	3,300	3,300
720800 Maintenance - Equipment	22,113	48,600	66,600	66,600
720900 Maintenance - Structures & Grounds	2,509	2,000	3,500	3,500
721300 Office Expense	2,263	1,300	2,200	2,200
721400 Professional & Specialized Services	665,847	807,650	869,777	847,058
721800 Small Tools & Instruments		400	1,000	1,000
721900 Special Departmental Expense	7,568	7,210	11,210	11,210
722100 Utilities	5,309	9,579	9,579	9,579
TOTAL SERVICES & SUPPLIES	712,514	891,593	981,020	958,301
<u>TOTAL EXPENDITURES</u>	<u>712,514</u>	<u>891,593</u>	<u>981,020</u>	<u>958,301</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>108,798</u>	<u>(114,599)</u>	<u>(160,485)</u>	<u>(183,204)</u>

FIRE - CHUKCHANSI INDIAN CASINO

COMMENTS

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

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

ESTIMATED REVENUES

662766 **Fire Reimbursement Indian Casino** (\$1,141,505) is recommended fincreased \$135,313 or expected reimbursements to fully offset the projected cost of five (5) firefighter staff.

SERVICES & SUPPLIES

720200 **Clothing & Personal Supplies** (\$12,000) is recommended increased 2,000 for new and replacement clothing (helmets, face shields, goggles, turnout jackets and pants, nomex jackets and pants, boots, gloves, and personal alarms) for permanent and seasonal staff. The department has not purchased gear and equipment on a regular basis and is currently out of safety compliance on a majority of our personal protective equipment requiring the need to develop a replacement schedule. To completely outfit individuals with the required CAL-OSHA clothing, the cost is approximately \$6,000 each.

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

720500 **Household Expense** (\$3,300) is recommended increased \$300 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.

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

720800 **Maintenance - Equipment** (\$66,600) is recommended increased \$18,000 for fuel and maintenance of various types of automotive equipment, maintenance of generators, mobile radios, and rescue and office equipment. This increase is for additional cost associated with the new ladder truck. A breakdown of this account is as follows:

Vehicle Rebuilding - \$17,485 for rebuild projects approved by the Board, and for additional vehicle maintenance.

Vehicle Maintenance - \$44,995 to purchase fuel, oil, tires, batteries, parts for repairs, etc.

Equipment Maintenance - \$3,090 to maintain pumps, generators, fire fighting/office equipment, and breathing apparatus.

Mobile Radio and Pager - \$1,030 to maintain mobile radios and pagers.

720900 **Maintenance - Structures & Grounds** (\$3,500) is recommended increased \$1,500 for minor maintenance at fire stations. As the station ages there is a greater need for maintenance items.

721300 **Office Expense** (\$2,200) is recommended increased \$900 for general office and minor computer supplies and equipment. This increase will meet the real needs of this station.

721400 **Professional & Specialized Services** (\$847,058) is recommended increased \$39,408 over the prior year for projected costs related to the Cooperative Agreement. **The CAO Recommendation provides for a 4.9% increase over the 2017-18 Budget, \$22,719 lower than the amount requested by CAL FIRE based on the following: Actual costs for the CAL FIRE Agreement over the last few years have been below the amount budgeted; the methodology used by CAL FIRE to develop their budget changed from personnel costs being projected on an average cost to one based on maximum costs in order to safeguard a “not to exceed” clause in the agreement. Should actual costs exceed the amount budgeted, an adjustment to increase the budget will be brought to your Board later in the fiscal year.**

The requested budget from CAL Fire includes State negotiated salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charges of 12.59% for five CAL FIRE firefighters:

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

CAL FIRE (Schedule A for Chukchansi Indian Casino)

	2015-16	2016-17	2017-18	2018-19
	<u>Authorized</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>
Permanent Salaries & Benefits	\$470,670	\$510,633	\$525,821	\$552,112
Extended Duty Wk. Compensation/72 hr work week	176,469	191,360	191,460	201,033
Uniform Allowance	5,873	5,997	8,268	8,682
Operating/Training Expenses	0	0	4,500	4,725
Overtime (Unplanned)	5,681	5,681	5,681	5,965
Administrative Charge	<u>82,929</u>	<u>91,279</u>	<u>92,628</u>	<u>97,260</u>
TOTAL CAL FIRE STAFFING COST	\$741,622	\$804,950	\$828,358	\$869,777
FOR STATION #8 INDIAN LAKES	CAO Recommended	\$784,826	\$807,650	\$847,058

RECAP OF State CAL FIRE Schedule A Cooperative Agreement:

Permanent Salaries & Benefits (\$552,112) is requested at an increase of \$26,291 for CAL FIRE staffing for Station #8 Indian Lakes.

EDWC Payment (\$201,033) is requested at an increase of \$9,573 for CAL FIRE employees who work in accordance with the FLSA regulations of 72 hours per week, and their State negotiated labor agreement.

Uniform Allowance (\$8,682) is requested at an increase of \$414 to provide the uniform allowance for CAL FIRE personnel.

Operating/Training Expenses (\$4,725) is requested at an increase of \$225 for general expenses and projected training costs for CAL FIRE personnel.

Overtime (Unplanned) (\$5,965) is requested increased \$284 based on a projected percentage of the CAL FIRE overtime.

Administration Charge (\$97,260) is requested at an increase of \$4,632 for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which include Statewide Pro Rata and CAL FIRE Indirect Costs. The 2018-19 administration charge is 12.59%

FIRE - CHUKCHANSI INDIAN CASINO

SERVICES & SUPPLIES (continued)

721800 **Small Tools & Instruments** (\$1,000) is recommended increased \$600 for necessary hand tools.

721900 **Special Departmental Expense** (\$11,210) is recommended increased \$4,000 for fire fighting supplies. The general breakdown is:

Fire Fighting Supplies - \$7,135 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 - \$1,515 to purchase items to restock kits, items to protect against communicable disease, and supplies for the automated external defibrillators.

Food - \$300 to purchase food to feed firefighters on extended fires when employees and/or volunteers are working through meal times.

Training Programs & Supplies - \$730 to purchase training devices and materials for PCFs including manuals, films, slides, brochures and other training aides; materials for the Fire Prevention Program and specialized training equipment; and courses, including school programs and other public relations events in the County.

Fire Hose - \$1,000 to purchase new hose. This increase will provide for a replacement program.

Hazardous Materials Specialized Equipment - \$530 to purchase supplies and gear.

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

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: FIRE-RIVERSTONE
 (05020)
 Function: Public Protection
 Activity: Fire Protection
 Fund: General

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662712 FIRE COST RECOVERY	0	581,889	610,984	610,984
TOTAL CHARGES FOR CURRENT SERVICES	0	581,889	610,984	610,984
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>581,889</u>	<u>610,984</u>	<u>610,984</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	241,055	581,889	610,984	610,984
<u>TOTAL EXPENDITURES</u>	<u>241,055</u>	<u>581,889</u>	<u>610,984</u>	<u>610,984</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>241,055</u>	<u>0</u>	<u>0</u>	<u>0</u>

COMMENTS

Based on the 2007 Adopted Development Agreement between the County of Madera and Riverstone, the Developer shall provide fire protection equipment and staffing throughout all phases of construction.

ESTIMATED REVENUES

662712 **Fire Cost Recovery** (\$610,984) is recommended for expected reimbursements from the developer to fully offset the projected cost of three (3) firefighter staff.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$610,984) is recommended increased \$29,095 over the prior year for projected costs related to the Cooperative Agreement.

The requested budget from CAL Fire includes State negotiated salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charges of 12.59% for five CAL FIRE firefighters:

SERVICES & SUPPLIES

CAL FIRE (Schedule A for Riverstone CSA 22 Zone C)	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
	<u>Authorized</u>	<u>Authorized</u>	<u>Requested</u>
Permanent Salaries & Benefits	\$344,289	\$363,449	\$381,621
EDWC Payment (Planned Overtime)	138,521	136,696	143,532
Uniform Allowance	3,598	8,268	8,681
Overtime (Unplanned)	10,957	3,409	3,579
General Expense	1,500	2,000	2,100
Training	1,500	3,000	3,150
Administrative Charge	<u>63,997</u>	<u>65,067</u>	<u>68,321</u>
TOTAL CAL FIRE STAFFING COST	<u>\$564,362</u>	<u>\$581,889</u>	<u>\$610,984</u>
Riverstone CSA 22 Zone C			

RECAP OF State CAL FIRE Schedule A Cooperative Agreement:

Permanent Salaries & Benefits (\$381,621) is requested for CAL FIRE staffing for Riverstone CSA 22 Zone C.

EDWC Payment (\$143,532) is requested for CAL FIRE employees who work in accordance with the FLSA regulations of 72 hours per week, and their State negotiated labor agreement.

Uniform Allowance (\$8,681) is requested to provide the uniform allowance for CAL FIRE personnel.

Overtime (Unplanned) (\$3,579) is requested based on a projected percentage of the CAL FIRE overtime.

Administration Charge (\$68,321) is requested for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which include Statewide Pro Rata and CAL FIRE Indirect Costs. The 2018-19 administration charge is 12.59%.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: FIRE-TESORO VIEJO
 (5030)
 Function: Public Protection
 Activity: Fire Protection
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662712 FIRE COST RECOVERY	0	0	1,117,954	1,117,954
TOTAL CHARGES FOR CURRENT SERVICES	0	0	1,117,954	1,117,954
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>0</u>	<u>1,117,954</u>	<u>1,117,954</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	0	0	1,117,954	1,117,954
<u>TOTAL EXPENDITURES</u>	<u>0</u>	<u>0</u>	<u>1,117,954</u>	<u>1,117,954</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

COMMENTS

Based on the 2012 Adopted Development Agreement between the County of Madera and Tesoro Viejo, Inc., the Developer shall provide fire protection equipment and staffing throughout all phases of construction.

ESTIMATED REVENUES

662712 **Fire Cost Recovery** (\$1,117,954) is recommended for expected reimbursements from the developer to fully offset the projected cost of two (2) Full Time Equivalent (FTE) 24/7 firefighters.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$1,117,954) is recommended based on the two (2) FTEs required in the development agreement, based on the stage of the project.

The requested budget from CAL FIRE includes State negotiated salaries and benefits, Extended Duty Week Compensation (EDWC), uniform allowance, unplanned overtime, and State administrative charges of 12.47%.

SERVICES & SUPPLIES

CAL FIRE (Schedule A for Tesoro Viejo CSA 22 Zone E)	
	<u>2018-19</u>
	<u>Requested</u>
Permanent Salaries & Benefits	\$700,737
EDWC Payment (Planned Overtime)	271,526
Uniform Allowance	9,922
Overtime (Unplanned)	6,817
General Expense	2,000
Training	3,000
Administrative Charge	<u>123,952</u>
TOTAL CAL FIRE STAFFING COST	\$1,117,954
Tesoro Viejo CSA 22 Zone E	

RECAP OF State CAL FIRE Schedule A Cooperative Agreement:

Permanent Salaries & Benefits (\$700,737) is requested for CAL FIRE staffing for Tesoro Viejo CSA 22 Zone E.

EDWC Payment (\$271,526) is requested for CAL FIRE employees who work in accordance with the FLSA regulations of 72 hours per week, and their State negotiated labor agreement.

Uniform Allowance (\$9,922) is requested to provide the uniform allowance for CAL FIRE personnel.

Overtime (Unplanned) (\$6,817) is requested based on a projected percentage of the CAL FIRE overtime.

Administration Charge (\$123,952) is requested for the various administrative costs the State incurs in the operation of CAL FIRE Cooperative Agreements which include Statewide Pro Rata and CAL FIRE Indirect Costs. The 2018-19 administration charge is 12.47%.

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	1,250	0	1,000	1,000
TOTAL FINES, FORFEITURES & PENALTIES	1,250	0	1,000	1,000
INTERGOVERNMENTAL REVENUE				
652200 State - Agriculture	810,221	691,542	764,949	764,949
TOTAL INTERGOVERNMENTAL REVENUE	810,221	691,542	764,949	764,949
CHARGES FOR CURRENT SERVICES				
661000 Agriculture Services	354,749	362,250	345,120	345,120
TOTAL CHARGES FOR CURRENT SERVICES	354,749	362,250	345,120	345,120
MISCELLANEOUS REVENUE				
672000 OTHER SALES	1,520	1,000	2,200	2,200
673000 MISCELLANEOUS	57	50	50	50
TOTAL MISCELLANEOUS REVENUE	1,577	1,050	2,250	2,250
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,167,797</u>	<u>1,054,842</u>	<u>1,113,319</u>	<u>1,113,319</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	941,500	1,010,739	1,039,558	1,039,558
710103 Extra Help	26,630	9,012	9,012	9,012
710106 Standby & Night Premium	0	210	210	210
710200 Retirement	313,180	338,908	350,123	350,123
710300 Health Insurance	118,377	137,563	146,130	146,130

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SALARIES & EMPLOYEE BENEFITS (continued)				
710400 Workers' Compensation Insurance	11,832	13,168	12,735	12,735
TOTAL SALARIES & EMPLOYEE BENEFITS	1,411,519	1,509,600	1,557,768	1,557,768
SERVICES & SUPPLIES				
720100 Agricultural	204	8,500	8,500	8,500
720200 Clothing & Personal Supplies	44	250	250	250
720300 Communications	1,271	3,400	3,400	3,400
720500 Household Expense	0	50	125	125
720600 Insurance	1,162	1,910	2,399	2,399
720800 Maintenance - Equipment	8,869	10,000	13,000	13,000
721000 Medical, Dental & Lab Supplies	308	500	500	500
721100 Memberships	2,625	2,725	2,750	2,750
721300 Office Expense	11,278	13,000	13,000	13,000
721400 Professional & Specialized Services	244	7,500	7,500	7,500
721600 Rents & Leases - Equipment	47,795	80,000	60,000	60,000
721800 Small Tools & Instruments	1,460	302	300	300
721900 Special Departmental Expense	13,891	8,000	25,000	25,000
722000 Transportation & Travel	5,529	9,000	9,000	9,000
722020 Central Garage Services	787	1,000	1,475	1,475
TOTAL SERVICES & SUPPLIES	95,467	146,137	147,199	147,199
FIXED ASSETS				
740300 Equipment/Furniture	55,825	0	0	0
TOTAL FIXED ASSETS	55,825	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,562,811</u>	<u>1,655,737</u>	<u>1,704,967</u>	<u>1,704,967</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>395,014</u>	<u>600,895</u>	<u>591,648</u>	<u>591,648</u>

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

COMMENTS

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

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

WORKLOAD - AGRICULTURAL COMMISSIONER/ WEIGHTS & MEASURES

<u>Category Work</u>	Man-hours Actual <u>2016-17</u>	Man-hours Estimated <u>2017-18</u>	Man-hours Projected Need <u>2018-19</u>
Pest Management*	1,048	1,300	1,600
Pest Exclusion	2,240	2,500	2,500
Pesticide Use Enforcement	15,062	15,250	15,750
Nursery and Seed Inspection	130	300	300
F & V, Organic & Certified Producers	105	120	125
Apiary Inspections	81	160	250
Crop Statistics	256	275	300
Weights & Measures	3,209	3,250	3,300

*Includes GWSS Insect Trapping Program

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

ESTIMATED REVENUES

- 630200** **Court Fines** (\$1,000) is recommended increased \$1,000 for expected fine revenue.
- 652200** **State - Agriculture** (\$764,949) is recommended increased \$73,407 for expected state agriculture funding.
- 661000** **Agriculture Services** (\$345,120) is expected decreased \$17,130 for revenue from charges for agriculture services.
- 672000** **Other Sales** (\$2,200) is recommended increased \$1,200 for revenue from sales.
- 673000** **Miscellaneous** (\$50) is recommended unchanged for miscellaneous revenue.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,039,558) is recommended increased \$28,819 based on the cost of current staffing, and includes step and longevity increases for existing staff.
- 710103** **Extra Help** (\$9,012) is recommended maintained as unchanged.
- 710106** **Standby & Night Premium** (\$210) is recommended unchanged. This expense is for weekend issuance of phytosanitary certificates during peak months of July and August, quarantine inspections of out-of-state beehives for Red Imported Fire Ants, and Pesticide Use Enforcement activities.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720100** **Agricultural** (\$8,500) is recommended maintained as unchanged. This is to replenish the current inventory of gas cartridges, which are resold at cost to growers for squirrel control. These costs are fully recovered when the items are sold.

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SERVICES & SUPPLIES (continued)

- 720200** **Clothing & Personal Supplies** (\$250) is recommended unchanged for protective clothing, gloves, aprons, masks, etc. to ensure compliance with State safety regulations.
- 720300** **Communications** (\$3,400) is recommended maintained as unchanged, based on current cost for telephone services and field clamshell type phone replacements. The replacement phones are for phones that are no longer working and not repairable.
- 720500** **Household Expense** (\$125) is recommended slightly increased \$75 for the cost of laundering coveralls, and to purchase hand wipes, new shop rags, and to replenish miscellaneous supplies.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$13,000) is recommended increased by \$3,000 for state certifications, tires, safety repairs, and routine servicing of the heavy-capacity weight truck, and repair of weights and measures provers, computers and other office equipment.
- 721000** **Medical, Dental & Lab Supplies** (\$500) is recommended maintained as unchanged, based on current and projected needs for the Department, including meter testing supplies.
- 721100** **Memberships** (\$2,750) is recommended slightly increased \$25 for the cost of required Department Head memberships in the California Agricultural Commissioners and Sealers Association, San Joaquin Valley Agricultural Commissioners and Sealers Association, National Conference on Weights and Measures, and Western Weights and Measures Association.
- 721300** **Office Expense** (\$13,000) is recommended maintained as unchanged, for general office supplies, copier usage, and small furniture.
- 721400** **Professional & Specialized Services** (\$7,500) is recommended unchanged based on the cost of device testing by Merced County for FY 2017-18, and for expenses related to administrative hearings and other services as required. Merced County possesses costly specialized testing equipment for required testing of certain devices that would not be practical for the department to purchase, based on the amount of use.
- 721600** **Rents & Leases - Equipment** (\$60,000) is recommended decreased \$20,000 for the rental of county vehicles from Central Garage, and for the copy machine lease, based on current costs.

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$300) is recommended slightly decreased \$2 based on the need for various hand tools and inspection equipment used by this Department.
- 721900** **Special Departmental Expense** (\$25,000) is recommended increased \$17,000 due to present inventory of computer hardware, computer software, the cost of replacement computers, evidence-gathering materials for investigations in pesticide use enforcement and other programs, Weights & Measures annual certification seals, wire security seals and dies, meeting supply expenses, undercover Weights & Measures purchases, flagging tape, and other pest detection trapping program supplies.
- 722000** **Transportation & Travel** (\$9,000) is recommended maintained unchanged based on expenses for registration fees at Commissioner/Sealer conferences, training workshops for inspectors, regional Deputy meetings, and Commissioner Association committee meetings.
- 722020** **Central Garage Services** (\$1,475) is recommended slightly increased \$475 for Central Garage Services, based on present needs.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	1.0	-	1.0	-	-	-	
3161	Ag. and Standards Inspector I or							
3162	Ag. and Standards Inspector II or							
3163	Ag. and Standards Inspector III or							
3751	Sr Ag. and Standards Inspector or							
3510	Ag. and Standards Technician	8.0	3.0	8.0	3.0	-	-	
2120	Agricultural Commissioner/Sealer	1.0	-	1.0	-	-	-	
3166	Deputy Agricultural Commissioner	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	2.0	-	2.0	-	-	-	
4106	Supervising Ag. and Standards Insp.	2.0	-	2.0	-	-	-	
TOTAL		15.0	3.00	15.0	3.00	-	-	

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	69,186	77,672	80,002	80,002
<u>TOTAL EXPENDITURES</u>	<u>69,186</u>	<u>77,672</u>	<u>80,002</u>	<u>80,002</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>69,186</u>	<u>77,672</u>	<u>80,002</u>	<u>80,002</u>

PREDATORY ANIMAL CONTROL

COMMENTS

This budget funds the costs to control predatory and nuisance animals by providing animal damage management on properties within the County of Madera. The Program is performed under contract by the Animal Damage Control Section of the United States Department of Agriculture (USDA), and funds the salary, supplies, and mileage of Trapper services for the County. The funding provides Trapper services for the County for control of predators that include bears, mountain lions, coyotes and feral pigs, as well as nuisance animals.

Since 2007-08, the Board of Supervisors has directed that funding be appropriated to provide Trapper services. The requested amount for Trapper services for 2018-19 is \$80,002, an increase of \$2,330 over the 2017-18 approved amount due to a USDA 3% overhead increase.

WORKLOAD

	<u>7/1/15 – 6/30/16</u>	<u>7/1/16 – 6/30/17</u>
ACRES WORKED	151,662*	4,502*
PROPERTIES WORKED	647	559
SPECIALIST HOURS	1,746	1,658
DAMAGE REPORTED	\$300,891	\$28,774
ANIMALS REMOVED	187	76
TECHNICAL ASSISTANCE PROJECTS	41	34
DISEASE SAMPLES TAKEN	0	117
DIRECT CONTROL SERVICE VISITS	665	551

Note: *Reflects a change in methodology by the USDA in reporting acres worked in Fiscal Year 2015-16

SERVICES & SUPPLIES

721400 **Professional and Specialized Services** (\$80,002) is recommended increased \$2,330 for contractual annual predatory animal trapping services provided by the Animal Damage Control Section of the United States Department of Agriculture. The increase is a result of a 3% USDA overhead increase.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620200 Business Licenses	27,040	22,000	21,000	21,000
620500 Zoning Permits	110,290	102,000	102,000	102,000
TOTAL LICENSES, PERMITS & FRANCHISES	137,330	124,000	123,000	123,000
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	592,176	625,000	608,696	608,696
TOTAL FINES, FORFEITURES & PENALTIES	592,176	625,000	608,696	608,696
INTERGOVERNMENTAL REVENUE				
654000 State - Other	56,240	284,050	209,516	209,516
655900 Federal-CDBG Grant	663,230	250,000	812,683	812,683
657000 FED - OTHER	0	30,000	30,000	30,000
TOTAL FOR INTERGOVERNMENTAL REVENUE	719,470	564,050	1,052,199	1,052,199
CHARGES FOR CURRENT SERVICES				
660200 Special Assessments	523	0	0	0
660800 Planning & Engineering Services	660,666	693,255	695,000	695,000
661000 Agricultural Services	5,911	0	0	0
662700 Other Charges for Services	3,977	0	0	0
662804 LAFCO-REIMB FOR CO SERVICES	8,349	6,000	6,000	6,000
TOTAL CHARGES FOR CURRENT SERVICES	679,426	699,255	701,000	701,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	148	0	0	0
TOTAL MISCELLANEOUS REVENUE	148	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfers In	68,900	60,000	0	0
TOTAL OTHER FINANCING SOURCES	68,900	60,000	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,197,450</u>	<u>2,072,305</u>	<u>2,484,895</u>	<u>2,484,895</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	988,115	1,103,830	1,104,504	1,104,504
710103 Extra Help	157,970	146,036	171,151	171,151
710200 Retirement	359,312	396,895	399,968	399,968
710300 Health Insurance	72,395	115,289	102,760	102,760
710400 Workers' Compensation Insurance	27,054	32,068	33,237	33,237
TOTAL SALARIES & EMPLOYEE BENEFITS	1,604,846	1,794,118	1,811,620	1,811,620
SERVICES & SUPPLIES				
720200 Clothing and Personal Supplies	0	0	5,000	5,000
720300 Communications	13,100	8,700	8,700	8,700
720305 Microwave Radio Services	0	6,570	6,523	6,523
720600 Insurance	594	2,113	2,409	2,409
720800 Maintenance - Equipment	750	750	750	750
721300 Office Expense	6,257	8,000	8,700	8,700
721309 Law Books	2,344	2,550	2,550	2,550

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
721314 Comup Equipment	2,500	0	0	0
721400 Professional & Specialized Services	691,939	469,050	842,683	842,683
721500 Publications & Legal Notices	10,307	15,000	15,000	15,000
721600 Rents & Leases - Equipment	28,919	31,258	31,598	31,598
721900 Special Departmental Expense	10,572	10,000	10,500	10,500
721969 Special Departmental Expense - Graffiti Abatement	0	5,000	5,000	5,000
722000 Transportation & Travel	48,237	11,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	815,519	569,991	954,413	954,413
FIXED ASSETS				
740300 Equipment/Furniture	64,633	0	0	0
TOTAL SERVICES & SUPPLIES	64,633	0	0	0
OTHER FINANCING USES				
750100 Operating Transfers Out	173,740	0	0	0
TOTAL SERVICES & SUPPLIES	173,740	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>2,658,738</u>	<u>2,364,109</u>	<u>2,766,033</u>	<u>2,766,033</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>461,288</u>	<u>291,804</u>	<u>281,138</u>	<u>281,138</u>

COMMENTS

Under the jurisdiction of the Community and Economic Development Department (CED), the Planning Division's responsibility is to promote the most effective, efficient, aesthetic, and safest use of land for present and future generations of Madera County residents and visitors. The Community and Economic Development Director serves as Advisor to the Board of Supervisors concerning planning matters.

The Planning Division is charged with the preparation and periodic revision of a comprehensive long-term General Plan for the land use and physical development of the County and for the implementation of this Plan. The Division's work includes zoning and subdivision enforcement in the unincorporated area of the County, the development of specific current and long-range area planning, house numbering, mapping, public information and assistance, administration of Community Development Block Grants, applications for agricultural preserves, code enforcement, public notices and documents for the Planning Commission. The Planning Division is the lead agency for the development application process. In addition, the Planning Division serves as staff to the Local Agency Formation Commission (LAFCO).

The Planning Division is responsible for administration of the California Environmental Quality Act of 1970 in accordance with the guidelines issued by the State Secretary for Resources.

Appeals of Division decisions and public hearings on proposed subdivisions, zoning changes, etc., are heard by the Planning Commission. The Community and Economic Development Director also serves as Executive Officer of the Planning Commission, and provides technical assistance to other County Departments and agencies.

The Division administers County Affordable Housing and Economic Development Programs including Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), HOME Grants, Abandon Vehicle Grants and Waste Tire Grants.

WORKLOAD

The California Government Code Section 65103 requires that a County Planning Division perform the following functions:

- Prepare, periodically review, and revise, as necessary, the General Plan.
- Implement the General Plan through actions including, but not limited to, the administration of specific plans, zoning and subdivision ordinances.
- Annually review the capital improvement program of the city or county and the local public works projects of other local agencies for their consistency with the General Plan, pursuant to Article 7 (commencing with Section 65400).
- Endeavor to promote public interest in commenting on and understanding the General Plan and the regulations relating to it.
- Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the General Plan.
- Promote the coordination of local plans and programs with the plans and programs of other public agencies, where appropriate.
- Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

CED - PLANNING DIVISION

WORKLOAD (continued)

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Conditional Use Permits/Variances	33	20	20
General Plan Amendments	3	2	4
Rezoning	7	14	15
Site Plan Review	0	0	0
Specific Plans	0	0	0
Mining Permits	0	0	0
Variances (Setbacks)	8	6	10
Zoning Permits	17	12	15
Lot Line Adjustments	27	19	21
Parcel Maps	13	6	10
Subdivisions	6	2	4
House Numbers	111	194	200
Zoning Violations	508	726	750
Citations/Request for Complaints			
Review Building Permits	1329	1720	1800
Review Business Licenses	675	800	800
Review Grading Permits	86	101	85
Public Hearings	22	18	20
Commission Meetings	12	11	12
Environmental Committee Meeting	18	18	18
Negative Declarations	33	26	30
Distressed Homes Registration	146	102	120
Distressed Homes Citations/Violations	322	152	150

ESTIMATED REVENUES

- 620100** **Business License** (\$21,000) is recommended reduced \$1,000 based on number of business licenses issued in 17/18 fiscal year.

- 620500** **Zoning Permits** (\$102,000) is recommended unchanged for zoning and setback permits.

- 630200** **Other Court Fines** (\$608,696) is recommended reduced \$16,304 based on special assessments on property and Code Enforcement fines and penalties.

ESTIMATED REVENUES (continued)

- 654000** **State – Other** (\$209,516) is recommended reduced \$74,534 based on a reduction in the Waste Tire Amnesty Grant. This revenue also includes the Abandoned Vehicle Grant.

- 655900** **Federal – CDBG Grant** (\$812,683) is recommended increased by \$562,683 based on the addition of the HOME Grant for the 18/19 fiscal year. This revenue also includes the CDBG Grant.

- 657000** **FED – OTHER** (\$30,000) is recommended unchanged for revenue collected from the NSP3 Grant.

- 660800** **Planning & Engineering Services** (\$695,000) is recommended increased \$1,745 for fees received for entitlement permits including land division, parcel maps, lot line adjustments, subdivision, conditional use permits, general plan amendments, rezones and environmental reviews.

- 662804** **LAFCO-REIMB FOR CO SERVICES** (\$6,000) is recommended unchanged for charges to LAFCO for rent, utilities and staff assistance.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,104,504) are recommended increased \$674 based on the cost of recommended staffing.

- 710103** **Extra Help** (\$171,151) is recommended increased \$25,115 to provide staff resources when necessary to meet project deadlines, to provide in-house county counsel for the Community and Economic Development department and Planning Commission. In addition, Planning clerical staff assist the Building and Fire Safety Division of the Community and Economic Development Department and Water and Natural Resources Department. Extra help, retired annuitants are utilized to fill the need, resulting in health insurance and retirement savings. The account also funds a \$100 per meeting stipend for each of the five Planning Commissioners. The Planning Commission meets one to two times per month depending on the number of items to be heard.

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

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

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

SERVICES & SUPPLIES

- 720200** **Clothing and Personal Supplies** (\$5,000) is recommended for funding in 2018-19. This is a new item for Planning. Each Code Enforcement Officer will be allotted five (5) shirts @\$40.00 each plus \$25.00 per month for maintenance.
- 720300** **Communications** (\$8,700) is recommended unchanged for telephone costs and for wireless connections for three (3) iPads used by the Code Enforcement Officers in the field and four (4) Smart Phones. A portion of the communication for the use of the iPads and Smart Phones (up to \$3,600) will be funded by the Waste Tire Enforcement Grant.
- 720305** **Microwave Radio Services** (\$6,523) is recommended reduced \$47 for the Division's contribution to the Internal Service Fund based on the number of radios in this Division utilizing the County's microwave radio network.
- 720800** **Maintenance - Equipment** (\$750) is recommended unchanged and funds annual maintenance for folding machine.
- 721300** **Office Expense** (\$8,700) is recommended increased \$700 due to increase in cost and amount of supplies used to support assistance to other divisions within the Community and Economic Development Department for supplies such as paper, toner, copy ink, large envelopes for distribution and plotter paper. This line item includes all materials for special reports, projects, and day-to-day administrative activity.
- 721309** **Law Books** (\$2,550) is recommended unchanged to fund a monthly membership for an online legal resource.
- 721314** **Computer Equipment** (\$0) is not recommended for funding in 2018-19.
- 721400** **Professional & Specialized Expense** (\$842,683) is recommended increased \$373,633 to contract with consultants for grants including the Housing Rehabilitation Grant (\$500,000 and \$312,683) and the Planning Technical Assistance (PTA) Grant (\$30,000); revenues offset these expenses.
- 721500** **Publications & Legal Notices** (\$15,000) are recommended unchanged. Funds are used for publications for land use permit applications, public meetings and California Environmental Quality Act (CEQA) public hearing notices.
- 721600** **Rents & Leases - Equipment** (\$31,598) is recommended increased \$340 to lease vehicles from the Central Garage, and fund the Division's share of the business machine lease. The monthly business machine charge is \$689 plus color copies and copies in excess of the contract allowance, averaging an additional \$400 per month or a total for the year of \$13,068. The Division has five (5) vehicles – two (2) sedans, one (1) SUV and two (2) pickups. It is anticipated the Division will travel 34,000 miles, which equates to \$18,530. A portion of the mileage (up to \$14,000) will be funded by the Waste Tire Enforcement Grant.

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$10,500) is recommended increased \$500. This account pays for subscription for online GIS for the Zoning and General Plan layers for the public (\$2,500). This account provides for the purchase of litigation reports for zoning citations (\$2,000). This account provides funds for the various studies, reports, maps, and booklets that will be assembled during this fiscal year due to high speed rail, Madera County Transportation Commission, and other studies with State Agencies (\$3,900). This account provides equipment for Code Enforcement for the Waste Tire Enforcement Grant (\$2,100); these expenses are required by the grants and will be offset by the grant funds.
- 721969** **Special Departmental Expense - Graffiti Abatement** (\$5,000) is recommended unchanged to fund a contractual service provided by City of Madera to abate graffiti in the unincorporated areas of the County in close proximity to the City of Madera.
- 722000** **Transportation & Travel** (\$15,000) is recommended increased \$4,000 for the cost of registration, meals, and lodging for staff attending training, out-of-County meetings, conferences, reimbursements for Planning Commission travel to meetings, and for mandatory training for the Waste Tire Enforcement Grant, which will be funded by the grant.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	1.0	-	1.0	-	-	-	A
2146	Chief of Development Services	1.0	-	1.0	-	-	-	
3183	Code Enforcement Officer I or							
3184	Code Enforcement Officer II							
	Code Enforcement Officer III	4.0	-	4.0	-	-	-	B
	Supervising Code Enforcement Officer	1.0	-	1.0	-	-	-	C
4104	Deputy Director of CED-Planning	1.0	-	1.0	-	-	-	
2144	Director of Comm. & Econ. Dev.	1.0	-	1.0	-	-	-	
3241	Planner I or							
3242	Planner II or							
3243	Planner III	2.0	2.0	2.0	2.0	-	-	
3306	Planning Technician or							
3518	Planning Aide	-	1.0	-	1.0	-	-	
3261	Senior Planner	2.0	1.0	2.0	1.0	-	-	
TOTAL		13.0	4.00	13.0	4.00	-	-	

NOTES:

- A - One Senior Administrative Analyst is an overfill which is offset by the Administrative Analyst II position based on operational needs.
- B - One Supervising Code Enforcement Officer and one Code Enforcement Officer III were approved Board Action January 9, 2018
- C - One Supervising Code Enforcement Officer and one Code Enforcement Officer III were approved Board Action January 9, 2018

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620300 Construction Permits	1,145,751	1,040,000	1,610,000	1,610,000
620700 Other Licenses & Permits	189,513	163,699	201,030	201,030
TOTAL LICENSES, PERMITS & FRANCHISES	1,335,264	1,203,699	1,811,030	1,811,030
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	4,619	4,000	7,162	7,162
TOTAL FINES, FORFEITURES & PENALTIES	4,619	4,000	7,162	7,162
INTERGOVERNMENTAL REVENUE				
654000 State - Other	42	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	42	0	0	0
CHARGES FOR CURRENT SERVICES				
660800 Planning & Engineering SVCS	475,501	529,000	482,000	482,000
TOTAL CHARGES FOR CURRENT SERVICES	475,501	529,000	482,000	482,000
MISCELLANEOUS REVENUE				
672000 Other Sales	61	0	0	0
673000 Miscellaneous Revenue	239	0	0	0
TOTAL MISCELLANEOUS REVENUE	300	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfers In	22,570	0	0	0
TOTAL OTHER FINANCING SOURCES	22,570	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,838,296</u>	<u>1,736,699</u>	<u>2,300,192</u>	<u>2,300,192</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
EXPENDITURES:				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	890,979	1,014,556	1,057,455	1,057,455
710103 Extra Help	78,136	92,852	70,340	70,340
710105 Overtime			20,000	20,000
710200 Retirement	308,810	309,930	353,791	353,791
710300 Health Insurance	121,329	167,953	198,966	198,966
710400 Workers' Compensation Insurance	73,024	68,396	71,818	71,818
TOTAL SALARIES & EMPLOYEE BENEFITS	1,472,278	1,653,687	1,772,370	1,772,370
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	2,417	3,000	10,000	10,000
720300 Communications	7,589	10,220	10,220	10,220
720600 Insurance	23,804	35,996	84,065	84,065
720800 Maintenance - Equipment	140	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	0	250	250	250
721100 Memberships	240	1,160	1,160	1,160
721300 Office Expense	12,584	13,500	18,500	18,500
721400 Professional & Specialized Services	95,342	120,000	485,000	485,000
721500 Publications & Legal Notices	0	700	700	700
721600 Rents & Leases - Equipment	73,685	92,000	92,000	92,000
721800 Small Tools & Instruments	1,076	5,000	5,000	5,000
721900 Special Departmental Expense	475	5,000	5,000	5,000
722000 Transportation & Travel	9,448	18,000	23,000	23,000
TOTAL SERVICES & SUPPLIES	226,800	305,826	735,895	735,895
TOTAL EXPENDITURES	1,699,078	1,959,513	2,508,265	2,508,265
NET COUNTY COST (EXP - REV)	-139,218	222,814	208,073	208,073

COMMENTS

Under the jurisdiction of the Community and Economic Development Department (CED), the Building and Fire Safety Division is responsible for assuring the construction in Madera County adheres to the California Fire Code and California Building Code. This division is a combination of the Fire Prevention for Land Development and Building Inspection Divisions and was established to provide services including plan reviews for new development and remodels, building inspections, and other necessary duties to complete the function of fire prevention for development. The Division provides minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling structural design, construction, materials, occupancy, and location of all buildings and structures within the unincorporated area of the county.

As mandated by the State of California, Madera County has adopted the California Building Code, Title 24 which is part of the 12-part California Code of Regulations. Along with enforcing the California Building Code, the Building and Fire Safety Division enforces Madera County Ordinances and the Uniform Code for the Abatement of Dangerous Buildings. The provisions of this Code shall be administered by the Building and Fire Safety Division.

These codes shall apply to the erection, construction, enlargement, alteration, repair, relocation, conversion, occupancy, and maintenance of buildings, structures, swimming pools, solar systems, the installation of electrical wiring and appliances, plumbing, heating and cooling facilities and appurtenances necessary within the unincorporated area of the county.

The following descriptions provide a general overview of the most common permits the Division issues:

Plumbing Permits

The provisions of the California Plumbing Code apply to new construction, relocated buildings and to any alterations, repairs or reconstruction. Plumbing systems are designed and installed to the minimum standard of the California Plumbing Code. Plumbing permits vary greatly; the piping and fixtures within a single family dwelling and pools fall under Plumbing permits, as do gas lines for propane and other fuel sources.

Mechanical Permits

The provisions of the California Mechanical Code apply to all new construction, any alterations, repairs or reconstruction. Mechanical permits are required for new or replacement systems such as heating, ventilation, refrigeration systems and components. Mechanical systems are to be designed and installed to the minimum standards of the California Mechanical Code.

Electrical Permits

The provisions of the California Electrical Code apply to all new construction, relocated buildings, solar photovoltaic systems, and to alterations, repairs or reconstruction. Electrical permits are required for new or alterations to existing electrical systems. Types of electrical permits include the wiring in a new single family dwelling, an electric gate installation or a new well pump.

COMMENTS (continued)

Mobile Home Permits

Mobile homes and temporary or permanent mobile offices installed within the Madera County require a building permit for the installation of such structure, regardless of the type of installation being performed. Mobile homes will typically have several additional permits as part of the overall project. Mobile home placements usually require multiple permits; engineered foundations, exterior electrical, and exterior plumbing. All interior inspections and permitting is done through California Housing and Community Development.

Demolition Permits

A Demolition Permit is required for the removal of any structure, in excess of 120 square feet, located within Madera County. Demolition permits are issued in conjunction and with the approval of the San Joaquin Valley Air Pollution Control District (SJVAPCD).

Reroof Permits

Reroof permits are required for alteration, repairs or reconstruction of a building's roof system. Reroof permits shall meet minimum design, installation and construction standards of the California Building Code and California Residential Code.

Sprinkler System Permits

Provisions within the California Fire, Building and Residential Code require certain structures and occupancies to provide additional safety and protections through the installation of commercial or residential Automatic Engineered Fire Sprinkler Systems. These systems are designed and installed to the minimum standard of the National Fire Protection Association (NFPA). These permits require staff to provide a minimum of two (2) separate inspections per permit.

Fire Alarm Permits

Provisions within the California Fire and Building Code require certain structures and occupancies to provide additional safety and protections through the installation of Automatic Engineered Fire Alarm Systems. These systems are designed to alert occupants and emergency responders to fire or safety hazards within a structure and must meet the minimum design standards of NFPA 72. These permits normally require two (2) separate inspections.

Fire Pump Permit

Provisions within the California Fire Code (CFC) require dedicated and consistent fire hydrant flow rates be available. Rated Fire Pumps are designed and installed to meet these minimum NFPA and CFC standards. Fire Pump permits normally require two (2) separate inspections.

Underground Fire Main Permit

Provisions within California Fire Code and NFPA require hydrant systems to be designed and installed with the capabilities to deliver the required fire flow. A minimum of three (3) inspections are required to inspect several phases of construction on this permit.

COMMENTS (continued)

Fireworks Booth Permit

Safe and Sane Fireworks are permitted in Madera County in areas that fall within Local Responsibility Areas (LRA). LRA's are predominantly South and East of the Madera Canal. Fireworks booths require coordination with a non-profit entity, Madera County Fire Prevention and the State Fire Marshal's Office for licensing, permitting and inspection. Normally two (2) inspections are standard with a firework booth permit.

Fireworks Display Permit

Large diameter fireworks are permitted to be moved, stored and handled only by California State Fire Marshal licensed individuals. Public Fireworks displays are done several times a year within the unincorporated area of Madera County. Firing sites range from Bass Lake to Children's Hospital. These are special occasion displays usually in conjunction with 4th of July, or New Year's Eve celebrations. Each public display requires eight (8)+ hours of set up and inspection by CED-Fire staff. Emergency stand-by of Law Enforcement and/or fire station personnel is also required.

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

In the 2016/2017 Fiscal year Riverstone started construction on the single family dwellings. As of the end of December 2017, 93 building permits have been issued in the Riverstone Development. We now have three models homes in Phase II. It is estimated that we will process 150 homes in this development in the 2018/2019 Fiscal year.

We have now issued the building permits and fire sprinkler permits for the Town Center, a restaurant, and a temporary Fire Station for the Tesoro Viejo Development on the east side of Highway 41. Single family dwellings will start construction during this fiscal year and could yield an additional 100 single family dwellings.

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Cap MC Program Permits	43	1	0
Commercial Structure	125	165	150
Demo Permits	76	95	80
Electrical Permits	263	300	300
Mechanical Permits	37	35	40
Minor Permits	232	260	275
Mobile Home Permits	32	35	35
OTC (Over the Counter) Permits	995	1100	1000
Plan Check	321	400	420

CED - BUILDING AND FIRE SAFETY

<u>WORKLOAD (continued)</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Plumbing Permits	70	65	70
Reroof Permits	309	360	350
Single Family Residence – Additions/Remodel	294	325	350
Single Family Residence – New Only	246	300	500
Swimming Pool Permits	44	40	45
Inspections	7250	9800	12000
Water Well Electrical	323	150	250
Fire Sprinkler Permits (Non Residential)	8	6	6
Fire Sprinkler Modification Permit	1	1	1
Fire Sprinkler Permit (Residential)	215	288	300
Fire Sprinkler Monitoring Alarm Permit	0	1	1
Fire Alarm System Permit	7	10	12
Hydrant Flow Test	1	1	1
Vapor Recovery Vessel	0	0	0
LPG Tank Self Certification	0	0	0
Business Inspection	10	17	20
Change of Ownership	13	2	5
Fire Pump Permit	0	0	0
Additional Inspections (return insp)	242	315	350
Additional Inspection (Commercial)	21	40	50
Underground Fire Main Permit	2	8	10
Fireworks Booth Permit	11	12	12
Fireworks Pubic Display Permit	4	8	8
PRC 4290 Exception Request	17	10	10
Hood Suppression System	4	3	4
Licensing Inspection	4	2	3

ESTIMATED REVENUES

- 620300** **Construction Permits** (\$1,610,000) is recommended increased \$570,000 for residential and commercial building permits. Increase due to new development in Southeast Madera.
- 620700** **Other Licenses & Permits** (\$201,030) is recommended increased \$37,331 for fire and sprinkler permits. Increase due to new development in Southeast Madera.

CED - BUILDING AND FIRE SAFETY

ESTIMATED REVENUES (continued)

- 632000** **Other Court Fines** (\$7,162) is recommended increased \$3,162 for fees collected for life and safety issues.
- 660800** **Planning & Engineer Service** (\$482,000) is recommended reduced \$47,000 for fees collected from commercial and residential plan.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,057,455) is recommended increased \$42,899 based on the cost of recommended salaries with the proposed staffing levels. Requested is a new position for a Business System Information Analyst that will manage and assist all divisions of the CED with the permit tracking software system (POSSE), the geographic information system (GIS), and any other software that the CED Divisions are using. This position includes creating new GIS layers and configuration changes in the POSSE system. This position will allow the development of GIS layers and uses beneficial to the Building and Fire Safety Division, the CED as a whole and the citizens of Madera County. Additionally, a Supervising Building Inspector, Supervising Plan Checker and Fire Inspector are requested to meet the needs of increased inspections and plan checks due to residential and commercial growth within the County. With the increase in permit and inspection activity due to the Riverstone and Tesoro Viejo developments, this recommendation is entirely revenue offset and will better meet the Division's and citizen's needs.
- 710103** **Extra Help** (\$70,340) is recommended reduced \$22,512 to fund one extra help, full time Administrative Assistant, and one extra help, full time Office Assistant to assist with the accounts payable, inspection scheduling, and notices on expired permits and building violations.
- 710105** **Overtime** (\$20,000) is recommended to allow personnel to meet periodic demand of the development community.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES

- 720200** Clothing & Personal Supplies (\$10,000) is recommended increased \$7,000 to fund uniform shirts, rain gear, gloves and hard hats for protection worn by field staff at inspection sites. Also included is a reimbursement cost (\$600) for boots worn by Inspectors, providing a 50% reimbursement – up to \$100 for each Inspector.
- 720300** Communications (\$10,220) is recommended unchanged for phone service at the Bass Lake Office; cellular phones (nine total) for the Deputy Director, one (1) Fire Prevention Officer, five (5) Building Inspectors, and two (2) for use by the Plan Checkers to provide a more immediate response to Building Inspectors in the field, improving effectiveness and efficiency of the division and customer service. Additionally, data plans for four (4) tablet PCs are utilized to allow access to building codes by Building Inspectors to work more effectively in the field and allow electronic communication with the public from any Wi-Fi supported zone.
- 720600** Insurance reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800** Maintenance - Equipment (\$1,000) is recommended unchanged for maintenance of equipment, printers and computers.
- 721000** Medical, Dental & Laboratory Supplies (\$250) is recommended unchanged for purchase of first-aid supplies for each of the Building and Fire Inspector's vehicles.
- 721100** Memberships (\$1,160) is recommended unchanged for membership dues for the International Code Council (\$210), the California Building Officials (\$230), the California Building Officials Association of California (\$100), the Yosemite Chapter of the International Code Council (\$320), and for additional estimated membership requirements needed for Division's personnel to attend code training, which is State-mandated.
- 721300** Office Expense (\$18,500) is recommended increased \$5,000 for the purchase of new code books and training manuals for the updated Building Codes, printed forms, office supplies, computer supplies, and printer paper.
- 721400** Professional & Specialized Services (\$485,000) is recommended increased \$365,000 to fund the use of outside contractors for specialized plan checking and inspectors when the workload exceeds staffing, (Interwest Consulting Group - \$250,000 and Salem Engineering Group \$100,000), as well as the \$135,000 technical support services from Computronix for the maintenance of the POSSE database.
- 721500** Publications and Legal Notices (\$700) is recommended unchanged for public notices of Fee Increases and Relocation Hearings which are required per state law.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$92,000) is recommended unchanged to lease vehicles from the Central Garage, and for the business machine lease. The business machine monthly charge is \$138 for the Bass Lake office and \$395 for the Madera office, or (\$6,396) annually plus additional images (\$2,400) over contract annually. The division has eight (8) vehicles, five (5) trucks, and one (1) Jeep and will be adding two additional vehicles for additional Building Inspectors. The Building and Fire Safety Division's estimated annual usage for FY 18-19 is 160,000 miles.
- 721800** **Small Tools & Instruments** (\$5,000) is recommended unchanged to provide for the Division's need for equipment such as ladders, toolboxes, flashlights, and tools needed to carry out inspections.
- 721900** **Special Departmental Expense** (\$5,000) 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.
- 722000** **Transportation & Travel** (\$23,000) is recommended increased \$5,000 for CASp training and certification (mandated training for the permit and inspection staff), and training on the new California Building Codes which went into effect January 1, 2017. New codes take effect every three years, and during the code cycle, amendments and code changes take place which require continual training on the codes for all staff. Staff will utilize electronic technology and local training when possible to minimize County costs. In addition, per Health & Safety Code Section 18949.29, 45 hours of continuing education are required every three years for Building Officials, Plans Examiners, Permit Technicians and Building Inspectors.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **BUILDING
INSPECTIONS (01370)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	1.0	-	1.0	-	1.0	-	A
3151	Building Inspector I							E
3152	Building Inspector II	6.0	-	5.0	-	-	-	
	Building Inspector III							
3150	Supervising Building Inspector	-	-	1.0	-	1.0	-	B
4103	Deputy Director of CED-Building	1.0	-	-	-	1.0	-	
4103	Deputy Director of CED-Building and Fire Safety	-	-	1.0	-	1.0	-	
3153	Plan Checker I	4.0	-	3.0	-	-	-	F
	Plan Checker II							
	Plan Checker III							
	Supervising Plan Checker	-	-	1.0	-	1.0	-	C
3636	Program Assistant I or							
3637	Program Assistant II	-	-	-	-	-	-	
3418	Permit Technician	1.0	-	2.0	-	1.0	-	
3513	Senior Permit Technician	1.0	-	1.0	-	-	-	
	CED Business System Information Analyst			1.0		1.0		D
3154	Fire Prevention Officer	-	2.0	1.0	1.0	1.0	1.0	G
	TOTAL	14.0	2.0	17.0	1.0	8.0	1.0	

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **BUILDING
INSPECTIONS (01370)**
Function: **General**
Activity: **Property Management**
Fund: **General**

2017-18 Authorized <u>Positions</u>	2018-19 Proposed <u>Positions</u>	Y-O-Y Changes <u>in Positions</u>
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NOTES:

- A - One Administrative Assistant position is recommended to be converted into an Administrative Analyst I/II/Senior position to better align the duties of the position to the needs of the Division*
- B - One Building Inspector position is recommended to be converted into a Supervising Building Inspector position to better align the duties of the position to the needs*
- C - One Plan Checker position is recommended to be converted into a Supervising Plan Checker position to better align the duties of the position to the needs of the Division*
- D - CED One Business System Information Analyst is recommended to be funded to increase efficiency. The position will be funded from increased revenues from the construction in the Riverstone and Tesoro Viejo developments.*
- E - Building Inspector position converted to Building Inspection I, II, and III to better align the duties of the position to the needs of the Division*
- F - Plan Checker position converted to Plan Checker I, II, and III to better align the duties of the position to the needs of the Division*
- G- Fire Prevention Officer funded - this position has been filled previously by an extra help employee. Converting to a funded permanent position will better align the position to the needs of the Division and funded by offset in extra help salaries*

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **FIRE PREVENTION
FOR LAND DEV (01375)**
Function: **Public Protection**
Activity: **Protective Inspection**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
662700 Other Charges for Services	185,503	161,899	0	0
TOTAL LICENSES, PERMITS & FRANCHISES	185,503	161,899	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>185,503</u>	<u>161,899</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	140,257	165,416	0	0
710103 Extra Help	54,975	46,000	0	0
710200 Retirement	69,046	54,125	0	0
710300 Health Insurance	20,356	20,172	0	0
710400 Workers' Compensation	1,862	2,050	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	286,496	287,763	0	0
SERVICES & SUPPLIES				
720300 Communications	1,271	2,300	0	0
720600 Insurance	17,473	24,849	0	0
720800 Maintenance - Equipment	140	0	0	0
721100 Memberships	0	300	0	0
721300 Office Expense	1,441	2,500	0	0
721600 Rents & Leases - Equipment	6,320	7,000	0	0
721800 Small Tools & Instruments	0	0	0	0
722000 Transportation & Travel	2,441	2,000	0	0
TOTAL SERVICES & SUPPLIES	29,086	38,949	0	0
<u>TOTAL EXPENDITURES</u>	<u>315,582</u>	<u>326,712</u>	<u>0</u>	<u>0</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>130,079</u>	<u>164,813</u>	<u>0</u>	<u>0</u>

CED - FIRE PREVENTION FOR LAND DEVELOPMENT

COMMENTS

In the 2017/2018 fiscal year, the Board of Supervisors combined the Fire Prevention for Land Development Division and Building Inspection Division to create the Building and Fire Safety Division under Budget Org 1370. All positions and budget for the Fire Prevention for Land Development activities are now merged into the Building and Fire Safety Division.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: FIRE PREVENTION
FOR LAND DEV (01375)
Function: Public Protection
Activity: Protective Inspection
Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
4102	Deputy Director of CED- Fire Prevention	1.0	-	-	-	(1.0)	-	
3154	Fire Prevention Officer	-	2.0	-	-	-	(2.0)	
3636	Program Assistant I or	-	-	-	-	-	-	
3637	Program Assistant II	-	1.0	-	-	-	(1.0)	
3636	Program Assistant I or	-	-	-	-	-	-	
3637	Program Assistant II or	-	-	-	-	-	-	
3418	Permit Technician	1.0	-	-	-	(1.0)	-	
TOTAL		2.0	3.0	-	-	(2.0)	(3.0)	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **WATER AND
NATURAL RESOURCES (05950)**
Function: **Public Protection**
Activity: **Development and Implementation**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
620704 Environmental Health Permits	69,270	0	0	0
654501 State - Water Grant	0	430,730	4,360,355	4,360,355
662801 Interfund Revenue	0	0	137,687	137,687
673300 Contribution/Donation	1,622	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>70,892</u>	<u>430,730</u>	<u>4,498,042</u>	<u>4,498,042</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	137,719	144,605	323,284	323,284
710200 Retirement	44,037	47,325	111,022	111,022
710300 Health Insurance	10,570	10,860	41,294	41,294
710400 Workers' Compensation Insurance	0	0	1,847	1,847
<u>TOTAL SALARIES & EMPLOYEE BENEFITS</u>	<u>192,326</u>	<u>202,790</u>	<u>477,447</u>	<u>477,447</u>
SERVICES & SUPPLIES				
720300 Communications	1,570	1,800	1,550	1,550
720600 Insurance	0	0	135	135
721100 Memberships	0	500	750	750
721300 Office Expense	290	850	850	850
721400 Professional & Specialized Services	202,554	440,730	4,230,000	4,230,000
721900 Special Departmental Expense	800	500	750	750
722000 Transportation & Travel	7,414	5,000	8,000	8,000
<u>TOTAL SERVICES & SUPPLIES</u>	<u>212,628</u>	<u>449,380</u>	<u>4,242,035</u>	<u>4,242,035</u>
<u>TOTAL EXPENDITURES</u>	<u>404,954</u>	<u>652,170</u>	<u>4,719,482</u>	<u>4,719,482</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>334,062</u>	<u>221,440</u>	<u>221,440</u>	<u>221,440</u>

WATER AND NATURAL RESOURCES

COMMENTS

On May 3, 2016, the Board of Supervisors established the Department of Water and Natural Resources. The Department of Water and Natural Resources is primarily responsible for developing and implementing County policy and activities regarding surface water, ground water and watershed management and for acting as the County's facilitator and collaborator with various committees, organizations and stakeholders regarding water and natural resources issues. The Department of Water and Natural Resources is organized, managed, directed, and overseen by the Office of Development Services.

A significant amount of the Department of Water and Natural Resources' activities concern the Sustainable Groundwater Management Act. Madera County is comprised of three basins, designated by the CA Department of Water Resources as critically overdrafted, and "high priority": (1) the Chowchilla Subbasin, (2) the Madera Subbasin and (3) a portion of the Delta-Mendota Subbasin. Each of these subbasins must complete and submit a Groundwater Sustainability Plan (GSP) by January 2020, and these basins are required to achieve "sustainability" by the year 2040. The method by which sustainability will be achieved will be illustrated in the GSP, which will be drafted in partnership by the irrigation district, water districts, cities and Madera County. The process is meant to be a public and participatory process. Madera County will consider input from stakeholders and seeks achieve public support toward a common goal of long-term sustainability.

EXPECTED REVENUES

654501 State – Water Grant (\$4,360,355) is recommended increased \$3,929,625 for reimbursement under Prop 1 State grants.

662801 Interfund Revenue (\$137,687) is recommended funded for reimbursement of countywide services.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$323,284) are recommended increased by \$187,679 for the cost of recommended staffing including adding a Deputy Director of Water and Natural Resources and an Engineer.

710200 Retirement (\$111,022) is recommended increased \$63,697 for the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$41,294) is recommended increased \$30,434 based on the employer's share of health insurance premiums.

WATER AND NATURAL RESOURCES

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 (\$1,550) is recommended decreased \$250 based on the projected cost of communications of this Department.

721100 Memberships (\$750) is recommended increased \$250 to fund memberships needed for Department personnel.

721300 Office Expense (\$850) is recommended unchanged to provide for general office supplies.

721400 Professional & Specialized Expense (\$4,230,000) is recommended to fund development and activities of the Groundwater Sustainability Plan, which will be fully reimbursed by grant funds.

721900 Special Departmental Expense (\$750) is recommended increased \$250 to fund public meeting supplies.

722000 Transportation & Travel (\$5,000) is recommended increased \$3,000 to provide funds for out-of-County travel and training for the Department.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: WATER AND
 NATURAL RESOURCES (05950)
 Function: Public Protection
 Activity: Development and Implementation
 Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18</u> <u>Authorized</u> <u>Positions</u>		<u>2018-19</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
2147	Director of Water & Natural Resources	1.0	-	1.0	-	-	-	
	Dep. Dir. of Water & Natural Resources	-	-	1.0	-	1.0	-	A
3203	Associate Civil Engineer or							
4202	Engineer I or							
4203	Engineer II or							
4204	Engineer III	-	-	1.0	-	1.0	-	B
TOTAL		<u>1.0</u>	<u>-</u>	<u>3.0</u>	<u>-</u>	<u>2.0</u>	<u>-</u>	

NOTES:

- A Proposed addition of one (1) Deputy Director of Natural Resources position
- B Engineer position moved from Public Works Administrative budget

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: FLOOD CONTROL
 (15010)
 Function: Flood Control
 Activity: FCWCA
 Fund: Enterprise Fund

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
Beginning Balance	55,715	0	0	0 *
<u>ESTIMATED REVENUES:</u>				
610100 Cur Sec Prop Tax	180,672	206,554	214,000	214,000
610200 Cur Unsecured Prop Tax	2,201	1,500	1,100	1,100
610300 Prior Secured Prop Tax	-943	100	100	100
610400 Prior Unsecured Prop Tax	249	250	250	250
610600 Cur Supplemental Prop Tax	4,066	3,100	3,100	3,100
610700 Prior Supplemental Prop Tax	22	50	50	50
610904 Timber Yield Tax	19	0	0	0
640101 Interest on Cash	773	371	550	550
640103 Interest on Property Tax Coll	150	0	0	0
652900 ST - H/O Prop Tax	2,163	2,200	2,200	2,200
654535 ST - Grant	551,793	2,213,100	3,433,100	3,433,100
659010 RDA Pass Thru	36,911	34,000	42,000	42,000
673000 Miscellaneous Revenue (FEMA)	2,283	12,000	10,000	10,000
680350 Cash Flow Loan	0	200,000	0	0
<u>TOTAL ESTIMATED REVENUES</u>	780,358	2,673,225	3,706,450	3,706,450

EXPENDITURES:

SERVICES & SUPPLIES

720100 Agriculture	0	1,500	1,500	1,500
721100 Memberships	2,465	0	0	0
721300 Office Expense	16	0	0	0

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: FLOOD CONTROL
 (15010)
 Function: Flood Control
 Activity: FCWCA
 Fund: Enterprise Fund

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
721400 Professional & Specialized Services	745,362	2,406,660	3,580,245	3,580,245
721427 Property Tax Admin	3,886	4,500	4,500	4,500
721500 Advrts/Pub and Legal Notices	59	0	0	0
721600 Rents & Leases Equipment	36,483	0	0	0
721900 Special Departmental Expense	27,165	14,000	14,000	14,000
722000 Trans/Travel/Education	247	0	0	0
TOTAL SERVICES & SUPPLIES	815,683	2,426,660	3,600,245	3,600,245
OTHER EXPENSES				
731400 Interfund Expense	0	201,565	106,205	106,205
770000 Intrafund Transfer	0	45,000	0	0
TOTAL OTHER EXPENSES	0	246,565	106,205	106,205
<u>TOTAL EXPENDITURES</u>	<u>815,683</u>	<u>2,673,225</u>	<u>3,706,450</u>	<u>3,706,450</u>
<u>USE OF FUND BALANCE (EXP-REV)</u>	<u>35,326</u>	<u>0</u>	<u>0</u>	<u>0</u>

This is not a General Fund Budget

*Represents the Estimated Projected Fund Balance on June 30, 2018; the balance is subject to change due to expenses that may be accrued till June 30, 2018, which have not yet been processed.

FLOOD CONTROL

COMMENTS

The Flood Control Services budget (created in 1984-85 to reflect the County’s participation in flood control work for the Flood Control and Water Conservation Agency) provides funding for flood control work completed either by contract or by staff. In addition, it provides funding for technical and support services by Engineering staff. This Budget was previously under the budgetary control of the Public Works Department. Effective Fiscal Year 2018-2019, budgetary oversight and support of this budget will move under the Department of Water and Natural Resources.

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

ESTIMATED REVENUES

- 610000** **Property Tax** (\$218,600) is recommended increased \$7,046 from revenue received from Cur Sec Prop Tax (\$214,000), Cur Unsecured Prop Tax (\$1,100), Prior Secured Prop Tax (\$100), Prior Unsecured Prop Tax (\$250), Cur Supplemental Prop Tax (\$3,100), Prior Supplemental Prop Tax (\$50), Timber Yield Tax (\$0) zero.

- 640100** **Interest on Cash** (\$550) is recommended increased \$179 for Interest on cash in Flood Control.

- 652900** **ST- H/O Prop Tax** (\$2,200) is recommended unchanged for revenue received from property tax

- 654535** **ST- Grant** (\$3,433,100) is recommended increased \$1,220,000 for revenue received from State grants.

- 659010** **RDA Pass Thru** (\$42,000) is recommended increased \$8,000 for revenue received from tax increment revenue within the flood district .

- 673000** **Miscellaneous Revenue (FEMA)** (\$10,000) is recommended reduced \$2,000 for revenue received for evaluating and signing properties off as non-risk for Flood Insurance.

SERVICES & SUPPLIES

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

FLOOD CONTROL

SERVICES & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$3,580,245) is recommended increased \$1,173,585 for work to be performed as follows:

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

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

Flood System Repair Project \$3,565,000 (grant funds 90%/County has a 10% cash match.)

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

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

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

**MS4 State Permit - \$100,000

**Channel Maintenance - \$100,000 (Emergency)

**Rodent Control - \$15,000

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

**Deferred Maintenance Project (All Grant, No match needed) - \$1,000,000

**Emergency Action Plan (All Grant, No match needed) - \$720,000

Moss Adams LLP (Audit Fee) - \$5,245

721427 **Property Tax Admin** (\$4,500) is recommended for payment to Auditor's and Assessor's offices for administration and collection of tax revenues.

721900 **Special Departmental Expense** (\$14,000) is recommended unchanged to fund the estimated cost for Department of Fish and Wildlife Mitigation Fees (\$4,000) and to purchase all items necessary for making sandbags when needed for distribution to the public during the rainy season (\$10,000).

731400 **Interfund Expense** (\$106,205) is recommended for staff to administer grants and oversee Flood control activities.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>EXPENDITURES</u>				
OTHER CHARGES				
731305 Contributions to Other Agencies	30,685	44,430	25,321	25,321
<u>TOTAL EXPENDITURES</u>	30,685	44,430	25,321	25,321
<u>NET COUNTY COST (EXP - REV)</u>	30,685	44,430	25,321	25,321

LOCAL AGENCY FORMATION COMMISSION

COMMENTS

During 2000-01, the State adopted the Cortese Knox-Hertzberg Local Government Reorganization Act of 2000, which requires LAFCO to adopt its own budget and provide for its own expenses. In addition, the new law established a funding mechanism whereby operational costs are borne jointly and equally by each appointing category (50% from the County and 50% from the two incorporated Cities within the County of Madera). The new LAFCO law also implemented several operational and procedural changes.

The Local Agency Formation Commission functions are:

- a. To plan for the orderly development of local government services, organizations, and boundaries.
- b. To prevent urban sprawl.
- c. To discourage overlapping of independent taxing jurisdictions.
- d. To reduce local government service duplications.
- e. To discourage the formation of single-purpose independent special districts.
- f. To develop and adopt sphere of influence boundaries for local governments.

The formation, dissolution, or change in boundaries of any local government (except school and maintenance districts) within the County requires the approval of the Local Agency Formation Commission. The Commission is composed of five members (two County Supervisors, two City Council Member, and one citizen-at-large), and two alternate members (one County Supervisor and one City Council Members). Administration of this function was officially transferred to the County Planning Department from the County Administrative Office in February 2001, as authorized by the Board of Supervisors.

The County also receives reimbursements from LAFCO for services provided including audit/accounting, planning, legal and engineering services. The projected revenues are included in each department providing these services which total approximately \$24,500.

EXPENDITURES

731305 **Contributions to Other Agencies** (\$25,321) is recommended as the County's contribution for Fiscal Year 2018-19 based on the final budget adopted by LAFCO on April 25, 2018.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
TRUST REVENUE				
601000 Trust Revenue	46	0	0	0
TOTAL TRUST REVENUE	46	0	0	0
LICENSES, PERMITS & FRANCHISES				
620100 Animal Licenses	73,168	119,066	119,066	119,066
TOTAL LICENSES, PERMITS & FRANCHISES	73,168	119,066	119,066	119,066
CHARGES FOR CURRENT SERVICES				
661400 Humane Services	273,084	277,600	277,600	277,600
TOTAL CHARGES FOR CURRENT SERVICES	273,084	277,600	277,600	277,600
<u>TOTAL ESTIMATED REVENUES</u>	<u>346,298</u>	<u>396,666</u>	<u>396,666</u>	<u>396,666</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	392,532	480,288	490,923	490,923
710103 Extra Help	159,275	96,222	96,222	96,222
710105 Overtime	38,786	37,000	37,000	37,000
710106 Standby Pay	16,730	17,000	17,000	17,000
710110 Uniform Allowance	2,790	3,240	3,240	3,240
710200 Retirement	167,096	156,098	163,729	163,729
710300 Health Insurance	113,626	109,333	144,994	144,994
710400 Workers' Compensation Insurance	178,177	193,042	207,752	207,752
TOTAL SALARIES & EMPLOYEE BENEFITS	1,069,012	1,092,223	1,160,860	1,160,860

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **ANIMAL SERVICES
(0600)**
Function: **Public Protection**
Activity: **Other Protection**
Fund: **General**

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	253	500	500	500
720300 Communications	5,928	7,000	7,000	7,000
720305 Microwave Radio Services	15,775	16,424	16,308	16,308
720500 Household Expense	13,835	12,000	12,000	12,000
720600 Insurance	2,836	4,073	20,021	20,021
720800 Maintenance - Equipment	2,283	12,900	12,900	12,900
721100 Memberships	100	270	270	270
721300 Office Expense	8,790	10,000	12,000	12,000
721400 Professional & Specialized Services	41,777	34,858	34,858	34,858
721500 Publications & Legal Notices	49	500	500	500
721600 Rents & Leases - Equipment	23,330	36,400	36,400	36,400
721900 Special Departmental Expense	74,840	71,322	71,322	71,322
722000 Transportation & Travel	1,127	2,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	190,923	208,247	226,079	226,079
<u>TOTAL EXPENDITURES</u>	<u>1,259,935</u>	<u>1,300,470</u>	<u>1,386,939</u>	<u>1,386,939</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>913,637</u>	<u>903,804</u>	<u>990,273</u>	<u>990,273</u>

ANIMAL SERVICES

COMMENTS

This budget funds the cost of maintaining and operating the County Animal Shelter, enforcing State and County animal control laws, promoting the vaccination and licensing of pets, investigating animal cruelty, responding to animal nuisance issues, and animal bites. Other responsibilities include removal of deceased animals, impounding strays, responding to dangerous animals, and improving the health and safety of the residents of Madera County and its animals.

In 2017, the Animal Services Department received 4,624 homeless or stray animals. Through volunteer partnerships with the Friends of Madera Animal Shelter (F.M.A.S.) and rescue groups, the live release rate improved from 71.3 percent to 81 percent, which is an improvement of 9.7 percent from 2016.

In 2017, Animal Services responded to 3,426 Citizen Request Management (CRM) calls for service. The department also had substantial costs related to evidence animals, which were held for extensive periods pending court proceedings. Evidence of 11 horses has now been held for 6 ½ years. The court released custody of the eleven horses in 2018.

ESTIMATED REVENUES

620100 Animal Licenses (\$119,066) is recommended unchanged based on projections in the current fiscal year.

661400 Humane Services (\$277,600) is recommended unchanged based on projections in the current fiscal year and includes projected revenues from the City of Madera of \$175,000.

Fees:

- Small Animal Impound Fee (\$10.00 one-time fee + \$10.00 per day for boarding)
- Livestock Impound Fee (\$40.00 one-time fee + \$10.00 per day for boarding & \$1/mile for transport)
- Animal Adoption Fees (\$125.00 for dogs; \$75 for cats, other animals as determined by the director)
- Leash Law Violations Unaltered (\$50.00 - 1st violation; \$100.00 - 2nd violation; \$200.00 - 3rd violation)
- Leash Law Violations Altered (\$25.00 - 1st violation; \$50.00 - 2nd violation; \$100.00 - 3rd violation)

ANIMAL SERVICES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$490,923) are recommended increased \$10,635 based on the costs of recommended staffing.
- 710103** **Extra Help** (\$96,222) is recommended unchanged based on actual expenditures to backfill staff on medical leave.
- 710105** **Overtime** (\$37,000) is recommended unchanged and covers off hours emergency call outs for the safety of the community.
- 710106** **Standby Pay** (\$17,000) is recommended increased \$1,000 based on actual and projected expenditures with the reimbursement rate for standby at \$3.00/hr.
- 710110** **Uniform Allowance** (\$3,240) is recommended increased by \$270 to more accurately reflect the actual and projected expenses for a monthly allotment per officer.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$500) are recommended unchanged to provide for personal protective clothing and equipment, such as gloves, rubber boots, rain gear, and departmental identification badges and patches.
- 720300** **Communications** (\$7,000) are recommended unchanged for telecommunication expenses of this Department.
- 720305** **Microwave Radio Services** (\$16,308.11) are recommended increased \$116.27 to reflect the Department's share of microwave radio service fees based on the number of radios utilizing the County's microwave radio network.
- 720500** **Household Expense** (\$16,000) is recommended increased \$4,000 to purchase Accell (the primary disinfectant, fungicide, and antiviral cleaning product used in the Animal Shelter). Included in this account is the monthly service charge for refuse pickup, hazardous waste disposal, and fees related to other cleaning services which have gone up in costs.

ANIMAL SERVICES

SERVICES & SUPPLIES (continued)

- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$12,900) is recommended increased \$7,900 for maintenance of mobile radios, office equipment, and animal handling equipment. There are 11 metal overhead doors in the Adoption Center. Multiple doors are now rusty and breaking apart. The cleaners and water have deteriorated at least six of the doors that now need to be replaced. \$7,900 will cover the replacement and removal of the six most dilapidated doors.
- 721100** **Memberships** (\$270) are recommended unchanged for memberships in the California Animal Control Directors' Association (\$150) and State Humane Association of California (\$120).
- 721300** **Office Expense** (\$12,000) is recommend increased \$2,000 for office supplies and printing of citation books, license books and other forms necessary for the department operation.
- 721400** **Professional & Specialized Services** (\$34,858) are recommended unchanged due to actual and projected expenditures. Veterinarians treating injured animals as required by state law are reimbursed from this account. This account is also used for specialized lab services and specialized animal disposal and handling services.
- 721500** **Publications & Legal Notices** (\$500) are recommended unchanged to publicize rabies clinics and large animal sales, as well as media coverage for other programs.
- 721600** **Rents & Leases - Equipment** (\$36,400) is recommended unchanged while still addressing the need to transfer and recondition an Animal Control Transport Box to a new vehicle and for the use of vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$71,322) is recommended increased \$10,000 to provide for the cost of license tags, animal food, euthanasia drugs, and miscellaneous supplies. Although the Animal Services Department is diligently securing donated supplies from Walmart, Petsmart Charities, and other organizations, the costs related to animal care products continue to escalate. The department still maintains the care and custody of 11 horses seized in a cruelty case. This increase addresses the escalating costs related to caring for the horses and other seized animals related to pending legal actions.
- 722000** **Transportation & Travel** (\$2,000) is recommended unchanged based on actual and projected expenses for staff to attend various seminars on new laws and procedures and to attend training programs. There is a constant need to certify additional staff for euthanasia, arrest, and citation capabilities.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3421	Animal Services Assistant							
3533	Office Assistant I or							
3534	Office Assistant II or							
3415	Kennel Attendant	6.0	3.0	6.0	3.0	-	-	
2130	Animal Services Director	1.0	-	1.0	-	-	-	
3410	Animal Services Officer I or							
3409	Animal Services Officer II	4.0	2.0	4.0	2.0	-	-	
3408	Supervising Animal Services Officer	1.0	-	1.0	-	-	-	
	TOTAL	12.0	5.00	12.0	5.00	-	-	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FINES, FORFEITURES & PENALTIES				
630206 FISH & GAME FINES	1,745	2,200	2,200	2,200
630222 ST PENALTY PC1464 CO SHARE	1,072	1,300	1,300	1,300
TOTAL FINES, FORFEITURES & PENALTIES	2,817	3,500	3,500	3,500
REVENUE FROM USE OF MONEY/PROP				
640101 Interest on Cash	78	0	0	0
TOTALREVENUE FROM USE OF MONEY/PROP	78	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,895</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721900 Special Departmental Expense	2,371	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	2,371	5,000	5,000	5,000
<u>TOTAL EXPENDITURES</u>	<u>2,371</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<u>USE OF FUND BALANCE (EXP - REV)</u>	<u>(524)</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>

FISH AND GAME FINES

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.

In fiscal year 2017-18, these funds were used to support a Family Pheasant Hunt and the Annual Wheelchair-dependent Persons Pheasant Hunt upon recommendation of the Fish and Game Fine Committee with Board approval on October 24th, 2017.

ESTIMATED REVENUE

Revenue for this budget for 2018-19 is projected at \$3,500 based on prior year receipts. At the end of the 2016-17 fiscal year, the cash balance for the Fish and Game Fines Fund was \$8,129. As of April 30, 2018, the Fund had a balance of \$7,950.

SERVICES & SUPPLIES

721900 **Special Departmental Expense** (\$5,000) is recommended unchanged for the 2018-19 fiscal year.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FINES, FORFEITURES & PENALTIES				
630100 Vehicle Code Fines	49,326	32,000	49,326	49,326
630200 Other Court Fines	773,264	792,200	792,200	792,200
TOTAL FINES, FORFEITURES & PENALTIES	822,590	824,200	841,526	841,526
CHARGES FOR CURRENT SERVICES				
661200 Court Fees and Costs	180,108	170,500	180,108	180,108
TOTAL CHARGES FOR CURRENT SERVICES	180,108	170,500	180,108	180,108
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,002,698</u>	<u>994,700</u>	<u>1,021,634</u>	<u>1,021,634</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720900 Maintenance-Buildings & Improvements	2,302	6,100	6,100	6,100
722100 Utilities	15,654	15,757	15,757	15,757
TOTAL SERVICES & SUPPLIES	17,956	21,857	21,857	21,857
OTHER CHARGES				
731308 County Contribution to State Trial Court Trust	1,025,684	1,040,684	1,040,684	1,040,684
731315 Trial Court Funding - County Facilities Payment	263,589	263,587	263,587	263,587
TOTAL OTHER CHARGES	1,289,273	1,304,271	1,304,271	1,304,271
<u>TOTAL EXPENDITURES</u>	<u>1,307,229</u>	<u>1,326,128</u>	<u>1,326,128</u>	<u>1,326,128</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>304,531</u>	<u>331,428</u>	<u>304,494</u>	<u>304,494</u>

TRIAL COURT OPERATIONS

COMMENTS

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

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

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

County's Contribution to the State Trial Court Trust Fund

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

Trial Court Facilities (SB 1732)

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

TRIAL COURT OPERATIONS

COMMENTS (continued)

Trial Court Facilities (SB 1732) (continued)

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

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

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

The following is the recommended Trial Court Operations budget for 2018-19:

SERVICES & SUPPLIES

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

TRIAL COURT OPERATIONS

SERVICES & SUPPLIES (continued)

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

OTHER CHARGES

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

	<u>Actual</u> <u>2016-17</u>	<u>Approved</u> <u>2017-18</u>	<u>Recommended</u> <u>2018-19</u>
Fines and Forfeitures	\$1,025,684	\$1,025,684	\$1,025,684
Share of Excess Fines	<u>0</u>	<u>15,000</u>	<u>15,000</u>
 COUNTY CONTRIBUTION TO TRIAL COURT TRUST FUND	 \$1,025,684	 \$1,040,684	 \$1,040,684

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

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

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673800 PY Cancel Warrants	76	0	0	0
TOTAL MISCELLANEOUS REVENUE	76	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>76</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720300 Communications	2,328	1,250	950	950
721300 Office Expense	9,335	3,000	4,450	4,450
721400 Professional & Specialized Expense	38	500	500	500
721500 Advertisements/Publications & Legal Notices	0	0	9,000	9,000
721700 Rents & Leases-Buildings	12,600	12,600	12,600	12,600
721900 Special Departmental Expense	20,008	20,600	20,600	20,600
722000 Transportation & Travel	23,059	33,750	25,600	25,600
TOTAL SERVICES & SUPPLIES	67,368	71,700	73,700	73,700
<u>TOTAL EXPENDITURES</u>	<u>67,368</u>	<u>71,700</u>	<u>73,700</u>	<u>73,700</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>67,292</u>	<u>71,700</u>	<u>73,700</u>	<u>73,700</u>

GRAND JURY

COMMENTS

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

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

For 2018-19, the Grand Jury has requested a budget in the amount of \$73,700, increased by \$2,000 from the 2017-18 fiscal year to cover higher costs of advertising and legal notices. Meetings and Mileage reimbursement are the largest estimated expenditures. The following is the proposed budget submitted by the Grand Jury for 2018-19:

Basic Expenses

Office Supplies & Office Equipment (includes printing of the annual Final Report)	4,450
Professional Services (Court Reporter, Information Technology Services, Subpoenas)	500
Office Rent	12,600
Advertisements and Publications	9,000
Telephone	<u>950</u>
Total Basic Expenses	\$27,500

Meeting and Mileage Expenses

Committee Meetings/Full Grand Jury Panels	18,600
Mileage and Training Expenses	<u>27,600</u>
Total Meetings and Mileage and Expenses	\$46,200

TOTAL BUDGET REQUESTED \$73,700

It is recommended to fund the Grand Jury at \$73,700 for the 2018-19 fiscal year. If, during the 2018-19 fiscal year, mileage costs exceed appropriations due to a significant number of members continuing to travel from the mountain communities as required for meeting attendance and/or the IRS increases the current mileage reimbursement rate, County Administration will return to the Board to request a transfer of funds from Appropriations for Contingencies to offset the increase in mileage expenses. Below are appropriations as requested by the Grand Jury and as recommended by County Administration:

SERVICES & SUPPLIES

- 720300** **Communications** (\$950) is recommended reduced \$300 for phone services.
- 721300** **Office Expense** (\$4,450) is recommended increased \$1,450 for name badges, miscellaneous office supplies and equipment, and the printing of Final Grand Jury Reports.
- 721400** **Professional & Specialized** (\$500) is recommended unchanged for the use of a court reporter, Information Technology services, and/or for serving of subpoenas.
- 721500** **Advertisements/Publications & Legal Notices** (\$9,000) is recommended funded to cover the costs of necessary advertisements and legal notices with newspapers.
- 721700** **Rents & Leases - Building** (\$12,600) is recommended unchanged to provide rent for the Grand Jury offices located in the Veterans of Foreign Wars Hall.
- 721900** **Special Departmental Expense** (\$20,600) is recommended unchanged for the Regular and Committee Meetings attended by the Grand Jury members, and registration costs for trainings.
- 722000** **Transportation & Travel** (\$25,600) is recommended decreased by \$8,150 as registration costs for trainings are now tracked out of Special Departmental Expense. This account is used for mileage reimbursement for Grand Jury members' attendance at committee and full panel meetings, as well as for costs associated with the annual Grand Jury Association Seminar (located in Visalia) and local training.

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
660600 Legal Services	220,375	293,833	535,074	535,074
TOTAL CHARGES FOR CURRENT SERVICES	220,375	293,833	535,074	535,074
MISCELLANEOUS REVENUE				
673000 Intrafund Revenue	28,905	10,000	28,905	28,905
TOTAL MISCELLANEOUS REVENUE	28,905	10,000	28,905	28,905
OTHER FINANCING SOURCES				
680200 OPERATING TRANSFERS IN	0	40,000	40,000	40,000
TOTAL OTHER FINANCING SOURCES	0	40,000	40,000	40,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>249,280</u>	<u>343,833</u>	<u>603,979</u>	<u>603,979</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721400 Prof. & Specialized Services-Contracts	2,657,482	2,998,608	3,148,536	3,148,536
721433 Prof. & Specialized Services-Outside Attorneys	209,230	150,000	200,000	200,000
721434 Prof. & Specialized Services-Capital Cases	71,384	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	2,938,096	3,248,608	3,448,536	3,448,536
<u>TOTAL EXPENDITURES</u>	<u>2,938,096</u>	<u>3,248,608</u>	<u>3,448,536</u>	<u>3,448,536</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>2,688,816</u>	<u>2,904,775</u>	<u>2,844,557</u>	<u>2,844,557</u>

PUBLIC DEFENDER

COMMENTS

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

ESTIMATED REVENUES

- 660600** **Legal Services** (\$535,074) is recommended increased by \$241,241 based on the projected revenues to be received for Court Appointed Dependency Counsel Services.
- 673000** **Intrafund Revenues** (\$28,905) is recommended increased by \$18,905 based on actual revenues received in the prior year.
- 680200** **Operating Transfers In** (\$40,000) is recommended unchanged from the prior year based on available realignment revenues.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services - Contracts** (\$3,148,536) is recommended increased \$149,928 based on the second year cost of a four year funding agreement. This includes specific funding for juvenile dependency cases, which are offset by State revenues received from the Courts:

Total Contract for Public Defender Services	\$3,148,536
Juvenile Dependency Component	\$535,074*

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

SERVICES & SUPPLIES (continued)

721433 **Professional & Specialized Services - Outside Attorneys** (\$200,000) is recommended increased by \$50,000 based on projected actual cost of outside attorneys. This amount represents the cost to retain attorneys for Public Defender cases when conflict of interest or multiple defendant cases occur with the contract attorneys.

721434 **Professional & Specialized Services - Capital Cases** (\$100,000) is recommended unchanged, based on the number of special circumstance cases assigned to outside public defense attorneys during the 2016-17 and 2017-18 fiscal years; these cases are currently pending trial. This amount represents the estimated cost to provide legal defense for “Special Circumstance Cases,” previously referred to as “Capital Cases,” which are anticipated to go to trial during the 2018-19 fiscal year. When outside attorneys are assigned by Superior Court as a Public Defender, services for these cases are provided through a flat-fee, per case basis with three classifications varying in degree and complexity; investigation and ancillary costs are in addition to the fees listed below:

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

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

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

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610802 LOCAL TRANS FUNDS RD ST MAINT	0	1,017,226	1,407,644	1,407,644
610805 LOCAL TRANS FD PED/BI PROJECT	0	38,669	40,792	40,792
TOTAL TAXES	0	1,055,895	1,448,436	1,448,436
LICENSES, PERMITS & FRANCHISES				
620400 Road Privileges & Permits	0	150,000	0	0
620401 Road Encroachment	107,449	0	110,000	110,000
620402 Road Dvlpmnt & Dscrtnry	30,635	0	25,000	25,000
620403 Road Transportaton	39,417	0	45,000	45,000
TOTAL LICENSES, PERMITS & FRANCHISES	177,501	150,000	180,000	180,000
REVENUE FROM USE OF MONEY/PROP				
640101 Interest on Cash	15,321	14,000	14,000	14,000
640304 HWY 41 R O W - RENTALS	1,319	2,000	2,000	2,000
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	16,640	16,000	16,000	16,000
INTERGOVERNMENTAL REVENUE				
650200 ST - HWY USR TX 2103		0	2,248,619	2,248,619
650201 ST - HWY USR TX 2104	2,839,930	3,352,761	1,510,480	1,510,480
650202 ST - HWY USERS GAS TAX 2105	1,370,947	3,238,291	1,553,320	1,553,320
650206 ST-SB 1 RD MTC & REHAB	0	0	333,432	333,432
650207 ST - HWY USERS GAS TAX 2106	0	0	418,149	418,149
650208 ST-RD MTC & REHAB	0	0	4,870,557	4,870,557
654035 ST - ISTE A EXCHANGE	926,748	463,374	463,374	463,374
655500 FED - FOREST RES REV	101,025	200,000	200,000	200,000
657040 FED - BRIDGE REPLACEMENT PROG	995,604	2,015,750	3,617,140	3,617,140
657103 FED - CONGESTION MIT AIR QUAL	2,667,334	1,846,500	1,305,668	1,305,668
659020 MCTC - ISTE A EXCHANGE	11,179	500,000	700,000	700,000
TOTAL INTERGOVERNMENTAL REVENUE	8,912,767	11,616,676	17,220,738	17,220,738

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
CHARGES FOR CURRENT SERVICES				
660212 SVC CHG - WTR/SWR	108	0	0	0
661703 RD & ST SVCS - RD #5	0	130,000	150,000	150,000
661704 RD & ST SVCS - SPEC DIST	770,923	700,000	700,000	700,000
661706 RD/ST INTERFUND SERVICES	253,062	700,000	700,000	700,000
661708 RD & ST SVCS - MEAS T REIM	145,521	1,772,152	3,505,328	3,505,328
662700 OTHER CHGS FOR SVCS	1,535	0		
TOTAL CHARGES FOR CURRENT SERVICES	1,171,149	3,302,152	5,055,328	5,055,328
MISCELLANEOUS REVENUE				
672000 Other Sales	2,251	2,000	2,000	2,000
673000 Miscellaneous Revenue	141,486	5,000	75,000	75,000
TOTAL MISCELLANEOUS REVENUE	143,737	7,000	77,000	77,000
OTHER FINANCING SOURCES				
680100 SALE OF CAPITAL ASSETS	56,455	5,000	20,000	20,000
TOTAL OTHER FINANCING SOURCES	56,455	5,000	20,000	20,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>10,478,249</u>	<u>16,152,723</u>	<u>24,017,502</u>	<u>24,017,502</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,248,014	2,965,184	3,233,088	3,233,088
710103 Extra Help	72,535	60,351	30,000	30,000
710105 Overtime	50,192	15,000	25,000	25,000
710107 Premium Pay	690	600	600	600
710200 Retirement	1,369,433	897,721	1,110,307	1,110,307
710300 Health Insurance	688,035	544,724	660,402	660,402
710400 Workers' Compensation Insurance	355,272	432,584	440,307	440,307
710500 Other Benefits	-54.00	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	6,784,117	4,916,164	5,499,704	5,499,704

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	28,611	28,000	28,000	28,000
720300 Communications	27,154	0	28,000	28,000
720305 Microwave Radio Services	111,478	116,066	115,244	115,244
720500 Household Expense	32,466	38,000	30,000	30,000
720600 Insurance - Liability	80,875	80,875	247,051	247,051
720601 Insurance - Other	4,328	12,000	12,220	12,220
720608 Property Insurance	7,605	0	0	0
720800 Maintenance - Equipment	678,267	700,000	700,000	700,000
720900 Maintenance - Structures & Grounds	6,096	7,500	7,500	7,500
721000 Medical, Dental & Lab Supplies	131	2,500	500	500
721100 Memberships	1,607	0	0	0
721300 Office Expense	27,787	0	0	0
721400 Professional & Specialized Services	917,649	4,762,756	6,337,830	6,337,830
721500 Publications & Legal Notices	522	0	2,000	2,000
721600 Rents & Leases - Equipment	330,192	270,000	290,000	290,000
721700 Rents & Leases - Structures & Grounds	8,449	8,000	9,000	9,000
721800 Small Tools & Instruments	19,421	30,000	30,000	30,000
721900 Special Departmental Expense	1,858,207	2,413,033	6,731,274	6,731,274
722000 Transportation & Travel	21,501	0	0	0
722100 Utilities	104,466	130,000	110,000	110,000
TOTAL SERVICES & SUPPLIES	4,266,812	8,598,730	14,678,619	14,678,619
OTHER CHARGES				
730800 Right of Ways	4,775	30,000	6,000	6,000
731400 Interfund Expenses	301,081	2,441,792	2,205,788	2,205,788
731401 Interfund Exp - Cost Plan (A-87)	292,302	561,487	574,391	574,391
TOTAL OTHER CHARGES	598,158	3,033,279	2,786,179	2,786,179
FIXED ASSETS				
730800 Right of Way	109,076	0	0	0
740300 Equipment	521,914	350,000	1,053,000	1,053,000
TOTAL FIXED ASSETS	630,990	350,000	1,053,000	1,053,000
<u>TOTAL EXPENDITURES</u>	<u>12,280,077</u>	<u>16,898,173</u>	<u>24,017,502</u>	<u>24,017,502</u>
<u>USE OF FUND BALANCE (EXP - REV)</u>	<u>1,801,828</u>	<u>745,450</u>	<u>0</u>	<u>0</u>

ROADS AND BRIDGES

COMMENTS

The Madera County Public Works Department uses Road Funds to typically maintain, repair, and reconstruct roads, bridges, and traffic control devices on the County's maintained mileage system, in Maintenance Districts, and in County Service Areas within the unincorporated area except for State Highways. The Department maintains about 1,529 miles of roads and 170 bridges. This budget is primarily financed by State Fuel Taxes, Federal-State Allocations, Forest Reserve Funds, Special District Service Charges, State Transportation Improvement Program (STIP), Congestion Mitigation and Air Quality (CMAQ), Transportation Enhancement Activities (TEA), Proposition 1B, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA), American Reinvestment Recovery Act (ARRA), and Traffic Mitigation Fees. The Department receives a five-cent property tax from District No. 5. The revenues from Measures "A" and "T" sales tax funds augment Departmental efforts but are not reflected in this budget. The revenue from Measure "T" provides additional funding, some of which can be used on maintenance activities and significantly improves the Department's preventive maintenance program. In addition, the Measure also addresses congestion issues on a regional basis.

No portion of this budget is financed by local property taxes, except for District No. 5 in the northeastern portion of the County, which had levied a property tax prior to Proposition 13; and this activity is not part of the General Fund Budget.

Note: The Transit Budget was established and not included in the Road Fund Budget in order to simplify the accounts of Transit funds, projects, and issues. Refer to Road Transit Budget (Org 63860) for specific details.

ESTIMATED REVENUES

- 610800** Local Transit Funds (\$1,448,436) is recommended increased by \$392,541 for Road Street Maintenance \$1,407,644, Pedestrian & Bicycle Projects \$40,792
- 620400** License & Permits (\$180,000) is recommended increased by \$30,000 for Road Encroachment \$110,000, Road Dvlpmnt & Dscrtnry \$25,000, Road Transportation \$45,000
- 640000** Interest & Rents (\$16,000) is recommended unchanged for Interest on Cash \$14,000, Federal - Hwy Row Rental \$2,000
- 650200** State Revenue (\$11,397,931) is recommended increased by \$4,343,505 for Highway Users Tax – 2103 \$2,248,619, Highway Users Tax – 2104 \$1,510,480, Highway Users Tax –2105 (Proposition 111) \$1,553,320, SB1 Road Maint. & Rehab, \$333,432, Highway Users Tax – 2106 \$418,149, State Rd Maint. & Rehab \$4,870,557, ISTE A Exchange Funds * \$463,374

ROADS AND BRIDGES

ESTIMATED REVENUES (continued)

- 657000** **Federal Revenue** (\$5,822,807) is recommended increased by \$5,822,807 for Forest Reserve Title I \$200,000, Federal Funded Bridges (Eng. Services Refunds) \$3,617,140, CMAQ \$1,305,668, ISTE A Exchange from Madera County Transportation Committee** \$700,000,
- 660000** **Current Services** (\$5,055,328) is recommended increased by \$1,753,176 for Road and Street Services (District #5) \$150,000, Road and Street Services (Service Areas, Maintenance Districts) \$700,000, Roads Street Intrafund/Other Services \$700,000, Measure T Reimbursement \$3,505,328
- 672000** **Miscellaneous Revenue** (\$77,000) is recommended increased by \$70,000 for Other Sales (Sale of Maps) \$2,000, Miscellaneous Refunds & Revenues \$75,000
- 680100** **Sale of Fixed Assets** (\$20,000) is recommended for projected revenue from the sale of older equipment which will be sold at auction.
- *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.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$3,233,088) is recommended increased by \$267,904 based on the costs associated for recommended staff.
- 710103** **Temporary Salaries** (\$30,000) is recommended decreased by \$30,351, based on the costs associated with the recommended extra-help staff.
- 710105** **Overtime** (\$25,000) is recommended for the costs of overtime needed to perform emergency repairs. This amount is based off of current year actual costs.
- 710107** **Premium Pay** (\$600) is recommended for the costs of bilingual pay.

ROADS AND BRIDGES

SALARIES & EMPLOYEE BENEFITS (continued)

- 710200** **Retirement** (\$1,110,307) is recommended to cover our share of employee retirement costs.
- 710300** **Health Insurance** (\$660,402) is recommended for our share of employee health insurance costs.
- 710400** **Worker's Comp Insurance** (\$440,307) is recommended for our share of Worker's Compensation Insurance. This amount is provided to the department by County Admin.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$28,000) is recommended for the cost of uniforms.
- 720300** **Communications** (\$28,000) is recommended for communications expenses.
- 720305** **Microwave Radio Services** (\$115,244) is recommended decreased \$822 based on microwave radio rate schedule for FY 2018-19. Department's contribution to the Internal Service Fund for 2018-19 which is based on the number of radios in this Department utilizing the County's Microwave Radio Network.
- 720500** **Household** (\$30,000) is recommended for the purchase of general supplies such as cleaners, gloves, etc.
- 720600** **Insurance** (\$247,051) is recommended for our share of County Insurance.
- 720601** **Insurance - Other** (\$12,220) is recommended increased \$220 based on current year costs for Property and Pollution Insurance.
- 720800** **Maintenance - Equipment** (\$700,000) is recommended unchanged based on current year and projected expenditures for all equipment repairs, parts, fuels, tires, and overhauls. This account also provides funds for maintenance of office equipment, mobile radios, and other types of maintenance and repair, as well as the Wide Area Network Maintenance cost.
- 720900** **Maintenance-Structure & Grounds** (\$7,500) is recommended for the costs of grounds maintenance to maintain the Almond yard.

ROADS AND BRIDGES

SERVICES & SUPPLIES (continued)

- 721000** **Med/Dent/Lab Supply** (\$500) is recommended for the cost of routine non-emergency medical supplies such as band-aids, alcohol wipes, etc.
- 721400** **Professional & Specialized Services** (\$6,337,830) is recommended increased by \$1,575,074 for the proposed capital improvement projects as outlined in the Department's Capital Improvement Program.
- 721500** **Publications & Legal Notices** (\$2,000) is recommended for the publications of legal notices .
- 721600** **Rents & Leases - Equipment** (\$290,000) is recommended increased \$20,000 based on projected expenditures to rent/lease equipment when County-owned equipment breaks down, or when it is more economical to rent equipment than to purchase equipment. This account also funds the rental of mowing equipment used for special grants in use this fiscal year.
- 721700** **Rents & Leases-Structure & Grounds** (\$9,000) is recommended for the rental of the modular at the North Fork location.
- 721800** **Small Tools & Instruments** (\$30,000) is recommended for the purchase or new or replacement of old small tools.
- 721900** **Special Departmental Expense** (\$6,731,274) is recommended increased by \$4,318,241 based on projected expenditures for the purchase of all road construction materials, asphalt, concrete, various road oils, rock, sand, and dirt.
- 722100** **Utilities** (\$110,000) is recommended decreased by \$20,000 based on the projected expenditures for water & electrical services.

OTHER CHARGES

- 730800** **Right of Ways** (\$6,000) is recommended for the purchase of property for County right of way.
- 731400** **Interfund Expenses** (\$2,205,788) is recommended reduced \$236,004 based on current year costs of the Department's reimbursement of expenses for Public Works staff time spent on Road Fund tasks and expenses related to Public Works administrative costs including Office Supplies(\$1,752,047), Travel and Memberships (\$21,700), Information Technology services (\$148,541), Human Resources services (\$25,000), 311 services (\$2,000), Building and Grounds Maintenance (\$1,800), and Employer Share of Retiree Health Insurance (\$252,000),Employee Physicals (\$2,700)

OTHER CHARGES (continued)

731401 **Interfund Expense – Cost Plan (A-87)** (\$574,391) is recommended increased \$12,904 based on the draft report of this year's Cost Allocation Plan. This report is in the process of being prepared by an outside consulting firm that allocates the County's pro-rata share of indirect expenses to this budget.

FIXED ASSETS

740300 **Equipment** (1,053,000) is recommended reduced \$703,000 to purchase the following equipment:

- 1** 4X4 Reg Cab ¾ ton gas pick up truck with snow plow prep pkg: (\$30,000) Replacing vehicle #125 2004 Chevy Pick up with 200k miles.
- 2** (3) 4X2 Reg Cab ¾ ton gas pick up truck: (\$78,000) Replacing vehicles #130, #116 and #162.
- 3** New 1 ¼ ton pick up with Service body and crane (\$120,000) Replacing vehicle #124 1994 GMC W/ 227K Miles.
- 4** Strep Sweepers (\$300,000)
- 5** Water Truck (\$150,000) Replacing non-compliant vehicle #228
- 6** Beaver Tail Trailer (25,000)
- 7** Dump Truck (\$150,000)
- 8** New Fuel System (\$200,000)

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3303	Assistant Engineer	1.0	-	1.0	-	-	-	
3717	Equipment Operator	12.0	-	12.0	-	-	-	
3806	Equipment Service Worker	1.0	-	1.0	-	-	-	
3710	Equipment Shop Supervisor	1.0	-	1.0	-	-	-	
3712	Heavy Equipment Mechanic	5.0	-	5.0	-	-	-	
3812	Parts Assistant I or							
3810	Parts Assistant II	1.0	-	1.0	-	-	-	
3715	Road Construction and Maintenance Supervisor	7.0	-	7.0	-	-	-	
3801	Road Construction and Maintenance Worker I or							
3802	Road Construction and Maintenance Worker II	24.0	-	24.0	-	-	-	
3308	Road Investigator	1.0	-	1.0	-	-	-	
3229	Senior Civil Engineer	1.0	-	1.0	-	-	-	
3711	Senior Heavy Equipment Mechanic	1.0	-	1.0	-	-	-	
3716	Senior Road Construction and Maintenance Worker	5.0	-	5.0	-	-	-	
3721	Senior Traffic Sign Worker	1.0	-	1.0	-	-	-	
3720	Traffic Sign Supervisor	1.0	-	1.0	-	-	-	
3803	Traffic Sign Worker I or							
3804	Traffic Sign Worker II	4.0	-	4.0	-	-	-	
TOTAL		66.0	-	66.0	-	-	-	

NOTES:

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610810 LOCAL TRANS FD MCC	0	839,157	531,457	531,457
TOTAL TAXES	0	839,157	531,457	531,457
REVENUE FROM USE OF MONEY/PROP				
640100 Interest	2,045	1,500	1,500	1,500
TOTAL REVENUE FROM USE OF MONEY/PROP	2,045	1,500	1,500	1,500
INTERGOVERNMENTAL REVENUE				
654030 ST - TRANSIT ASSISTANCE	0	271,196	546,349	546,349
654517 ST - PBLC TRNS MOD IMP SVC ENH	150,989	1,944,927	1,631,164	1,631,164
654518 STATE - PROP 1B	59,239	282,450	177,363	177,363
654539 ST-CAP & Trade (LCTOP)	0	164,535	247,989	247,989
657055 FED-TRANSIT ADMN FTA 5311	0	1,047,257	1,013,331	1,013,331
657059 FED - TRANSIT ADMN FTA 5339	0	307,887	240,000	240,000
TOTAL INTERGOVERNMENTAL REVENUE	210,228	4,018,252	3,856,196	3,856,196
CHARGES FOR CURRENT SERVICES				
661708 RD & ST SVCS - MEAS T REIM	0	75,000	75,000	75,000
TOTAL CHARGES FOR CURRENT SERVICES	0	75,000	75,000	75,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>212,273</u>	<u>4,933,909</u>	<u>4,464,153</u>	<u>4,464,153</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720300 Communications	2,324	4,000	4,000	4,000
720501 Janitorial	4,484	8,000	8,000	8,000
720800 Maintenance - Equipment	3,128	25,000	5,000	5,000
720900 Maintenance - Building & Improve		5,000	5,000	5,000
721100 Memberships	640	550	550	550
721300 Office Expense	0	350	350	350
721400 Professional & Specialized Services	785,863	1,272,101	1,378,512	1,378,512
721456 P&S - Info Tech	0	0	0	0
721500 Publications & Legal Notices	0	2,000	2,000	2,000
721900 Special Departmental Expense	0	1,500	1,500	1,500
722101 Gas & Electrical Utility	3,501	10,000	10,000	10,000
722102 Sewer & Water Utility	0	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	799,940	1,329,501	1,415,912	1,415,912
FIXED ASSETS				
740200 Buildings and Improvements	349,423	2,544,342	2,206,209	2,206,209
740300 Equipment/Furniture	0	1,060,066	842,032	842,032
TOTAL FIXED ASSETS	349,423	3,604,408	3,048,241	3,048,241
<u>TOTAL EXPENDITURES</u>	<u>1,149,363</u>	<u>4,933,909</u>	<u>4,464,153</u>	<u>4,464,153</u>
<u>USE OF FUND BALANCE (EXP - REV)</u>	<u>937,090</u>	<u>0</u>	<u>0</u>	<u>0</u>

ROAD (TRANSIT)

COMMENTS

The Transit Budget is a separately established budget from the Road Fund Budget in order to simplify the accounts for Transit funds, projects, and issues. Following are the revenues and expenditures for the Transit Budget. This is not a General Fund Budget.

ESTIMATED REVENUES

- 610810** **Local Trans FD MCC** (\$531,457) is recommended reduced \$307,700 for revenue received from the County's share of transit costs.
- 640101** **Interest on Cash** (\$1,500) is recommended unchanged for expected revenue received from the interest earned based on available cash in account.
- 654000** **State Revenue** (\$2,602,865) is recommended reduced \$60,243 for expected revenue received from the State for Transit Asst./ MCC (\$546,349), Prop 1B – PTMISEA (\$1,631,164), Prop 1B – Cal EMA (\$177,363), ST-CAP & Trade (LCTOP) (\$247,989)
- 657000** **Federal Revenue** (\$1,253,331) is recommended reduced \$101,813 for expected revenue received from the federal government for FED – Transit-Admin. FTA 5311 (\$1,013,331), FED – Transit Admin. FTA 5339 (\$240,000)
- 661708** **Current Services** (\$75,000) is recommended unchanged for expected revenue from Measure T Reimbursement.

SERVICES & SUPPLIES

- 720300** **Communications** (\$4,000) is recommended unchanged based on current year expenditures.
- 720501** **Janitorial** (\$8,000) is recommended unchanged based on current year expenditures and the addition of services to the Transit Office.
- 720800** **Maintenance – Equipment** (\$5,000) is recommended reduced \$15,000 to provide preventative maintenance to our third party contractor to operate Madera County Connection (MCC).
- 720900** **Maintenance – Buildings & Improvements** (\$5,000) is recommended unchanged to provide funding for maintenance of the Transit Facility.

SERVICES & SUPPLIES (continued)

721100 **Memberships** (\$550) is recommended unchanged to provide memberships necessary for Transit.

721300 **Office Expense** (\$350) is recommended unchanged based on current year expenditures.

721400 **Professional & Specialized Services** (\$1,378,512) is recommended increased \$106,411 as per the following:

Contract Consultant - Moy Services	\$ 99,000
Madera County Connection Services	651,360
CAPMC	165,000
City of Madera (DAR)	324,556
City of Chowchilla (CATX)	107,096
Other Contract/Consultant Services	25,000
Information and Technology	6,500

721500 **Publications & Legal Notices** (\$2,000) is recommended unchanged based on current year expenditures.

721900 **Special Departmental Expense** (\$1,500) is recommended unchanged based on projected expenses to provide supplies, materials and maintenance for transit projects.

722101 **Gas & Electrical Utility** (\$10,000) is recommended unchanged based on current year expenditures.

722102 **Sewer & Water Utility** (\$1,000) is recommended unchanged based on current year expenditures.

FIXED ASSETS

740200 **Buildings & Improvements** (\$2,206,209) is recommended reduced \$338,133, as per the following:

Office Renovations	\$183,421
Park & Ride lots (2)	1,308,747
Bus Shelters and Amenities	714,041

FIXED ASSETS (continued)

740301 **Equipment** (\$842,032) is recommended reduced \$218,034 as per the following:

Buses (3)	\$365,000
Escort Van (1)	50,000
Transit Security Enhancements (Alarm & Security Cameras)	427,032

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: BEHAVIORAL HEALTH SERVICES (06900)
 Function: Health & Sanitation
 Activity: Health
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
651300 State - Mental Health	6,078,568	5,891,502	6,249,691	6,249,691
651326 State - Prop 63 MHSA	6,259,829	12,439,471	13,438,307	13,438,307
656000 FED - Mental Health Services	3,507,555	3,772,957	3,947,640	3,947,640
656005 FED - SAPT	504,325	1,013,518	938,260	938,260
656006 FED - MHBG	286,210	436,607	465,709	465,709
TOTAL INTERGOVERNMENTAL REVENUE	16,636,487	23,554,055	25,039,607	25,039,607
CHARGES FOR CURRENT SERVICES				
661800 Health Fees	114,536	110,050	110,050	110,050
662700 Other Charges for Services	127,375	153,700	153,700	153,700
662800 Interfund Revenue	797,989	655,949	742,949	742,949
TOTAL CHARGES FOR CURRENT SERVICES	1,039,900	919,699	1,006,699	1,006,699
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	511,837	750,733	1,304,742	1,304,742
TOTAL MISCELLANEOUS REVENUE	511,837	750,733	1,304,742	1,304,742
OTHER FINANCING SOURCES				
680100 Sales of Fixed Assets	4,410	0	0	0
680200 Operating Transfers In	3,336,275	3,632,709	4,381,808	4,381,808
TOTAL OTHER FINANCING SOURCES	3,340,685	3,632,709	4,381,808	4,381,808
<u>TOTAL ESTIMATED REVENUES</u>	<u>21,528,909</u>	<u>28,857,196</u>	<u>31,732,856</u>	<u>31,732,856</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **BEHAVIORAL HEALTH SERVICES (06900)**
 Function: **Health & Sanitation**
 Activity: **Health**
 Fund: **General**

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	7,069,860	8,135,979	8,180,398	8,180,398
710103 Extra Help	82,939	205,180	372,024	372,024
710105 Overtime	758	57,279	57,279	57,279
710106 Stand-by Pay	806	3,480	3,480	3,480
710107 Premium Pay	5,040	5,400	5,400	5,400
710200 Retirement	2,273,971	2,712,102	2,855,713	2,855,713
710300 Health Insurance	978,903	1,191,551	1,472,603	1,472,603
710400 Workers' Compensation Insurance	176,831	205,396	207,260	207,260
TOTAL SALARIES & EMPLOYEE BENEFITS	10,589,108	12,516,367	13,154,157	13,154,157
SERVICES & SUPPLIES				
720300 Communications	132,057	138,892	143,790	143,790
720305 Microwave Radio Services		26,279	26,279	26,279
720500 Household Expense	55,070	80,134	80,134	80,134
720600 Insurance	26,739	8,578	10,088	10,088
720601 Insurance - Other	0	30,399	30,399	30,399
720800 Maintenance - Equipment	73,224	98,580	126,935	126,935
720900 Maintenance - Structures and Grounds	7,875	14,645	14,645	14,645
721000 Medical/Dental/Lab Supplies	818	39,226	39,226	39,226
721100 Memberships	8,486	18,860	18,860	18,860
721300 Office Expense	81,835	106,220	705,467	705,467
721400 Professional & Specialized Services	1,003,535	1,888,325	1,475,053	1,475,053
721416 Mental Health - Institute for Mental Disease	2,401,752	2,576,837	3,645,262	3,645,262
721417 Mental Health - Patients' Rights Advocate	16,257	17,378	0	0
721421 Mental Health-State Hospital	791,264	1,414,375	1,414,375	1,414,375
721422 Adult System of Care	1,500,205	2,313,876	2,539,534	2,539,534
721426 Software Maintenance/Modification	16,543	41,185	41,185	41,185
721445 SD/MC Hospital Expense	1,730,179	3,458,295	3,256,858	3,256,858
721446 Managed Care Network	259,865	582,000	582,000	582,000

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **BEHAVIORAL HEALTH SERVICES (06900)**
 Function: **Health & Sanitation**
 Activity: **Health**
 Fund: **General**

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
721448 KV Support/Administration	392,591	635,300	739,356	739,356
721468 Professional & Specialized Services - Unidentified	254,053	371,863	350,380	350,380
721500 Publications & Legal Notices	300	4,455	4,455	4,455
721600 Rents & Leases - Equipment	39,943	41,450	41,450	41,450
721700 Rents & Leases - Building	199,122	256,978	229,568	229,568
721900 Special Departmental Expense	10,738	31,247	31,247	31,247
721909 Property Taxes	556	1,200	1,200	1,200
722000 Transportation & Travel	22,712	55,748	55,748	55,748
722005 Reimbursement - Employee Cars	9,341	0	0	0
722100 Utilities	84,510	99,790	99,790	99,790
TOTAL SERVICES & SUPPLIES	9,119,570	14,352,115	15,703,284	15,703,284
FIXED ASSETS				
740213 MH Building & Improvement	0	100,000	0	0
740300 Equipment	94,957	172,005	164,971	164,971
TOTAL FIXED ASSETS	94,957	272,005	164,971	164,971
OTHER FINANCING USES				
750100 Operating Transfers Out	59,436	61,836	61,836	61,836
TOTAL OTHER FINANCING USES	59,436	61,836	61,836	61,836
INTRAFUND TRANSFER				
770100 Intrafund Expense	645,559	950,778	1,355,839	1,355,839
TOTAL INTRAFUND TRANSFER	645,559	950,778	1,355,839	1,355,839
<u>TOTAL EXPENDITURES</u>	20,508,630	28,153,101	30,440,087	30,440,087
<u>NET COUNTY COST (EXP - REV)</u>	<u>(1,020,279)</u>	<u>(704,095)</u>	<u>(1,292,769)</u>	<u>(1,292,769)</u>

BEHAVIORAL HEALTH SERVICES

COMMENTS

The mission of Madera County Behavioral Health Services is to promote the prevention of and recovery from mental illness and substance abuse for the individuals, families, and communities we serve by providing accessible, caring, and culturally competent services. The Department provides for the mental health needs of Madera County residents who meet the criteria outlined in the Welfare and Institutions Code Section 5600.3, and serves as the Managed Care Plan for all Madera County Medi-Cal eligible beneficiaries in need of specialty mental health services. The Department also provides alcohol and other drug prevention services and substance use disorder treatment 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 and Mountain Wellness Programs, drop-in socialization centers for mentally ill adults and youth. The Department contracts with Turning Point of Central California to run the centers using Mental Health Services Act (MHSA) funding.
- AB 109 Community Correction Partnership (CCP) Program, a collaborative program with Probation, Department of Corrections, and other law enforcement or social service agencies involved in providing supervision and/or services to participants.

The collaborative programs that focus on Children & Youth are as follows:

- Juvenile Justice Program, a collaborative program with Madera Unified School District and Probation, serving youth at Court Day School, Juvenile Hall and the Juvenile Boot Camp program. Services through the Boot Camp program are limited to treatment once the minors leave incarceration with a focus on aftercare services. Youth who have an assigned a therapist and become incarcerated are seen in the County's Juvenile Hall and through the Juvenile Boot Camp program if continued treatment is needed.
- Foster Care Youth Services, which include Katie A. services, are collaborative programs with Department of Social Services and Public Health, serving youth who have been placed in foster care.

BEHAVIORAL HEALTH SERVICES

COMMENTS (continued)

- Wraparound Services, as established by SB163, is a collaborative program with the Department of Social Services, Juvenile Probation, Behavioral Health Services and a community based organization (Uplift Families Services) to provide intensive wraparound services to children residing with birth parent(s), relative, adoptive parent, foster parent, or guardian to prevent out-of-home placement or placement in a higher level of care.

Mental Health Services Act (MHSA)

In November 2004, California voters approved Proposition 63 (Mental Health Services Act) which provided funds to transform the public mental health system. The MHSA is based on the principles of recovery in an effort to keep individuals in their communities rather than in institutions or on the street. In March 2011, the passage of AB 100 (Committee on Budget – 2011) resulted in an administrative shift of responsibility from the State of California to the County. All MHSA funded programs must include the following principles:

- Community collaboration
- Cultural competence
- Client/family-driven mental health system for all targeted populations
- Wellness focus, which includes the concept of recovery and resilience
- Integrated service experiences for clients and their families throughout their interactions with the mental health system

In 2018-19, the Department will have the following MHSA programs in operation:

Community Services and Support (CSS), focusing on treatment for unserved and underserved populations.

- Full Service Partnerships - Children / Transitional Age Youth
- Full Service Partnerships - Adults / Older Adults
- System Development - Expansion Services
- System Development - Supportive Services and Structures

Prevention and Early Intervention (PEI), targeting individuals who are at risk of developing mental illness.

- Community Outreach & Wellness Center(s) (Wellness/Drop-in Centers located in Madera and Oakhurst)
- Community and Family Education

BEHAVIORAL HEALTH SERVICES

COMMENTS (continued)

Innovation (INN) a five-year INNOVATION project was approved by the Madera County Board of Supervisors on May 13, 2014. The project focuses on increasing collaboration between health care providers and Behavioral Health Services for perinatal postpartum mood and anxiety disorders (PMAD). This is the fourth year of this five year project. The second project is Tele Social Support Services, which was approved by MHSAC on November 17, 2016 through October 31, 2021.

Housing Program for the mentally ill homeless population:

- The MMHSA Housing, Inc., a non-profit, is currently operating two housing units on behalf of Behavioral Health Services for people who have mental illness. The MMHSA Housing, Inc. non-profit will continue to look for opportunities to expand housing options for the people mental illness.
- In October 2015, a seven (7) unit housing facility was opened in Oakhurst to provide housing for clients who are disabled and homeless or at risk of being homeless with priority given to veterans. Behavioral Health Services is the primary source of referrals to this facility.
- April 28 2016 MHSAC Housing Program Funds became available for three years of rental assistance and/or capitalized operation through MMHSA Housing Inc.

WORK PROGRAM

<u>Program</u>	<u>2016-17 Actual Service</u>	<u>2017-18 Estimated Service</u>	<u>2018-19 Projected Service</u>
Unique Clients Served - Mental Health	3,941	3,155	3,155
Treatment Contacts - Mental Health	65,726	59,986	59,986
Unique Clients Served - Substance Use Disorder	500	507	507
Treatment Contacts - Substance Use Disorder	14,935	15,221	15,221
Crisis Calls	3,277	3,349	3,349
Inpatient Beds Days	3,164	3,562	3,562

BEHAVIORAL HEALTH SERVICES

ESTIMATED REVENUES

- 651300** State – Mental Health (\$6,249,691) are projected to increase \$358,189. This revenue is used to offset the costs associated with mental health acute care, medication, jail inmate services (\$51,000) crisis services, as well as general outpatient services. The Department is estimating receipts for Realignment of \$3,751,559 (Account #61210), which \$375,156 revenue will be budgeted in the Social Services-Public Assistance Program budget (07530). The State limits the offset to 10% of funds received. Any short falls will is recommended to be transferred from the MH Realignment 1991 Fund Balance (Fund #61210).
- 651326** State – Prop 63 MHSA (\$13,438,307) are projected to increase \$998,836. This revenue is used to fund MHSA programs including community services and supports, prevention and early intervention programs, innovation projects, and housing services. The Department is estimating receipts for MHSA of \$7,559,805 (Account #61740). Any short falls will is recommended to be transferred from the MHSA Fund Balance (Fund #61740). Each year receipts must be used within three years of receipt or the funds must revert back to the State.
- 656000** Federal – Mental Health Services (\$3,947,640) are projected to increase \$174,683. This revenue is received to pay for Medi-Cal eligible mental health and substance use disorder services to beneficiaries. These funds require a matching amount usually at the rate of 50 cents for every dollar spent.
- 656005** Federal – SAPT (\$938,260) are projected to decreased \$75,258. The Substance Abuse Prevention and Treatment are Federal Block Grant award for Substance Use Disorder.
- 656006** Federal – MHBG (\$465,709) are projected to increase \$29,102. The Substance Abuse Prevention and Treatment are Federal Block Grant award for substance use disorder services. These funds provide for Non-Medi-Cal substance use disorder services.
- 661800** Health Fees (\$110,050) are projected unchanged. These fees are collected for services provide and include patient fee, patient insurance, and Medicare.
- 662700** Other Charges for Services (\$153,700) are projected unchanged. These funds are used to monitor local DUI and PC1000 programs and support client services in Institution for Mental Disease (IMD) facilities.
- 662800** Interfund Revenue (\$742,949) are projected increase \$87,000. These funds are primarily from the Department of Social Services to provide services to clients in the CalWORKS Program.

BEHAVIORAL HEALTH SERVICES

ESTIMATED REVENUES (continued)

- 670000** Intrafund Revenue (\$1,304,742) are projected increase \$554,009. This is the Department share of County Administrative COWCAP, which is funded with Realignment 1991, Local Revenue 2011, MHSA and/or SAPT funding.
- 680200** Operating Transfer In (\$4,381,808) are projected increase \$749,099. These funds are Local Revenue 2011, AB109, Chukchansi Gambling Problem, and Friday Night Live, and Local Court Fees and Fines.

NOTE:

- Total Local Revenue budget is \$4,088,248 which is budget as Operating Transfer In.
- 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.

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$8,180,398) are recommended increased \$44,419 from current year based on cost of recommended staffing. This account also includes funds for the Probation department for 1.0 FTE Deputy Probation Officer for Felony Drug Court; this expense was previously funded through Intrafund Transfers
- 710103** Extra Help (\$372,024) is recommended increased \$166,844 to fund the following positions to ensure the Department meets the State Mandates: 1.0 FTE Program Assistant II, 4.0 FTE Prelicensed Mental Health Clinician, 1.0 FTE Mental Health Caseworker and stipends to pay students in the master program.
- 710105** Overtime (\$57,279) is recommended unchanged to provide approximately 111 hours per month to ensure the Department meets the MHSA Crisis Triage grant requirements.
- 710106** Standby Pay (\$3,480) is recommended unchanged for after-hour back-up services to ensure State mandated coverage for after-hours services is met.
- 710107** Premium Pay (\$5,400) is recommended unchanged for special compensation matters, based on the actual use of bilingual staff.
- 710200** Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

BEHAVIORAL HEALTH SERVICES

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 (\$143,790) is recommended increased \$4,898 based on estimated telephone service costs including projected cell phone expenses. The account previously funded the Department's share of the WAN cost (\$35,572) and use of the MHPL lines for the client data system contained in the electronic medical records as mandated by HIPAA requirements.

720305 Microwave Radio Services (\$26,279) is recommended unchanged for the Department's use of the County's Microwave Radio Service by the Chowchilla and Oakhurst locations.

720500 Household Expense (\$80,134) is recommended unchanged for carpet cleaning, refuse disposal and janitorial services at several locations.

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

720601 Insurance - Other (\$30,399) is recommended unchanged to provide for this Department's portion of medical malpractice and Property premiums.

720800 Maintenance - Equipment (\$126,935) is recommended increase \$28,355 for the maintenance of office equipment, vehicle fuel and repairs, telephone system maintenance, and WAN equipment maintenance (\$27,697). The Department utilizes the Central Garage for maintenance of 30 vehicles. The Department fleet consists of four (4) vehicles with mileage over 120,000 that results in increased maintenance costs, and over 1,000 gallons of gasoline are utilized per month. Beginning in Fiscal Year 2012-13, the Department implemented the replacement plan of a minimum of two to six (2-6) vehicles per year. Fiscal Year 2017-18 the Department established the replacement plan of two heating and air condition units in County owned buildings.

720900 Maintenance - Structures and Grounds (\$14,645) is recommended unchanged for the repair material to four facilities.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721000** **Medical/Dental/Lab** (\$39,226) is recommended unchanged based on current and projected usage for medication and laboratory testing for indigent and AB109 clients and any necessary lab expenses. Services for the AB109 population have increased, which is resulting in an increase in the medication for their treatment.
- 721100** **Memberships** (\$18,860) is recommended unchanged based on the 2016-17 dues for the following memberships: the County Behavioral Health Directors Association of California (\$11,599), Mental Health Directors Association - Mental Health Services Act (\$600), Central Valley Housing (\$1,061), California Social Work Education Center (CalSWEC) (\$800), National Association for Behavioral Health Care (\$3,180), National Association of Behavioral Health Directors (\$200), California Institute for Mental Health (\$100), Healthcare Compliance Association (\$320), Anasazi Software National Alliance (\$400), and MHSA-PEI (\$600).
- 721300** **Office Expense** (\$705,467) is recommended increased \$599,247 for general office supplies. This budget includes replacement of the department's computers.
- 721400** **Professional & Specialized Services** (\$1,475,053) is recommended decrease \$431,272 for contract services for psychiatrists, psychiatrist telemed, Employee Assistance Program, burglar and fire alarm monitoring, after-hour answering services, medication monitoring contract, program evaluator, conservatorship investigations, security for regular operation and evening groups, and interpreter services. This budget also includes the MHSA Housing Program Supplemental Assignments Agreement related to security as needed for the two housing projects. The Department's contract maximums are for full days of psychiatrist, telemed, and medication monitoring services; however, the service hours are based on client medical needs.
- 721416** **Mental Health - Institute for Mental Disease (IMD)** (\$3,645,262) is recommended increased \$1,068,425 to fund a portion of the cost to treat patients in locked Mental Health Care facilities and unlocked Board and Care facilities. Client assistance for MHSA, AB109, PATH and MHBG with wrap around services, including housing and utilities subsidies, incentives, and purchase of clothing and/or tools for employment needs. In addition, the costs include the state regulations requiring Behavioral Health to pay for a client's ancillary medical health care costs while receiving mental health care in an IMD.
- 721421** **Mental Health - State Hospital** (\$1,414,375) is recommended unchanged for the purchase of five (5) beds at the acute level in State Mental Health Hospitals.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721422** **Adult System of Care** (\$2,539,534) is recommended increased \$225,658 to fund elements of the MHSA PEI Madera and Oakhurst drop-in centers through a contract, which provides daily skill classes, including cooking, budgeting, and job club and a contract with an employment agency for five (5) to ten (10) 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 workers also provide follow-up on discharged clients, and they assist in parenting classes. The peer support workers satisfy the MHSA goal to integrate clients and/or family members into the mental health system. In addition, costs for the Innovation project, and the contract for after-hours crisis services including the mobile crisis are also included in this account. Additional Services include Emergency Room After Hours, overage and Crisis Mobile Service
- 721426** **Software Maintenance/Modification** (\$41,185) is recommended unchanged for annual fees for the necessary network software. The licenses included are Encryption and Symantec's licenses with reoccurring costs, and warranties for the Department server and Microwave.
- 721445** **SD/MC Hospital Expense** (\$3,256,858) is recommended decrease \$201,437 for psychiatric inpatient services provided to Madera County Medi-Cal recipients and indigent clients in both contracted and non-contracted acute psychiatric hospitals, for Youth Day Services Treatment in licensed group home facilities, and the AB403 Foster Youth Continuum of Care Reform.
- 721446** **Managed Care Network** (\$582,000) is recommended unchanged for contracted clinicians in the Medi-Cal Managed Care Plan to provide Mental Health Outpatient counseling to Medi-Cal recipients. These services include outpatient treatment, Therapeutic Behavioral Services (TBS), and treatment for Katie A Settlement.
- 721448** **Kings View Support / Management Information Systems** (\$739,356) is recommended increased \$104,056 for computer support from Kings View for the Behavioral Health Services Department and the CernerAnasazi client software by Cerner.
- 721468** **Professional & Specialized - Other Unidentified Services** (\$350,380) is recommended decrease \$21,483 to fund alcohol and drug residential treatment for those residents who need this level of care, and provide on-site professional trainers for the curriculum and/or training of evidence-based outcomes for intervention, treatment services partially funded with Statewide MHSA PEI Sustainability and Central Valley Suicide Prevention Hotline .
- 721500** **Publications & Legal Notices** (\$4,455) is recommended unchanged or the costs associated with recruiting licensed staff for the Managed Care Plan and costs associated with public service announcements required for the MHSA Plans.

BEHAVIORAL HEALTH SERVICES

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases – Equipment** (\$41,450) is recommended unchanged for the lease of copy equipment and the use of County vehicles from the Central Garage for approximately 12,400 miles; lease of equipment, including copy machines; and the use of rental cars. The Department sometimes transports clients to and from group homes, IMD's, and Board and Care facilities rather than have the client transported by ambulances. Due to the MHPA "whatever it takes" mandate, some of these services include transportation to medical appointments.
- 721700** **Rents & Leases - Building** (\$229,568) is recommended decrease \$27,410 for leased office space for the Mental Health staff located at the Madera Pine Point Recovery Center, Oakhurst Counseling Center, Chowchilla Recovery Center, the PEI-Madera Drop-in/Wellness Center, and a storage facility.
- 721900** **Special Departmental Expense** (\$31,247) is recommended unchanged for educational and promotional materials, training and special activities of the Department, expenses of the Behavioral Health Advisory Board, the Quality Improvement Committee, and other enhancements related to the Mental Health Program. This account also includes funding for the reimbursement for professional license renewal per the County MOU, fees for Providers of Continuing Education, drug testing kits for Drug Court, the biological waste contract, credential verification, and fingerprinting of new hires and volunteers.
- 721909** **Special Departmental Expense - Property Taxes** (\$1,200) is recommended unchanged for Madera Irrigation District taxes.
- 722000** **Transportation & Travel** (\$55,748) is recommended unchanged for staff to attend conferences, meetings, and training seminars, and to reimburse private mileage expense. Due to National Reform, integrated services are mandated, and with the new mandates from the Department of Health Care Services, it is critical that the Department take advantage of all training, workshops, and attend monthly meetings.
- 722100** **Utilities** (\$99,790) are recommended unchanged for the Department's share of utilities at County buildings occupied by Behavioral Health staff.

NOTE: The total Services & Supplies expenditure accounts detailed above do not reflect the Department's share of the cost for contracted mental health services to jail inmates (\$51,000). These amounts are already appropriated as expenditures in the budget of the Department providing the indirect service/benefit, and as revenue derived from Realignment Funds budgeted in the Revenue section of this document.

BEHAVIORAL HEALTH SERVICES

OTHER FINANCING USES

750100 Op Transfer Out (\$61,836) is recommended unchanged. The depreciation cost is from the 7th Street site thus, charged to the Mental Health, CALWORKS Program, Alcohol and Drug Program, and the Perinatal Program. The MHSA programs (CSS, PEI, WET and INN) will not be charged for the initial remodel depreciation since the MHSA program cost was directly charged to the MHSA Capital Facilities and Technological Needs (CFTN) funds. However, the MHSA programs will be charged for the additional remodel expense. The CFTN funds will revert to the State if not spent by 2018.

FIXED ASSETS

740300 Equipment (\$164,971) is recommended decrease \$7,034 for the following fixed assets (there is no net-County cost associated with these assets):

1. Vehicles (R) (\$54,000) is recommended to replace two (2) vehicles based on the MGT study that recommended replacement of vehicles once they obtain 120,000 miles or 10 years of age. The following vehicles are recommended to be replaced:

<u>Vehicle to be Replaced</u>	<u>Odometer</u>	<u>Replacement Vehicle</u>	
(522) 2006 Chevy Malibu	126,394	AWD SUV	\$26,000
(525) 2007 Ford Taurus	149,077	Mini Van	\$28,000

2. Air Condition (R) (\$32,005) is recommended by Madera County Maintenance to replace the three (3) air conditions units at 7th Street equipment that has reached it's the end of life. The request is to replace the units before they fail to operate.
3. Voice Mail System (N) (\$60,000) is recommended to meet the Department of Health Care Services mandated 24/7 access to care informational requirements by creating an extensive auto attended.
4. 80-90 inch TV (R) (\$18,966) is recommended to replace two (2) conference rooms TV at 7th Street. Due to the State Contract increase requirement, the State offers detail webinars, which includes detail data. These large units are needed to adequately display the data for staff viewing

BEHAVIORAL HEALTH SERVICES

INTRAFUND TRANSFERS

770100 **Intrafund Expense** (\$1,355,839) is recommended increased \$405,061. This account reimburses the Public Health Department for the cost of annual TB test and medical disposal (\$1,341); Department of Social Services Office Assistance for the Public Guardian's Office (\$58,644), Human Resources for Employer Share Retiree Insurance (\$259,547). Building and Grounds Maintenance for maintenance of structures and grounds (\$13,330); Auditor Office One Solution (\$23,332); and Information Technology for maintenance of hardware and software at sites connected to the County network and other associated costs (\$999,645).

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

**BEHAVIORAL HEALTH
SERVICES (06900)
Health & Sanitation
Health
General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3201	Accountant-Auditor I or							
3202	Accountant-Auditor II	1.0	-	1.0	-	-	-	
3601	Account Clerk I or							
3602	Account Clerk II or							
3349	Accounting Technician I or							
3354	Accounting Technician II	3.0	-	3.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	6.0	-	6.0	2.0	-	2.0	H
3610	Administrative Assistant	3.0	-	3.0	-	-	-	
3115	Assistant Behavioral Health Services Direct	1.0	-	1.0	-	-	-	
3299	Behavioral Health Program Supervisor or							
3173	Supervising Mental Health Clinician	9.0	1.0	9.0	1.0	-	-	
3160	Behavioral Health Services Division Manag	3.0	-	3.0	-	-	-	
3688	Central Services Worker	2.0	-	2.0	-	-	-	
3213	Certified Alcohol and Drug Counselor	6.0	4.0	6.0	4.0	-	-	
2137	Director of Behavioral Health Services	1.0	-	1.0	-	-	-	
3268	Health Education Coordinator	2.0	-	2.0	-	-	-	
3214	Inpatient Nurse Liaison	1.0	-	1.0	-	-	-	
3274	Licensed Mental Health Clinician or							
3275	Prelicensed Mental Health Clinician or							
3279	Senior Mental Health Caseworker	46.0	-	46.0	4.0	-	4.0	
3278	Mental Health Caseworker I or							

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

**BEHAVIORAL HEALTH
SERVICES (06900)
Health & Sanitation
Health
General**

	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		
3279 Mental Health Caseworker II	20.0	2.0	21.0	1.0	1.0	(1.0)	B
3533 Office Assistant I or							
3534 Office Asssitant II	4.0	2.0	4.0	2.0	-	-	A,C
3351 Personnel Technician I or							
3352 Personnel Technician II or							
3354 Accounting Technician I/II	1.0	-	1.0	-	-	-	D
3636 Program Assistant I or							
3637 Program Assistant II	13.0	-	9.0	2.0	(4.0)	2.0	E,F,J
Psychiatrist ¹	1.0	-	1.0	-	-	-	G
3263 Public Health Nurse I or							
3264 Public Health Nurse II or							
3266 Registered Nurse I or							
3267 Registered Nurse II	3.0	-	4.0	-	1.0	-	I
3654 Senior Program Assistant	3.0	-	5.0	-	2.0	-	E,F,J
3290 Staff Services Manager I	1.5	0.5	1.0	1.0	(0.5)	0.5	
3522 Vocational Assistant-Driver	13.0	2.0	13.0	2.0	-	-	F
TOTAL	143.5	11.5	143.0	19.0	(0.5)	7.5	

NOTES:

- A - Fund one Office Assistant I/II position through the Intrafund Expense Account. This position will work in the Public Guarding Office.*
- B - Over fill (1) Mental Health Caseworker I/II as an (1) Senior Mental Health Case Worker*
- C - Over filled (1) Office Assistant I or Office Assistant II as an (1) Program Assistant I*
- D - Over fill (1) Personnel Technician I/II or Accounting Technician I/II as an (1) Administrative Assistant*
- E - Over fill (2) Program Assistant I or Program Assistant II as (2) Senior Program Assistant*

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

**BEHAVIORAL HEALTH
 SERVICES (06900)
 Health & Sanitation
 Health
 General**

**2017-18
 Authorized
Positions**

**2018-19
 Proposed
Positions**

**Y-O-Y
 Changes
in Positions**

F - Under fill (1) Program Assistant I or Program Assistant II as (1) Vocational Assistant Driver

G - The Department is in the process of adding the Psychiatrist job classification through the Civil Service commission.. Therefore, the Compensation isn't known at this time.

H - Proposed positions: two (2) Administrative Analyst I/II positions

I - Proposed positions: one (1) position Public Health Nurse I/II, or Registered Nurse I/II

J - Proposed in budget: increase Senior Program Assistants by (2) and reallocate the 2 Program Assistant I or Program Assistant II

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROPERTY				
640400 Royalties	315	250	350	350
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	315	250	350	350
INTERGOVERNMENTAL REVENUE				
651100 State - CA Children Services	456,096	1,034,536	1,036,498	1,036,498
651200 State - Cerebral Palsy	5,870	0	0	0
651400 State - Tuberculosis Control	22,925	20,300	15,518	15,518
652100 State - Other Health Programs	446,328	6,885,035	7,375,600	7,375,600
654000 State - Other	53,032	65,141	65,064	65,064
655200 Federal - Health	2,923,547	3,480,748	2,609,594	2,609,594
657000 Federal - Other	4,423,771	4,549,732	4,348,967	4,348,967
659008 Madera Co Children Family Comm	177,753	294,577	0	0
TOTAL INTERGOVERNMENTAL REVENUE	8,509,322	16,330,069	15,451,241	15,451,241
CHARGES FOR CURRENT SERVICES				
661800 Health Fees	78,364	101,192	33,809	33,809
662000 CA Children's Services	240	280	280	280
662300 Institutional Care & Services	104	19,334	4,576	4,576
662800 Interfund Revenue	279,414	243,332	243,332	243,332
TOTAL CHARGES FOR CURRENT SERVICES	358,122	364,138	281,997	281,997
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	847,853	882,207	773,149	773,149
673000 MISCELLANEOUS	31,309	21,431	724	724
TOTAL MISCELLANEOUS REVENUE	879,162	903,638	773,873	773,873

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
OTHER FINANCING SOURCES				
680200 Operating Transfers In	356,326	379,105	415,751	415,751
TOTAL OTHER FINANCING SOURCES	356,326	379,105	415,751	415,751
<u>TOTAL ESTIMATED REVENUES</u>	<u>10,103,247</u>	<u>17,977,200</u>	<u>16,923,212</u>	<u>16,923,212</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,869,165	6,014,026	6,159,158	6,159,158
710103 Extra Help	480,786	208,338	78,791	78,791
710105 Overtime	4,609	0	0	0
710200 Retirement	1,695,660	1,908,399	2,174,848	2,174,848
710300 Health Insurance	668,921	805,755	1,011,711	1,011,711
710400 Workers' Compensation Insurance	80,626	103,830	125,689	125,689
TOTAL SALARIES & EMPLOYEE BENEFITS	7,799,767	9,040,348	9,550,197	9,550,197
SERVICES & SUPPLIES				
720300 Communications	98,132	39,738	39,530	39,530
720305 Microwave Radio Services	0	72,267	72,267	72,267
720500 Household Expense	2,404	7,550	2,100	2,100
720501 Janitorial Expense	37,659	34,640	50,233	50,233
720502 Refuse Disposal Expense	18,737	34,500	29,900	29,900
720600 Insurance	12,322	8,302	2,500	2,500
720601 Insurance-Other	6,364	14,790	12,000	12,000
720800 Maintenance - Equipment	15,688	30,000	12,800	12,800
720801 Auto, Gas, Supplies	2,878	3,000	4,084	4,084
720900 Maintenance - Structures & Grounds	3,586	85,250	50,380	50,380
720914 Pest Control Expenses	600	550	550	550
721000 Medical/Dental/Lab Supplies	80,307	124,143	88,826	88,826
721100 Memberships	8,393	11,600	9,600	9,600
721300 Office Expense	82,494	107,765	57,401	57,401
721305 Misc Office Expense	893	75	160	160

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES (continued)				
721306 Office Equipment <\$5k	24,192	35,510	14,150	14,150
721307 Furniture <\$5k	13,157	45,700	36,590	36,590
721400 Professional & Specialized Services	610,952	6,552,082	614,632	614,632
721407 Data Processing Services	3,338	0	0	0
721426 Software Expenses & Licenses	1,805	47,474	54,400	54,400
721500 Publications & Legal Notices	6,384	8,003	7,750	7,750
721600 Rents & Leases - Equipment	496	3,290	97,340	97,340
721601 Lease - County Vehicles/Central Garage	42,649	55,830	44,188	44,188
721602 Lease - County Contracted Copiers	35,377	41,608	24,006	24,006
721700 Rents & Leases - Buildings	102,722	98,359	953,490	953,490
721800 Small Tools & Instruments	19	0	0	0
721900 Special Departmental Expense	149,683	136,232	118,870	118,870
722000 Transportation & Travel	60,442	80,426	50,710	50,710
722009 Training & Registration	21,633	22,400	6,200	6,200
722101 Gas & Electricity	92,984	112,526	101,863	101,863
TOTAL SERVICES & SUPPLIES	1,536,290	7,813,610	2,556,520	2,556,520
FIXED ASSETS				
740302 Equipment	19,945	0	0	0
TOTAL FIXED ASSETS	19,945	0	0	0
OPERATING TRANSFERS				
750100 Operating Transfer Out to General Fund	0	0	3,374,342	3,374,342
TOTAL FIXED ASSETS	0	0	3,374,342	3,374,342
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	539,306	827,874	1,199,841	1,199,841
TOTAL INTRAFUND TRANSFERS	539,306	827,874	1,199,841	1,199,841
<u>TOTAL EXPENDITURES</u>	9,895,308	17,681,832	16,680,900	16,680,900
<u>NET COUNTY COST (EXP - REV)</u>	<u>(207,939)</u>	<u>(295,368)</u>	<u>(242,312)</u>	<u>(242,312)</u>

PUBLIC HEALTH DEPARTMENT

COMMENTS

The mission of the Madera County Public Health Department is to ensure that the services we provide to the community target the areas identified through our assessment process in order to reduce the impact of diseases and to promote health equity to the underserved populations. 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.

To the extent possible with our available resources, the Public Health Department provides services and programs to improve our community's health such as: communicable disease control; public health student nursing education; maternal, child, and adolescent home visitation and case management; laboratory services; vital statistics; child health & disability prevention and case management; preventive clinical services and immunizations; linkage and promotion of access to medical care through resources such as CMSP and Medi-Cal; medical case management; health education; tobacco education and prevention; chronic disease prevention; emergency preparedness; oral healthcare preventative services; and food and nutrition education services. Some program changes occur as funding cycles end and others begin as we are actively seeking new funding streams to address the needs of Madera County. A couple of examples of new programs which started in FY 17/18 are: 1) the Oral Healthcare Program funded through California Department of Public Health for 5 years to address the dental needs and education of the community; and 2) the County Wellness & Prevention Pilot Project funded from a grant through the Centers for Disease Control and Prevention over 2 years to administer a Certified National Diabetes Prevention Program in partnership with local health care providers, employers and community groups.

The Public Health Department is funded by State Health Realignment, federal and state allocations, federal and state grants, private grants, and local fees. All Public Health Department program budgets are continued to be presented in a consolidated budget document for ease of presentation. The following Public Health Department budget organizations (orgs) are included in the consolidated figures presented in this document:

<u>ORG</u>	<u>TITLE</u>
06810	Health – Administration (Management, Communicable Disease, Lab, Clinic, Billing, Accreditation, Vital Stats, etc)
06811	Health – County Medical Services Program (CMSP) Grant for Diabetes Prevention
06820	Health – Grant Programs (SNAP Ed)
06821	Health – Teen Pregnancy Prevention/CA PREP Program
06822	Health – Bioterrorism/Public Health Emergency Preparedness Grant
06823	Health – Hospital Preparedness Program
06830	Health – Child Health & Disability Prevention (CHDP)
06831	Health – CHDP Foster Care
06851	Health – AIDS Surveillance and Alcohol/Drug Assistance Program
06852	Health – HIV Care/Ryan White & X08 Supplemental Funding

PUBLIC HEALTH DEPARTMENT

COMMENTS (continued)

<u>ORG</u>	<u>TITLE</u>
06853	Health – Housing Opportunities for Persons with AIDS (HOPWA)
06860	Health – Tobacco Education & Prevention
06861	Health – Healthy Programs Project (MCAH & CHVP)
06862	Health – CDC/Pandemic Influenza
06870	Health – Women, Infants and Children (WIC)
06880	Health – California Children’s Services (CCS)
06890	Health – Federal Outreach Grants (Oral Healthcare Project)
06891	Health – Adolescent Family Life Program
06893	Health – Family & Children
06894	Health – Cal Learn

WORKLOAD

	<u>Actual</u> <u>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
<u>Clinical Services</u>			
Animal Bite Reports	33	35	39
Billable Encounter Forms Processed	800	880	968
Immunizations (Adult – Flu Shots)	1,990	2,000	2,200
Immunizations (Child)	3,422	2,738	3,012
Tuberculin Skin Tests	2,996	3,295	3,625
TB Skin Test Screenings	341	375	413
TB Treatment (LTBI Rx’s)	422	100	110
Seniors Blood Panels	4	6	7
Quantiferon Blood Draws (<i>performed at PH Clinic only</i>)	254	279	307
Urine Drug Screen Samples Collected	293	589	648
Water Test Samples Collected	1,104	1,335	1,469
Chlamydia Treatment	30	25	28
Gonorrhea Treatment	30	25	28
Syphilis Treatment	40	25	28
Sexually-Transmitted Disease Treatments	20	25	28
Sexually-Transmitted Disease Screening & Results (Neg Test & Appt)	250	170	187
<u>Communicable Disease Control</u>			
Communicable Disease Investigations – TB	36	47	50
Communicable Disease Investigations – Other	3,337	2,800	3,000
Treatment of Active Disease/Dispensed Meds Encounters	775	400	500
Confidential Morbidity Reports (Out of Jurisdiction/Not a Case)	2,370	2,500	2,700

PUBLIC HEALTH DEPARTMENT

<u>WORKLOAD (continued)</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
<u>Student Nursing Visits in Clinic</u>	64	64	30
<u>Case Management Home Visits</u>	3,723	3,723	4,000
<u>Examinations</u>			
Pre-Employment Exams	276	322	354
EKG	65	65	72
Chest X-Rays	109	90	99
<u>Family Pact Procedures::</u>			
Implant	12	40	44
IUD	15	40	44
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	229	350	200
Mycology (Fungus)	100	102	112
Mycobacteriology (TB)	992	166	166
Immunology (Syphilis serology)	458	600	220
Urinalysis Test	1,060	1,000	1,000
Water Test	650	600	600
Rabies	232	150	100
Urine Drug Testing	9,836	13,000	18,000
Quantiferon Tests (incl blood draws @PH Clinic, MCH & Merced)	577	850	600
<u>Vital Statistics</u>			
Births	1,005	1,027	1,050
Deaths	875	1,116	1,100
Certified Copies Birth/Death Certificates	2,293	3,150	3,000
% live-born infants whose mothers rec'd prenatal care in 1 st Trimester	73.28%	75.00%	74.00%
<u>CHDP Program</u>			
Record Review, Tracking	28,000	18,916	18,000
Follow-Up	500	900	900
Training Sessions	15	15	15

PUBLIC HEALTH DEPARTMENT

<u>WORKLOAD (continued)</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
<u>Foster Care Program</u>			
HCPCFC (Monthly average)	300	350	350
Psychotropic Medication Monitoring services provided	20	24	24
Foster Care DSS services provided (Monthly Average)	360	350	350
Probation (Monthly Average)	5	12	12
Emergency Response Nurse DSS Services provided (Monthly Avg)	200	200	200
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases (New / Total)	8 / 55	10 / 57	13 / 302
HIV/AIDS Deaths (New by Year)	0	0	105
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	32	34	38
Emergency Services (Food & Medical Transportation – Ryan White)	32	34	38
Short Term Rental Assistance (HOPWA)	18	20	26
HIV/AIDS Medical Care	33	36	37
Referral to Medi-Cal	14	16	26
Early Intervention Screening	150	160	170
Mental Health	10	12	17
Dental Care	5	7	7
Nutrition Assistance & Education	30	32	37
<u>Tobacco Education/Prevention Outreach (# events / # contacts)</u>	40 / 850	60 / 850	60 / 850
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Average)	1,065	1,100	1,100
Monthly MTU Clinic Attendance	183	185	185
MTU Caseload	132	135	135
<u>Women, Infant and Children Program (Monthly Average)</u>			
% State Allocated Caseload enrolled in WIC per year	91%	88%	87%
<u>Zika</u> Disease Monitoring	1,500	1,500	1,500

PUBLIC HEALTH DEPARTMENT

ESTIMATED REVENUES

- 640400** **Royalties-FMC** (\$350) is recommended increased \$100 for prescription discount and refund revenues.
- 651100** **State – CA Children’s Services** (\$1,036,498) is recommended increased \$1,962 for California Children’s Services revenue.
- 651400** **State – Tuberculosis Control** (\$15,518) is recommended reduced \$4,782 for expected Tuberculosis Control grant revenue.
- 652100** **State – Other Health Programs** (\$7,375,600) is recommended increased \$490,565 for revenues coming from a variety of grants coming from the State including Child Health Disability Prevention, Foster Care, Health Realignment, Maternal Child Adolescent Health/Adolescent Family Life Programs, AIDS Surveillance, MediCal funded programs such as Intergovernmental Transfer, Family Pact and Every Woman Counts, the County Medical Services Program, and the Urban Greening Grant from California Natural Resources Agency (*new funding source*).
- 654000** **State – Other** (\$65,064) is recommended decreased \$77 for revenues coming from the State Pandemic Influenza grant for Emergency Preparedness
- 655200** **Federal – Health** (\$2,609,594) is recommended decreased \$871,154 for revenues coming from a variety of grants with Federal funding including Medi-Cal funded portions of the California Children’s Services, Snap-Ed, Adolescent Family Life Programs, and Intergovernmental Transfers.
- 657000** **Federal – Other** (\$4,348,967) is recommended decreased \$200,765 for revenues from a variety of Federal grants including Child Health Disability Prevention, Maternal Child Adolescent Health, Women Infant and Children, Tuberculosis Prevention, AIDS/Ryan White & HRSA programs, Immunizations, Lead Poisoning Prevention, the CDC 1305 Prevention First extension, the Public Health Emergency Preparedness, and Hospital Preparedness Programs.
- 661800** **Health Fees** (\$33,809) is recommended decreased \$67,383 for health and laboratory fees.
- 662000** **CA Children’s Services Assessment Fees** (\$280) is recommended unchanged for assessment fees charged for the California Children’s Services program.
- 662300** **Institutional Care & Services** (\$4,576) is recommended decreased \$14,758 for clinic fees.
- 662800** **Interfund Revenue** (\$243,332) is recommended unchanged for Roads Physicals and other services charged to other County departments.

PUBLIC HEALTH DEPARTMENT

ESTIMATED REVENUES (continued)

- 670000** **Intrafund Revenue** (\$773,149) is recommended decreased \$109,058 for revenues coming from other County agencies including several programs funded through Department of Social Services (*such as Cal Learn, Emergency Response Nurse, Adult Services Nurse, DSS Foster Care Nurse, CWS Prevention, and Drug Testing*), Probation Department (for Drug Testing), and Behavioral Health Services (*for Sharps Disposal*). MOU's between Public Health and other County agencies (DSS, BHS, Probation, and Fire) have been established to address the transfer of these funds for services provided by Public Health.
- 673000** **Miscellaneous** (\$724) is recommended decreased \$20,707 for miscellaneous revenue.
- 680200** **Operating Transfer In** (\$415,751) is recommended increased \$36,646 for the transfer of funds from the Health Trust Funds to cover expenses utilized for the Tobacco Education & Prevention program (Trust Fund 6031, transferred into 06860) and for the AIDS/HIV Program (Trust Fund 1310, transferred into 06810) to cover expenses as needed.

Revenue Notes:

- The Public Health Department budget is projected to utilize all of the State Health Realignment funds for Fiscal Year 2018-19 in order to cover the wire transfers required for IGT participation. However, once the revenues are recovered for this participation the amount utilized for that purpose will be returned to the Health Realignment trust, and the balance will be used to cover expenses incurred but not reimbursed during the year in the Health Admin Org Key.
- Required General Fund cash match is \$81,788. This General Fund match is mandated by the State as the County's Maintenance of Effort; Health Realignment funds cannot be used for this required County Match.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$6,159,158) are recommended increased \$145,132 based on the costs of recommended staffing.
- 710103** **Extra Help** (\$78,791) is recommended reduced \$129,547 based on the costs for reduced use of extra-help staff in the Department's grant programs.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES

- 720300** **Communications** (\$39,530) is recommended reduced \$208 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720305** **Microwave Radio** (\$72,267) is recommended unchanged for the department's share of cost for the data exchange of information to our satellite clinic in the mountain areas.
- 720500** **Household Expense** (\$2,100) is recommended reduced \$5,450 based on current expenditures for safety mats.
- 720501** **Janitorial Expense** (\$50,223) is recommended increased \$15,593 based on current expenditures for janitorial.
- 720502** **Refuse Disposal Expense** (\$29,900) is recommended reduced \$4,600 based on current expenditures for refuse disposal and for infectious waste disposal.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance - Other** (\$12,000) is recommended reduced from prior year to reflect the Public Health Department's share of the County's Medical Malpractice premium and Property/Pollution Insurance.
- 720800** **Maintenance - Equipment** (\$12,800) is recommended reduced \$17,200 based on current expenditures for the maintenance of all office equipment, lab equipment, and computers.
- 720801** **Maintenance - Auto, Gas, & Repairs** (\$4,084) is recommended increased \$1,084 based on current expenditures on department owned vehicles.
- 720900** **Maintenance - Structures and Grounds** (\$50,380) is recommended reduced \$34,870 for repairs required for the HVAC, roof, and aging building and systems that require constant repairs.
- 720914** **Maintenance – Pest Control** (\$550) is recommended unchanged from prior year based on current year expenditures for pest services.
- 721000** **Medical, Dental & Laboratory Supplies** (\$88,826) is recommended reduced \$35,317 based on current year expenditures to fund the necessary medications and supplies for clinical services and specialty clinics, Flu Clinic vaccines, selected immunization vaccines, medications used to treat Tuberculosis and STDs, laboratory supplies, and AIDS test kits and supplies.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$9,600) are recommended reduced \$2,000 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** (\$57,401) is recommended reduced \$50,364 based on the efforts in place to use up existing supplies prior to ordering additional general office supplies and forms, as well as limiting any other purchases in this category prior to our move to the new building.
- 721305** **Misc Office Expense** (\$160) is recommended increased \$86 based on current expenditures for overnight mailing services.
- 721306** **Equipment Less than \$5k Fixed Asset Cost** (\$14,150) is recommended reduced \$21,360 based on current projections for replacing computers, printers, or other electronic equipment during the fiscal year.
- 721307** **Furniture Less than \$5k Fixed Asset Cost** (\$36,590) is recommended reduced \$9,110 based on current projections for replacing desks, filing cabinets, bookcases, etc.
- 721400** **Professional & Specialized Services** (\$614,632) is recommended reduced \$5,937,450 primarily due to the cost to participate in the Intergovernmental Transfer Rate will cover only one year to the State and has been moved down to Operating Transfer Out to General Fund. The other expenses included in this account include routine cost of essential contracted services including such as for the Public Health Officer, Public Health Physician, Public Health Laboratory Director, Proficiency testing for Laboratory certification and Medical Waste Fees, Occupational Therapy Services at Gould School Medical Therapy Program, miscellaneous professional services associated with Accreditation, numerous emergency preparedness contracts with Madera County healthcare partners, and external lab and professional services fees for various programs, and other subcontracts required under the Department's grant programs.
- 721426** **Software** (\$54,400) is recommended increased \$6,926 based on current year expenses and projected needs for Billing & Electronic Health Record software as well as various specialized software utilized for collecting, analyzing, and reporting statistics by various grant funded programs.
- 721500** **Publications & Legal Notices** (\$7,750) recommended reduced \$253 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.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$97,340) is recommended increased \$94,050 based on projected cost of moving to a lease opportunity for department computers and continued use of other leased equipment.
- 721601** **Lease – Central Garage Vehicles** (\$44,188) is recommended reduced \$11,642 based on current expenditures for Central Garage Vehicles used by department programs.
- 721602** **Lease – Copier Agreements** (\$24,006) is recommended reduced \$17,602 based on current expenditures for copier lease and maintenance agreements.
- 721700** **Rents & Leases - Building** (\$953,490) is recommended increased \$855,131 based on projected expenses to be incurred upon move-in to new HHS Building, along with office space utilized by some programs, multiple storage locker spaces, modular leases, and satellite clinics in Chowchilla and Oakhurst.
- 721900** **Special Departmental Expense** (\$118,870) is recommended reduced \$17,362 based on current expenditures and includes funds for cost of items such as Dial-A-Ride coupons for clients for transportation to medical care; required laboratory license fees and the California EPA fee for generation of toxic waste; professional staff licensing renewals; and a variety of educational materials and client incentives for health department programs.
- 722000** **Transportation & Travel** (\$50,710) is recommended reduced \$29,716 for the departmental travel to support required trainings and to reimburse staff mileage for use of personal vehicles in the course of work in compliance with the programs' scope of work.
- 722009** **Training** (\$6,200) is recommended reduced \$16,200 based on current expenditures for registration costs to support required trainings to comply with programs' scope of work.
- 722101** **Gas & Electricity** (\$101,863) is recommended reduced \$10,663 based on current expenditures for the department's cost for utilities for the Road 28 complex and other satellite clinics.

OPERATING TRANSFER OUT

- 750100** **Operating Transfer Out to General Fund** (\$3,374,342) is recommended for projected transfers needed for participation in the Intergovernmental Transfer that requires funds be transferred to the General Fund for wiring to the State (\$2,876,000), as well as for the Urban Greening Grant which requires that funds be transferred to the Capital Building Project Trust in order to pay for expenses covered in that Grant (\$498,342) in 2018-19.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer** (\$1,199,841) is recommended increased \$371,967 based on current expenditures. This line includes: I.T. expenses included for \$800,303 for network fees, required upgrades, & help desk tickets projected; Retiree Health Benefits of \$170,368; Environmental Health Service for use of a REHS projected at \$9,426.34; and Building & Grounds Maintenance Services projected at \$51,630.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3201	Accountant-Auditor I or							
3202	Accountant-Auditor II	1.0	-	1.0	-	-	-	
3349	Accounting Technician I or							
3354	Accounting Technician II	2.0	-	2.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	6.0	-	6.0	-	-	-	
3610	Administrative Assistant	2.0	-	2.0	-	-	-	
4110	Assistant Public Health Director	1.0	-	1.0	-	-	-	
3688	Central Services Worker	0.5	-	0.5	-	-	-	
3417	Communicable Disease Investigator	1.0	-	-	1.0	(1.0)	1.0	
3528	Community Health & Wellness Assistant or							
3529	Public Health Case Management Assistant or							
3535	Public Health Clinical Services Assistant	14.0	-	10.5	3.5	(3.5)	3.5	A
3196	Deputy Public Health Director-Clinical & Nursing Servi	1.0	-	1.0	-	-	-	
3197	Deputy Public Health Director-Operations	1.0	-	1.0	-	-	-	
3525	Epidemiologist	1.0	-	1.0	-	-	-	
3268	Health Education Coordinator	1.0	2.0	3.0	-	2.0	(2.0)	
3519	Health Education Specialist	5.0	2.0	5.0	4.0	-	2.0	B
3216	Lab Intern or							
3228	Public Health Microbiologist	1.0	-	1.0	-	-	-	
4601	Medical Secretary I or							
4602	Medical Secretary II	-	1.0	-	1.0	-	-	
3253	Nurse Practitioner	0.5	-	0.5	-	-	-	
3504	Nutrition Assistant I or							
3505	Nutrition Assistant II	12.0	3.0	12.0	2.0	-	(1.0)	C

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		
Nutrition Services Director	1.0		-		(1.0)	-	D
3259 Nutritionist or							
3523 Nutritionist Intern	1.0	1.0	1.0	1.0	-	-	
3533 Office Assistant I or							
3534 Office Asssitant II	3.0	-	2.0	1.0	(1.0)	1.0	E
3185 Physical/Occupational Therapy Unit Supervisor	1.0	-	1.0	-	-	-	
3233 Physical Therapist	1.0	-	1.0	-	-	-	
3636 Program Assistant I or							
3637 Program Assistant II	1.0	1.0	3.0		2.0	(1.0)	F
2126 Public Health Director	1.0	-	1.0	-	-	-	
3502 Public Health Education Assistant	14.0	-	13.0	-	(1.0)	-	G
3182 Public Health Laboratory Director (Contract)	1.0	-	1.0	-	-	-	
3330 Public Health Laboratory Technician	1.0	-	1.0	-	-	-	
3263 Public Health Nurse I or							
3264 Public Health Nurse II	10.0	2.0	9.0	1.0	(1.0)	(1.0)	H
Public Health Officer (Contract)	1.0	-	1.0	-	-	-	
Public Health Physician (Contract)	1.0	-	1.0	-	-	-	
3198 Public Health Program Manager	6.0	-	6.0	-	-	-	
3260 Registered Dietician or							
3523 Nutritionist Intern	2.0	-	2.0	-	-	-	
3266 Registered Nurse I or							
3267 Registered Nurse II or							
3333 Licensed Vocational Nurse I or							
3331 Licensed Vocational Nurse II	2.0	1.0	4.0		2.0	(1.0)	I
3353 Senior Accounting Technician	1.0	1.0	1.0	1.0	-	-	
3209 Senior Administrative Analyst	-	-	1.0	-	1.0	-	J
3357 Senior Nutrition Assistant	4.0	-	4.0	-	-	-	

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions	
3654 Senior Program Assistant	-	1.0	-	1.0	-	-
3272 Senior Public Health Nurse	2.0	-	2.0	-	-	-
3290 Staff Services Manager I	1.0	-	1.0	-	-	-
3526 Supervising Public Health Nurse	2.0	-	2.0	-	-	-
3503 Therapy Assistant	1.0	-	1.0	-	-	-
TOTAL	108.0	15.0	106.5	16.5	(1.5)	1.5

NOTES:

- A - 3.5 positions are currently vacant and unfunded pending receipt of additional revenues or start up of new programs.
- B - 2.0 positions were added in preparation for new programs starting up this fiscal year.
- C - 1.0 position was deleted as it was not needed and department required the FTE to add a position under another classification.
- D - 1.0 position deleted as no longer needed as position was reclassified to a Program Manager position.
- E - 1.0 vacant position was unfunded as vacancy was filled by a different classification.
- F - 1.0 Program Asst position was added to replace a vacant Office Asst position that allowed the skills and duties required in the program.
- G - 1.0 PHEA was vacated when staff retired in FY 17/18, a staff from a different classification was moved into fill this vacancy.
- H - 2.0 vacant PHN positions were deleted and 1.0 vacant PHN position is unfunded pending future need or expansion of services.
- I - 2.0 positions were added to this classification to accommodate nursing services that did not require PHN.
- J - 1.0 position added to allow for promotional opportunity as it becomes appropriate.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: ENVIRONMENTAL
HEALTH (07100)
Function: Health & Sanitation
Activity: Health
Fund: General

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620704 Environmental Health Permits	1,107,961	1,200,000	1,210,000	1,210,000
620711 Automation Fee	14,904	12,000	12,000	12,000
TOTAL LICENSES, PERMITS & FRANCHISES	1,122,865	1,212,000	1,222,000	1,222,000
FINES, FORFEITURES & PENALTIES				
630300 Forfeitures & Penalties	9,776	50,000	20,000	20,000
TOTAL FINES, FORFEITURES & PENALTIES	9,776	50,000	20,000	20,000
INTERGOVERNMENTAL REVENUE				
654000 State - Other	234	18,200	18,200	18,200
657000 Federal - Other	65,779	63,000	50,000	50,000
TOTAL INTERGOVERNMENTAL REVENUE	66,012	81,200	68,200	68,200
CHARGES FOR CURRENT SERVICES				
661800 Environmental Health Fees	165,853	165,000	146,347	146,347
662700 Other Charges for Services	45	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	165,898	165,000	146,347	146,347
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	246	2,000	2,000	2,000
TOTAL MISCELLANEOUS REVENUE	246	2,000	2,000	2,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	88,268	70,000	70,000	70,000
TOTAL OTHER FINANCING SOURCES	88,268	70,000	70,000	70,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,453,066</u>	<u>1,580,200</u>	<u>1,528,547</u>	<u>1,528,547</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: ENVIRONMENTAL
HEALTH (07100)
Function: Health & Sanitation
Activity: Health
Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	566,268	773,700	639,710	639,710
710103 Extra Help	213,244	212,749	297,060	297,060
710105 Overtime	0	0	0	0
710106 Standby-HazMat Emergency Response	10,665	10,000	10,000	10,000
710200 Retirement	238,494	269,427	269,427	269,427
710300 Health Insurance	102,549	154,721	169,345	169,345
710400 Workers' Compensation Insurance	10,605	16,258	19,729	19,729
TOTAL SALARIES & EMPLOYEE BENEFITS	1,141,825	1,436,855	1,405,271	1,405,271
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	314	500	2,500	2,500
720300 Communications	25,564	6,000	6,000	6,000
720305 Microwave Radio Services		22,994	0	0
720600 Insurance	851	851	1,776	1,776
720800 Maintenance - Equipment		2,000	2,000	2,000
721000 Medical, Dental & Lab Supplies	35	200	200	200
721100 Memberships	1,582	2,000	2,000	2,000
721300 Office Expense	13,181	18,000	18,000	18,000
721400 Professional & Specialized Services	46,402	50,000	50,000	50,000
721500 Publications & Legal Notices	358	300	300	300
721600 Rents & Leases - Equipment	32,920	25,000	25,000	25,000
721900 Special Departmental Expense	1,157	4,000	4,000	4,000
722000 Transportation & Travel	11,189	11,500	11,500	11,500
TOTAL SERVICES & SUPPLIES	133,553	143,345	123,276	123,276
INTRAFUND TRANSFER				
770100 Intrafund Expense	420	0	0	0
TOTAL INTRAFUND TRANSFER	420	0	0	0
<u>TOTAL EXPENDITURES</u>	1,275,798	1,580,200	1,528,547	1,528,547
<u>NET COUNTY COST (EXP - REV)</u>	<u>(177,268)</u>	<u>0</u>	<u>0</u>	<u>0</u>

CED - ENVIRONMENTAL HEALTH DIVISION

COMMENTS

Under the jurisdiction of the Community and Economic Development Department, the purpose of the local Environmental Health Division (EHD) is to enhance Madera County's quality of life by protecting public health and safeguarding environmental quality, educating the public to increase environmental awareness in an effective and efficient manner while implementing and enforcing local, state, and federal environmental laws. Legal authorities for local EHD programs are cited in the California Health and Safety Code, California Code of Regulations Title 17 and 22, and local ordinances and regulations.

The Environmental Health Division has several designated functions as set forth in the California Health and Safety Code. The Solid Waste Program is the Local Enforcement Agency (LEA) for the Fairmead Landfill, the Water Program is the Local Primacy Agency (LPA) for the Small Water Systems in Madera County and the Hazardous Material Program is the Certified Unified Program Agency (CUPA). The CUPA Program was established by SB 1082, and it consist of six regulatory programs. Funding for all Environmental Health Programs are generated from new permits and annual operating permit fees.

Programs overseen by EHD:

- Land Use
- Food Safety
- Housing and Institutions
- Recreational Health; Pools, Spas, and Camps.
- Water Quality: Small Public Water Systems, and Water Well Permitting.
- Solid Waste: Landfills, Transfer Stations and Closed Sites.
- Liquid Waste: Onsite Wastewater Treatment Systems, and Septic System Permitting.
- Certified Unified Program Agency (CUPA): Hazardous Material/Waste, Underground Storage Tanks, Accidental Release Program, Aboveground Storage Tanks, Uniform Fire Code (Business Plan), and California Environmental Reporting System (CERS).
- Medical Waste/ Tattoo & Body Art
- Childhood Lead Investigation
- Emergency Response

CED - ENVIRONMENTAL HEALTH DIVISION

WORKLOAD in FTE

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
CUPA	4.00	4.00	4.00
Land Use	0.75	0.50	0.50
Food	2.50	2.50	2.50
Water Systems	4.00	4.00	4.00
Waste Management – Liquid	1.00	1.00	1.00
Waste Management – Solid	1.00	1.00	1.00
Recreational Health (Pools, Spas, Camps)	<u>0.75</u>	<u>0.50</u>	<u>0.50</u>
	14.0	13.5	13.5

ESTIMATED REVENUES

- 620704** **Environmental Health Permits Fees** (\$1,210,000) is recommended increase of \$10,000 based on projected increase in annual permit fees.

- 620711** **Automation Fee** (\$12,000) is recommended unchanged to provide maintenance, computer/tablet replacement, and software updates to perform Environmental Health daily functions.

- 630300** **Fines and Penalties** (\$20,000) is recommended decreased \$30,000 based on ongoing Environmental Health Divisions administrative enforcements.

- 654000** **Local Enforcement Agency Grant** (\$18,200) is recommended unchanged based on annual award grant from Cal Recycle for the support of the solid waste facility permit and inspection program.

- 657000** **FED – Other (Safe Drinking Water Grant and FDA / Cal EMA Grant)** (\$50,000) is recommended decreased \$13,000 based on grant awards for the fiscal year 2018/19.

- 661800** **Environmental Health Fees** (\$146,347) is recommended decreased \$18,653 based on projected countywide new business developments in Madera County for the upcoming fiscal year.

- 670000** **Intrafund Revenue** (\$2,000) is recommended unchanged based on services Environmental Health Division provides to other County Departments/Divisions.

- 680200** **Operating Transfer In – Solid Waste Annual Fee (LEA)** (\$70,000) is recommended unchanged based on annual payment from Public Works for the support of the solid waste facility permit and inspection program for County facilities.

CED - ENVIRONMENTAL HEALTH DIVISION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$639,710) is recommended decrease \$140,507 based on the cost of recommended staffing. The three (3) current REHS vacant position salaries are not included and when the positions are filled the funding will come from extra help salaries; this recommendation is entirely revenue offset.
- 710103** **Extra Help** (\$297,060) is recommended increased \$80,167 for the use of Extra-Help professional staff is necessary to meet and maintain State mandatory program requirements of permitting, inspection and enforcement actions. It is recommended to fund six extra help Environmental Health Specialist/REHS I to ensure the Division meets its mandated inspections as well as an extra help Program Assistant to assist the Division's program workload. The Divisions Permit and Health Fees, as well as revenue derived from penalties will help supplement extra help position salaries of approximately \$50,000. The FED Safe Drinking Water grant will fund one (1) extra help position of \$50,000 per fiscal year. EHD goal is to promote two extra help staff to fill current vacant REHS permanent positions once they obtain State Registered Environmental Health Specialist (REHS) status and meet the job performance and classification requirements.
- 710106** **Standby-HazMat Emergency Response** (\$10,000) is recommended unchanged for hazardous materials emergency response on-call duty.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$2,500) is recommended increase of (\$2,000) based on the cost for field staff uniforms and for protective/safety equipment for use in dealing with hazardous material and/or general environmental health field work. The Cal Recycle Local Enforcement Agency Grant will fund \$400 of this expense.
- 720300** **Communications** (\$6,000) is recommended unchanged for cellular phone services, equipment's and maintenance, including internet access, mobile hot spot for laptop computers and annual services. The Cal Recycle Local Enforcement Agency Grant will fund \$4,000 of this account.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.

CED - ENVIRONMENTAL HEALTH DIVISION

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$2,000) is recommended unchanged for the maintenance/replacement and/or purchase of equipment or materials related to performing environmental health type duties. The Cal Recycle Local Enforcement Agency Grant will fund \$1,500 of this account.
- 721000** **Laboratory and Testing Supplies** (\$200) is recommended unchanged to provide the Division with equipment/material necessary to perform environmental health program duties.
- 721100** **Memberships** (\$2,000) is recommended unchanged to provide memberships for the California Conference of Directors of Environmental Health (\$1,500), the National Environmental Health Association (\$100), the California Environmental Health Association (\$250), Water Association (\$150), California Department of Public Health, and ongoing Environmental Health organizations or committees. Memberships in these organizations provide essential tools such as revised codes, regulations, professional training and technical expertise necessary in administering local environmental health programs and providing consistency statewide.
- 721300** **Office Expense** (\$18,000) is recommended unchanged for general office supplies/equipment, work related supplies/equipment, outsource printing cost, and day-to-day administrative activity. The Cal Recycle Local Enforcement Agency Grant will fund \$5,400 of this account.
- 721400** **Professional & Specialized Services** (\$50,000) is recommended unchanged to provide specialized laboratory testing/analysis, administrative enforcement activities and annual software maintenance license agreement for EHD database Acella.
- \$ 5,000 Environmental testing of Wastewater/Water, hazardous material, food borne illness investigation, and administrative enforcement/ compliance activity.
- \$ 45,000 Annual Software License and Support agreement cost for Envision Connect (Accela) and for all State required Environmental Health reporting activities.
- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged for public notices and notices required under the California Accidental Release Program (CalARP) for each facility in the County that stores and/or uses certain quantity of specific chemicals in the manufacturing process and for Environmental Health notices/publications.
- 721600** **Rents & Leases - Equipment** (\$25,000) is recommended unchanged based on current and projected expenses for the rental of vehicles from Central Garage and for EHD color copy machine lease option through (Ricoh).

CED - ENVIRONMENTAL HEALTH DIVISION

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged to fund special projects, specialized training courses and educational/training materials or equipment. A total of \$900 is recommended for professional registration renewals for staff as per County agreement. Also included in this account are funds to purchase review courses for the Registered Environmental Health Specialist exam. The Division does not currently have an in-house classroom training program that would improve the employee's ability to successfully pass the State REHS exam. This recommendation should assist in retaining non-registered health specialists. The Cal Recycle Local Enforcement Agency Grant will fund \$1,200 of the recommended amount for this account annually.
- 722000** **Transportation & Travel** (\$11,500) is recommended unchanged for travel to attend meetings, training, seminars, and conferences, in order to maintain required REHS continuing education units, and to reimburse private mileage costs. The Cal Recycle Local Enforcement Agency Grant will fund \$5,500 of this account.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: ENVIRONMENTAL
 HEALTH (07100)
 Function: Health & Sanitation
 Activity: Health
 Fund: General

JCN	CLASSIFICATION	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	A
4101	Deputy Director of CED-Environmental Health	1.0	-	1.0	-	-	-	
3156	Environmental Health Specialist or							
3157	Registered Environmental Health Specialist I or							
3158	Registered Environmental Health Specialist II or							
3418	Permit Technician	6.5	1.5	6.5	1.5	-	-	B
3165	Senior Registered Environmental Health Specialist	4.0	-	4.0	-	-	-	
3172	Supervising Environmental Health Specialist	1.0	-	1.0	-	-	-	
TOTAL		13.5	1.50	13.5	1.50	-	-	

NOTES:

- (A) In 2017/18 EH recommended to unfund a Program Assistant I/II position and fund an Administrative Assistant position; this recommendation is entirely revenue offset.
- (B) In 2017/18 EH recommended to unfund (1) Registered Environmental Health Specialist I/II position and fund (1) Senior Registered Environmental Health Specialist position; this recommendation is entirely revenue offset.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: RMA -
 ENGINEERING (11100)
 Function: Liner Fund
 Activity: Refuse
 Fund: Enterprise Fund

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
BEGINNING FUND BALANCE	722,962	0	0	0
<u>ESTIMATED REVENUES:</u>				
640101 Interest on Cash	14,346	2,500	9,549	9,549
640300 Rents & Concessions	19,488	20,400	20,300	20,300
662100 Sanitation/Landfill Surcharge	5,201,315	5,699,051	5,201,315	5,201,315
662101 Landfill Surcharges	375,149	342,283	448,580	448,580
670300 Miscellaneous Revenue	3,620	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>6,336,880</u>	<u>6,064,234</u>	<u>5,679,744</u>	<u>5,679,744</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720200 Clothing and Personal Supplies	0	1,000	500	500
720300 Communications	13,714	0	0	0
720500 Household Expenses	1,908	0	425	425
720501 Janitorial	0	0	1,908	1,908
720600 Insurance	52,309	28,309	59,414	59,414
720601 General Insurance	0	24,000	24,250	24,250
720800 Maintenance of Equipment	160	5,000	2,000	2,000
721100 Memberships	6,481	0	0	0
721300 Office Expense	9,871	0	0	0
721314 Computer Equipment	0	0	0	0
721302 Postage	0	0	0	0
721400 Professional & Specialized Services	3,883,057	3,592,549	3,592,549	3,592,549
721426 Software Maintenance	0	8,000	8,000	8,000
721500 Publications & Legal Notices	306	0	0	0
721600 Rents & Leases - Equipment	0	4,000	3,000	3,000
721602 Rent/Lease Other Eqpt	0	0	1,200	1,200
721800 Small Tools & Instruments	1,214	1,500	1,500	1,500
721900 Special Departmental Expense	358,042	403,000	403,000	403,000
722000 Transportation & Travel	5,895	0	0	0
722100 Utilities	24,169	36,000	26,000	26,000
<u>TOTAL SERVICES & SUPPLIES</u>	<u>4,357,126</u>	<u>4,103,358</u>	<u>4,123,746</u>	<u>4,123,746</u>

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **RMA -
ENGINEERING (11100)**
Function: **Liner Fund**
Activity: **Refuse**
Fund: **Enterprise Fund**

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
OTHER CHARGES				
730700 Judgments and Damages	38,000	0	0	0
731400 Interfund Expense	385,927	408,526	479,309	479,309
731401 Interfund Expend-Cost Plan	0	0	63,540	63,540
TOTAL OTHER CHARGES	423,927	408,526	542,849	542,849
FIXED ASSETS				
740100 Land	755	0	0	0
740200 Buildings and Improvements	70,549	714,158	845,062	845,062
740300 Equipment/Furniture	8,743	0	0	0
TOTAL FIXED ASSETS	80,047	714,158	845,062	845,062
OTHER FINANCING USES				
750100 Operating Transfers Out-Gen Fund	70,000	55,984	70,000	70,000
Payment of Loans	0	761,484	0	0
TOTAL OTHER FINANCING USES	70,000	817,468	70,000	70,000
770100 Intrafund Transfer	0	0	79,442	79,442
780100 Appropriation for Contingency	0	20,724	18,645	18,645
LOANS				
790500 Cah Flow Loan	1,300,000	20,724	0	0
<u>TOTAL EXPENDITURES</u>	<u>6,231,100</u>	<u>6,064,234</u>	<u>5,679,744</u>	<u>5,679,744</u>
<u>USE OF FUND BALANCE (REV - EXP)</u>	<u>105,780</u>	<u>0</u>	<u>0</u>	<u>0</u>

COMMENTS

The County of Madera has a contractual agreement with Red Rock Environmental Group, effective November 1, 2012, for the purpose of operating the County's sanitary landfill at Fairmead (Landfill). The Landfill is kept open to the public six days per week, 8:00 A.M. to 5:00 P.M., except for Holidays. The County also has a contractual agreement with Red Rock Environmental Group for the combined operation of the North Fork Transfer Station, inclusive of hauling waste from the transfer station to the Landfill. During 2007-08, a Household Hazardous Waste (HHW) facility was constructed and placed into operation at the Landfill in an effort to divert HHW from being deposited into the Landfill. The HHW facility is open on Saturdays from 9:00 AM to 1:00 PM at no cost to County residents to dispose of household hazardous waste. Madera County has two franchise haulers: Red Rock Environmental Group is the franchisee for waste collected from areas below the 1,000 ft elevation and Emadco Disposal is the franchisee for waste collected from areas above the 1,000 ft elevation.

Solid Waste Flow Control Agreement

On February 5, 2013, the County and the City of Chowchilla entered into a new Solid Waste Flow Control Agreement. The initial term of the agreement is for five years, expiring on December 31, 2017, with an option for an extension of an additional five years. The agreement contains provisions which ensure all of the City of Chowchilla's solid waste is delivered to Fairmead, and allows the City diversion credits to comply with AB 939, which mandated diversion goals of 50%. The agreement allows for a reduced contractual tipping fee and allows for annual adjustments based on CPI. The projected tipping fees for 2017-18 are \$22.28/ton for Municipal Solid Waste (MSW), \$14.63/ton for Yard Waste and \$16.14/ton for Wood Waste.

In 2012, the City of Madera entered into a contract with a new solid waste vendor (Sunset Disposal), with a contract provision allowing the vendor to haul the City's waste to a landfill of its choosing. Mid Valley Disposal (MVD) has since acquired Sunset Disposal and is now the franchise hauler for the City of Madera. MVD requested that the County consider a flow control agreement and began bringing waste to Fairmead as of January 19, 2015. A formal agreement between Madera County and MVD to bring a minimum of 20,000 tons per year to the Fairmead Landfill was approved by the Board of Supervisors.

Public Tipping Fee Rates

On February 26, 2013, the Board of Supervisors approved a public tipping fee of \$45.00/ton for MSW, \$20.00/ton for Yard Waste and \$30.00/ton for Wood Waste and allows for annual adjustments based on CPI (Resolution 2013-033). On December 6, 2016 the Board of Supervisors increased the tipping fee for Franchise Haulers to \$40 per ton at Fairmead Landfill and for non-contract hauler to \$67.12 at North fork Transfer Station. The projected tipping fees for 2017-2018 are \$45.58/ton for MSW, \$20.26/ton for Yard Waste and \$30.39/ton for Wood Waste.

ESTIMATED REVENUES

This budget is funded by landfill surcharges based on the current tipping fees and rents received. The Valley Collection Franchise agreement with Redrock Environmental Group and the Mountain Franchise Agreement with Emadco Disposal have a franchise fee of 6% of gross billings. (Revenues for this budget are reflected on the appropriation request.)

NOTE: During the 2014-15 fiscal year, the County amended MCC# 10125-C-2014 with Tetra Tech-BAS (MCC# 10125A-C-2014) for Capital Improvements at the Fairmead Landfill. Once work began on Phase 1 (budgeted) of the Landfill Gas System Upgrades as part of the Capital Improvements, it became necessary to immediately implement Phase 2 (unanticipated work/expenditure due to surface emissions issues) and Phase 3 (flare station 25% of costs incurred in 2014-15 and 75% of costs to be incurred in 2015-16). This resulted in incurring approximately half of the costs of the three-year capital improvement project in fiscal year 2014-15 and the balance to be incurred in fiscal year 2015-16. By doing so, it is necessary to obtain a cash-flow loan in order to fund the improvements as needed (the full amount of the loan is reflected on the appropriation request; however, it may not be necessary to utilize the full amount if revenues exceed what is projected). The actual amount borrowed will be repaid over five years, beginning in fiscal year 2016-17, utilizing additional revenues generated through the flow control agreement with Mid Valley Disposal, an increase in tipping fees, and from partial collection which commenced October 1, 2015.

- 640101** **Interest on Cash** (\$9,549) is recommended increased \$7,049 based on Interest earned on balance in Liner fund.
- 640300** **Rents & Concessions** (\$20,300) is recommended reduced \$100 for rents collected from (2) rental properties owned by the County, which are located on Landfill property.
- 662100** **Sanitation/Landfill Surcharge** (\$5,201,315) is recommended reduced \$497,736 for payments received from Contracted partners for monthly charges.
- 662101** **Landfill Surcharge** (\$448,580) is recommended increased for franchise fees collected from Caglia, & Emadco.
- 670300** **Miscellaneous Revenue** (\$0) is recommended to remain at zero.

EXPENDITURES

- 720200** **Clothing and Personal Supplies** (\$500) is recommended reduced by \$500 to provide rain gear, goggles, hard hats, and vests for protection during landfill inspections and site visits as per OSHA regulations.

EXPENDITURES (continued)

- 720300** **Communications** (\$0) is recommended unchanged for telephone, & answering service costs, as they are now paid for out of 01300 Public Works then reimbursed.
- 720500** **Household Expense** (\$425) is recommended increased \$425 for the purchase of drinking water.
- 720501** **Janitorial** (\$1,908) is recommended increased \$1,908 for janitorial services .
- 720600** **Insurance** (\$59,414) is recommended increased \$31,105 to reflect the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **General Insurance** (\$24,250) is recommended increased \$250 to provide for the landfill pollution insurance required for the State permit.
- 720800** **Maintenance of Equipment** (\$2,000) is recommended reduced \$3,000 to provide for maintenance of the security systems, telephone lines, scales, and fire pump house.
- 721100** **Memberships** (\$0) zero is recommended unchanged for annual membership fees as they will now be paid for out of 01300 Public Works then reimbursed.
- 721300** **Office Expense** (\$0) zero is recommended unchanged for office expenses as they will now be paid for out of 01300 Public Works, then reimbursed.
- 721302** **Postage** (\$0) zero is recommended unchanged for postage fees incurred during the monthly billing as they will now be paid for out of 01300 Public Works, then reimbursed.
- 721400** **Professional & Specialized Services** (\$3,592,549) is recommended unchanged to provide for the following:
- \$2,692,813 Operation and services of the Fairmead Landfill by Redrock Environmental Group (\$2,592,813), and compaction incentives (\$100,000).
 - \$402,720 Operation and services of the North Fork Transfer Station by Redrock Environmental Group.
 - \$92,000 Disposal Cost of HHW Facility ad Sharp Kiosks.

EXPENDITURES (continued)

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

\$34,016 Paleontology monitoring services at the Landfill. The County contracts with California State University, Fresno for Paleontology cataloging services (\$10,000). The County contracts with the Paleontology Foundation for Paleontological monitoring services, requirements in accordance with the Paleontological Recovery and Monitoring Plan (PRMP), and lease of the Fossil Discover Center Facility (\$80,000, less the fifth payment of five to repay the tobacco Financing Phase II Pool Fund, as budgeted under Operating Transfers Out, for construction costs of the Paleontology Center – MCC# 9756-C-2012).

\$340,000 Professional Services for Operation, maintenance, monitoring and reporting of the flare, leachate and landfill gas collection system. These are for routine tasks with Tetra Tech-BAS (TTBAS).(\$20,000 is for Cen Cal for drinking water sampling and regulatory compliance.)

\$31,000 Professional services related to implementing partial mandatory waste collection.

721426 **Software Maintenance** (\$8,000) is recommended unchanged to provide for licenses and maintenance of scale house software. PC Scale and Blue Pay credit card service.

721500 **Publications & Legal Notices** (\$0) zero is recommended unchanged for the advertisement of household hazardous waste events, as this will now be paid for out of 01300 Public Works.

721600 **Rents & Leases - Equipment** (\$3,000) is recommended reduced by \$1,000 for equipment rental cost for anticipated erosion control work at the closed North Fork and Ripperdan dump sites (\$250), and for use of vehicles from the Central Garage (\$2,750) and for copy machine lease agreement.

721602 **Rent/Lease Other Eqpt** (\$1,200) is recommended increased by \$1,200 for the rental of copier equipment.

721800 **Small Tools & Instruments** (\$1,500) is recommended unchanged for landfill gas monitoring devices.

721900 **Special Departmental Expense** (\$403,000) is recommended unchanged for the following regulatory and departmental expenses: \$70,000 Local Enforcement Agency (County Environmental Health Department) fees related to the State-mandated oversight of landfill operations; and reimbursements for costs incurred by County Environmental Health Department.

EXPENDITURES (continued)

721900 **Special Departmental Expense** (continued)

- \$265,000 Department of Resources Recycling and Recovery, CalRecycle (formerly the California Integrated Waste Management Board) for administrative and regulatory oversight fees. Fees are currently assessed at \$1.40 per buried ton.
- \$60,000 State Regional Water Quality Control Board (RWCQB) for administrative and regulatory oversight fees.
- \$8,000 San Joaquin Valley Air Pollution Control District Permit.

722000 **Transportation & Travel** (\$0) is recommended unchanged as these expenses are now paid out of 01300 Public Works then reimbursed.

722100 **Utilities** (\$26,000) is recommended reduced \$10,000 for payment of PG&E, internet, telephone, water, sewer, and garbage associated with the old Engineering Building and the scale house, the flare (component of the gas extraction system), fire alarm and scale maintenance at the scale house.

731400 **Interfund Expense-Staffing** (\$479,309) is recommended increased \$70,783 for the use of Public Works staff.

731401 **Interfund Expend-Cost Plan** (\$63,540) is recommended increased \$63,540 to pay for the Liner Funds share of A-87 charges.

740200 **Buildings and Improvements** (\$845,062) is recommended increased \$130,904 for payment of infrastructure costs:

- \$845,062 Landfill gas collection system expansion and upgrades and annual non-routine repairs, as needed to comply with regulatory requirements.
 - Landfill gas collection system expansion and upgrades - \$533,062
 - Well Extensions - \$74,000
 - Aerial Mapping - \$13,000
 - Permitting support / Fill Sequencing Plans - \$50,000
 - Non-routine emergency funding - \$175,000

EXPENDITURES (continued)

- 750100** **Operating Transfer Out – General Fund** (\$70,000) is recommended to pay back a cash flow loan from the General Fund.
- 770100** **Intrafund Transfer** (\$79,442) is recommended increased for the transfer of costs for extra help staff, as well as operating expenses back to our new Public Works Admin.
- 780100** **Appropriation for Contingency** (\$18,645) is the recommended appropriation for contingencies.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROPERTY				
640300 Rents & Concessions	1,201	0	0	0
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	1,201	0	0	0
INTERGOVERNMENTAL REVENUE				
650800 State - Pub Assist Admin	5,970,115	6,580,634	7,492,260	7,492,260
650910 State - Pub Assist Realignment	0	1,000,000	0	0
655000 Federal - Pub Assist Admin	20,050,971	26,554,823	27,781,163	27,781,163
659000 Other - Government Agencies	399,936	364,179	418,949	418,949
TOTAL INTERGOVERNMENTAL REVENUE	26,421,022	34,499,636	35,692,372	35,692,372
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	19,434	24,028	13,629	13,629
TOTAL CHARGES FOR CURRENT SERVICES	19,434	24,028	13,629	13,629
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	0	50,000	80,000	80,000
671003 Welfare Repayments	1,518	1,510	1,580	1,580
673000 Miscellaneous Revenue	111,953	3,172	3,319	3,319
TOTAL MISCELLANEOUS REVENUE	113,471	54,682	84,899	84,899
OTHER FINANCING SOURCES				
680100 Sales of Fixed Assets	4,295	2,568	2,686	2,686
680200 Operating Transfers In	4,930,025	4,179,556	3,983,502	3,983,502
TOTAL OTHER FINANCING SOURCES	4,934,320	4,182,124	3,986,188	3,986,188

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DEPT OF SOCIAL SERVICES
 ADMINISTRATION (07510)
 Function: Public Assistance
 Activity: Administration
 Fund: General

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
TOTAL ESTIMATED REVENUES	31,489,448	38,760,470	39,777,088	39,777,088
EXPENDITURES:				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	15,066,457	16,515,563	16,856,392	16,856,392
710103 Extra Help	549,576	879,704	861,523	861,523
710105 Overtime	270,632	200,000	350,000	350,000
710106 Standby & Night Premium	103,920	60,000	60,000	60,000
710200 Retirement	4,869,557	5,455,579	5,865,854	5,865,854
710300 Health Insurance	2,190,196	2,713,633	3,317,580	3,317,580
710400 Workers' Compensation Insurance	576,531	709,356	765,708	765,708
710500 Other Benefits	108	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	23,626,977	26,533,835	28,077,057	28,077,057
SERVICES & SUPPLIES				
720300 Communications	203,698	345,600	320,000	320,000
720500 Household Expense	116,246	124,235	124,235	124,235
720600 Insurance	45,784	88,174	210,591	210,591
720601 General Insurance	5,381	7,251	5,734	5,734
720800 Maintenance - Equipment	88,165	96,100	96,000	96,000
720900 Maintenance - Structures & Grounds	23,192	48,000	39,000	39,000
721100 Memberships	53,186	55,465	61,791	61,791
721300 Office Expense	952,755	1,065,114	926,894	926,894
721400 Professional & Specialized Services	1,573,025	3,576,733	3,566,637	3,566,637
721500 Publications & Legal Notices	3,509	5,500	5,500	5,500
721600 Rents & Leases - Equipment	80,753	112,000	82,000	82,000
721700 Rents & Leases - Buildings	970,128	1,129,144	1,123,044	1,123,044
721900 Special Departmental Expense	510,655	1,774,122	1,122,615	1,122,615
722000 Transportation & Travel	107,463	146,000	146,000	146,000
722100 Utilities	193,950	248,000	254,000	254,000
TOTAL SERVICES & SUPPLIES	4,927,890	8,821,438	8,084,041	8,084,041

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
FIXED ASSETS				
740300 Equipment	118,054	222,000	174,000	174,000
TOTAL FIXED ASSETS	118,054	222,000	174,000	174,000
OPERATING TRANSFER OUT				
750100 Operating Transfers Out	339,678	0	0	0
TOTAL OPERATING TRANSFER OUT	339,678	0	0	0
INTRAFUND TRANSFERS				
770100 Intrafund Expense	3,707,693	4,648,483	5,266,903	5,266,903
TOTAL INTRAFUND TRANSFER	3,707,693	4,648,483	5,266,903	5,266,903
<u>TOTAL EXPENDITURES</u>	<u>32,720,292</u>	<u>40,225,756</u>	<u>41,602,001</u>	<u>41,602,001</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,230,844</u>	<u>1,465,286</u>	<u>1,824,913</u>	<u>1,824,913</u>

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

COMMENTS

This budget contains the salaries and operating funds to administer all of the various Social Services Programs. These Public Assistance Programs are mandated by Federal and State statutes.

The Department has full-service facilities in Madera, Chowchilla and Oakhurst. In addition, employees are out-stationed at Madera Community Hospital, First 5 – Chowchilla, and Workforce Assistance Center – Madera.

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 2018-19, it is anticipated the State will allocate approximately \$6.5 million to the County of Madera for the CalWORKS Program. The allocation will fund the administration of the CalWORKS Programs, and current and future employment and self-sufficiency programs. The County is required to maintain a local "Maintenance of Effort" (MOE) in the amount of \$574,869 for CalWORKS administration. With the enactment of the State 2012-13 budget, the State portion of CalWORKS costs became an additional MOE paid for by shifting 1991 Mental Health Realignment funds to backfill the State portion of the CalWORKS costs. The 2018-19 MOE is the equivalent of this shifted funding. All CalWORKS/Welfare to Work costs above the Maintenance of Effort are paid entirely with Federal funds.

Economic Development Commission

CalWORKS also funds the County share of the Madera County Economic Development Commission (EDC) operational costs. The Board of Supervisors, in concert with the City Councils of Chowchilla and Madera, has supported an Economic Development Commission for the purpose of attracting industry to Madera County. The thirteen member Commission consists of one City Council Member representing each of the two incorporated cities, one County Supervisor representing the County, one member representing each of the six Chambers of Commerce, one member-at-large, two members representing the Work Force Investment Board, and a member representing a Public Utility Company.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

COMMENTS (continued)

Economic Development Commission (continued)

Funding has previously been contributed by the two Cities, the County, and other miscellaneous sources. In Fiscal Year 2018-19, the Madera County Department of Social Services will claim Madera County's cost for the Economic Development Commission services under the auspices of the CalWORKS Program in the amount of \$213,838 in order to attract new businesses and employment opportunities to Madera County. CalWORKS' Maintenance of Effort can be utilized to cover these costs.

The Madera County Economic Development Commission has requested the following funding commitment for the 2018-19 fiscal year from the following sources:

	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Authorized</u>	<u>2018-19</u> <u>Recommended</u>
County of Madera	\$215,838	\$253,838	\$213,838
City of Madera	155,112	173,626	173,626
City of Chowchilla	27,047	32,254	32,254

In-Home Supportive Services - Public Authority

In October 2002, the Board of Supervisors, by ordinance, created the "In-Home Supportive Services - Public Authority" as a separate and distinct legal entity for the purpose of serving as employer of record for Independent Providers; to provide the functions required of a Public Authority; and to provide other functions related to the delivery of IHSS, and that members of the Board of Supervisors serve as the governing body of the Public Authority. For details, please see the "In-Home Supportive Services - Public Authority" budget.

The necessary staff required to carry out the activities of the Public Authority is provided to the Authority from the Department of Social Services Administration Budget through an Inter-Agency agreement. Three (3) positions are allocated to the Social Services Administration Budget for assignment to the Public Authority. The cost of staff services is appropriated in permanent salaries, retirement and health insurance accounts in the 2018-19 Social Services Administrative budget (estimated at \$155,000).

The IHSS Public Authority will be sharing in certain facilities and equipment with Social Services.

Reimbursement of Indirect Costs

Under the Federal provisions of the Office of Management and Budget, Circular A-87, the County has an indirect cost allocation plan in place that allows the County to be reimbursed for costs incurred by departments in the County for supplying goods and services to the Department of Social Services.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

COMMENTS (continued)

Realignment 2011

For the 2011-12 State budget, the Legislature enacted the Realignment of several administrative programs, shifting funding responsibility to counties and providing a revenue stream from a percentage of State sales tax and Vehicle License Fees to offset the additional costs. Projected administrative Realignment funding is estimated to be \$3,983,502 for fiscal year 2018-19 for Adult Protective Services and a variety of Child Welfare programs.

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$16,856,392) are recommended increased \$340,829 based on recommended staffing levels.
- 710103** Extra Help (\$861,523) is recommended decreased \$18,181 based on staffing needs for part-time help in the areas of Imaging, Clerical, Adoptions, Eligibility and Executime.
- 710105** Overtime (\$350,000) is recommended increased \$150,000 for overtime and is used for staff called-out on child and adult protective service calls.
- 710106** Standby & Night Premium (\$60,000) is recommended unchanged for the required standby of the Emergency Response Program.
- 710200** Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** Health Insurance is based on the employer's share of health insurance premiums.
- 710400** Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** Communications (\$320,000) is recommended decreased \$25,600 based on projected phone charges that include long distance, data and wireless expenses. The IHSS Public Authority will pay \$2,219 as its share of cost for Communications.
- 720500** Household Expense (\$124,235) is recommended unchanged and is used for contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay \$1,300 as its share of cost for Household Expense.

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

- 720600** **Insurance** (\$210,591) reflects the Department's contribution to the County's Self-Insured Liability Program. The IHSS Public Authority will pay \$16,850 as its share of cost for Insurance.
- 720601** **General Insurance** (\$5,734) is recommended as the Department's contribution to the County's Property Insurance Program.
- 720800** **Maintenance - Equipment** (\$96,000) is recommended reduced \$100 based on current and projected expenditures for the maintenance of office equipment, auto maintenance, and telephone maintenance. Costs for gasoline purchased from Central Garage is allocated under Transportation and Travel. The IHSS Public Authority will pay \$500 as its share of cost for equipment maintenance.
- 720900** **Maintenance - Structures and Grounds** (\$39,000) is recommended reduced \$9,000. This account includes expenditures for materials and labor for the maintenance and repair of the buildings done through outside vendors. The IHSS Public Authority will pay \$250 as its share of cost for Main Otenance of Structures.
- 721100** **Memberships** (\$61,791) is recommended increased \$6,326 for memberships in the County Welfare Directors' Association – CWDA (\$49,912); the National Association of County Human Services Administrators - NACHSA (\$315); the Local Chapter of the Personnel Management Association-IPMA-CCC (\$100), the Society for Human Resource Management – SHRM (\$175); various Chambers of Commerce (\$690); the United way (\$1000); the Homeless Continuum of Care (\$2,500); the State Bar of California (\$824); the National Adult Protective Services Association - NAPSA (\$275); and the Central Valley Consortium - CCASSC (\$6,000).
- 721300** **Office Expense** (\$926,894) is recommended reduced \$138,220 for office and photocopy supplies, mailing costs, and computer supplies. The IHSS Public Authority will pay \$3,430 as its share of cost for Office Expense.
- 721400** **Professional & Specialized Services** (\$3,566,637) is recommended reduced \$10,096. This account also funds the following recommended contractual agreements:

NON CalWORKs PROGRAMS

<u>Staff Training Services</u> (100% State Funded)	\$ 260,100
<u>CSUF</u> – Cohort Training for Child Welfare staff	139,840

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<u>Employee Assistance Plan</u> - Department contribution	\$ 6,100
<u>Reading & Beyond</u> - CalFresh Employment & Training	169,330
<u>Time Study Buddy</u> – Time Reporting tool for time studies	40,000
<u>Ongoing Maintenance and Operation</u> - C-IV system	182,580
<u>KIOSKS</u> – ongoing maintenance for (four) C-IV kiosks in reception areas.	26,405
<u>Sierra Tel - Card Access System</u> - Ongoing Maintenance	30,000
<u>Annual IT</u> - Anti-Virus Upgrade, Software Licenses, IT Training, Training Software	162,000
<u>Rushmore</u> – to maintain a case-review, data collection instrument and evaluation tool to support and capture trends in the Food Stamp, MediCal, CalWorks, Child Welfare, and IHSS Programs. The goal is to identify trends and reduce case errors.	22,500
<u>Internal Investigator</u> – Legal fees to address personnel complaints and investigations.	60,000
<u>Accurint</u> – This project is used to search United States for identification/location of family members of youth in foster care to establish life-long connections to a caring adult.	6,500
<u>Fire Extinguisher Training</u>	150
<u>Orchid</u> – Translation and Interpreting Service.	22,000
<u>Golden State Family Services</u> – Emergency contract beds.	19,200

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON CalWORKs PROGRAMS (continued)

<u>Safe Measures</u> – Maintenance costs for Supervisor/management reporting software that is used to identify and track Child Welfare direct-service practices which are reviewed and audited by State and Federal agencies.	\$ 10,400
<u>APS Case Management System</u> – Ongoing costs for case management for APS cases.	24,000
<u>LIVE SCAN Fingerprinting</u> – Costs for fingerprinting machine to fingerprint all employees who are expected to have frequent and routine contact with children as well as employees who have access to Criminal Offenders Record Information through their assignments. Machine will also be used for Adoptions.	20,000
<u>BioMetrics4All</u> – Annual maintenance fee for fingerprinting service.	2,760
<u>Security Guards</u> – Guard at offices/visitations and after-hours alarm response.	50,000
<u>Language Line</u> – Over the phone and video interpreting services.	12,000
<u>Adoptions – Out of State Attorney Fees (ICPC)</u>	20,000
<u>Title IV- E</u> includes programs for Educational Support for Dependent Youth.	115,574
<u>Shared Vision Consultants</u> – to facilitate the development of the Madera County Self Assessment, System Improvement Plan, Peer Review and written review in order to highlight the strengths and gaps of the child welfare and probation placement programs.	37,180
<u>ReadySetGo!</u> – Contract for ILP youth.	73,261
<u>Fleet GPS Monitoring System</u> – To be able to track staff in county vehicles out in field.	14,000

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

NON-CalWORKs PROGRAMS (continued)

<u>ETO</u> – Efforts to Outcome software renewal fee.	\$ 1,200
<u>Community Action Partnership of Madera</u> - Child Forensic Interview Team (CFIT).	15,146
<u>Psychosocial Assessments</u> - for Resource Family Approvals (RFA).	155,400
<u>Capitol Trac</u> – Legislation updates	1,908
<u>Foster Parent Recruitment, Retention Support Program</u> – Foster Parent Mentors	24,000
<u>Professional Exchange Service</u> – Answering service to assist with Hotline calls for both Child Welfare and Adult Services programs.	20,000
<u>Road 28 Building Project</u> – Dreyfuss & Blackford / Kitchell fees.	54,600
<u>Application Development</u> – to replace outdated Central Index system	100,000
<u>First 5 – AmeriCorps</u> – Child Welfare Services prevention program (two staff)	20,000
<u>Mobile Iron Software and Training</u> – to upgrade i-Pad software and train on usage.	101,000
<u>VDI Mobile Solutions</u> – to replace software for i-Pads.	150,000
<u>Homeless Management Info System (HMIS)</u> –training and report reviewing (three users) .	2,500

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services (continued)

CalWORKs PROGRAMS

<u>State Center Community College District (SCCCD) Vocational Education</u> – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKs clients to be job-ready.	\$164,418
<u>Economic Development</u> – Madera County Economic Development Commission (EDC) to provide job creation and business expansion.	213,838
<u>Workforce Investment Corporation – Job Fair Event</u> to promote employment, training and educational services.	22,898
<u>Workforce Investment Corporation - Work Keys</u> is a computer based assessment for evaluation of employment related skills and characteristics.	205,200
<u>Expanded Subsidized Employment</u> is offered to qualified customers for paid work experience.	275,000
<u>Exemplar</u> – Automated performance management monitoring reports from C-IV.	240,000
<u>Madera Adult School</u> – GED assistance for WtW customers.	23,549
<u>My Perfect Resume</u> – Online Service for WtW Career Club customers.	100
<u>Workforce Investment Corporation</u> – Transitional Job Training Program will place referred WtW participants into part-time, short-term, subsidized work site placements designed to complement other CalWORKs and / or Welfare-to-Work activities.	250,000

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721500 **Publications & Legal Notices** (\$5,500) is recommended unchanged for Adoptions noticing and recruitment of foster homes and special staff. The IHSS Public Authority will pay \$250 as its share of publication costs.

721600 **Rents & Leases - Equipment** (\$82,000) is recommended reduced \$30,000 for the lease of 15 copy machines (\$73,700), folding machine (\$700), postage machine (\$5,000) and miscellaneous rentals (\$600).

721700 **Rents & Leases - Buildings** (\$1,123,044) is recommended reduced \$6,100 for lease of the following locations: 629 East Yosemite Ave (\$165,813); the Administration Office Building on 700 East Yosemite (\$162,737); 720 East Yosemite Avenue (\$374,887); the Oakhurst Office (\$83,495); the Chowchilla Office (\$73,478); shared space at First 5 - Chowchilla (\$35,666); the Adoption facility on Lake Street (\$26,400); the Gateway office for Adult Services (\$56,148), the shared office space at 2037 W Cleveland (\$138,000) and rented storage spaces (\$6,420). The IHSS Public Authority will pay \$7,931 as its share of costs.

721900 **Special Departmental Expense** (\$1,122,615) is recommended reduced \$651,507. The IHSS Public Authority will pay \$1,000 as its share of costs. This account funds the following:

<u>IRS Intercept Fee, Vital Statistics, and Miscellaneous Expenses.</u>	\$ 20,000
<u>Adoption Celebration Day</u> - An event to thank parents who have adopted children in Madera County.	1,000
<u>Child Welfare Services</u> – Counseling, reimbursement of mileage, and other related costs.	330,000
<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.	50,319
<u>Adult Protective Services</u> – provides emergency and temporary housing, temporary caretakers' costs, wheel chair ramps, apnea monitors, glasses and psychiatric services. This also includes Elder Abuse Month supplies.	4,500
<u>Preserving Safe and Stable Families</u> – Family support, preservation and reunification.	174,649

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

<u>Alarm Service</u> – Sierra Tel for Lake Street office	\$ 300
<u>Diamond Communications</u> – Alarm Service and panic buttons.	3,620
<u>Protech</u> – Annual alarm monitoring for Chowchilla office.	660
<u>Pride Class</u> – Food and snacks for participant’s children during training classes.	500
<u>Ergonomic Reviews</u> - Staff special equipment needs.	3,200
<u>“Fitness for Duty” Medical Exams</u> – Employees - outside agency.	9,000
<u>Big Brothers, Big Sisters</u> – Priority match for Foster youth.	9,999
<u>CASA</u> – Advocate recruitment.	9,999
<u>Badges and Gate Cards</u> – for Social Service employees.	3,000
<u>Foster Parent Appreciation Event</u> – An event to thank Madera County Foster Parents.	3,000
<u>Welfare to Work Career Club</u> – Graduation supplies for WtW customers.	100
<u>Commercially Sexually Exploited Children</u> – to develop protocols to train caseworkers and out of home caregivers, and educate children / youth on how to avoid exploitation.	30,000
<u>Child and Family Teams</u> – Funding to coordinate care and case planning for all children and youth in the Child Welfare System.	25,000
<u>Resource Family Approval</u> – family-friendly & child-centered caregiver approval process.	50,000

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

Foster Parent Recruitment, Retention and Support – to improve direct services & support to licensed foster family homes, approved relative families and relative caregivers. \$ 60,000

Foster Family Home Recruitment and Parent Program – funding is to assist with development and implementation of recruitment and training activities for Foster Homes. 6,370

CMIPS – M&O County Share 17,399

Kinship Foster Care Program – funding is to assist in removing barriers to create successful placements of relative care giver and foster family homes. 5,000

Housing Support Program - funding is to assist CalWORKs families with temporary housing. 300,000

Walmart Gift Cards – for Welfare to Work (WtW) performance completion of assigned activities and / or monthly required hours to help increase Work Participation Rate (WPR) and re-engage sanctioned and exempt WtW participants. 5,000

722000 Transportation & Travel (\$146,000) is recommended unchanged and is used for anticipated training sessions for staff, cost of gasoline, and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$1,000 as its share of costs.

722100 Utilities (\$254,000) is recommended increased \$6,000 to provide for the Department's share of the County's utility cost. The IHSS Public Authority will pay \$1,602 as its share of cost for Utilities

FIXED ASSETS

740300 Equipment (\$174,000) is recommended decreased \$48,000 to purchase the following fixed assets:

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

FIXED ASSETS (continued)

740300 Equipment (continued)

Vehicles

- 4 Four-Door Sedan – (R) (\$21,000 each) to replace high mileage vehicles #s 414, 422, 423, and 424.
- 1 Four-Door Sedan – (R) (\$21,000) to replaced totaled vehicle - 407.
- 3 Four-Door Sedan – (N) (\$21,000 each) to increase fleet due to staff needs in IHSS/APS/CWS.

Computer Equipment

- 1 Cisco 3850 Switch (R) (\$6,000)

INTRAFUND TRANSFER

770100 Intrafund Expense (\$5,266,903) is recommended increased \$618,420 to reimburse departments for services provided, including Auditor-Controller-One Solution Support (\$54,635), Human Resources (\$139,950), Building and Improvements (\$80,000), Building Maintenance (\$35,000), Grounds Maintenance (\$15,000), Public Health – Office Assistant (\$25,000), Employee Share Retiree Health (\$555,811) and Information Technology (\$2,825,546). This account also funds the following programs that were previously in Special Department Expense (721900):

<u>New Employee Physical Examinations</u> – provided by the Public Health Department.	\$ 10,000
<u>Mental Health Substance Abuse</u> – Contract for mental health services for participants and their children in the CalWORKs Program.	649,537
<u>Family Support</u> – Rent for staff housed at this location.	18,324
<u>Behavioral Health</u> – Child Welfare services for children and families.	25,000
<u>Public Health Nurses</u> –assigned to health needs of children in Child Welfare Emergency Response and Foster Care. The nurses identify resources to care for any identified health needs. Also, includes nurse for Adult Protective Services assessments.	400,000
<u>Public Health</u> – TB Testing	300

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

INTRAFUND TRANSFER (continued)

<u>Public Health</u> – TST Testing	\$ 800
<u>Public Health</u> – Cal Learn Case Management	231,000
<u>Public Health</u> – Drug Testing for Child Welfare clients	28,000
<u>Child Welfare System – New System</u> – Funds for internal development and participation for Child Welfare Digital Services (CWDS) –New Sytem project modules. Includes Data Conversion, Change Management training, Help Desk activities and IT Support.	83,000
<u>Public Guardian</u> – cost for PG staff time studying to Medi-CAL.	90,000

FUND SOURCES

	<u>Total Cost</u>	<u>Local Cost</u>	<u>Federal/State Cost</u>
Department of Social Services – Administration	\$41,602,001	\$ 6,081,203	\$35,520,798
Department of Social Services - Public Assistance Programs	41,316,378	12,406,253	28,910,125
Department of Social Services - General Relief	<u>890,416</u>	<u>890,416</u>	<u>0</u>
TOTAL	\$83,808,795	\$19,377,872	\$64,430,923
Less Estimated DSS 1991 State Realignment for 2018-19		(\$7,137,476)	
Other Admin Revenue ⁽¹⁾		(272,787)	
Other Assist Revenue ⁽²⁾		(290,000)	
Other General Fund Revenue ⁽³⁾		(62,310)	
Transfer Health/BHS Realignment		(891,741)	
2011 Realignment Transfer In (Admin)		(3,983,502)	
2011 Realignment Transfer In (Assist)		<u>(3,677,500)</u>	
ESTIMATED COUNTY TOTAL NET COST		\$ 3,062,556	

DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

FUND SOURCES (continued)

⁽¹⁾Other revenue includes inter/intrafund transfers from Public Authority and Public Guardian.

⁽²⁾Other revenue includes collections received from various sources for overpayments of warrants issued for Foster Care, CalFresh and CalWORKS.

⁽³⁾Other revenue includes collections received from County burial and General Assistance repayments.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)
Function: Public Assistance
Activity: Administration
Fund: General

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3601	Account Clerk I or							
3602	Account Clerk II	11.0	2.0	11.0	2.0	-	-	
3349	Accounting Technician I	3.0	-	3.0	-	-	-	
3600	Account Clerk Supervisor I	2.0	-	2.0	-	-	-	
3600	Account Clerk Supervisor I or							
3703	Account Clerk Supervisor II	1.0	-	1.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	7.0	-	7.0	-	-	-	
3209	Senior Administrative Analyst	2.0	-	2.0	-	-	-	B
3684	Central Services Assistant	3.0	-	3.0	-	-	-	
3688	Central Services Worker	0.5	-	0.5	-	-	-	
3680	Data Entry Operator	7.0	-	7.0	-	-	-	
3221	Deputy County Counsel I or							
3222	Deputy County Counsel II or							
3223	Deputy County Counsel III	2.0	-	2.0	-	-	-	
3132	Deputy Director-Welfare	2.0	-	2.0	-	-	-	
2129	Director of Social Services	1.0	-	1.0	-	-	-	
3340	Eligibility Supervisor or							
3280	Employment and Training Worker Supervisor	23.0	7.0	23.0	7.0	-	-	
3341	Eligibility Worker I or							
3342	Eligibility Worker II							
3281	Employment and Training Worker I or							
3282	Employment and Training Worker II or							
3521	Vocational Trainee or							
3520	Vocational Assistant	112.0	-	112.0	-	-	-	

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **DEPT OF SOCIAL SERVICES
ADMINISTRATION (07510)**
Function: **Public Assistance**
Activity: **Administration**
Fund: **General**

		2017-18 Authorized Positions		2018-19 Proposed Positions			Y-O-Y Changes in Positions
3343	Eligibility Worker III	28.0	-	28.0	-	-	-
3283	Employment and Training Worker III	5.0	-	5.0	-	-	-
3374	Legal Assistant I or						
3375	Legal Assistant II or						
3376	Legal Assistant III	1.0	-	1.0	-	-	-
3533	Office Assistant I or						
3534	Office Asssitant II	13.0	-	13.0	-	-	-
3633	Office Assistant III	8.0	-	8.0	-	-	-
3681	Office Services Supervisor I or						
3682	Office Services Supervisor II	7.0	-	7.0	-	-	-
3639	Personnel Assistant	2.0	-	2.0	-	-	-
3636	Program Assistant I or						
3637	Program Assistant II	1.0	-	1.0	-	-	-
3169	Program Manager I	6.0	-	6.0	-	-	-
3683	Program Manager Secretary	3.0	-	3.0	-	-	-
3679	Secretary or						
3610	Administrative Assistant	2.0	-	2.0	-	-	-
3286	Social Worker I or						
3287	Social Worker II or						
3288	Social Worker III or						
3289	Social Worker IV	65.0	-	65.0	-	-	-
3284	Social Worker Supervisor I or						
3285	Social Worker Supervisor II	16.0	-	16.0	-	-	-
3290	Staff Services Manager I	2.0	-	2.0	-	-	-
TOTAL		335.5	9.0	335.5	9.0	-	-

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COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DEPT. OF SOCIAL SERVICES
 GENERAL RELIEF (07520)
 Function: Public Assistance
 Activity: General Relief
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620705 Indigent Burial Permits	1,920	1,600	2,000	2,000
TOTAL LICENSES, PERMITS & FRANCHISES	1,920	1,600	2,000	2,000
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	28		28	28
662726 Welfare Burial Reimbursements	5,655	5,600	7,222	7,222
TOTAL CHARGES FOR CURRENT SERVICES	5,683	5,600	7,250	7,250
MISCELLANEOUS REVENUE				
671000 Welfare Repayments	46,438	56,800	53,060	53,060
TOTAL MISCELLANEOUS REVENUE	46,438	56,800	53,060	53,060
<u>TOTAL ESTIMATED REVENUES</u>	<u>54,041</u>	<u>64,000</u>	<u>62,310</u>	<u>62,310</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	125,842	186,280	195,016	195,016
TOTAL SERVICES & SUPPLIES	125,842	186,280	195,016	195,016
OTHER CHARGES				
730100 Support and Care of Persons	405,725	450,000	435,000	435,000
731305 Contributions to Other Agencies	260,400	260,400	260,400	260,400
TOTAL OTHER CHARGES	666,125	710,400	695,400	695,400
<u>TOTAL EXPENDITURES</u>	<u>791,967</u>	<u>896,680</u>	<u>890,416</u>	<u>890,416</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>737,926</u>	<u>832,680</u>	<u>828,106</u>	<u>828,106</u>

DEPARTMENT OF SOCIAL SERVICES - GENERAL RELIEF

COMMENTS

This budget funds the care and support of indigents who are ineligible for State and Federal categorical aid programs, and is funded entirely with local County discretionary revenue.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$195,016) an increased \$8,736 due to increase for maintenance of graves and burial services. This account covers emergency standby payments to the three ambulance companies in the County, as well as expenditures for dry runs and ambulance services for which the ambulance companies cannot collect from the patient (\$135,000). Also included are the costs of indigent burials for funeral homes and graves (\$51,700), and maintenance of graves (\$8,316).

721900 **Special Departmental Expense - CMSP** (\$0) is not recommended for funding in 2018-19.

OTHER CHARGES

730100 **Support & Care of Persons** (\$435,000) is recommended reduced \$15,000 based on the current caseload. This appropriation provides for the County's Maintenance of Effort for Child Development funds, and for the rent, utilities, food and transportation of persons meeting the County's General Relief eligibility criteria.

731305 **Contributions to Other Agencies** (\$260,400) is recommended unchanged for the County's projected contributions to Madera Community Hospital for medical indigents.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DEPT. OF SOCIAL SERVICES
 PUBLIC ASST. PROGRAMS (07530)
 Function: Public Assistance
 Activity: Aids Programs
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
650900 State Intergovernment Revenue	24,896,653	22,577,490	22,476,811	22,476,811
655000 Federal Intergovernment Revenue	7,562,148	13,473,480	14,462,530	14,462,530
TOTAL INTERGOVERNMENTAL REVENUE	32,458,801	36,050,970	36,939,341	36,939,341
CHARGES FOR CURRENT SERVICES				
662305 FOSTER CARE	103,756	80,000	80,000	80,000
662726 WELFARE BURIAL REIMBURSEMENT	170	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	103,926	80,000	80,000	80,000
MISCELLANEOUS REVENUE				
671000 Welfare Misc Revenue	332,580	210,000	210,000	210,000
TOTAL MISCELLANEOUS REVENUE	332,580	210,000	210,000	210,000
OTHER FINANCING SOURCES				
680200 OPERATING TRANSFERS IN	2,278,949	3,848,500	3,677,500	3,677,500
TOTAL OTHER FINANCING SOURCES	2,278,949	3,848,500	3,677,500	3,677,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>35,174,256</u>	<u>40,189,470</u>	<u>40,906,841</u>	<u>40,906,841</u>

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DEPT. OF SOCIAL SERVICES
 PUBLIC ASST. PROGRAMS (07530)
 Function: Public Assistance
 Activity: Aids Programs
 Fund: General

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>EXPENDITURES:</u>				
730101 CalWORKS				
Federal		8,942,500	8,556,000	8,556,000
State		0	0	0
2011 Realignment		14,945,000	13,869,000	13,869,000
County*		612,500	575,000	575,000
Total Aid for CalWORKS	20,374,854	24,500,000	23,000,000	23,000,000
730104 Foster Care				
Federal		1,793,750	2,931,250	2,931,250
State		0	0	0
2011 Realignment		2,152,500	2,177,500	2,177,500
County*		3,253,750	3,266,250	3,266,250
Total Foster Care	7,425,475	7,200,000	8,400,000	8,400,000
730105 Welfare to Work				
Federal		339,600	297,150	297,150
State		60,400	52,850	52,850
County*		0	0	0
Total Welfare to Work	302,627	400,000	350,000	350,000
730107 In-Home Supportive Service				
County*		3,589,045	4,286,378	4,286,378
Total In-Home Supportive Service	3,467,676	3,589,045	4,286,378	4,286,378
730111 Aid For Adopted Children				
Federal		1,732,000	2,000,000	2,000,000
State		0	0	0
2011 Realignment		1,696,000	1,500,000	1,500,000
County*		572,000	500,000	500,000
Total Aid For Adopted Children	3,473,995	4,000,000	4,000,000	4,000,000

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: DEPT. OF SOCIAL SERVICES
 PUBLIC ASST. PROGRAMS (07530)
 Function: Public Assistance
 Activity: Aids Programs
 Fund: General

	<u>ACTUAL</u> 2016-17	<u>BOARD</u> <u>APPROVED</u> 2017-18	<u>DEPARTMENT</u> <u>REQUEST</u> 2018-19	<u>CAO</u> <u>RECOMMENDED</u> 2018-19
<u>EXPENDITURES (continued)</u>				
730118 Cal-Learn				
Federal		9,380	9,380	9,380
State		620	620	620
Total Cal-Learn	8,328	10,000	10,000	10,000
730119 CalWORKS Child Care				
Federal		306,250	306,250	306,250
State		43,750	43,750	43,750
Total CalWORKS Child Care	247,810	350,000	350,000	350,000
730125 KIN GAP				
Federal		350,000	362,500	362,500
State		276,500	286,375	286,375
County*		73,500	76,125	76,125
Total KIN GAP	643,154	700,000	725,000	725,000
730126 Cash Assistance Program for Immigrants				
State		25,000	45,000	45,000
Total Cash Assistance for Immigrants	26,725	25,000	45,000	45,000
730129 Housing Assistance/ Transitional Housing Program				
State		150,000	150,000	150,000
Total Housing Asst/Transitional Housing Program	109,949	150,000	150,000	150,000
<u>TOTAL EXPENDITURES</u>	36,080,593	40,924,045	41,316,378	41,316,378
<u>NET COUNTY COST (EXP - REV)</u>	<u>906,337</u>	<u>734,575</u>	<u>409,537</u>	<u>409,537</u>

* County costs are partially offset with other revenue not specific to a Program.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

COMMENTS

This budget provides for direct payments to indigent persons meeting eligibility criteria established by Federal and/or State Welfare laws and regulations.

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF)

In August 1996, the Federal Government passed the Welfare Reform Bill, including regulations regarding TANF. In August 1997, the State of California adopted these TANF regulations into a State Program entitled CalWORKs. An employment program is the principle component of CalWORKs. Counties are required to prepare a detailed plan on how the program will put the maximum number of people into employment. The Federal bill also sets time limits in which an individual can remain on assistance without working and the total amount of time a person has during a lifetime to receive TANF benefits.

The Department of Social Services developed and received approval from the California Department of Social Services to implement a local CalWORKs Program.

STATE REALIGNMENT

1991 Realignment - The provisions of AB 948 and AB 1288 have been in effect since July 1, 1991. These bills contained provisions which changed the State and County sharing ratios for a number of Assistance programs. In addition, the State Legislation created the Local Revenue Fund which distributes the revenue from increased Sales Tax and Vehicle License Fees (Realignment Revenue) to counties to offset the net increase in the counties' level of participation. The revenue from Realignment for 2018-19 is estimated at \$7.1 million.

2011 Realignment - The provisions of AB 118 and AB 116 have been in effect since July 1, 2011. These bills contain provisions which shift responsibility for certain programs from the State to the counties, and redirects specified sales tax revenues to fund them. The Assistance programs affected are Foster Care (FC) and Adoption Assistance Payments (AAP). The revenue from Realignment for 2018-19 is estimated at \$2,177,500 and \$1,500,000, respectively, for these two programs. Additional Realignment revenue is estimated at \$13,869,000 to offset the added County share of CalWORKs assistance payments which was State share prior to Realignment.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

ASSISTANCE PROGRAMS

For 2018-19, the Department of Social Services' local share of costs for Welfare to Work, CalLEARN incentives, and CalWORKs-Child Care are budgeted in the Social Services Administration Budget as part of the County Maintenance of Effort (MOE) to meet State claiming requirements.

CalWORKs

The CalWORKs Program (\$23,000,000) is recommended decreased \$1,500,000. Overall local share is equivalent to 2.5 percent (\$575,000) of program costs. Realignment revenue is estimated at \$13,869,000.

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 37.2% - Federal, 60.3% - State (Realignment), and 2.5% - County funds.

FOSTER CARE

Appropriations (\$8,400,000) is recommended increased \$1,300,000. The County share is estimated at \$3,291,250, which is partially offset with revenues not specific to a Program. For 2018-19, 2011 Realignment is estimated at \$2,177,500, which is funded by sales tax revenue. County-only cases are estimated to cost \$25,000.

Included within this budget are funds for Foster Homes, Foster Family Agencies (FFAs), and Group Homes (which are non-residential facilities other than foster homes). Legislation also provides for the cost of reasonable travel for a child to remain in the school in which the child is enrolled at the time of placement. Also, AB 12 legislation allows the extension of foster care to eligible youth up to age 19 effective January 1, 2012, with extension to age 20 effective January 1, 2013.

The Department of Social Services currently provides an additional \$110 to \$740 per month to qualified foster parents who accept children determined to have severe behavioral and mental problems. This decision was based on potentially reducing foster care costs by being able to place difficult juveniles in foster homes rather than in high-cost group homes.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

FOSTER CARE (continued)

The initial clothing allowance for foster care depends on the age of the child:

<u>Age</u>	
0-6 years:	\$215
7-12 years:	\$342
13-20 years:	\$436

WELFARE TO WORK (WTW)

Appropriations (\$350,000) is recommended decreased \$50,000 and will continue to provide for CalWORKs participants' expenses for transportation and other eligible needs under the Program.

IN-HOME SUPPORTIVE SERVICES (IHSS)

Through IHSS, elderly, disabled poor receive housekeeping services so they may remain in their homes. The estimated total program cost is \$27,058,774, of which the County share is estimated at \$4,286,378, which is an increase of \$697,333 from FY 2018-19. The 5% increase is due to State mandate. The preliminary FY2017-18 IHSS MOE amounts which includes the \$592.2 million increase to the county IHSS MOE costs, and the the \$400 million state General Fund (GF) mitigation offset, as reflected in the enacted 2017 Budget Act. To help mitigate the impact of the transition to the new county MOE, a total of \$400 million GF was appropriated in FY2017-18. The \$400 million is made available through a combination of redirecting the Assembly Bill 85 (Chapter 24, Statutes of 2013) funds and the appropriation of GF which is used to offset the IHSS County MOE. The 2017-18 GF allocation for the IHSS county and Public Authority administrative activities which totals \$201,321,005 GF that was made available based on the Budget Act of 2017. Counties will be billed for the Case Management, Information and Payrolling System (CMIPS) Maintenance and Operations (M&O) costs as part of the IHSS MOE totaling \$5,111,289 after GF offsets are applied.

During 2002-03, the Board of Supervisors created a Public Authority which is responsible for the administration of the referral and training of Independent Providers. The Authority is also responsible to conduct collective bargaining with the certified organization for wages. (See In-Home Supportive Services - Public Authority budget.) The County currently compensates the independent providers under the IHSS program with an hourly rate of \$11.00. Effective January 1, 2014, the County of Madera is no longer required to pay IHSS providers \$0.60 per hour for health benefits. Therefore, starting with fiscal year 2014-15, there was no longer a need to budget for this expense. Under the old process, the County would pay the \$0.60 per hour and then claim these costs on the Public Authority Claim after which the County would be reimbursed approximately 80% of these costs. Although this new arrangement reduces appropriations, it also reduces the expected revenue. In addition, through the meet and confer process with IHSS providers, the \$0.60 per hour has been shifted to provider wages.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

AID FOR ADOPTED CHILDREN

Appropriations (\$4,000,000) are recommended 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. 2011 Realignment is estimated to be \$1,500,000, which is funded by sales tax revenue.

CAL-LEARN

Appropriations (\$10,000) 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

Appropriations (\$350,000) are recommended unchanged. For 2018-19, 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 projected child care costs.

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.

KIN GAP

Appropriations (\$725,000) is recommended increased \$25,000. This program offers relative care givers of dependent children a new option for providing a permanent home to these children through a subsidy to children who leave the juvenile court dependency system to live with a relative legal guardian. To be eligible for the program, the child must have lived with the relative at least six consecutive months. AB 12 legislation allows the extension of Kin Gap to eligible youth up to age 19 effective January 1, 2012, with extension to age 20 effective January 1, 2013.

DEPARTMENT OF SOCIAL SERVICES - PUBLIC ASSISTANCE PROGRAMS

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS

Appropriations (\$45,000) is recommended increased \$20,000. This program is for non-citizens who entered the United States on or after August 22, 1996, and meet Federal definitions of a qualified alien. All costs for this program are 100% State funded.

HOUSING ASSISTANCE/ TRANSITIONAL HOUSING PROGRAM

Appropriations (\$150,000) are recommended unchanged. This program is for emancipated youth exiting the Child Welfare System and is 100% State funded. Youths live with host families, and case management services are available to assist in the emancipation process. The goal is to provide participants with safe living environments while helping them learn safe life skills to achieve self-sufficiency.

TOTAL COUNTY COST OF DEPARTMENT OF SOCIAL SERVICES PUBLIC ASSISTANCE PROGRAMS

	Estimated <u>2017-18</u>	Recommended <u>2018-19</u>
County Share	\$8,100,795	\$8,728,753
Less:		
Other Revenue ⁽¹⁾	(\$290,000)	(\$290,000)
DSS 1991 Realignment	(\$6,184,479)	(\$7,137,475)
10% Transfer Health/BHS Realignment ⁽²⁾	<u>(\$891,741)</u>	<u>(\$891,741)</u>
NET COUNTY COST	\$734,575	\$ 409,537

(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.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: IHSS Public Authority
(77070)
Function: Public Assistance
Activity: Public Assistance
Fund: IHSS Public Authority

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROP				
640101 INTEREST ON CASH	2,091	0	0	0
TOTAL REVENUE FROM USE OF MONEY/PROP	2,091	0	0	0
INTERGOVERNMENTAL REVENUE				
650809 ST - ADMIN IHSS ADV	48,979	0	0	0
650810 ST - ADMIN SOC SVS	38,934	106,004	33,699	33,699
650910 ST-PUB ASSIST REALIGNMENT	0	0	155,889	155,889
655006 FED - SOC SVC ADMIN	78,764	106,003	33,699	33,699
TOTAL INTERGOVERNMENTAL REVENUE	166,677	212,007	223,287	223,287
<u>TOTAL ESTIMATED REVENUES</u>	<u>168,768</u>	<u>212,007</u>	<u>223,287</u>	<u>223,287</u>
SERVICES & SUPPLIES				
720300 Communications	1,689	2,051	2,219	2,219
720500 Household Expense	489	781	1,300	1,300
720601 General Insurance	14,531	16,850	16,850	16,850
720800 Maintenance - Equipment	300	300	500	500
720900 Maintenance - Structures & Grounds	136	235	235	235
721300 Office Expense	9,479	8,050	4,900	4,900
721400 Professional & Specialized Services	14,793	18,500	20,500	20,500
721500 Publications & Legal Notices	250	250	250	250
721700 Rents & Leases - Building	2,095	3,388	7,931	7,931
721900 Special Departmental Expense	1,000	1,000	1,000	1,000
722000 Transportation & Travel	1,000	1,000	1,000	1,000
722100 Utilities	804	1,602	1,602	1,602
TOTAL SERVICES & SUPPLIES	46,566	54,007	58,287	58,287

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: IHSS Public Authority
 (77070)
 Function: Public Assistance
 Activity: Public Assistance
 Fund: IHSS Public Authority

	<u>ACTUAL</u> <u>2016-17</u>	<u>BOARD</u> <u>APPROVED</u> <u>2017-18</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2018-19</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2018-19</u>
OTHER CHARGES				
730700 Judgements & Damages	0	10,000	10,000	10,000
731401 INTERFUND EXPEND - COST PLAN	107,434	148,000	155,000	155,000
TOTAL OTHER CHARGES	107,434	158,000	165,000	165,000
<u>TOTAL EXPENDITURES</u>	<u>154,000</u>	<u>212,007</u>	<u>223,287</u>	<u>223,287</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>-14,768</u>	<u>0</u>	<u>0</u>	<u>0</u>

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

COMMENTS

In 1999, the Governor signed Assembly Bill 1682 (AB 1682) into law. A provision of the bill added Section 12302.25 to the Welfare and Institutions Code which states that each county, on or before January 1, 2003, must act as an employer of record or establish an employer of record for In-Home Supportive Services (IHSS) Program providers for the purpose of collective bargaining. The providers do not become County employees.

Pursuant to AB 1682 requirements, on October 15, 2002, the Madera County Board of Supervisors, by ordinance, created the, "In-Home Supportive Services - Public Authority" as a separate and distinct legal entity. With the Board of Supervisors as the Board of Trustees of the Authority, the role of the Authority, in addition to employer of record for collective bargaining of wages and fringe benefits of the Independent Providers, is to:

- Contract with the Department of Social Services for Public Authority administrative staff, which includes Program Manager, Receptionist and Registry/Training Specialists.
- Provide a centralized Provider Registry to be developed and operated "in-house" by the Public Authority.
- Supply, through the Registry, upon consumer request, a list of providers to IHSS consumers following completion of the consumer intake process.
- Make training services available to all Madera County IHSS consumers and providers.
- Provide, through County Departments, technical and professional assistance to support the initial development and ongoing operations of the Public Authority. Departments include Social Services, County Counsel, Human Resources, Administrative Management, and the Auditor-Controller's Office. Charges for services of the various County Departments will be included in an Interagency agreement between the County and the Public Authority.

This budget includes the funding for the IHSS Public Authority staff support and resources to accomplish the above activities. The proposed 2018-19 budget for the In-Home Supportive Service - Public Authority, which is not part of the General Fund, funds the administrative activities and support costs for the activities of the Authority.

Note: The Federal, State, and County funds that support the IHSS Administrative function are not included in the County's General Fund and are to be accounted for separately. The Federal and State funds will be received into the IHSS Public Authority Budget when claims are submitted and revenues are received for this budget. The County share of funds are included in the Special Payments Budget (02200) and transferred into the IHSS Public Authority as costs are incurred.

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

COMMENTS (continued)

The County currently compensates the independent providers with an hourly rate of \$11.00. Effective January 1, 2019 the County is required to compensate providers at \$12.00 per hour. The County is no longer required to contribute \$0.60 cents per hour for the independent providers' health benefit costs.

The In-Home Supportive Services (IHSS) Program was created in 1973, and is funded with Federal, State, and County funds. The program is designed to serve individuals who would not be able to remain safely in their own home without assistance and includes aged, blind, or otherwise disabled SSI/SSP recipients, as well as low-income individuals. The IHSS Program has two (2) main benefits: (1) it allows recipients the comfort of living in their own homes (avoiding institutionalization); and (2) provides services that are much less expensive than out-of-home care. Individuals eligible for the program receive a wide variety of basic services, including domestic assistance, such as housecleaning, meal preparation, laundry, and shopping; personal care, such as feeding and bathing; transportation; protective supervision; and certain paramedical services ordered by a physician. An individual may be eligible for up to 283 hours of service per month based on assessments of their ability to function independently. Eligibility for these services and the specific level of services is determined by the IHSS Social Worker staff funded in the Department of Social Services – Administration Budget (07510).

The State and the County share administrative responsibilities for the IHSS Program. The State's primary functions include overseeing the payroll system for IHSS providers, unemployment insurance and workers' compensation, as well as supplying financial resources for the program. The day-to-day administration of the IHSS program is the responsibility of the County, including a determination of the number of service hours per month for which the recipient qualifies and the types of service each recipient needs. The County has, and will continue to maintain, a list of providers known to provide IHSS services. If a recipient indicates they don't know anyone to provide services, a list of providers in their geographic area is provided. The recipient contacts, interviews, hires, supervises, and fires their care giver. In fact, many IHSS recipients hire family members or friends, who receive pay through the IHSS Program. In Madera County, 70 percent of the individual providers are related to the IHSS recipient. There are about 2,105 recipients in Madera County, and approximately 2,296 individual providers. The State pays the providers directly based on time records submitted to the State by the County IHSS Public Authority overseeing the provider activities, and the County submits the County's share of cost to the State.

Beginning in FY2017-2018, there is a cap on State General Fund participation for PA administration.

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

ESTIMATED REVENUES

650000 **Intergovernmental Revenue** (\$223,287) is the anticipated state and federal revenues for fiscal year 2018-2019.

SERVICES AND SUPPLIES

720300 **Communications** (\$2,219) is recommended increased \$168 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** (\$1,300) is recommended increased \$519 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** (\$500) is recommended increased \$200 for repairs associated with the maintenance of office equipment.

720900 **Maintenance - Structures & Grounds** (\$235) is recommended unchanged for the pro-rated costs for building and grounds maintenance.

721300 **Office Expense** (\$4,900) is recommended decreased \$3,150 for estimated cost of office supplies, postage, subscriptions, and computer supplies.

721400 **Professional & Specialized Services** (\$20,500) is recommended increased \$2,000 to provide a Consumer & Provider Newsletter, consultants for needs assessments, program evaluation and training (\$1,000), Registry and Database software (\$7,500), and a Collective Bargaining Consultant and State Mediation Services (\$8,000), Reception staff shared by public Authority (\$1,500). This account also provides for the estimated costs of professional services which will be purchased by the Authority (\$2,500), including:

\$500	Auditor - Controller's Office professional services and annual audit
500	Information Technology professional services and installation of equipment
500	County Counsel professional services
500	Human Resources professional services
500	Administrative Management and Risk Management professional services

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

SERVICES AND SUPPLIES (continued)

- 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** (\$7931) is recommended increased \$4,543 for shared costs for use of Social Services' facilities. The increase is due to staff location adjustments.
- 721900** **Special Departmental Expense** (\$1,000) is recommended unchanged. This account is used to purchase materials to promote the Registry to providers and consumers.
- 722000** **Transportation & Travel** (\$1,000) is recommended unchanged for the projected costs for travel and training, mileage reimbursement for use of private vehicles, and use of Social Services' vehicles.
- 722100** **Utilities** (\$1,602) is recommended unchanged for the projected shared costs for the use of utilities in the Social Services facilities.

OTHER CHARGES

- 730700** **Judgements & Damages** (\$10,000) is recommended unchanged to fund the required deductible for the primary liability insurance coverage.
- 731401** **Interfund Expense** (\$155,000) is recommended increased \$7,000 to transfer costs associated with Social Services Department staff performing services on behalf of the Public Authority. The decrease is due to the need for less staff time.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	60,018	60,000	60,000	60,000
TOTAL CHARGES FOR CURRENT SERVICES	60,018	60,000	60,000	60,000
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	19,906	49,700	139,700	139,700
TOTAL MISCELLANEOUS REVENUE	19,906	49,700	139,700	139,700
<u>TOTAL ESTIMATED REVENUES</u>	<u>79,924</u>	<u>109,700</u>	<u>199,700</u>	<u>199,700</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	159,819	199,500	215,500	215,500
710103 Extra Help	17,565	0	15,684	15,684
710200 Retirement	53,030	65,176	68,529	68,529
710300 Health Insurance	33,302	41,892	47,739	47,739
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	265,095	307,947	348,831	348,831
SERVICES & SUPPLIES				
720300 Communications	2,522	2,400	2,800	2,800
720500 Household Expense	0	2,400	2,500	2,500
720600 Insurance	75	75	75	75
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	5,115	5,115	5,115	5,115
721300 Office Expense	5,090	4,000	6,400	6,400

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
SERVICES & SUPPLIES (continued)				
721400 Professional & Specialized Services	23,386	26,500	27,000	27,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	3,825	5,000	4,250	4,250
721900 Special Departmental Expense	2,484	150	150	150
722000 Transportation & Travel	3,583	4,000	4,000	4,000
722100 Utilities	0	14,500	0	0
TOTAL SERVICES & SUPPLIES	46,080	64,640	52,790	52,790
INTRAFUND TRANSFER				
770000 Intrafund Expense	48,263	50,000	90,000	90,000
TOTAL INTRAFUND TRANSFER	48,263	50,000	90,000	90,000
<u>TOTAL EXPENDITURES</u>	359,438	422,587	491,621	491,621
<u>NET COUNTY COST (EXP - REV)</u>	279,514	312,887	291,921	291,921

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

COMMENTS

The Public Guardian, acting under court orders, handles funds and property of persons adjudged to be incompetent and provides for the care, support, and maintenance of the ward. The Public Guardian also acts as Conservator, under court orders, to conserve and protect the estate and persons who are wards of the Court. The Public Guardian also administers estates of deceased persons when no relative or other person is available for this purpose. Oversight for the operations of the Public Guardian/Public Administrator's Office was placed under the Department of Social Services (DSS) as of mid-year 2009-10.

ESTIMATED REVENUES

661300 Estate Fees (60,000) is the anticipated revenue for FY 2018-2019.

670000 Intrafund Revenue (\$139,700) is the anticipated revenue for FY 2018-2019.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$215,500) is recommended increased \$16,000 based on recommended staffing levels.

710103 Extra Help (\$15,684) is recommended increased \$15,684 and is based on projected cost of Extra Help coverage for the year.

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

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

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

SERVICES & SUPPLIES

720300 Communications (\$2,800) is recommended increased \$400 due to additional services (AT&T) is recommended.

720500 Household Expense (\$500) is recommended decreased \$1,900 due to janitorial services at new location.

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

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$5,115) is recommended unchanged for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$6,400) is recommended increased \$2,400 and includes newspaper subscription (\$49), annual code book updates (\$722), Thomas Reuters Probate Codes (\$467), continuing EDUC Pub (\$255), safety deposit box (\$500), envelopes (\$336) and checks (\$2,540), along with miscellaneous office expenses (\$1,531).
- 721400** **Professional & Specialized Services** (\$27,000) is recommended increased \$500 and includes monthly maintenance fees for PG Pro Software (\$24,000), LexisNexis - used for looking up relatives of conservatees (\$1,756), Alarm Service (\$360) and other services as needed.
- 721500** **Publications & Legal Notices** (\$200) are recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.
- 721600** **Rents & Leases - Equipment** (\$4,250) is recommended decreased \$750 for the copier lease (\$1,689), additional copies costs, to utilize vehicles from Central Garage (700 miles, \$1,566) and the cost of a shred bin (\$231).
- 721900** **Special Departmental Expense** (\$150) is recommended unchanged. This account funds miscellaneous expenses.
- 722000** **Transportation & Travel** (\$4,000) is recommended unchanged for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff.
- 722100** **Utilities** (\$0) is recommended decreased \$14,500.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$90,000) is recommended increased \$40,000 to fund specified DSS Salaries and Benefits and County Counsel services.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **PUBLIC GUARDIAN
 (08020)**
 Function: **Public Asst./Pub. Protection**
 Activity: **Other Protection**
 Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3111	Chief Deputy Public Guardian	1.0		1.0	-	-	-	
3687	Deputy Public Guardian	1.0		1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	1.0		1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	1.0		1.0	-	-	-	
TOTAL		4.0	-	4.0	-	-	-	

NOTES:

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**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **VETERANS SERVICE OFFICE
(08010)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
652800 State - Veterans Affairs	54,689	53,198	58,267	58,267
<u>TOTAL ESTIMATED REVENUES</u>	<u>54,689</u>	<u>53,198</u>	<u>58,267</u>	<u>58,267</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	68,536	135,738	136,340	136,340
710103 Extra Help	23,619	0	18,593	18,593
710200 Retirement	33,124	44,423	48,244	48,244
710300 Health Insurance	5,057	16,121	28,550	28,550
710400 Workers' Compensation Insurance	376	2,821	1,067	1,067
710500 Other Benefits	100	0	0	0
<u>TOTAL SALARIES & EMPLOYEE BENEFITS</u>	<u>130,812</u>	<u>199,103</u>	<u>232,794</u>	<u>232,794</u>
SERVICES & SUPPLIES				
720300 Communications	0	1,200	1,600	1,600
720600 Insurance	28	221	223	223
720800 Maintenance - Equipment	0	75	0	0
721100 Memberships	2,000	2,000	2,000	2,000
721300 Office Expense	1,953	1,800	3,700	3,700
721400 Professional & Specialized Services	47,066	0	0	0
721600 Rents & Leases - Equipment	906	1,500	4,125	4,125
721900 Special Department Expense	0	0	1,900	1,900
722000 Transportation & Travel	7,647	4,500	6,000	6,000
<u>TOTAL SERVICES & SUPPLIES</u>	<u>59,600</u>	<u>11,296</u>	<u>19,548</u>	<u>19,548</u>
<u>TOTAL EXPENDITURES</u>	<u>190,412</u>	<u>210,399</u>	<u>252,342</u>	<u>252,342</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>135,723</u>	<u>157,201</u>	<u>194,075</u>	<u>194,075</u>

VETERANS SERVICE OFFICE

COMMENTS

The Veterans Service Office performs a variety of services for veterans, and their dependents, widows and orphans. This includes assistance in applying for Federal and State programs. The Veterans Service Officer function was separated from the Public Guardian/Public Administrator/Public Conservator’s Office in 2009-10, and is now a separate budget unit. Madera County contracted with Fresno County for Veterans Services Officer coverage two days per week until March 2017, when a permanent Veterans Services Officer position was filled as a county employee.

WORKLOAD

<u>July 1, 2016 – June 30, 2017</u>		<u>July 1, 2017 – April 30, 2018</u>	
VA MedCare/Cal Vet Home:	21	VA MedCare/Cal Vet Home:	23
Claim Opened/ReOpened:	529	Claim Opened/ReOpened:	365
Cal Vet Ed/VA Voc Rehab:	57	Cal Vet Ed/Voc Rehab:	26
Medi-Cal Cost Avoidance:	103	Medi-Cal Cost Avoidance:	51
Other:	8	Other:	50
Total Claims Filed:	718	Total Claims Filed:	515

ESTIMATED REVENUES

652800 **State - Veterans Affairs** (\$58,267) is recommended increased \$5,069 for Veterans Affairs Subvention funds and state reimbursement for attending mandated conferences.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$136,340) are recommended increased \$602 due to funding of an additional 0.25 FTE Office Assistant position.

710103 **Extra Help** (\$18,593) is recommended for a part-time extra help Veteran’s Services Representative to increase the ability of the department to effectively and efficiently serve the needs of veterans.

710200 **Retirement** (\$48,244) reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

710300 **Health Insurance** (\$28,550) is based on the employer’s share of health insurance premiums.

VETERANS SERVICE OFFICE

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** (\$1,067) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$1,500) is recommended increased \$300 for expected phone line and mobile hotspot costs.

720600 **Insurance** (\$223) reflects the Department's contribution to the County's Self-Insured Liability Program.

721100 **Memberships** (\$2,000) is recommended unchanged and reflects membership costs for the California Association of County Veterans Service Officers.

721300 **Office Expense** (\$3,700) is recommended increased \$1,900 for office supplies and the addition of a laptop.

721600 **Rents & Leases - Equipment** (\$4,125) is recommended increased \$2,625 for projected costs of the Department's copier lease.

722000 **Transportation & Travel** (\$6,000) is recommended increased \$1,500 for lodging and meals related to out-of-County conferences and trainings, for which attendance is necessary to receive Veterans subvention funds. Transportation and travel costs are fully offset by revenues specifically allocated by the State for these activities.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: VETERANS SERVICE OFFICE
 (08010)
 Function: Public Asst./Pub. Protection
 Activity: Vet. Svs./Other Protection
 Fund: General

JCN	CLASSIFICATION	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3533	Office Assistant I	0.75	-	1.00	-	0.25	-	A
3420	Veterans' Service Representative	1.0	-	1.0	-	-	-	
2136	Veterans' Service Officer	1.0	-	1.0	-	-	-	
TOTAL		2.75	-	3.00	-	0.25	-	

NOTES:

A - Increased OA Position by 0.25 FTE to accommodate expected increase in workload in FY 2018/19.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: COMMUNITY ACTION
 PARTNERSHIP (08200)
 Function: Public Assistance
 Activity: Other Assistance
 Fund: General

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
FEDERAL OTHER				
657001 Federal Community Services	247,803	227,384	230,968	230,968
TOTAL ESTIMATED REVENUES	<u>247,803</u>	<u>227,384</u>	<u>230,968</u>	<u>230,968</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	124,448	124,448	124,448	124,448
710200 Retirement	52,162	50,684	52,694	52,694
710300 Health Insurance	6,792	10,860	12,379	12,379
710400 Workers' Compensation Insurance	1,262	1,392	1,447	1,447
TOTAL SALARIES & EMPLOYEE BENEFITS	<u>184,664</u>	<u>187,384</u>	<u>190,968</u>	<u>190,968</u>
SERVICES & SUPPLIES				
721400 Professional & Specialized Services	52,546	40,000	40,000	40,000
722000 Transportation/Travel/Education	320	0	0	0
TOTAL SERVICES & SUPPLIES	<u>52,866</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
<u>TOTAL EXPENDITURES</u>	<u>237,530</u>	<u>227,384</u>	<u>230,968</u>	<u>230,968</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(10,273)</u>	<u>0</u>	<u>0</u>	<u>0</u>

COMMUNITY ACTION PARTNERSHIP

COMMENTS

This budget funds the salary and fringe benefit costs of the Community Action Partnership of Madera County, Inc., Executive Director, which are fully reimbursed by the federal and state grant awards. This employee is responsible to the Governing and Administering Board of the Community Action Partnership of Madera County (CAPMC) for the organization and direction of programs under Community Action Partnership Administration.

In addition, as approved on December 10, 2013, the County entered into an agreement with Fresno-Madera Area Agency on Aging to administer the Senior Congregate Meals Program at four locations – Coarsegold, Madera Ranchos, North Fork and Oakhurst – effective February 1, 2014 through June 30, 2014, which has renewed each year and is expected to be renewed for the 2018-19 fiscal year. The County delegated the administration of this program to CAPMC. The County contributes additional funds for the total operation of the congregated meal program at the four county locations through the Special Payments budget (02200).

ESTIMATED REVENUES

657001 Federal Community Services (\$230,968) are recommended increased \$3,584 for maintaining the current level of staffing.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$124,448) are recommended unchanged based on the cost of recommended staffing.

710200 Retirement (\$52,694) for the County's anticipated contribution to Social Security and Public Employees' Retirement System.

710300 Health Insurance (\$12,379) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$1,447) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

721400 **Professional & Specialized Services** (\$40,000) are recommended unchanged based on the level of funding for the current fiscal year for the operation of the Senior Congregate Meals Program at four county locations and the addition of the Chowchilla site. This expense is completely offset by grant revenue received from Fresno-Madera Area Agency on Aging (FMAAA). If the County receives notification of a change in funding from FMAAA subsequent to adoption of this budget, staff will bring the necessary budget adjustment to the Board for approval.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **COMMUNITY ACTION
 PARTNERSHIP (08200)**
 Function: **Public Assistance**
 Activity: **Other Assistance**
 Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
2122	Program Assistant I or	1.0	-	1.0	-	-	-	
TOTAL		<u>1.0</u>	<u>-</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NOTES:

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: LIBRARY
 (09110)
 Function: Library Services
 Activity: Library Services
 Fund: General

	ACTUAL EXPENDITURES <u>2016-17</u>	BOARD APPROVED EXPENDITURES <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
REVENUE FROM USE OF MONEY/PROPERTY				
640300 Rents & Concessions	675	800	500	500
TOTAL REVENUE FROM USE OF MONEY/PROPERTY	675	800	500	500
INTERGOVERNMENTAL REVENUE				
657000 Federal Care & Services	4,895	0	2,000	2,000
659000 Other Government Agencies	0	16,000	50,000	50,000
TOTAL INTERGOVERNMENTAL REVENUE	4,895	16,000	52,000	52,000
CHARGES FOR CURRENT SERVICES				
662300 Institutional Care & Services	43	0	0	0
662500 Library Services	30,684	32,000	27,000	27,000
662510 Lost Book Collections	1,713	1,500	1,500	1,500
662700 Other Charges for Services	13,421	11,000	12,000	12,000
662800 Interfund Revenue	74	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	45,935	32,000	40,500	40,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>51,505</u>	<u>48,800</u>	<u>93,000</u>	<u>93,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	530,086	591,315	647,894	647,894
710103 Extra Help	157,914	179,808	165,673	165,673
710200 Retirement	202,533	230,560	235,174	235,174
710300 Health Insurance	96,540	122,058	143,538	143,538
710400 Workers' Compensation Insurance	23,124	17,596	19,759	19,759
TOTAL SALARIES & EMPLOYEE BENEFITS	1,010,197	1,141,337	1,212,038	1,212,038

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **LIBRARY
(09110)**
Function: **Library Services**
Activity: **Library Services**
Fund: **General**

	ACTUAL EXPENDITURES <u>2016-17</u>	BOARD APPROVED EXPENDITURES <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
SERVICES & SUPPLIES				
720300 Communications	14,002	15,650	15,650	15,650
720500 Household Expense	5,763	5,970	6,268	6,268
720600 Insurance	1,679	2,452	3,401	3,401
720800 Maintenance - Equipment	0	3,000	3,000	3,000
721100 Memberships	107,506	107,506	129,731	129,731
721300 Office Expense	14,305	18,000	18,000	18,000
721600 Rents & Leases - Equipment	11,654	10,671	11,500	11,500
721700 Rents & Leases - Buildings	37,055	33,843	33,216	33,216
721900 Special Departmental Expense	64,245	76,000	93,000	93,000
722000 Transportation & Travel	1,520	3,000	3,000	3,000
722100 Utilities	100,344	100,000	100,000	100,000
TOTAL SERVICES & SUPPLIES	358,073	376,092	416,766	416,766
FIXED ASSETS				
740200 Buildings & Improvements	0	60,646	0	0
TOTAL FIXED ASSETS	0	60,646	0	0
OPERATING TRANSFER OUT				
750121 Operating Transfer Out - Capital Project	0	0	35,000	35,000
TOTAL FIXED ASSETS	0	0	35,000	35,000
<u>TOTAL EXPENDITURES</u>	<u>1,368,270</u>	<u>1,578,075</u>	<u>1,663,804</u>	<u>1,663,804</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,316,765</u>	<u>1,529,275</u>	<u>1,570,804</u>	<u>1,570,804</u>

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.

ESTIMATED REVENUES

- 640300** **Rents & Concessions** (\$500) is recommended decreased by \$300 based on current year projections.
- 657000** **Federal Care & Services** (\$2,000) is recommended at \$2,000 based on projections in the current fiscal year.
- 659000** **Other Government Agencies** (\$50,000) is recommended increased by \$34,000 based on projected tax sharing agreement revenues to be received from the City of Madera. As a requirement of the agreement, these revenues are dedicated for use at the Madera Branch Library.
- 662500** **Library Services** (\$27,000) is recommended reduced by \$5,000 based on current year projections.
- 662510** **Lost Book Collections** (\$1,500) is recommended unchanged.
- 662700** **Other Charges for Services** (\$12,000) is recommended increased by \$1,000 based on projections in the current fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$647,894) is recommended increased \$56,579 due to increased salary costs and to fund a 1 FTE Desktop Support Technician position that is currently working as Extra Help.
- 710103** **Extra Help** (\$165,673) is recommended decreased by \$14,135 based on the cost of required staffing. Funds are recommended to be used for increased staffing needs at the Main and Oakhurst branches while one position is eliminated after January 1, 2019 due to recommendation that it be made Permanent.
- 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** (\$15,650) is recommended unchanged for telecommunication costs as well as monthly cell phone costs for the County Librarian.

720500 **Household Expense** (\$6,268) is recommended increased (\$298) due to an increase in charges for garbage pickup at Madera, Chowchilla, Ranchos, Oakhurst and North Fork branches.

720600 **Insurance** (\$3,401) reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$3,000) is recommended unchanged for the maintenance security devices and inspection of the elevators.

721100 **Memberships** (\$129,731) is recommended increased) and includes the County's membership in the San Joaquin Valley Library System (\$72,717); TELCO Direct Charge (\$54,314); Unique Collections fee to manage past due accounts (\$1,800); and Cisco Smart-Net Headquarter fee (\$900).

721300 **Office Expense** (\$18,000) is recommended unchanged. This account is used for a wide variety of required collection processing materials, supplies for printers, five coin-operated copy machines, book repairs, and clerical supplies.

721600 **Rents & Leases - Equipment** (\$11,500) is recommended increased (\$829) due to increased meeting and travel demands for lease of copiers at the Madera, Chowchilla, Oakhurst and North Fork Libraries, and for the rental of a car from Central Garage to attend system meetings and service the branch libraries.

721700 **Rents & Leases - Buildings** (\$33,216) is recommended decreased (\$627) to reflect a 3% increase in rent minus a previous cost that has been removed for rental of the Madera Ranchos Branch Library.

721900 **Special Departmental Expense** (\$93,000) is recommended increased (\$17,000) for the purchase of ebooks, print books,

SERVICES & SUPPLIES (continued)

local print and electronic newspaper subscriptions, hosting services, and specialized library expenses not covered by other funds. The additional funds will assist in increasing the County's Collection per Capita, Annual Circulations per Total Collection, etc. The County is currently well below the State average in these areas. Out of this amount, at least \$15,000 will be spent at the Madera Branch Library pursuant to the tax sharing agreement with the City of Madera.

722000 **Transportation & Travel** (\$3,000) is recommended unchanged based on actual and projected travel to branches, SJVLS meetings, California State Library Conference, and Association for Rural and Small Library Conference.

722100 **Utilities** (\$100,000) is recommended unchanged and includes utilities costs for five county library facilities.

OPERATING TRANSFER OUT

750121 **Operating Transfer Out – Capital Project** (\$35,000) to fund necessary public benefit facility improvements at the Madera Branch Library pursuant to the tax sharing agreement with the City of Madera.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **LIBRARY
(09110)**
Function: **Education**
Activity: **Library Services**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
2127	County Librarian	1.0	-	1.0	-	-	-	
3270	Librarian I or			-	-	-	-	
3271	Librarian II or			-	-	-	-	
4200	Librarian III	1.0	-	1.0	-	-	-	
3530	Library Assistant	7.0	-	7.0	-	-	-	
3531	Library Branch Assistant	1.0	3.0	1.0	3.0	-	-	
3350	Library Technician	1.0	-	1.0	-	-	-	
3532	Senior Library Branch Assistant	1.0	1.0	1.0	-	-	(1.0)	
3380	Desktop Support Technician	-	-	1.0	-	1.0	-	A
TOTAL		13.0	4.00	14.0	3.00	1.0	(1.0)	

NOTES:

A - Recommend addition of a Desktop Network Technician and elimination of Senior Library Branch Assistant. Currently, there is an Extra Help Desktop Support Technician supporting the department

APPROPRIATIONS FOR CONTINGENCIES

COMMENTS

780100 Appropriations for Contingencies - General

The Appropriations for Contingency budget contains funds which are appropriated to meet unforeseen or emergency expenditure requirements, mid-year program initiations, State/Federal matching fund requirements, changes or expansions, employee annual vacation/sick leave payouts, and serves as a centralized pool of money that reduces the necessity for budgeting maximum amounts in departmental line-item accounts.

The 2018-19 Appropriations for Contingencies is recommended at \$1,156,941, which is a decrease of \$1,267,475 from the current fiscal year. Due to the County's improved fiscal position, Departmental budgets have been adequately appropriated at each line item, which has resulted in fewer requests for contingency funding during the year. In addition, the budgetary line items for multi-defendant special circumstance cases have also been increased in the proposed budget for fiscal year 2018-2019, which will further decrease the need for keeping a high level of contingency appropriations in the proposed budget.

Reserve for Future Budgetary Issues and Fire Asset Replacement

The preliminary General Fund Balance for the period ending June 30, 2018, as projected by the Auditor's Office in cooperation with the Administrative Office, is estimated at \$16,600,000. It is recommended that \$500,000 of the fund balance be allocated to the Fire Equipment Replacement Reserve, bringing the total funds in that reserve to \$1,000,000. A total of \$8,677,176 of prior year carryover fund balance is included in the proposed fiscal year 2018-2019 budget as revenue. The remaining balance of \$7,422,824 represents the County's Fund Balance Policy Reserve, which is a \$2,515,811 (51%) increase from the reserve amount in fiscal year 2017-2018.

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: COOP. EXTENSION
 SERVICE (09200)
 Function: Other
 Activity: Ag. Education
 Fund: General

	ACTUAL EXPENDITURES <u>2016-17</u>	BOARD APPROVED EXPENDITURES <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	87	0	0	0
TOTAL MISCELLANEOUS REVENUE	87	0	0	0
OTHER FINANCING SOURCES				
680100 Sales of Fixed Assets	7,525	0	0	0
TOTAL OTHER FINANCING SOURCES	7,525	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>7,612</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES:</u>				
SERVICES & SUPPLIES				
720300 Communications	1,079	1,100	1,100	1,100
721400 Professional & Specialized Services	75,000	75,500	80,500	80,500
TOTAL SERVICES & SUPPLIES	76,079	76,600	81,600	81,600
<u>TOTAL EXPENDITURES</u>	<u>76,079</u>	<u>76,600</u>	<u>81,600</u>	<u>81,600</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>68,467</u>	<u>76,600</u>	<u>81,600</u>	<u>81,600</u>

COMMENTS

Cooperative Extension was established in Madera County in 1914 to provide research, education and public service programs in agriculture; environmental horticulture; livestock and natural resources; nutrition, family, and consumer sciences; and 4-H youth development. Cooperative Extension is the link between the residents of Madera County and the vast wealth of research-based information and expertise of the University of California. Advisors conduct applied research to address local concerns and share information using a variety of methods including meetings, workshops, demonstrations, field days, publications, newsletters, and personal consultations.

Pursuant to a 2013 agreement with the University of California (UC), Madera County finances clerical staff, office supplies, facilities, and operating expenses for Cooperative Extension (CE). The Multi-County Partnership agreement also includes Fresno County and resources are provided to allow for delivery of the Cooperative Extension services there. UC is responsible for funding salaries and benefits for the academic staff and procuring grant funding for programmatic efforts. The total budget for Fiscal Year 16/17 was \$6,880,666; 7% of which was provided by the Counties and 93% by the University.

AGRICULTURE

Programs serving agriculture provide research-based answers to production challenges; assisting local growers and allied industry in the sustainable, economically viable, and safe production of their crops. Advisors serving Madera County cover Orchard Crops, Viticulture, Agronomy, Weed Management, Vegetable Crops, and Citrus. Two additional advisor positions are currently under recruitment and will serve the dairy industry and address issues related to soil quality and nutrient management once filled.

The Orchard Systems Advisor oversees a regional Almond Variety Trial in Chowchilla where 30 different varieties are being examined. Varieties are also evaluated for yield, vigor, disease susceptibility, and growth habit to determine their suitability for commercial production. The Viticulture Advisor has research projects underway to look at mechanical leaf thinning and deficit irrigation and to evaluate new nematode resistant rootstocks in wine grape. An additional trial is planned to evaluate rootstocks for the new 'Sunpreme' raisin grape variety.

LIVESTOCK AND NATURAL RESOURCES

Livestock and natural resources research and extension efforts assist local producers in maintaining this important economic sector while conserving and enhancing natural resources. The advisor uses a variety of strategies to reach clientele in Madera County including distributing quarterly newsletters on livestock and natural resource topics to over 100 recipients and coordinating, hosting, and presenting at an annual livestock symposium with a focus on "Back to the Basics" with content on range management, weed control, animal nutrition and parasite control, and CDFA regulatory updates..

COMMENTS (continued)

ENVIRONMENTAL HORTICULTURE AND MASTER GARDENER VOLUNTEERS

The Environmental Horticulture (EH) advisor conducts a research and extension program for the home horticulture, nursery, and turfgrass industries. Extension efforts related to the EH program include conducting a plant pathology workshop in English and Spanish for 20 ornamental nursery growers and hosting a day of landscape irrigation training, in collaboration with the US Green Building Council, for 35 attendees. The advisor also trained 100 Master Gardener volunteers on invasive pests and diseases. Volunteers then extend this knowledge to the public, providing research-based horticultural and pest management information through workshops, garden advice clinics, and a demonstration garden at the State Center Community College in Madera. A free Hotline is staffed one afternoon each week with Master Gardeners available to answer gardening and pest questions. Volunteers contributed 1477 volunteer service hours this past year and completed 355 hours of continuing education.

4-H YOUTH DEVELOPMENT

In 4-H, youth discover and develop their potential to grow into competent, contributing, and caring citizens. Learn by doing activities, youth-adult partnerships, and research-based educational programs help members enhance their leadership abilities and develop a wide range of life skills. Along with traditional programming, our 4-H Advisor and part-time Program Representative are offering new programs targeted to low income and minority populations to introduce them to the benefits of 4-H. A variety of Community Clubs, After School Programs, SPIN Clubs, Camp, and other activities encourage youth to engage in our programs.

NUTRITION, FAMILY, AND CONSUMER SCIENCES

The UC CalFresh Nutrition Education Program provides eligible low-income families with information about food and nutrition, physical activity, food safety, and food resource management at no cost to participants. Over \$2,000,000 was awarded to UC CalFresh in Fresno and Madera Counties to deliver programs in FY 16/17 and 17/18. Recruitment is currently underway for an advisor to oversee this large and successful program and develop a research and extension program to serve the two county area. Madera partnerships include Madera County Department of Public Health NEOP Program, Madera Unified School District, Dairy Council of California, Community Action Partnership, Housing Authority Madera County, and Camarena Health Center. Nutrition educators provided direct and indirect nutrition education, including food resource management and physical activity education. More than 380 adults and 2,200 youth were reached with direct education in Madera County as a result of UC CalFresh efforts.

SERVICES AND SUPPLIES

Services and supplies are recommended based on the Multi-County Partnership Agreement.

720300 **Communications** (\$1,100) is recommended unchanged for telephone and fax costs as required under the Multi-County Partnership Agreement.

721400 **Professional and Specialized** (\$80,500) is recommended and reflects a \$5,000 increase in the contribution to the University of California Cooperative Extension through a Multi-County Partnership Agreement.

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
Beginning Fund Balance	1,121,740	950,000	550,000	550,000 *
<u>ESTIMATED REVENUES:</u>				
662740 Charges for Mileage	1,542,518	1,930,391	2,041,880	2,041,880
OTHER INCOME				
640101 Interest	7,736	5,500	5,500	5,500
659000 Other - Gov Agencies	0	0	100,000	100,000
662741 Vehicle Maintenance Charges	186,564	220,336	189,759	189,759
673908 Other Income	1,839	1,000	2,500	2,500
680103 Sale of Fixed Assets & Other Sales	29,784	25,000	40,000	40,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
TOTAL ESTIMATED REVENUES	1,768,441	2,183,227	2,380,639	2,380,639
<u>EXPENDITURES:</u>				
721930 Cost of Inventoried Material & Supplies Used	728,724	844,275	861,426	861,426
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	253,478	262,732	269,998	269,998
710103 Extra Help	0	42,138	42,138	42,138
710200 Retirement	82,018	89,208	92,564	92,564
710300 Health Insurance	40,227	48,923	60,118	60,118
710400 Workers' Compensation	3,519	3,852	3,418	3,418
720200 Clothing & Personal Supplies	1,451	2,400	2,400	2,400
720300 Communications	1,319	1,400	2,200	2,200
720500 Household Expense	1,614	2,000	2,000	2,000
720600 Insurance	119	190	349	349
720605 Employer Share of Retiree Insurance	22,419	20,140	20,140	20,140

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
OTHER OPERATING EXPENSES (continued)				
720800 Maintenance - Equipment	4,334	3,400	4,000	4,000
720900 Maintenance - Structures & Grounds	0	5,000	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	27,800	3,022	4,000	4,000
721400 Professional & Specialized Services	67,179	82,500	82,500	82,500
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	697	3,000	3,000	3,000
721900 Special Departmental Expense	2,285	5,000	7,500	7,500
722000 Transportation & Travel	1,693	2,000	3,000	3,000
722100 Utilities	13,124	18,000	18,000	18,000
730302 Retire Capital Leases	0	0	25,572	25,572
731000 Depreciation	0	659,909	751,052	751,052
731400 Intrafund Transfer - Cost Plan	95,414	83,438	119,564	119,564
TOTAL EXPENDITURES	1,347,414	2,183,227	2,380,639	2,380,639
REVENUE OVER/(UNDER) (REV - EXP)	421,027	0	0	0
FIXED ASSETS				
740300 Equipment	733,972	1,197,710	718,490	718,490
TOTAL FIXED ASSETS	733,972	1,197,710	718,490	718,490

*Represents the Estimated Projected Fund Balance on June 30, 2018; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2018, which have not yet been processed.

CENTRAL GARAGE

COMMENTS

The Central Garage operates as a preventative maintenance and automotive repair facility to establish better utilization of County vehicles. The Central Garage controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles. The Administrative Office provides administrative and fiscal review for this operation.

WORKLOAD

	<u>Actual</u> <u>2017-18</u>	<u>Estimated</u> <u>2018-19</u>	<u>Projected</u> <u>2018-19</u>
Sedans	117	115	115
Sheriff Vehicles	68	68	68
Pickups, SUV's, Vans	128	120	120
Trucks	<u>0</u>	<u>0</u>	<u>0</u>
Total Vehicles	313	303	303

INCOME

662740 **Charges for Mileage** (\$2,041,880) is recommended increased \$95,208, representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. It is recommended that the following Central Garage mileage rates be approved for 2018-19:

Sedan	56¢ per mile	Sheriff Vehicles	67¢/90¢*
Pickups, Vans, SUVs	60¢ per mile	Sheriff PPU 4x4	90¢/\$1.10*

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2018, is 54.5¢ per mile, and will be readjusted by the IRS on January 1, 2019.

*Sheriff's Unit mileage charges will vary from \$.67 to \$1.10 per mile based on actual costs of units and equipment with an SRS (Safety Replacement Supplement) added for early replacement due to safety issues.

640101 **Interest** (\$5,500) is recommended unchanged, representing the revenue from reserve funds held in the Central Garage account

659000 **Other – Gov Agencies** (\$100,000) is recommended based on anticipated proceeds should the San Joaquin Valley Air Resources Board (SJVRB) grant be approved. The cost of the vehicles to be replaced with this grant are included in this budget but the actual purchase will not occur until the grant is approved.

662741 **Vehicle Maintenance Charges** (\$189,759) is decreased representing maintenance charges to subvented Departments for the servicing and fuel use of their vehicles.

CENTRAL GARAGE

OTHER INCOME (continued)

- 673908** **Other Income** (\$2,500) is recommend increased \$1,500 and is an anticipated amount of misc reimbursements from insurance claims and recoveries from damages done to County vehicles from outside sources
- 680103** **Sale of Fixed Assets & Other Sales** (\$40,000) is recommended increased \$15,000 representing anticipated revenue from surplus equipment auctions
- 680401** **Miscellaneous & Other Services** (\$1,000) is recommended unchanged and represents revenue not covered in other accounts

EXPENSES

- 721930** **Cost of Inventoried Materials & Supplies Used** (\$861,426) is recommended increased \$17,151 due to changing fuel costs, materials, and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, accident repair, etc).
- 710102** **Permanent Salaries** (\$269,998) are recommended increased \$7,266 based on the recommended staffing level.
- 710103** **Extra Help** (\$42,138) is recommended based on anticipated work load and succession needs.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200** **Clothing & Personal Supplies** (\$2,400) is recommended for protective clothing, masks, glasses, and uniform cost.
- 720300** **Communications** (\$2,200) is recommended increase \$800 based on present cost experience.
- 720500** **Household Expense** (\$2,000) is recommended for rags, towels, degreasers, soaps, etc.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605** **Employer Share of Retiree Insurance** (\$20,140) is recommended unchanged for the Department's share of retirees' health insurance premiums.

CENTRAL GARAGE

OTHER OPERATING EXPENSES (continued)

- 720800** **Maintenance - Equipment** (\$4,000) is recommended increased \$600 for maintaining equipment in the shop.
- 720900** **Maintenance - Structures & Grounds** (\$5,000) is recommended unchanged for the maintenance of the Central Garage building and grounds.
- 721000** **Medical, Dental & Laboratory Supplies** (\$100) is recommended unchanged for first aid supplies.
- 721300** **Office Expense** (\$4,000) is recommended increased \$978 estimated cost of forms, parts manuals, copy costs, and general office supplies.
- 721400** **Professional & Specialized Services** (\$82,500) is recommended unchanged for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Fuel Storage Tank License Inspector to test and inspect the County Fuel tanks (\$1,800) as well as accounting and billing services provided by the Auditor-Controller's Office that is in excess of what is collected through A-87.
- 721600** **Rents & Leases - Equipment** (\$600) is recommended unchanged for rental of equipment the shop does not have in inventory.
- 721800** **Small Tools & Instruments** (\$3,000) is recommended for hand tools and test equipment used by the staff.
- 721900** **Special Departmental Expense** (\$7,500) is recommended increased to fund an Internet subscription for service manuals and to update equipment, scanners, computers, and to replace an antiquated Brake Lathe.
- 722000** **Transportation & Travel** (\$3,000) is recommended increased \$1,000 for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for increased employee training.
- 722100** **Utilities** (\$18,000) is recommended based on present cost experience.
- 731000** **Depreciation** (\$660,343) is recommended to provide funds for equipment and vehicle replacement.
- 731400** **Intrafund Transfer** (\$119,564) is recommended increased \$36,126 to reimburse the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs associated with this department through the A-87 Plan.

CENTRAL GARAGE

VEHICLE LEASE PROGRAM

730302 **Retire Capital Leases** (\$25,572) is a new account and captures the annual cost of replacing the five (5) vehicles identified below through the vehicle lease program. The leases are paid by the Central Garage to Enterprise Fleet Management and the entire cost of the lease is passed-through to the user Departments under the Rents and Leases – Equipment Account.

<u>Department</u>	<u>Vehicles to be Replaced</u>	<u>Approx. Mileage at Trade-in</u>	<u>Additional Vehicle Request</u>	<u>Vehicle Replaced With</u>	<u>Estimated Annual Cost</u>	<u>Remarks: Recommended/ Not Recommended</u>
District Attorney	2005 4x4 Excab P/U	151,000	-	SUV Lease	\$6,180 ³	Recommended
Public Health	2001 Sedan CNG	65,300	-	Sedan Lease	\$4,620 ³	Recommended
Public Health	2003 Sedan CNG	40,200	-	Sedan Lease	\$4,620 ³	Recommended
Public Health	2003 Sedan CNG	65,300	-	Sedan Lease	\$4,620 ³	Recommended
Probation	1998 Ford Sedan	136,000	-	Sedan Lease	\$5,532 ³	Recommended

³ Represents the estimated annual lease cost of the vehicle; cost will be passed through to the Department on a monthly basis

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

Department: **CENTRAL GARAGE
 (10800)**
 Function: **General**
 Activity: **Other General**
 Fund: **Central Garage**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3700	Automotive Shop Supervisor	1.0	-	1.0	-	-	-	A
3701	Automotive Technician	2.0	-	2.0	-	-	-	
3812	Parts Assistant I or			-	-	-	-	
3810	Parts Assistant II	1.0	-	1.0	-	-	-	
3702	Senior Automotive Technician	1.0	-	1.0	-	-	-	
TOTAL		5.0	-	5.0	-	-	-	

NOTES:

A - Sample Note

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

Department: MICROWAVE RADIO SERVICES
 (11300)
 Function: General
 Activity: Other General
 Fund: Microwave Radio Fund

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
BEGINNING FUND BALANCE	202,821			
<u>ESTIMATED REVENUES:</u>				
640101 Interest on Cash	4,621	0	2,745	2,745
662742 Microwave Radio Service Charges	615,233	640,551	613,185	613,185
Contingencies from Reserves			141,100	141,100
TOTAL ESTIMATED REVENUES	619,854	640,551	757,030	757,030
<u>EXPENDITURES:</u>				
OPERATING EXPENSES				
720800 Maintenance - Equipment	117,467	104,006	119,685	119,685
721200 Misc Expense - Sales Tax	16,782	17,760	18,116	18,116
721400 Professional Specialized	3,592	87,000	2,000	2,000
721700 Rents & Leases - Building/Land	177,992	192,785	213,616	213,616
721909 Misc Expense - Property Tax	2,105	4,000	2,105	2,105
730302 Retire Capital Lease (Equipment)	210,660	215,000	381,508	381,508
771400 Interfund Expenses	0	20,000	20,000	20,000
TOTAL OPERATING EXPENSES	528,598	640,551	757,030	757,030
<u>TOTAL EXPENDITURES</u>	<u>528,598</u>	<u>640,551</u>	<u>757,030</u>	<u>757,030</u>
Income Over / (Under) Expenses	<u>91,256</u>	<u>0</u>	<u>0</u>	<u>0</u>
Carryover Restricted for Capital Replacement	369,503	297,191	265,559	265,559

MICROWAVE RADIO SERVICES

COMMENTS

In early FY 2009-10, the County assumed full responsibility for operating and maintaining the Microwave Radio System. Approximately \$1 Million in new microwave radio equipment was acquired through a lease/purchase program and installed on existing tower locations that are leased from private owners. Madera County has contracted with Fresno County to maintain the radio system equipment since Fresno County owns and operates a large Microwave Radio System that utilizes some of the towers and equipment in Madera County. Madera County's Information Technology Department provides management of this function and budget.

Radios are used by several County Departments as a primary method of mobile communications throughout the County. The Departments currently using hand-held and/or vehicle-mounted radios include Sheriff, Fire, Probation, Corrections, Roads, and Animal Services. These radios are utilizing the recently installed Microwave Radio System throughout Madera County. In addition, data has now been integrated into the Microwave system for the communities of Chowchilla and Oakhurst.

In Fiscal Year 2017-18, a Microwave Network Transformation Project was started with an expected completion date of September 2018.

NOTE: This is not a General Fund Budget.

ESTIMATED REVENUES

640101 **Interest on Cash** (\$2,745) is recommended based on projected returns on the cash balance of the Microwave Radio Fund.

662742 **Microwave Radio Service Charges** (\$613,185) is recommended decreased \$27,366. This income will be used to pay for the actual cost of operating and maintaining the microwave radio system. Included in this budget amount are estimated reserves from Fiscal Year 2017-18 of \$265,559 which will be used to replace microwave assets when required and to exercise a purchase option per a 2009 Lease Purchase Agreement.

OPERATING EXPENSES

720800 **Maintenance - Equipment** (\$119,685) is recommended increased \$15,679 for contracted maintenance services from Fresno County and maintenance agreements on equipment.

721200 **Miscellaneous Expenses – Sales Tax** (\$18,116) is recommended increased \$356 to pay for sales tax associated with the capital lease.

MICROWAVE RADIO SERVICES

OPERATING EXPENSES (continued)

- 721400** **Professional & Specialized** (\$2,000) is recommended decreased \$85,000 to pay for vendor support and for consultant services.
- 721700** **Rents & Leases - Building/Land** (\$213,616) is recommended increased \$20,831 and includes the costs for leasing existing tower space from private land owners. Per the original Lease Agreement, there is an annual increase in the cost of the lease and adding additional equipment has required more space to be leased.
- 721909** **Miscellaneous Expenses – Property Tax** (\$2,105) is recommended decreased \$1,895 to pay for property tax associated with the capital lease.
- 730302** **Retire Capital Lease** (\$381,508) is recommended increased \$166,508 for the annual principal and interest payment for the new microwave radio equipment that is being acquired through a five-year lease/purchase agreement. In addition, per a 2009 Lease Purchase Agreement, there is a final purchase payment of \$143,845 on the original microwave radio equipment.
- 710100** **Interfund Expenses** (\$20,000) is recommended unchanged to appropriately assign labor expended from the Office of Information Technology to coordinate all microwave activities and upgrades.
- Carryover Restricted for Capital Replacement** (\$265,559) is recommended to be funded through unexpended/reserve funds from FY 2018-19, and will be used to replace equipment when required and to fund the final purchase payment of \$143,845 per the 2009 Lease Purchase Agreement of the original microwave equipment.