

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
MISSION STATEMENT/DEPARTMENT GOALS**

Department: CCF

Fund: 46

Dept: 210

MISSION STATEMENT

The Delano Community Correctional Facility (DCCF) shall improve public safety through evidence-based crime prevention and recidivism reduction strategies. The DCCF shall also give tangible value to the citizens of the City of Delano by employing local labor, patronize local businesses and provide inmate labor to help in community work. The DCCF shall fulfill all obligations and agreements to the California Department of Corrections and Rehabilitation (CDCR); enhance the lives of employees by providing an ethical, professional, fair and rewarding work place; provide humane, orderly, secure and clean confinement quarters for state prisoners; control costs to taxpayers without decreasing service; and finally, develop and maintain favorable public relations.

DEPARTMENT GOALS

1. We will continue to improve communications on a lateral and horizontal basis with all staff, up to and including management, line supervisors and support staff.
2. We will continue to work together to maintain a safe and secure living/working environment by ensuring all staff are aware of the operations of the facility, and by following all policies, directions, and mandated laws and statutes.
3. We will continue to ensure staff receive all training pertinent to the DCCF operation and ensure additional training is available which enhances the safety and security of the DCCF.
4. We will maintain an environment that focuses on problem solving through teamwork, participation, cooperation, and enthusiasm fostered by decisive, professional leaders who support creativity and motivation.
5. We will continue to provide equally to all people, fair, courteous, responsive, and efficient service which observes the dignity and worth of all.
6. The DCCF shall work towards the establishment of an efficient, mutually beneficial working relationship and partnership with the City's finance department that jointly utilizes staff towards the benefit of both departments while emphasizing joint, efficient operationability and cross/succession training for staff in both departments.
7. The DCCF shall maintain an open dialogue with bargaining unit (SEIU) representatives towards a continuing joint responsibility leading to a safer, more efficient operation at the DCCF while maintaining fiscal self-sufficient.

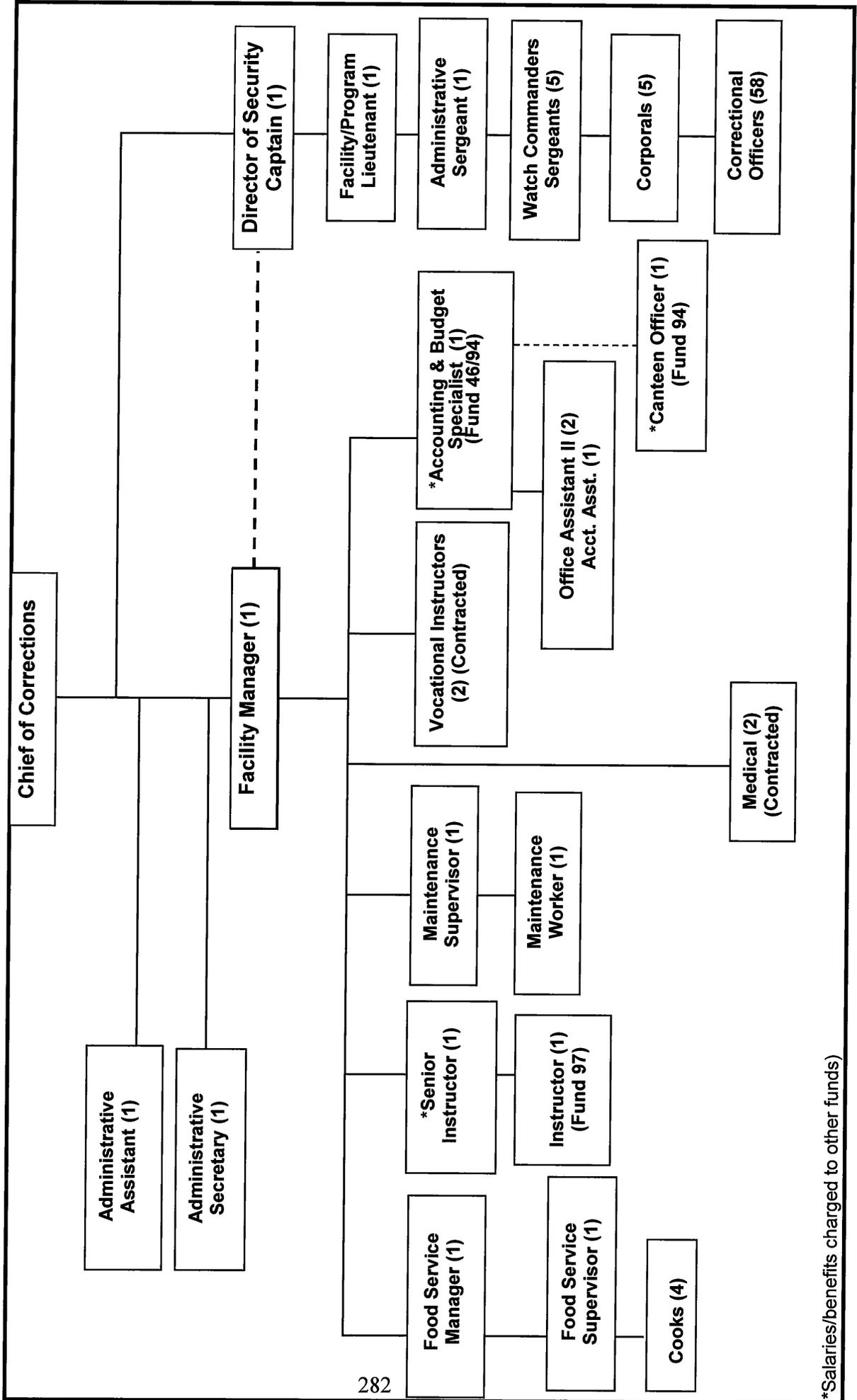
DELANO COMMUNITY CORRECTIONAL FACILITY

ORGANIZATIONAL CHART

Department: Community Correctional Facility

Fund 46

Dept: 210



*Salaries/benefits charged to other funds)

CITY OF DELANO
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TWO YEAR ANNUAL BUDGET
FUND 46 - CCF - DEPT 210

	Actual 2008-2009	Actual 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
FUND BALANCE, JULY 1,	943,789	274,653	(2,172,255)	(2,172,255)	(0)	(0)
Revenues:						
Investment Earnings	-	4,248	-	-	-	-
Revenue Department of Corrections	6,906,380	5,179,766	4,460,491	8,930,388	1,486,200	-
CCF Participants-Overcrowding	141,428	99,690	431,526	619,813	-	-
CCF-Participants	428,798	354,823	380,746	557,414	-	-
Energy Fund	4,730	4,127	1,500	3,000	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Total Revenues	7,481,336	5,642,654	5,274,263	10,110,616	1,486,200	-
Expenditures:						
Salaries & Benefits	5,562,052	5,748,476	5,395,170	5,483,565	1,044,900	-
Maintenance & Operations	2,586,177	2,332,043	2,958,096	2,420,477	416,700	-
Capital Outlay	-	-	15,000	25,000	15,000	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Total Expenditures	8,148,229	8,080,519	8,368,266	7,929,042	1,476,600	-
Excess of Revenues Over (Under) Expenditures	(666,893)	(2,437,865)	(3,094,003)	2,181,573	9,600	-
Other Financing Sources (Uses):						
Transfers In - Reserve Fund	-	-	-	-	-	-
Prior Year Adjustment	-	-	-	-	-	-
Transfer out to Water	(2,243)	(9,043)	(9,318)	(9,318)	(9,600)	-
Total Other Financing Sources (Uses)	(2,243)	(9,043)	(9,318)	(9,318)	(9,600)	-
	278,901					
TOTAL FUND BALANCE	274,653	(2,172,255)	(5,275,576)	(0)	(0)	(0)

CITY OF DELANO
TWO YEAR ANNUAL BUDGET
FUND 46 - CCF - DEPT 210
REVENUE ESTIMATES 2012-2013

Acct#	Sources	Actual	Actual	Adjusted	Estimated	Approved	Approved
		Revenues	Revenues	Budget	Actual	Budget	Budget
		2008-2009	2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Revenues:							
3500	Investment Earnings	-	4,248	-	-	-	-
3555	Revenue Department of Corrections	6,906,380	5,179,766	4,460,491	8,930,388	1,486,200	-
3708	CCF-Participants-Overcrowding	141,428	99,690	431,526	619,813	-	-
3710	CCF Participants	428,798	354,823	380,746	557,414	-	-
3960	Miscellaneous Revenues	4,730	4,127	1,500	3,000	-	-
	Total Revenues	7,481,336	5,642,654	5,274,263	10,110,615	1,486,200	-
Other Financing Sources:							
	Transfers In -						
	Total Other Financing Sources	-	-	-	-	-	-
	Total Revenues & Transfers	7,481,336	5,642,654	5,274,263	10,110,615	1,486,200	-

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL**

Department: CCF

Fund: 46

Dept: 210

Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
Salaries & Benefits	5,562,052	5,748,476	5,395,170	5,483,565	1,044,900	-
Maintenance & Operations	2,586,177	2,332,043	2,958,096	2,420,477	416,700	-
Capital Outlay	-	-	15,000	25,000	15,000	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	2,243	9,043	9,318	9,318	9,600	-
Total	8,150,472	8,089,562	8,377,584	7,938,360	1,486,200	-

EXPENDITURE DETAIL

Object No.	Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
Salaries and Benefits:							
5110	Salaries FT	3,337,036	3,299,991	3,039,047	3,001,811	581,400	-
5115	Regular - Part Time	-	-	3,621	98,000	18,700	-
5120	Salaries-Temporary	468	2,346	120,000	-	-	-
5125	After-School Wages	-	-	-	-	-	-
5130	Overtime Pay	354,338	499,501	388,248	462,000	47,600	-
5140	Standby Pay	-	-	-	-	-	-
5160	Council/Com Pay	-	-	-	-	-	-
5190	Other Salaries/Benefits	109,114	99,686	97,592	103,000	13,900	-
5191	FICA	293,014	299,751	280,723	280,088	52,600	-
5192	Pension	615,147	600,533	560,316	590,000	134,000	-
5193	Medical & Life Insurance	587,711	677,629	656,172	690,000	150,300	-
5194	Cafeteria/Mgt. Incentive	143,491	142,630	129,330	136,415	26,900	-
5195	Workers' Comp	121,733	126,409	120,121	122,251	19,500	-
Total Salaries & Benefits		5,562,052	5,748,476	5,395,170	5,483,565	1,044,900	-
M & O							
5200	Administrative Overhead	382,208	249,614	332,764	245,868	35,100	-
5201	Electrical	174,133	129,674	164,010	120,500	21,000	-
5203	Telephone	10,645	12,120	13,036	12,000	1,900	-
5205	Water	23,971	22,341	31,293	27,450	7,500	-
5206	Sewer	18,531	41,622	55,493	45,000	14,000	-
5207	Refuse	14,973	13,800	18,986	15,500	3,100	-
5239	Natural Gas	61,359	69,804	80,395	73,000	20,100	-
5300	Office Supplies	11,324	8,204	16,645	13,500	1,000	-
5301	Postage	6,331	3,855	5,965	15,400	700	-
5302	Printing & Copying	9,450	12,186	14,982	17,680	2,800	-
5303	Advertising	440	-	1,551	1,000	900	-
5306	Computer Supplies	6,683	4,407	5,782	5,500	1,400	-

CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL

Department: CCF

Fund: 46

Dept: 210

EXPENDITURE DETAIL (Cont'd)							
Object No.	Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
M&O (cont'd)							
5400	Travel, Conf., & Training	14,594	20,225	15,269	8,000	-	
5423	Dues, Membership, Subscriptions	399	377	19,021	950	100	
5443	Corrections Training - CCF	17,853	3,719	23,746	17,000	3,300	
5510	Vehicle M&O - Direct Chrg. Dept.	2,465	2,026	2,661	2,000	300	
5511	Vehicle M&O - Fuel	3,242	4,077	5,214	4,600	200	
5512	Vehicle M&O - Parts	813	304	1,820	900	1,400	
5513	Vehicle M&O - Labor	4,566	5,805	3,623	3,200	800	
5514	Share of Cost - City MIS	-	-	-	-	-	
5515	CIS - Maintenance	-	-	-	-	-	
5522	Contractual Maintenance	52,304	15,552	40,024	38,941	1,800	
5523	Rents & Leases	-	-	-	-	-	
5524	Professional/Technical	4,259	4,954	9,520	6,000	2,100	
5525	Billing Service	466	-	-	-	-	
5526	Outside Labor	45,205	27,327	124,026	115,000	11,300	
5531	CCF Towel/Toiletory	27,075	28,832	47,561	45,000	4,300	
5532	SEMS Operations	-	-	3,746	-	-	
5560	Small Tools	2,661	823	2,746	2,700	500	
5583	CNG Fuel	491	53	100	-	-	
5606	CF Medical Service	111,829	159,207	163,613	185,000	30,000	
5609	CCF - Service Fee	562,992	562,992	567,945	318,149	82,400	
5672	CCF - Bedding Supplies	2,078	15,916	20,548	20,000	3,300	
5673	CCF - Clean/Laundry	25,015	28,850	39,847	35,000	4,600	
5674	CCF - Clothing/Shoes	62,813	24,823	85,491	65,000	1,900	
5675	CCF - Dining/Kitchen	38,778	31,254	56,100	45,000	11,000	
5676	CCF - Education/Vocational	7,043	1,428	1,741	2,000	-	
5677	CCF - Food Supplies	544,161	517,017	599,205	550,000	95,100	
5678	CCF - Medical Supplies	5,294	2,321	4,697	4,000	600	
5679	CCF - Maint. Supplies	60,366	43,185	71,504	66,000	4,300	
5700	General Supplies	5,073	1,639	2,773	11,029	1,800	
5780	Insurance & Surety Bonds	-	-	-	-	-	
5782	Worker's Comp.	-	-	-	-	-	
5784	Liability Insurance	62,720	63,892	80,518	65,000	10,500	
5785	Employee Liability Insurance	20,583	25,231	34,959	30,000	5,000	
5787	ERMA	2,463	-	-	-	-	
5792	General Administration	10,356	9,631	15,196	13,000	-	
5794	Retroactive Adjustment - 3 yr.	(15,534)	(17,995)	-	-	-	
5799	Consultant Services	87,051	84,296	72,744	95,000	16,100	
5871	Repairs & Maint. - Space	-	-	-	-	-	
6300	Depreciation	40,039	40,039	40,010	40,039	5,700	
6300	CCF - Depreciation Expense	-	-	-	-	-	
7707	CCF Contingency	56,616	56,616	61,226	39,571	8,800	
Total M & O		2,586,177	2,332,043	2,958,096	2,420,477	416,700	

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EXPENDITURE DETAIL (Cont'd)							
Object No.	Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
<u>Capital Outlay</u>							
88AO	Computers/Printers	-	-	-			
88AP	Unallocated Items	-	-	15,000	25,000	15,000	
New	Flat Screen TV (training)	-	-	-			
New	Vehicle (pickup - MCCF)	-	-	-			
New	Admin. Telephone System	-	-	-			
New	Security Window (Control Towers)	-	-	-			
New	Portable Light Generators	-	-	-			
New	Storage Shed	-	-	-			
New	Mille Plasma Cutter	-	-	-			
	Prior Year Totals	-	-	-			
	Total Capital Outlay	-	-	15,000	25,000	15,000	
<u>Capital Improvement</u>							
	Total Capital Improvement	-	-	-	-	-	
<u>Total Debt Service</u>							
6100	Principal Debt						
6102	Interest Debt						
6112	Principal Debt - Chevron			-			
6114	Interest Debt - Chevron			-			
	Total Debt Service	-	-	-	-	-	
<u>Other Financing Uses</u>							
7973	Transfer to Water	2,243	9,043	9,318	9,318	9,600	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
7990	Transfer Out To Equip. Replace	-	-	-	-	-	-
		-	-	-	-	-	-
	Total Other Financing Uses	2,243	9,043	9,318	9,318	9,600	-
Department Total		8,150,472	8,089,562	8,377,584	7,938,360	1,486,200	-

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TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL

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SALARIED EMPLOYEES				
Position Title	Number of Positions		Annual Salary	
	PY Approved	Approved	2012 Approved	2013 Approved
Existing Positions:				
Chief of Corrections	1.00	1.00	15,200	0
Administrative Secretary	1.00	1.00	6,200	0
Facility Manager	1.00	1.00	12,400	0
Administrative Assistant	1.00	1.00	6,800	0
CCF Sergeant	4.00	4.00	34,000	0
CCF Office Assistant II	2.00	2.00	10,700	0
Accounting Assistant I	1.00	1.00	4,400	0
Correctional Officer	54.00	54.00	378,200	0
Food Service Manager	1.00	1.00	6,400	0
Food Service Supervisor	1.00	1.00	6,800	0
Cook	4.00	4.00	20,600	0
Facility Maintenance Supervisor	1.00	1.00	5,800	0
Maintenance Worker I	1.00	1.00	5,900	0
Lieutenant	1.00	1.00	10,700	0
Corporal	4.00	4.00	31,000	0
CCF Captain	1.00	1.00	11,800	0
Finance Manager (reclassified) (A)	0.65	0.65	5,300	0
Assignment Pay/Shift Differential			9,200	0
Total Approved Positions	79.65	79.65	581,400	-
New Positions/Changes:				
	(A) .65 to 46-210 CCF			
	.35 to 94-214 Inmate Welfare			
Total New Positions/Changes	-	-	-	-
Total Salaried Positions	79.65	79.65	581,400	-

Hourly Employees:				
Position Title	Hrly Wage	No. of Hours	Annual Wages	
Total Hourly Employees	-	-	-	-
PERSONNEL RECAP				
		Approved 2009/10	Approved 2011/12	Approved 2012/13
Regular		79.65	79.65	0.00
Part-time				