

**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
<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

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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

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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**

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<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	-	-	-	

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	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: