



Kings County Board of Supervisors

Kings County Government Center
1400 W. Lacey Boulevard ❖ Hanford, California 93230
☎ (559) 852-2362 FAX (559) 585-8047

In compliance with the Americans with Disabilities Act, if you require a modification or accommodation to participate in this meeting, including agenda or other materials in an alternative format, please contact the Board of Supervisors Office at (559) 852-2362 (California Relay 711) by 3:00 p.m. on the Friday prior to this meeting. The Clerk of the Board will provide assistive listening devices upon request.

Agenda December 4, 2018

Place: Board of Supervisors Chambers
Kings Government Center, Hanford, CA

Chairman: Richard Valle (District 2) **Staff:** Rebecca Campbell, County Administrative Officer
Vice Chairman: Joe Neves (District 1) Juliana Gmur, Assistant County Counsel
Board Members: Doug Verboon (District 3) Catherine Venturella, Clerk of the Board
Craig Pedersen (District 4)
Richard Fagundes (District 5)

Please turn off cell phones and pagers, as a courtesy to those in attendance.

- I 9:00 AM** **CALL TO ORDER**
ROLL CALL – Clerk of the Board
INVOCATION – Sylvia Gaston – Koinonia Church
PLEDGE OF ALLEGIANCE
- II 9:00 AM** **UNSCHEDULED APPEARANCES**
Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the subject matter jurisdiction of the Board. Five (5) minutes are allowed for each item.
- III 9:05 AM** **CONSENT CALENDAR**
All items listed under the consent calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the consent calendar, it will be removed at the request of any Board Member and made a part of the regular agenda.
- A. Approval of the Minutes: November 20 & 21, 2018**
- B. County Counsel:**
Consider making three appointments in lieu of election to the Stratford Irrigation District.
- C. Human Services Agency:**
1. Consider authorizing the Chairman to sign the Agreement with Kings Community Action Organization for child care services related to the CalWORKs and Bridge Programs for Fiscal Year 2018-2019 and Fiscal Year 2019-2020.
 2. Consider authorizing the closure of the Human Services Agency on Thursday, December 20, 2018 from 9:00 a.m. to 2:30 p.m. for an all-staff meeting.
- D. Public Works Department:**
1. Consider awarding the purchase of seven ¾ ton trucks for various County departments to Keller Ford and authorizing the Purchasing Manager to sign the purchase orders.
 2. Consider authorizing the purchase of a stencil truck for stenciling and striping roads throughout the County and authorizing the Purchasing Manager to sign the purchase order.
- E. Sheriff's Office:**
Consider authorizing the purchase of a Mobile Command Post Vehicle from LDV Custom Specialty Vehicles for use as a mobile command unit for the Sheriff's Office, authorizing the Purchasing Manager to sign the purchase order and authorizing the Clerk of the Board to sign the budget appropriation and transfer form. **(4/5 vote required)**

CONSENT CALENDAR CONTINUED

D. Administration:

1. Consider approving the substitution of the County's Master Crime Bond for individual public official bonds and approving the amounts as required for faithful performance bonds of each elected official.
2. Consider authorizing the Chairman to sign a letter of support recommending Waste Management to Kern County as it seeks to receive a franchise agreement for solid waste collection services in Kern County.

IV

REGULAR AGENDA ITEMS

9:10 AM A. Community Development Agency – Greg Gatzka

Report regarding actions taken by the Kings County Planning Commission at its meeting on December 3, 2018.

9:15 AM B. Fire Department – Clay Smith/Rick Levy

1. Consider waiving the second reading and adopting the proposed amendment to Section 1A-3 of Chapter 1A of the Kings County Code of Ordinances relating to the imposition of administrative fines or penalties for violations of the Code.
2. Consider waiving the second reading and adopting the proposed amendment to Article 1, Chapter 10 of Kings County Code of Ordinances to add Section 10-7 and Section 10-8 regarding unlawful fires and the assessment and recovery of costs related thereto.

9:20 AM C. Administration – Rebecca Campbell/Domingo Cruz

1. Consider waiving the second reading and adopting Ordinance #520.20, the Master Fee Ordinance, including the Master Fee Schedule with an effective date of February 2, 2019.
2. Consider nominating a member of the Board of Supervisors to serve on the California Partnership for the San Joaquin Valley Board.
3. Consider authorizing the Chairman to sign a one-year Agreement through December 31, 2019 to retain Michael Y. Corbett and Associates for State Legislative Advocacy and Liaison Services.
4. Consider approving out of state travel for Supervisor, Doug Verboon and County Administrative Officer, Rebecca Campbell to attend the National Association of Counties Legislative Conference in Washington, D.C. on March 2-6, 2019.

V

9:25AM D. STUDY SESSION

Public Works Department – Kevin McAlister

Overview and update on departmental projects and presentation on the Pacific Gas & Electric Streetlight Upgrades.

9:35 AM E. STUDY SESSION

Human Services Agency – Sanja Bugay

Update on the In-Home Supportive Services Program County share of cost and fiscal impacts to the County.

9:50 AM F. STUDY SESSION

Administration – Rebecca Campbell/Roger Bradley

Discussion on the financial implications to the County for the California Public Employee Retirement System (CalPERS) changes to their actuarial valuations of the County's portfolio of plan assets.

VI 10:05 AM G. Board Member Announcements or Reports

On their own initiative Board Members may make a brief announcement or a brief report on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda (Gov. Code Section 54954.2a).

- ◆ Board Correspondence
- ◆ Upcoming Events
- ◆ Information on Future Agenda Items

VII 10:10 AM H. CLOSED SESSION

- ◆ **Litigation initiated formally.** The title is: *Administrative Proceedings before the California Public Utilities Commission between the California High Speed Rail Authority and County of Kings re Grade Separation Applications A1802018, A1802017, A1805020 and A1806017.* [Govt. Code Section 54956.9(d)(1)]
- ◆ **Litigation initiated formally.** The title is: *California High-Speed Rail Authority, et al. vs. John Tos, et al., Sacramento County Superior Court Case No. 34-2016-00204740* [Govt. Code Section 54956.9(d)(1)]
- ◆ **Litigation initiated formally.** The title is: *Kings County, et. al. vs. California High-Speed Rail Authority, Sacramento County Superior Court Case #34-2014-80001861* [Govt. Code Section 54956.9(d)(1)]
- ◆ **Litigation initiated formally.** The title is: *CCC a/k/a Democratic Congressional Campaign Committee et al. v. Lee.* [Govt. Code Section 54956.9 (d)(1)]
- ◆ **Deciding to initiate litigation.** 3 cases [Govt. Code Section 54956.9(d)(4), (e)(1)]
- ◆ **Personnel Matters:** [Govt. Code Section 54957]
Public Employment:
Title: County Counsel
- ◆ **Conference with Real Property Negotiator** [Govt. Code Section 54956.8]
 Property: APNs 010-310-049, 010-310-035, 010-310-052
 Negotiating Parties: Rebecca Campbell for County
 Under Negotiation: Terms and conditions of potential purchase.

VIII I. ADJOURNMENT

The next regularly scheduled meeting is scheduled for Tuesday, December 11, 2018, at 9:00 a.m.

IX 11:00 AM J. CALIFORNIA PUBLIC FINANCE AUTHORITY- REGULAR MEETING

FUTURE MEETINGS AND EVENTS

December 11	9:00 AM	Regular Meeting
December 18	9:00 AM	Regular Meeting
December 18	11:00 AM	California Public Finance Authority Regular Meeting
December 24- January 1	--	County offices closed in observance of Christmas & New Year's/Holiday closure
December 25	--	Regular meeting cancelled due to Holiday closure
December 25	1:30 PM	Kings County Housing Authority Board of Directors Regular Meeting Cancelled
December 25	2:00 PM	Kings In-Home Supportive Services Board Regular Meeting Cancelled
January 1	--	Regular meeting cancelled due to Holiday closure

Agenda backup information and any public records provided to the Board after the posting of the agenda will be available for the public to review at the Board of Supervisors office, 1400 W. Lacey Blvd, Hanford, for the meeting date listed on this agenda.



Kings County Board of Supervisors

Kings County Government Center
1400 W. Lacey Boulevard ❖ Hanford, California 93230
☎ (559) 852-2362 FAX (559) 585-8047

In compliance with the Americans with Disabilities Act, if you require a modification or accommodation to participate in this meeting, including agenda or other materials in an alternative format, please contact the Board of Supervisors Office at (559) 852-2362 (California Relay 711) by 3:00 p.m. on the Friday prior to this meeting. The Clerk of the Board will provide assistive listening devices upon request.

Action Summary November 20 & 21, 2018

Place: Board of Supervisors Chambers
Kings Government Center, Hanford, CA

Chairman:	Richard Valle	(District 2)	Staff:	Rebecca Campbell, County Administrative Officer
Vice Chairman:	Joe Neves	(District 1)		Juliana Gmur, Assistant County Counsel
Board Members:	Doug Verboon	(District 3)		Catherine Venturella, Clerk of the Board
	Craig Pedersen	(District 4)		
	Richard Fagundes	(District 5)		

Please turn off cell phones and pagers, as a courtesy to those in attendance.

Regular Meeting

Tuesday, November 20, 2018

I B 1

CALL TO ORDER

ROLL CALL – Clerk of the Board

INVOCATION – Joanne Hawkins – Kings County Grand Jury

PLEDGE OF ALLEGIANCE

MEMBERS PRESENT: JOE NEVES, DOUG VERBOON, CRAIG PEDERSEN,
RICHARD FAGUNDES

MEMBERS ABSENT: RICHARD VALLE

II B 2

UNSCHEDULED APPEARANCES

Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the subject matter jurisdiction of the Board. Five (5) minutes are allowed for each item.

None

III B 3

CONSENT CALENDAR

All items listed under the consent calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the consent calendar, it will be removed at the request of any Board Member and made a part of the regular agenda.

A. Approval of the Minutes: November 6, 2018

B. Agriculture Department:

1. Consider authorizing out of state travel for Jimmy Hook, Agricultural Commissioner- Sealer to attend the annual California Agricultural Commission and Sealers Association annual lobbying trip to Washington, D.C. on March 3-8, 2019.
2. Consider authorizing the Chairman to sign a Cooperative Agreement in the amount of \$16,305 with the California Department of Food and Agriculture for the County's Pink Bollworm Cotton Plowdown and Host Free Monitoring Program. [Agmt 18-107]

CONSENT CALENDAR CONTINUED

C. County Counsel:

Consider appointing Ralph Alcala as Director of Division 2 of the Lakeside Irrigation Water District.

D. Human Services Agency:

Consider authorizing the Chairman to sign the Agreement with Excellence Medical Group, Inc. to provide tattoo removal services to eligible program recipients of the Whole Person Care Pilot Program or Employment and Training Services effective October 1, 2018 to December 31, 2020. [Agmt 18-108]

E. Probation Department:

Consider authorizing the Chairman to sign an Agreement with Lexipol for a policy manual, legal updates and daily training bulletins and authorizing the Clerk of the Board to sign the budget appropriation and transfer form. (4/5 vote required) [Agmt 18-109]

F. Public Works Department:

1. Consider accepting the Right of Way Dedication (Edison Palacio) into the County maintained mileage and authorizing the Chairman to sign the deed.
2. Consider authorizing the Chairman to sign the Subdivision Improvement Agreement for Tract 756 Armona North Phase 4-2 and authorizing the Clerk of the Board to sign the acceptance on the final map. [Agmt 18-110]

G. Administration:

1. Consider authorizing the County Administrative Officer to sign the amended Agreements for indigent legal services with Tonya Lee and Brett Barcellos through June 30, 2019.
2. Consider authorizing the Chairman to sign the letter of support in support of the California State University, Chico Geographical Center's proposed broadband project at fairgrounds within the State of California.

ACTION: CONSENT CALENDAR APPROVED AS PRESENTED (DV/RF/CP/JN-Aye, RV-Absent)

IV

REGULAR AGENDA ITEMS

B 4 A. Sheriff's Office – David Robinson

Consider accepting the donation of \$5,000 from the Kings County Sheriff's Posse.

ACTION: APPROVED AS PRESENTED (DV/RF/CP/JN-Aye, RV-Absent)

B 5 B. County Counsel – Colleen Carlson/Juliana Gmur

Consider authorizing the Chairman and County Counsel to sign the Joint Management Agreement, the Covenant of Purpose Use and Ownership Agreement and the Title Opinion with the City of Hanford for a new sewer trunk main located on Houston and 9th Avenue in Hanford. [Agmt 18-111 & 18-111A]

ACTION: ITEM WAS TABLED (CP/DV/RF/JN-Aye, RV-Absent)

B 6 C. Health Department – Edward Hill/Scott Waite

Consider authorizing the Director of Public Health to sign all the Prospective Proposition Payment Invoices related to the Proposition 56 local oral health prevention program.

ACTION: APPROVED AS PRESENTED (CP/DV/RF/JN-Aye, RV-Absent)

B 7 D. Information Technology- John Devlin

Consider authorizing the Chairman to sign the five-year Lease Purchase Schedule and Secretary/Clerk Certificate with Dell Financial and authorizing the Purchasing Manager to sign the Secretary/Clerk Certificate and to be signatory for subsequent annual Lease Schedule approvals. [Agmt 18-112]

ACTION: APPROVED AS PRESENTED (DV/RF/CP/JN-Aye, RV-Absent)

B 8 E. Fire Department – Clay Smith/Rick Levy

1. Consider introducing and waiving the first reading of the proposed amendment to Section 1A-3 of Chapter 1A of the Code of Ordinances relating to the imposition of administrative fines or penalties for violations of the Code.

ACTION: APPROVED AS PRESENTED (DV/RF/CP/JN-Aye, RV-Absent)

2. Consider introducing and waiving the first reading of the proposed amendment to Article 1, Chapter 10 of the Code of Ordinances, County of Kings to add Section 10-7 and Section 10-8 regarding unlawful fires and the assessment and recovery of costs related thereto.

ACTION: APPROVED AS AMENDED (RF/DV/CP/JN-Aye, RV-Absent)

B 9 F. Job Training Office – Lance Lippincott

Consider allocating 2.0 Full-Time Equivalency Employment and Training Technicians I/II and 1.0 Full-Time Equivalency Accounting Technician in the Job Training Office's Budget 5941000 to provide Workforce Innovation and Opportunity Act Title I Youth Services.

ACTION: APPROVED AS PRESENTED (RF/CP/DV/JN-Aye, RV-Absent)

V B 11 G. PUBLIC HEARING

Administration – Rebecca Campbell/Domingo Cruz

Conduct a public hearing to receive comments on the proposed Master Fee Ordinance update and consider introducing and waiving the first reading of Ordinance No. 520.20, Master Fee Ordinance. **Supervisor Neves opened the public hearing, no testimony was received and the public hearing as closed.**

ACTION: APPROVED AS PRESENTED (CP/DV/RF/JN-Aye, RV-Absent)

VI B 10 H. Board Member Announcements or Reports

On their own initiative Board Members may make a brief announcement or a brief report on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda (Gov. Code Section 54954.2a).

Supervisor Pedersen stated that he attended the San Joaquin Valley Unified Air Pollution Control District meeting on November 15, 2018.

Supervisor Verboon stated that he attended the South Fork Kings Technical Advisory Committee meeting on November 8, 2018, attended the Joint Powers Authority Temperance Flat meeting on November 9, 2018, attended a retirement party for two Tulare County Board of Supervisors members in Visalia, took a tour of Faraday Futures in Hanford on November 12, 2018, attended the State of the County Brown Bag luncheon on November 14, 2018, and then was in Arizona for a car show over the weekend.

Supervisor Fagundes stated that he attended the Kings Community Action Organization meeting and the Kings Commission on Aging Council meeting on November 8, 2018, and then he went to the Central Coast for a few days.

Supervisor Neves stated that he attended the Statewide Medical Health Table Top Exercise and the Lemoore High School Patriotic Concert on November 7, 2018, attended the West Hills College Essential Elements series in Coalinga on November 8, 2018, attended the Kings County Public Works Department/Parks Division end of year barbecue and the West Hills College volleyball game on November 9, 2018, attended the Lemoore High School fundraiser on November 12, 2018, attended the Lemoore Chamber of Commerce Business Management meeting on November 13, 2018, attended the Kings Federal Credit Union audit meeting and the Kings County Employee State of the County brown bag meeting on November 14, 2018, attended the Kings Partnership for Prevention monthly meeting on November 15, 2018, attended the Tachi Palace Community breakfast and the Hanford Elks Enchilada dinner on November 16, 2018, was the Master of Ceremonies for the Soroptimist Christmas Tree fundraiser at the Kings Fair Grounds on November 17, 2018.

- ◆ **Board Correspondence:** Rebecca Campbell stated that the Board received a notice from California Department of Fish and Game Commission Notice of Receipt of Petition for several species of bees to be classified as endangered as per the California Endangered Species Act and a list is on file with the Clerk of the Board.
- ◆ **Upcoming Events:** Rebecca Campbell stated that County residents are invited to the Thanksgiving Day Community Dinner at the Lemoore Senior Center on Thanksgiving Day at 11:00 a.m. to 2:00 p.m., California State Association of Counties annual meeting will be in San Diego on November 26-30, 2018, Kings County Branch Libraries Open House in Hanford will be on December 5, 2018 from 5:00 to 7:00 p.m. and other branches from 4:00 p.m. to 6:00 p.m., the Department of Child Support Services will hold their slipper sock drive from now until December 19, 2018 and their annual Christmas breakfast on December 14, 2018 at 7:00 a.m.
- ◆ **Information on Future Agenda Items:** Rebecca Campbell stated that the following items would be on a future agenda: Administration Master Fee Adoption, Study Session on California Employee Pension System, Study Session on In-Home Supportive Services, two appointments to the Regional California Partnership for the San Joaquin Valley Board, Master Crime Bond and set Faithful Performance Amounts and Out of State Travel to attend the National Association of Counties Legislative Conference in Washington D.C. on March 2-6, 2019, Fire Department Ordinance Adoption, Human Services Agency & Commission on Aging funding request, Human Services Agency contracts with Cal Fresh Employment and Training and Kings Community Action Organization and Champions Agreements with Probation and Behavioral Health.

VII B 12

I. CLOSED SESSION

- ◆ **Litigation initiated formally.** The title is: *Administrative Proceedings before the California Public Utilities Commission between the California High Speed Rail Authority and County of Kings re Grade Separation Applications A1802018, A1802017, A1805020 and A1806017.* [Govt. Code Section 54956.9(d)(1)]
- ◆ **Litigation initiated formally.** The title is: *California High-Speed Rail Authority, et al. vs. John Tos, et al., Sacramento County Superior Court Case No. 34-2016-00204740* [Govt. Code Section 54956.9(d)(1)]
- ◆ **Litigation initiated formally.** The title is: *Kings County, et. al. vs. California High-Speed Rail Authority, Sacramento County Superior Court Case #34-2014-80001861* [Govt. Code Section 54956.9(d)(1)]
- ◆ **Deciding to initiate litigation.** 3 cases [Govt. Code Section 54956.9(d)(4), (e)(1)]
- ◆ **Personnel Matters:** [Govt. Code Section 54957]
Public Employment:
Title: County Counsel
- ◆ **Conference with Real Property Negotiator** [Govt. Code Section 54956.8]
Property: APNs 010-310-049, 010-310-035, 010-310-052
Negotiating Parties: Rebecca Campbell for County
Under Negotiation: Terms and conditions of potential purchase.
- ◆ **Conference with Labor Negotiator/Meet and Confer:** [Govt. Code Section 54957.6]
Negotiator: Rebecca Campbell
 - **Detention Deputies' Association**
 - **Probation Officers' Association**

REPORT OUT: Rebecca Campbell stated that the Board took no reportable action in closed session.

XI J. ADJOURNMENT
 The next regularly scheduled meeting is scheduled for Tuesday, December 4, 2018, at 9:00 a.m. **The regular meeting of November 27, 2018 has been cancelled due to Board member participation in the California State Association of Counties Conference.**

XII 11:00 AM K. CALIFORNIA PUBLIC FINANCE AUTHORITY- REGULAR MEETING CANCELLED

Special Meeting
Wednesday November 21, 2018

I B 13 CALL TO ORDER
ROLL CALL – Clerk of the Board
MEMBERS PRESENT: JOE NEVES, DOUG VERBOON, CRAIG PEDERSEN, RICHARD FAGUNDES
MEMBERS ABSENT: RICHARD VALLE

II B 14 UNSCHEDULED APPEARANCES
Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the subject matter jurisdiction of the Board. Five (5) minutes are allowed for each item.
None

III B 15 A. CLOSED SESSION
 ♦ **Personnel Matters:** [Govt. Code Section 54957]
Public Employment:
Title: County Counsel
REPORT OUT: Rebecca Campbell stated that the Board took no reportable action in closed session.

IV B. ADJOURNMENT
 The next regularly scheduled meeting is scheduled for Tuesday, December 4, 2018, at 9:00 a.m. **The regular meeting of November 27, 2018 has been cancelled due to Board member participation in the California State Association of Counties Conference.**

FUTURE MEETINGS AND EVENTS		
November 27	--	Regular Meeting Cancelled/ Board members participating in CSAC Annual Meeting
December 4	9:00 AM	Regular Meeting
December 4	11:00 AM	California Public Finance Authority Regular Meeting
December 11	9:00 AM	Regular Meeting
December 18	9:00 AM	Regular Meeting
December 18	11:00 AM	California Public Finance Authority Regular Meeting
December 24- January 1	--	County offices closed in observance of Christmas & New Year's/Holiday closure
December 25	--	Regular meeting cancelled due to Holiday closure
December 25	1:30 PM	Kings County Housing Authority Board of Directors Regular Meeting Cancelled
December 25	2:00 PM	Kings In-Home Supportive Services Board Regular Meeting Cancelled
January 1	--	Regular meeting cancelled due to Holiday closure

Agenda backup information and any public records provided to the Board after the posting of the agenda will be available for the public to review at the Board of Supervisors office, 1400 W. Lacey Blvd, Hanford, for the meeting date listed on this agenda.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: County Counsel - Colleen Carlson/Diane Walker Freeman

SUBJECT: APPOINTMENT OF DIRECTORS IN LIEU OF ELECTION TO THE
STRATFORD IRRIGATION DISTRICT

SUMMARY:

Overview:

Under California Elections Code section 10515 (formerly Election Code § 23520), the Stratford Irrigation District has delivered a letter to the Kings County Board of Supervisors requesting appointment of directors be made in lieu of election due the number of declared candidates exactly equaling the number of vacant elected positions.

Recommendation:

Appoint Charles H. Meyer, Bill Newton, and Michael P. Newton as directors of the Stratford Irrigation District.

Fiscal Impact:

None.

BACKGROUND:

The Stratford Irrigation District ("District") has requested that the Kings County Board of Supervisors appoint Charles H. Meyer, Bill Newton, and Michael P. Newton as directors of the District for a four year term, ending in 2022. Under the provisions of Elections Code section 10515, if the number of persons who have filed a declaration of candidacy for director does not exceed the number of offices to be filled, the Board of Supervisors may appoint the candidates to their respective offices in lieu of holding an election.

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Human Services Agency – Sanja Bugay/Antoinette Gonzales

SUBJECT: AGREEMENT WITH KINGS COMMUNITY ACTION ORGANIZATION FOR CHILD CARE RESOURCE AND REFERRAL SERVICES

SUMMARY:

Overview:

The Human Services Agency has utilized the Kings Community Action Organization (KCAO) to administer the California Work Opportunity and Responsibility to Kids Stage 1 Program (CalWORKs) and the Emergency Child Care Bridge Program for Foster Children (Bridge Program) child care resource and referral services. New agreements for these services with KCAO are proposed for your Board's consideration.

Recommendation:

Authorize the Chairman to sign the Agreement with the Kings Community Action Organization for child care services related to the CalWORKs and Bridge Programs for Fiscal Year 2018-2019 and Fiscal Year 2019-2020.

Fiscal Impact:

There will be no impact to the County General Fund. The cost of the operation of these agreements is funded with dedicated federal Temporary Assistance for Needy Families and State General Funds up to the allocated amounts.

The cost for Fiscal Year (FY) 2018-2019 and FY2019-2020 for the provision of childcare services with KCAO is \$1,760,206 for each FY. The expenditure appropriation and required County share are included in the Human Services Agency's FY 2018-2019 Adopted Budget (Budget Unit 510000). Continued services under this agreement are predicated on funding from the California Department of Social Services. A breakdown of program costs is provided below for both fiscal years of the new contract.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

AGREEMENT WITH KINGS COMMUNITY ACTION ORGANIZATION FOR CHILD CARE RESOURCE AND REFERRAL SERVICES

December 4, 2018

Page 2 of 3

Childcare Resource and Referral Services:

<u>Child Care Services for CalWORKs and Bridge Program Participants</u>	FY: 2018-19
Personnel Costs:	\$196,547
Fringe Benefits:	\$52,055
Operational Costs:	\$91,257
Child Care Payments:	\$1,385,004
Indirect Costs:	\$35,343
Total Program Cost:	\$1,760,206
<u>Child Care Services for CalWORKs and Bridge Program Participants</u>	FY: 2019-20
Personnel Costs:	\$196,547
Fringe Benefits:	\$52,055
Operational Costs:	\$91,257
Child Care Payments:	\$1,385,004
Indirect Costs:	\$35,343
Total Program Cost:	\$1,760,206

BACKGROUND:

The Human Services Agency receives funding from the State Department of Social Services to administer child care services for both the CalWORKs and Bridge Programs. CalWORKs child care services are intended for participants who are in their first six months of participation in Employment & Training Services. Bridge Program child care services are intended to provide access to childcare for foster parents with foster children. The services provided by the KCAO include the arrangement for childcare to allow for participation in Employment & Training Service activities, employment, or activities recommended by Child Welfare Services. The KCAO administers both child care services under CalWORKs and the Bridge Program for the Human Services Agency to reduce the number of contacts for both participants and the child care providers, and to avoid duplication of effort by the Agency.

The last agreement with the KCAO was approved on May 16, 2017 (Board Agreement #17-038) and a subsequent amendment that was approved on April 10, 2018 (Board Agreement #17-038.1) The proposed agreement has been delayed due to concerns identified regarding the contractor's indirect cost rate for this specific contract. Through multiple meetings and communications with the contractor, the concerns were addressed and consensus was reached, which allowed for the contract process to proceed. Although this process delayed the approval of this agreement, the new indirect cost rate methodology will be applied to the proposed agreement.

Agenda Item

AGREEMENT WITH KINGS COMMUNITY ACTION ORGANIZATION FOR CHILD CARE RESOURCE AND REFERRAL SERVICES

December 4, 2018

Page 3 of 3

In addition to administering Stage I Child Care Program through the proposed agreement, the KCAO administers Stage II and III Child Care funding via contracts through the Department of Education, allowing for a seamless delivery of services. Purchasing has approved a Sole Source request for the proposed contract due to this reason.

This agreement was reviewed and approved by County Counsel.

**AGREEMENT BETWEEN
COUNTY OF KINGS AND
KINGS COMMUNITY ACTION ORGANIZATION (KCAO)**

THIS AGREEMENT is made and entered into as of the 1st day of July, 2018, by and between the County of Kings, a political subdivision of the State of California (hereinafter, "County") and Kings Community Action Organization, (hereinafter, "Contractor").

RECITALS

WHEREAS, County requires the provision of childcare services to all persons referred by the CalWORKs and Child Welfare Services programs, including the Cal Learn Program, ; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties mutually agree as follows:

1. SCOPE OF WORK

County hereby engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A**.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and County relies upon such skills. Contractor shall, at all times utilizing its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A** to County's reasonable satisfaction. County's acceptance of Contractor's work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

3. COMPENSATION

Contractor shall not be entitled to nor receive from County any additional consideration, compensation, or other remuneration for services rendered under this Agreement except that as set forth in **Exhibit B**.

All funds provided under this Agreement must be completely expended by June 30, 2019 for FY 2018/2019 and June 30, 2020 for FY 2019/2020.

The parties acknowledge and agree that the County's obligation to make payments to Contractor is contingent upon receipt of funds from California Department of Social Services (CDSS). Both program activities and funding allocations are subject to immediate reduction or termination in the event of the reduction or termination of funding or authorization.

4. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall pay Contractor monthly in arrears for fees and expenses incurred the prior month, up to the maximum amount provided for in **Exhibit B**. Each invoice must include a description of services rendered, to whom, date of service and the charges according to the agreed upon method.

Payments will be made on a cost reimbursement basis. Contractor shall bill County for amounts equal to the actual costs incurred for allowable items, within thirty (30) calendar days following the end of the month in which services were delivered. Billing shall be submitted to County in a format specified by County and documented in such reasonable detail as the County's Auditor shall require to establish by documentation that the funds were expended for the intended purposes of this Agreement.

In order to ensure that FY2018/2019 expenditures are claimed to the 2018/2019 Child Welfare Services Allocation, the billing for the month of June 2019 must be received by County by June 16, 2019. In order to ensure that FY2019/2020 expenditures are claimed to the 2019/2020 Child Welfare Services Allocation, the billing for the month of June 2020 must be received by County by June 16, 2020.

Contractor shall estimate costs as necessary through June 30, 2019. A final reconciliation of projected and actual costs due for the month of June 2019 shall be submitted to County by July 31, 2019, accompanied by a final invoice or check for overpayment, as is appropriate. Contractor shall estimate costs as necessary through June 30, 2020. A final reconciliation of projected and actual costs due for the month of June 2020 shall be submitted to County by July 31, 2020, accompanied by a final invoice or check for overpayment, as is appropriate.

Upon receipt and approval of the monthly invoice, County shall remit to Contractor the amount of allowable reimbursement costs incurred in the performance of this Agreement. Such remittance shall be made to Contractor within thirty (30) calendar days after timely receipt of the expenditure and statistical reports for each preceding calendar month.

Final payment will be made upon receipt of the reconciled expenditure and statistical reports for the period ending June 30, 2019. **Final billing for all costs of the agreement must be submitted before July 31, 2019.** Final payment may be held until any necessary termination audit is completed. Final payment will be made upon receipt of the reconciled expenditure and statistical reports for the period ending June 30, 2020. **Final billing for all costs of the agreement must be submitted before July 31, 2020.** Final payment may be held until any necessary termination audit is completed.

Contractor is responsible for the repayment of all audit exceptions resulting from audits performed by County; state of federal agencies related to this Agreement.

Invoices and audits shall be submitted electronically to:

HSA.Contracts@co.kings.ca.us

All Contractor costs shall be supported by properly executed payrolls, time records, attendance records, invoices, contracts, detailed general ledgers, vouchers, orders or any other documents pertaining in whole or in part to this Agreement.

5. TIME OF PERFORMANCE

This Agreement shall remain in full force and effect from July 1, 2018, to June 30, 2020.

Work will not begin, nor claims paid for services under this Agreement until all Certificates of Insurance, a Signing Authority Form, By-Laws, Business and Professional Licenses/Certificates, Verification of Non-Profit status, IRS ID number or other applicable licenses or certificates, as required, are on file with County's representative.

6. CHANGES AND AMENDMENTS

County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in signed, written amendments to this Agreement.

Either party may propose amendments to this Agreement. The party requesting the amendment shall submit the request to amend the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the parties' mutual agreement in writing. All amendment requests shall be submitted in writing to the County Administrator's Office.

No verbal agreements or conversations prior to execution of this Agreement or requested Amendment shall affect or modify any of the terms or conditions of this Agreement.

Any proposed increase in a single line item up to a cap of 10% of the original line item amount must be approved by the Director of the Human Services Agency or her designee. Any such Director approved modification shall not result in an increase in the total contract amount. If a total contract budget increase is requested, it must be approved the Board of Supervisors or County Purchasing Manager.

7. TERMINATION

The right to terminate this Agreement under this section may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

A. Without Cause. Either party shall have the right to terminate this Agreement without cause by giving the other party thirty (30) calendar days prior written notice of its intention to terminate pursuant to this provision specifying the date of termination.

B. With Cause. This Agreement may be terminated by either party should the other party materially breach this Agreement. Upon a material breach, the non-defaulting party shall provide written notice to the defaulting party of its intention to terminate this Agreement and allow a period of ten (10) days to cure the breach. If the breach is not remedied within that ten (10) day period, the non-defaulting party may terminate the Agreement on further written notice specifying the date of termination.

County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

If the nature of the breach is such that it cannot be cured within a ten (10) day period, the defaulting party may submit a written proposal within that period which sets forth a specific means to resolve the default and a date certain for completion. If the non-defaulting party consents to that proposal in writing, the defaulting party shall immediately embark on its plan to cure. If the default is not cured within the time specified, the non-defaulting party may terminate upon written notice specifying the date of termination.

C. Effects of Termination. Termination of this Agreement shall not terminate any obligations of any liability to County for damages sustained by County because of any breach of contract by Contractor, nor to indemnify, to maintain and make available any records pertaining to this Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.

D. Payment Not to be Construed as Waiver of Breach or Default. In no event shall any payment by County hereunder constitute a waiver by County of any breach of this Agreement or any default which may then exist on the part of Contractor, nor shall such payment impair or prejudice any remedy available to County with respect to the breach or default.

8. CLOSING OUT

Following termination, Contractor shall turn over to County all completed deliverables and then shall be reimbursed for all expenditures made in good faith that are due and unpaid at the time of termination not to exceed the maximum amount payable under this Agreement.

Contractor is responsible for County's receipt of a final claim for payment by completion of work. County shall promptly pay Contractor's final claim for payment providing Contractor has provided all obligations undertaken pursuant to this Agreement. If Contractor has failed to perform all such outstanding obligations, County shall withhold from Contractor's final claim for payment the amount of such services owed by Contractor.

9. RECORDS AND INSPECTIONS

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible. County shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to County. Records shall be maintained for seven (7) years after the termination of this Agreement or any extension of this Agreement.

10. INSURANCE

A. Insurance Amounts.

Without limiting County's right to obtain indemnification from Contractor or any third parties, prior to commencement of work, Contractor shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide a Certificate of Endorsement from Contractor's Insurance Carrier guaranteeing such coverage to the County. Such Certificate shall be mailed as set forth under Section 25, Notices. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to other

remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

1. Commercial General Liability. \$1,000,000 per occurrence and \$2,000,000 annual aggregate covering bodily injury, personal injury, and property damage. County and its officers, employees, and agents shall be endorsed to above policies as additional insured, using ISO form CG 20 26, or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000) per person, Five Hundred Thousand Dollars (\$500,000) per accident, and for property damages not less than Fifty Thousand Dollars (\$50,000), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code, including Employers' Liability limits of \$1,000,000 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against County.

4. Professional Liability. \$1,000,000 limit per occurrence and \$2,000,000 annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

B. Insurance Conditions.

1. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County's Risk Manager.

2. Each of the above required policies shall be endorsed to provide County with thirty (30) days prior written notice of cancellation. County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

11. INDEMNIFICATION

A. When the law establishes a professional standard of care for Contractor's Services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend, and hold harmless County and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent the Contractor (and its subcontractors) are responsible for such damages, liabilities, and costs on a comparative basis of fault between the Contractor (and its subcontractors) and County in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify County for County's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless County, and any and all of its Board members employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings,

losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against County by any taxing authority or third party asserting that an employer-employee relationship exists by reason of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

12. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand and agree that this Agreement is by and between two independent contractors and is not intended to, and shall not be construed to create, the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

C. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

13. COMPLIANCE WITH LAW

Contractor shall comply with the provisions set forth in **Exhibit C** of this Agreement and all federal, state and local laws and regulations applicable to its performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment. Contractor shall indemnify and hold County harmless from any loss, damage or liability resulting from a violation on the part of Contractor on such laws, rules, regulations, requirements and directives.

14. CONFIDENTIALITY

Contractor shall not use confidential information provided by the County for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall prevent unauthorized disclosure of any confidential information. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

15. CONFLICT OF INTEREST

Contractor warrants that its employees or their immediate families or Board of Directors or officers have no interest, including, but not limited to, other projects or independent contracts, and

shall not acquire any interest, direct or indirect, which conflicts with the rendering of services under this Agreement. Contractor shall employ or retain no such person while rendering services under this Agreement. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor warrants that it is knowledgeable of Government Code section 8350 *et seq.* regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. SINGLE AUDIT ACT

Contractor, as a vendor of State and Federal financial assistance, agrees to conduct an annual audit in accordance with the requirements of the Single Audit Act of 1984. Such audit shall be delivered to the County's Auditor-Controller and Human Services Agency (HSA) for review no later than December 31, 2019, and again before December 31, 2020.

A. Failure to perform the requisite audit functions as required by this paragraph may result in County performing any necessary audit tasks or, at County's option, in County contracting with a public accountant to perform the audit, at Contractor's sole expense.

B. Audit Findings/Exceptions/Sanctions. Contractor is responsible for any and all audit findings, exceptions, and sanctions relative to Contractor's performance under this Agreement. Under no circumstances is the County responsible for these costs relative to this Agreement or any other agreement.

18. NONDISCRIMINATION

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or any other prohibited basis.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

19. ADA COMPLIANCE

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall have available a copy of County's ADA grievance procedures as set forth in

the County's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit D**.

20. SUBCONTRACTOR AND ASSIGNMENT

Services under this Agreement are deemed to be personal services. Contractor shall not subcontract any work under this Agreement nor assign this Agreement without the prior written consent of the County.

Assignment by Contractor of any monies due shall not constitute an assignment of the Agreement.

21. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within ten (10) days of the start of the delay.

22. OWNERSHIP OF DOCUMENTS

County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence, or other pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by County or upon completion of the work pursuant to this Agreement. County's reuse of any such materials on any project other than the project for which they were originally intended shall be at County's sole risk.

No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

23. NOTICE

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed as follows:

COUNTY:
Sanja K. Bugay, Director
Kings County Human Services Agency
1400 W. Lacey Blvd., Bldg. #8
Hanford, CA 93230
Phone No: (559) 582-3241, Ext. 2200

CONTRACTOR:
Jeff Garner, Executive Director
Kings Community Action Organization
1130 N. 11th Ave.
Hanford, CA 93230
Phone No:(559)415-7202

If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of three (3) days following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

24. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new agreement following expiration or termination of this Agreement. Contractor

waives all rights to notice of non-renewal of Contractor's services.

25. CHOICE OF LAW

The parties have executed and delivered this agreement in the County of Kings, State of California. The laws of the State of California shall govern the validity, enforceability, or interpretation of this Agreement. Kings County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Agreement. Contractor hereby waives any rights it may possess under Section 394 of the Code of Civil Procedure to transfer to a neutral county or other venue any action arising out of this Agreement.

26. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES

This Agreement, including all exhibits and recitals which are fully incorporated into and are integral parts of this Agreement, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions, or obligations made or entered into by County or Contractor other than those contained herein. This Agreement represents the contributions of both parties, who are each represented by competent counsel, and it is expressly agreed and understood that the rule stated in Civil Code section 1654, that ambiguities in a contract should be construed against the drafter, shall have no application to the construction of the Agreement.

27. SEVERABILITY

If any of the provisions of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

28. AUTHORITY

Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the Party to which its signature represents.

29. WAIVER

The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a continuing waiver of said breach or waiver of any future breach or violation.

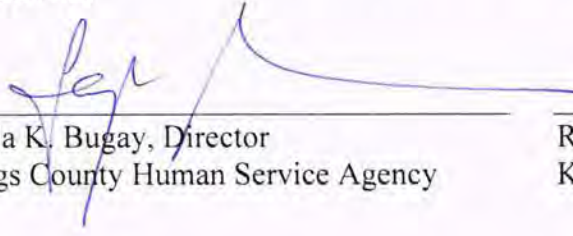
30. NO THIRD PARTY BENEFICIARIES

County and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to a third party.

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first written above.

REVIEWED AND RECOMMENDED FOR APPROVAL:

COUNTY OF KINGS



Sanja K. Bugay, Director
Kings County Human Service Agency

Richard Valle, Chairman
Kings County Board of Supervisors

CONTRACTOR

ATTEST

Jeff Garner, Executive Director
Kings Community Action Organization

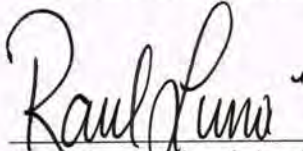
Catherine Venturella
Clerk to the Board of Supervisor

APPROVED AS LEGAL FORM:
Colleen Carlson, County Counsel

APPROVED AS TO ACCOUNTING FORM:



Juliana F. Gmur, Assistant County Counsel



Raul Luna, Fiscal Analyst
Kings County Human Services Agency

Exhibits/Attachments:

- Exhibit A:** Scope of Work
- Exhibit B:** Operating Budget
- Exhibit C:** Assurance of Compliance with County – Non Discrimination
- Exhibit D:** Kings County ADA Grievance Procedure
- Exhibit E:** Child Care Monthly Report CW 115
- Exhibit F:** Child Care Monthly Report CW 115A
- Exhibit G:** Emergency Child Care Monthly Status Report CCB 18

EXHIBIT A

Scope of Work

A. Contractor SHALL:

In General: Provide childcare to all persons referred by the CalWORKs and Child Welfare Services programs, including the Cal Learn Program, in accordance with this Agreement, meeting all three stages of childcare as outlined in directives from the State Departments of Social Services and Education. Participants in CalWORKs activities must be transitioned through differing stages of childcare based on the participant's work activities, time on aid and the availability of funding. The aforementioned transitions through stages of care must be accomplished in a seamless manner to avoid the interruption of services, thus preserving the participant's plan for self-sufficiency.

Specifically, Contractor shall:

1. Provide HSA-referred participants with a childcare plan that will ensure the safety of the child and provide adequate hours of care within the rates allowed by the State Department of Social Services. This will include performing Trustline and Health and Safety Certification as required by the State Department of Social Services.
2. Provide each CalWORKs and Child Welfare participant with individual reviews of their childcare plan.
3. Establish and maintain forms and procedures to carry out the provisions of this Agreement.
4. Provide HSA information on license-exempt care providers. Collect all of the following information for license-exempt care providers, providing on demand that information to the HSA and the participant:
 - a. The care providers name and address.
 - b. The address where care is to be provided.
 - c. The hours care is to be provided and the charge for this care.
 - d. The names, addresses and telephone numbers of two character references.
 - e. A copy of a valid California driver's license or other identification to establish that the care provider is at least 18 year of age.
 - f. A statement from the care provider as to his or her health; education; experience or other qualifications; criminal record; and names and ages of other persons in the home or providing care.
5. Permit parental choice of childcare, allowing for split shift, weekend and night care, as indicated by the participant's referral. Also, authorize sufficient time for childcare when participant works evenings, thus allowing the participant to sleep during the day when the child or children will be awake.
6. Recruit and enroll new childcare resources to provide adequate childcare slots.
7. Provide childcare enrollment services in rural areas or work towards establishing enrollment

services in rural areas such as in Corcoran and Avenal.

8. Provide Trauma-informed care training and coaching designated by the California Department of Social Services to service providers of child welfare involved child and families. Training shall include but may not be limited to infant and toddler development and research-based, trauma-informed best care practices.
9. Provide payment services for all three stages of childcare, to ensure that care is provided for in a seamless manner. Payment services shall only be provided after verification of need is performed.
 - a. As appropriate, or as directed by HSA, childcare should be provided from Stage III and Stage II funding sources, respectively. In the event funding for Stage III care is fully expended by Contractor, then Stage II funding sources shall be utilized. Contractor may request payment for care from Stage I funds for persons NOT in the first 6 months of their CalWORKs plan, or NOT in an unstable situation as determined by the HSA AND only when all Stage II funds have been expended.
 - b. Stage I childcare will be paid by Contractor and reimbursed by HSA as directed on page four, Records, and Inspections, Section 9 of this Agreement, limited to the total amount allocated for Stage 1 care, \$1,561,444.00 for each County fiscal year.
 - c. Emergency Child Care Bridge Program will be paid by Contractor and reimbursed by HSA limited to the amount allocated for the Emergency Child Care Bridge Program for fiscal year 2018. Reimbursement for the Emergency Child Care Bridge Program shall not to exceed \$198,762.00. Cost for Vouchers \$119,031.00, Navigation \$48,398.00, Trauma Informed Training \$23,757.00, and Indirect Costs \$7,576.00.
 - d. The payment system must allow for advance payments for care.
 - e. The payments for care shall be determined utilizing regional market rates established by the Child Care Resource and Referral Network, as directed by the State Department of Social Services for CalWORKs and Child Welfare funded childcare, and by the State Department of Education for DOE funded childcare. (DSS All County Letters 01-39 and 17-109)
9. Report monthly to HSA by the 20th of the month following the month care was given, on:
 - a. Number of children in family day care, center-based care and being cared for in the participant's home.
 - b. Number of vouchers issued for Cal WORKS children.
 - c. Number of vouchers issued for Child Welfare children.
 - d. Amounts of childcare funds expended for all childcare for each participant and for the total served.
 - e. Amount of parent fees recovered.
 - f. Total overpayments occurred by participant name.
10. Will utilize a report format developed and mandated by the California Department of Social Services for reporting this data to meet the reporting requirements referred to in

paragraph 8 of above. (See Exhibit E, Exhibit F, and Exhibit G of this Agreement for a description of the reporting format and instructions for completion of the monthly reports.)

11. Report monthly to HSA by the 20th day of each month a list of families receiving child care under Stage 1 and the Emergency Child Care Bridge Program who's child care is expected to end the following month. The report shall reflect the following information:
 - a. Client's Name
 - b. Social Security Number
 - c. End Date for Child Care Services
 - d. Worker Name
 12. Provide a system to report overpayments to childcare providers and HSA.
 13. Collect monthly parent fees, when necessary, utilizing fees to fund recruitment of new child care providers.
 14. Place CalWORKs and Child Welfare participants on State Department of Education ranking list as mandated by the State Department of Education regulations.
 15. Monitor childcare providers in accordance with State Department of Education regulations.
 16. Notify HSA of any grievances filed on behalf of CalWORKs and Child Welfare participants within two (2) days of filing date.
 17. Advise HSA of any suspected improper or fraudulent use of CalWORKs and Child Welfare funds, which may come to Contractor's attention; or any suspected supplying of misinformation to HSA or its representatives or contractors, with respect to the enrollment of CalWORKs and Child Welfare participants.
 18. Maintain adequate and qualified staffing to meet the work requirements of this Agreement.
- B. County SHALL:
1. Refer all participants with children eligible to receive childcare services whether or not the participant requires childcare services to participate.
 2. Maintain procedures to collect overpayments in childcare payments.
 3. Refer all children requiring payment services for all licensed and license exempt care providers and that said payments will be made within limits established for Kings County by the State Department of Social Services and California Department of Education.
 4. Provide CalWORKs and Child Welfare funding to Contractor to provide services identified in the County's responsibilities identified herein.
 5. Assist Contractor in verifying participation in employment and training activities related to CalWORKs to ensure proper payment of childcare is provided.

EXHIBIT B

Operating Budget

Project Name: KingsWORKs and Foster Bridge Agreement			
Agreement Term: 2018-2019			
BUDGET CATEGORY AND LINE ITEM DETAIL	Total Cost	KingsWORKs Child Care	Foster Bridge Child Care
A. Personnel Costs	\$196,547.00	\$159,765.00	\$36,782.00
<p>Program Director(35% FTE)-Develops, monitors, and ensures all budget, program requirements, and activities are fulfilled and in compliance with funding terms and conditions.</p> <p>Provider Reimbursement Supervisor (48% FTE)-Provides supervision to staff, plans and trains staff, and processes and completes provider payment and reports.</p> <p>Provider Payment Technician (48% FTE)-Reviews, calculates, and processes provider payments. Provides attendance sheet technical assistance to providers.</p> <p>Child Care Enrollment Specialist (100% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Enrollment Specialist (100% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Enrollment Specialist (100% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Enrollment Specialist (37% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Office Assistant (37% FTE)-Provides program support with clerical functions and directs and assists consumers of child care to appropriate staff. Prepares provider files and assist in the process of provider payment.</p> <p>Resource & Referral Office Assistant (12% FTE)- Works as a child care navigator with eligible family and family team to assess child care opportunities and provide consumer education.</p> <p>Resource & Referral Program Specialist (16%)- Provide coaching to child care providers working with children in the foster care system.</p> <p>Resource & Referral Program Manager (11% FTE)- Provide training and coaching to child care providers working with children, and children of parenting youth in the foster care system.</p>			

B. Fringe Benefits Cost	\$52,055.00	\$40,439.00	\$11,616.00
<u>Personnel Benefits Includes:</u> Health, Workers Compensation, Pension, FICA SUI, and Vacation.	\$52,055.00	\$40,439.00	\$11,616.00
C. Operational Costs	\$91,257.00	\$67,500.00	\$23,757.00
<u>Supplies:</u> office supplies, raw food supplies, kitchen utensils, program supplies, small tools, janitorial supplies, copier supplies computer supplies.	\$7,800.00	\$7,800.00	
<u>Equipment:</u> equipment rental, postage meter rental, equipment maintenance.	\$2,900.00	\$2,900.00	
<u>Communication:</u> publications and subscriptions, dues and memberships, internet expenses, telephone, postage, photocopies, outside printing.	\$11,400.00	\$11,400.00	
<u>Occupancy:</u> storage, utilities, building repair/maintenance, grounds maintenance.	\$5,943.00	\$5,943.00	
<u>Outside Services:</u> contracted services.	\$8,500.00	\$8,500.00	
<u>Vehicle Expenses:</u> gas and oil, vehicle insurance, vehicle license and fees, vehicle repair and maintenance.	\$8,500.00	\$8,500.00	
<u>Travel and Training:</u> staff travel/local, staff travel/out of area, per diem, staff training, conference registration.	\$30,757.00	\$7,000.00	\$23,757.00
<u>Other Expenses:</u> bank charges, insurance and bonding, property taxes, pre-employment physicals, finger printing, fees and licenses, disposal fees, miscellaneous expense, other program support.	\$11,700.00	\$11,700.00	
<u>Depreciation Expense:</u> Allocated depreciation expense.	\$3,257.00	\$3,257.00	
<u>Employment Expenses:</u> pre-employment, current employee.	\$500.00	\$500.00	
Miscellaneous Expenses	\$0.00	\$0.00	
D. Child Care Payments	\$1,385,004.00	\$1,265,973.00	\$119,031.00
E. Indirect Costs 10.5% Indirect Cost Rate	\$35,343.00	\$27,767.00	\$7,576.00
TOTAL PROGRAM COSTS	\$1,760,206.00	\$1,561,444.00	\$198,762.00

Project Name: KingsWORKs and Foster Bridge Agreement			
Agreement Term: 2019-2020			
BUDGET CATEGORY AND LINE ITEM DETAIL	Total Cost	KingsWORKs Child Care	Foster Bridge Child Care
A. Personnel Costs	\$196,547.00	\$159,765.00	\$36,782.00
<p>Program Director(35% FTE)-Develops, monitors, and ensures all budget, program requirements, and activities are fulfilled and in compliance with funding terms and conditions.</p> <p>Provider Reimbursement Supervisor (48% FTE)-Provides supervision to staff, plans and trains staff, and processes and completes provider payment and reports.</p> <p>Provider Payment Technician (48% FTE)-Reviews, calculates, and processes provider payments. Provides attendance sheet technical assistance to providers.</p> <p>Child Care Enrollment Specialist (100% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Enrollment Specialist (100% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Enrollment Specialist (100% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Enrollment Specialist (37% FTE)-Conducts intake enrollment appointment, maintains ongoing case management, and transfers family eligible for stage 2, or 3.</p> <p>Child Care Office Assistant (37% FTE)-Provides program support with clerical functions and directs and assists consumers of child care to appropriate staff. Prepares provider files and assist in the process of provider payment.</p> <p>Resource & Referral Office Assistant (12% FTE)- Works as a child care navigator with eligible family and family team to assess child care opportunities and provide consumer education.</p> <p>Resource & Referral Program Specialist (16%)- Provide coaching to child care providers working with children in the foster care system.</p> <p>Resource & Referral Program Manager (11% FTE)- Provide training and coaching to child care providers working with children, and children of parenting youth in the foster care system.</p>			

B. Fringe Benefits Cost	\$52,055.00	\$40,439.00	\$11,616.00
Personnel Benefits Includes: Health, Workers Compensation, Pension, FICA SUI, and Vacation.	\$52,055.00	\$40,439.00	\$11,616.00
C. Operational Costs	\$91,257.00	\$67,500.00	\$23,757.00
Supplies: office supplies, raw food supplies, kitchen utensils, program supplies, small tools, janitorial supplies, copier supplies computer supplies.	\$7,800.00	\$7,800.00	
Equipment: equipment rental, postage meter rental, equipment maintenance.	\$2,900.00	\$2,900.00	
Communication: publications and subscriptions, dues and memberships, internet expenses, telephone, postage, photocopies, outside printing.	\$11,400.00	\$11,400.00	
Occupancy: storage, utilities, building repair/maintenance, grounds maintenance.	\$5,943.00	\$5,943.00	
Outside Services: contracted services.	\$8,500.00	\$8,500.00	
Vehicle Expenses: gas and oil, vehicle insurance, vehicle license and fees, vehicle repair and maintenance.	\$8,500.00	\$8,500.00	
Travel and Training: staff travel/local, staff travel/out of area, per diem, staff training, conference registration.	\$30,757.00	\$7,000.00	\$23,757.00
Other Expenses: bank charges, insurance and bonding, property taxes, pre-employment physicals, finger printing, fees and licenses, disposal fees, miscellaneous expense, other program support.	\$11,700.00	\$11,700.00	
Depreciation Expense: Allocated depreciation expense.	\$3,257.00	\$3,257.00	
Employment Expenses: pre-employment, current employee.	\$500.00	\$500.00	
Miscellaneous Expenses	\$0.00	\$0.00	
D. Child Care Payments	\$1,385,004.00	\$1,265,973.00	\$119,031.00
E. Indirect Costs 10.5% Indirect Cost Rate	\$35,343.00	\$27,767.00	\$7,576.00
TOTAL PROGRAM COSTS	\$1,760,206.00	\$1,561,444.00	\$198,762.00

EXHIBIT C

Assurance Of Compliance with the Kings County Human Services Agency For Nondiscrimination In State and Federally Assisted Programs

ASSURANCE OF COMPLIANCE IN STATE AND FEDERAL ASSISTANCE PROGRAMS.

Kings Community Action Organization (“Contractor”) agrees that it will comply with Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. § 2000d et. seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et. seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); the Food Stamp Act of 1977, and in particular section 272.6; (7 U.S.C. § 2011 et. seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et. seq.); Government Code section 11135 et seq.; California Code of Regulations Title 22 CCR §§ 98000 - 98413; Title 24 CCR § 3105a(e); the Dymally-Alatorre Bilingual Services Act (Gov. Code § 7290 et. seq.) and other applicable federal and state laws, as well as their implementing regulations. Contractor will ensure that employment practices and provision of services under this Agreement are nondiscriminatory, and that no person shall because of race, color, creed, national origin, ethnic group identification, political affiliation, religion, marital status, sex, sexual orientation, age, or physical or mental disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination. Contractor shall immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and the CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the Contractor agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code § 10605, or Government Code §§ 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

TO THE EXTENT applicable and enforceable to the Hospital, Hospital will abide by the governmental codes, laws, rules and regulations referenced in this Agreement.

Jeff Garner, Executive Director
Kings Community Action Organization

Appendix E.

Kings County ADA Grievance Procedure

Kings County
Grievance Procedure under ADA or
California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than sixty (60) calendar days after the alleged violation to:

Kevin McAlister, ADA Coordinator
County Government Center
1400 West Lacey Blvd.
Hanford, CA 93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location:

My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)

**Child Care Monthly Report
CalWORKs Families
CW 115**

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
EMAIL COMPLETED REPORT FORM TO:
admchw115@dss.ca.gov

COUNTY NAME	VERSION		REPORT MONTH	REPORT YEAR						
	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REVISED			Welfare to Work (A)	Cal-Learn (B)	No Longer on Aid (C)	CalWORKs Safety Net (D)	TOTAL (E)	
PART A. STAGE 1 CHILD CARE CASELOAD										
1. Stage 1 families with child care during the month.....	1	2	3	4	5					
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c)...	6	7	8	9	10					
Less than two years of age.....	11	12	13	14	15					
Two through five years of age.....	16	17	18	19	20					
School age (Six years or older).....	21	22	23	24	25					
3. Stage 1 children in the following child care settings during the month:										
a. Child Care Center.....	26	27	28	29	30					
b. Family Child Care Homes.....	31	32	33	34	35					
c. License Exempt.....	36	37	38	39	40					
4. Stage 1 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c).....	41	42	43	44	45					
a. Child Care Center.....	46	47	48	49	50					
b. Family Child Care Homes.....	51	52	53	54	55					
c. License Exempt.....	56	57	58	59	60					
5. Stage 1 children submitted for transfer to Stage 2 during the month.....	61	62	63	64	65					
6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c).....	66	67	68	69	70					
a. Stage 1 children who will remain in Stage 1 due to program barriers.....	71	72	73	74	75					
b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues.....	76	77	78	79	80					
c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues.....	81	82	83	84	85					
PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE					Total					
7. Children whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month. Primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 7a - 7e).....					86					
a. No funding available.....					87					
b. No provider available.....					88					
c. Child care not available during nontraditional hours.....					89					
Transportation to and from child care not available.....					90					
e. Other (e.g. Special needs, sick care not available, etc., explain in Item 7e Explanation box).....					91					
COMMENTS										
General Comments										
Item 7e Explanation										
Revised Report Explanation										
CONTACT PERSON			TELEPHONE		EXTENSION		FAX			
JOB TITLE/CLASSIFICATION			E-MAIL				DATE SUBMITTED			

**CHILD CARE MONTHLY REPORT – CalWORKs FAMILIES
CW 115 (7/15)**

INSTRUCTIONS

CONTENT

The monthly CW 115 report contains statistical information on CalWORKs families and children approved/authorized/certified to receive Stage 1 Child Care during the report month. This report includes data on the number of non Two-Parent families and their children that are approved/authorized/certified to receive Stage 1 Child Care; transferred to Stage 2 or are waiting to transfer to Stage 2 only; and the reasons Stage 1 Child Care was not available during the month. Do not report Two-Parent Families on this form. Stage 1 Child Care for Two-Parent Families will be reported on the CW 115A.

Each county administers Stage 1 of the CalWORKs child care program. Some counties may contract with the Alternative Payment Program (APP) to administer their Stage 1 Child Care program. The APP administers Stages 2 and 3 under contract with the California Department of Education.

PURPOSE

The CW 115 meets the child care data reporting requirements of the Welfare and Institutions Code (W&I) Section 11323.9. This report also provides county, state and federal entities with information needed to capture accurate caseload data for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at adm115@dss.ca.gov. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. Counties are encouraged to review their data on the website each quarter to confirm the county's data matches the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at <http://www.cdss.ca.gov/research/>.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the **General Comments** box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

Cal-Learn: This program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. Cal-Learn provides supportive services to assist teen parents to stay in or return to school in order to graduate. Cal-Learn eligibility is extended to 19 year olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19 and who have not graduated from high school. **NOTE: Do not include other (non-Cal-Learn) children in this column who are living in the household and are receiving Stage 1 Child Care. (MPP 42-763)**

CalWORKs Assistance Unit (AU): An AU is a group of related persons living in the same home who have been determined eligible for CalWORKs cash assistance.

CalWORKs Families: For purposes of this report, CalWORKs families are All Other families, Zero Parent families, Temporary Assistance for Needy Families (TANF) Timed-Out families and Safety Net families. **NOTE: Two-Parent families are not included on the CW 115. All Other Family: An All Other family is one that has not been identified as either a Two-Parent or a Zero Parent family.**

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs 48 month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded K1. (MPP 42-302 and 82-833)

Child Care Case: A child care case that is approved / authorized / certified for CalWORKs Stage 1 Child Care benefits, after an eligibility determination is made that authorizes subsidized child care reimbursements, irrespective of receiving actual child care reimbursements.

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that meet the requirements for participation in the APP. (Title V, Section 18074.2)

Family: For purposes of the CW 115, this is the same as the CalWORKs AU. For example, if two unmarried adults with a child in common are living together, they would be counted as an AU.

NOTE: Two unmarried adults living together with separate children and no child in common would be counted as two AUs with separate CalWORKs cases. A single parent and that parent's children would be only one AU. [MPP 47-110(a)(2) and 80-301(a)(9)]

DEFINITIONS (Continued)

Family Child Care Homes: Child care provider who:

- (A) Operate licensed family child care homes; or
- (B) Operate a child care business in a home setting on tribal or federal land. (Title V, Section 18074.2)

License Exempt: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. [MPP 47-110(e)(2)] (Title V, Section 18074.2)

No Longer on Aid: The entire case or the adult in the AU is not receiving cash aid (excluding safety net cases).

Stage 1 Child Care: Stage 1 begins upon the entry of a person into the CalWORKs program. A family may receive a child care subsidy for any legal child care chosen by the client. (MPP 47-101.6)

Stage 2 Child Care: Stage 2 may begin when child care is available through a local Stage 2 program and the county determines stability or when a recipient is transitioning off of aid. (MPP 47-101.7)

Unduplicated Count: For purposes of reporting on the CW 115, this represents a single count of the number of families and/or children regardless of the number of reimbursements made in the report month.

Welfare-to-Work: This program is mandated by the WIC 11320, et. al. Participation in this program may allow recipients of aid to receive child care assistance. (MPP 42-700)

COLUMN DEFINITION

Enter the unduplicated number of families and their children who received Stage 1 Child Care in one of the following categories in the report month.

Column (A) Welfare-to-Work: MPP 42-700 and WIC 11320, et. al.

Column (B) Cal-Learn: MPP 42-763.

Column (C) No Longer on Aid: MPP 47-110(f)(3).

Column (D) CalWORKs Safety Net: MPP 42-302 and 82-833.

Column (E) Total: Enter the sum of columns (A), (B), (C) and (D) for Items 1 through 5.

ITEM INSTRUCTIONS

PART A. STAGE 1 CHILD CARE CASELOAD

1. Stage 1 families with child care during the month: Enter the unduplicated number of families approved/authorized/certified for Stage 1 Child Care in the report month. Include families whose children are waiting to transfer into Stage 2, families whose children have transferred back from Stage 2 and children who are remaining in Stage 1. **Cell 5 Total (E) column is automatically calculated.** [Cells 1-5]
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c): **This item is automatically calculated.** This is the sum of Items 2a through 2c. [Cells 6-10]
 - a. Less than two years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are zero up to the day before they turn two years of age. **Cell 15 Total (E) column is automatically calculated.** [Cells 11-15]
 - b. Two through five years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who turn two years old and are less than six years of age. **Cell 20 Total (E) is automatically calculated.** [Cells 16-20]

c. School age (Six years or older): Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are six years of age and older. **Cell 25 Total (E) column is automatically calculated.** [Cells 21-25]

ITEM INSTRUCTIONS (Continued)

3. Stage 1 children in the following child care settings during the month:

NOTE: Children may be counted in multiple settings. Numbers may be duplicated.

a. Child Care Center: Enter the number of Stage 1 children receiving child care using either:

- (1) Operate licensed centers; or
- (2) Are public or private schools operating extended day programs; or
- (3) Operate centers on tribal or federal lands; or
- (4) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that meet the requirements for participation in the alternative payment program. **Cell 30 Total (E) column is automatically calculated.** [Cells 26-30]

b. Family Child Care Homes: Enter the number of Stage 1 children receiving child care using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 35 Total (E) column is automatically calculated.** [Cells 31-35]

c. License Exempt: Enter the number of Stage 1 children receiving child care using all other providers that are not included in the child care center or family child care homes definition and not required to be licensed. **Cell 40 Total (E) column is automatically calculated.** [Cells 36-40]

4. Stage 1 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c): **This item is automatically calculated.** This is the sum of Items 4a through 4c. **Cell 45 Total (E) column is automatically calculated.** [Cell 41-45] **NOTE: The dollars displayed are subject to change. Final actual expenditures are reported to CDSS through the Quarterly County Expense Claim.**

a. Child Care Center: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using either:

- (1) Operate licensed centers; or
- (2) Are public or private schools operating extended day programs; or
- (3) Operate centers on tribal or federal lands; or
- (4) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that meet the requirements for participation in the alternative payment program. **Cell 50 Total (E) column is automatically calculated.** [Cell 46-50]

b. Family Child Care Homes: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 55 Total (E) column is automatically calculated.** [Cell 51-55]

c. License Exempt: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using all other providers that are not included in the child care center or family child care homes definitions and not required to be licensed. **Cell 60 Total (E) column is automatically calculated.** [Cells 56-60]

5. Stage 1 children submitted for transfer to Stage 2 during the month: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified to be submitted for transfer to Stage 2 during the report month. Include children that were reimbursed in Stage 1 child care on the last day of the previous

month and submitted for transfer to Stage 2 on the first day of the report moth. **Cell 65 Total (E) column is automatically calculated.** [Cell 61-65]

ITEM INSTRUCTIONS (Continued)

6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c): **This Item is automatically calculated.** This is the sum of Items 6a through 6c. **Cell 70 Total (E) column is automatically calculated.** [Cell 66-70]
 - a. Stage 1 children who will remain in Stage 1 due to program barriers: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who will not transfer to Stage 2 and will remain in Stage 1 Child Care due to program barriers during the month (e.g. in-home license exempt providers, issues, and concerns). **Cell 75 Total (E) column is automatically calculated.** [Cells 71-75]
 - b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who cannot yet transfer to Stage 2 due to Stage 2 funding issues. **Cell 80 Total (E) column is automatically calculated.** [Cell 76-80]
 - c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues: Enter the unduplicated number of Stage 1 children approved/authorized/certified eligible and waiting to transfer to Stage 2 due to agency staffing issues. Agency staffing issues could either be CWD or APP issues. **Cell 85 Total (E) column is automatically calculated.** [Cell 81-85]

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

Children reported in Part B because child care services were not available should not be reported in Part A. **NOTE: The data in this section is a subset of Part C, Item 32 (Cell 38), "Good cause for not participating in WTW," on the WTW 25 (10/06), CalWORKs Welfare-to-Work Monthly Activity Report – All (Other) Families.**

7. Children whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month. The primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 7a through 7e): **This Item is automatically calculated.** This is the sum of Item 7a through 7e. [Cell 86]
 - a. No funding available: Enter the unduplicated number of children for whom child care was not available due to a lack of child care funding. [Cell 87]
 - b. No provider available: Enter the unduplicated number of children for whom no child care providers were available. [Cell 88]
 - c. Child care not available during nontraditional hours: Enter the unduplicated number of children for whom there were no child care providers offering care during nontraditional hours. [Cell 89]
 - d. Transportation to and from child care not available: Enter the unduplicated number of children who did not receive child care because neither public nor private transportation was available to transport the child between his or her home and the provider. [Cell 90]

- e. Other (e.g. Special needs; sick care not available, etc., explain in Item 6e Explanation box): Enter the unduplicated number of children for whom child care was not available due to circumstances not noted in Items 7a through 7d above. For example, no provider available to provide child care services to children with special needs or an ill child. *[Cell 91]*

COMMENTS

Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in this section and specify the items and specific programs (columns provided) for which these agencies are responsible. This information is only requested so that DSSDB can contact the appropriate party or individual for further information if necessary, on the data reported.

Use the Comments section to:

- In the General Comments box explain any major fluctuations in data.
- In the General Comments box provide any comments the county determines necessary, including major changes in procedures, programming or staffing that have affected the data.
- In the General Comments box explain any "0" data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data.
- In the Revised Report Explanation box explain the reason for a revised report.
- In the Item 7e Explanation box, explain the "other" reason(s) child care was not received.

Child Care Monthly Report

CalWORKs Families

CW 115

VALIDATIONS

CELLS 1-91 Each data cell in this report must be a whole number equal to or greater than zero (0). Enter no decimals. No data cells should be left blank.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. STAGE 1 CHILD CARE CASELOAD

ITEM 1	Item 1 must be less than or equal to Item 2
CELL 1	Cell 1 must be less than or equal to Cell 6
CELL 2	Cell 2 must be less than or equal to Cell 7
CELL 3	Cell 3 must be less than or equal to Cell 8
CELL 4	Cell 4 must be less than or equal to Cell 9
CELL 5	Cell 5 must be less than or equal to Cell 10

ITEM 1	Item 1 Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 5	Cell 5 must be equal to (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4)

ITEM 2	Item 2 must be greater than or equal to Item 1
CELL 6	Cell 6 must be greater than or equal to Cell 1
CELL 7	Cell 7 must be greater than or equal to Cell 2
CELL 8	Cell 8 must be greater than or equal to Cell 3
CELL 9	Cell 9 must be greater than or equal to Cell 4
CELL 10	Cell 10 must be greater than or equal to Cell 5

ITEM 2	Item 2 must be equal to (Item 2a plus Item 2b plus Item 2c)
CELL 6	Cell 6 must be equal to (Cell 11 plus Cell 16 plus Cell 21)
CELL 7	Cell 7 must be equal to (Cell 12 plus Cell 17 plus Cell 22)
CELL 8	Cell 8 must be equal to (Cell 13 plus Cell 18 plus Cell 23)
CELL 9	Cell 9 must be equal to (Cell 14 plus Cell 19 plus Cell 24)
CELL 10	Cell 10 must be equal to (Cell 15 plus Cell 20 plus Cell 25)

ITEM 2	Item 2 must be greater than or equal to (Item 5 plus Item 6)
CELL 6	Cell 6 must be greater than or equal to (Cell 61 plus Cell 66 plus)
CELL 7	Cell 7 must be greater than or equal to (Cell 62 plus Cell 67)

CELL 8 Cell 8 must be greater than or equal to (Cell 63 plus Cell 68)
CELL 9 Cell 9 must be greater than or equal to (Cell 64 plus Cell 69)
CELL 10 Cell 10 must be greater than or equal to (Cell 65 plus Cell 70)

ITEM 2 Item 2 Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 10 Cell 10 must be equal to (Cell 6 plus Cell 7 plus Cell 8 plus Cell 9)

ITEM 2a Item 2a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 15 Cell 15 must be equal to (Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)

ITEM 2b Item 2b Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 20 Cell 20 must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)

ITEM 2c Item 2c Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 25 Cell 25 must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24)

ITEM 3a Item 3a must be less than or equal to Item 2
CELL 26 Cell 26 must be less than or equal to Cell 6
CELL 27 Cell 27 must be less than or equal to Cell 7
CELL 28 Cell 28 must be less than or equal to Cell 8
CELL 29 Cell 29 must be less than or equal to Cell 9
CELL 30 Cell 30 must be less than or equal to Cell 10

ITEM 3a Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 30 Cell 30 must be equal to (Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)

ITEM 3b Item 3b must be less than or equal to Item 2
CELL 31 Cell 31 must be less than or equal to Cell 6
CELL 32 Cell 32 must be less than or equal to Cell 7
CELL 33 Cell 33 must be less than or equal to Cell 8
CELL 34 Cell 34 must be less than or equal to Cell 9
CELL 35 Cell 35 must be less than or equal to Cell 10

ITEM 3b Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 35 Cell 35 must be equal to (Cell 31 plus Cell 32 plus Cell 33 plus Cell 34)

ITEM 3c Item 3c must be less than or equal to Item 2
CELL 36 Cell 36 must be less than or equal to Cell 6
CELL 37 Cell 37 must be less than or equal to Cell 7
CELL 38 Cell 38 must be less than or equal to Cell 8
CELL 39 Cell 39 must be less than or equal to Cell 9
CELL 40 Cell 40 must be less than or equal to Cell 10

ITEM 3c Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 40 Cell 40 must be equal to (Cell 36 plus Cell 37 plus Cell 38 plus Cell 39)

ITEM 4 Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c)
CELL 41 Cell 41 must be equal to (Cell 46 plus Cell 51 plus Cell 56)
CELL 42 Cell 42 must be equal to (Cell 47 plus Cell 52 plus Cell 57)
CELL 43 Cell 43 must be equal to (Cell 48 plus Cell 53 plus Cell 58)

CELL 44 **Cell 44** must be equal to (Cell 49 plus Cell 54 plus Cell 59)

CELL 45 **Cell 45** must be equal to (Cell 50 plus Cell 55 plus Cell 60)

ITEM 4 Item 4 Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 45 **Cell 45** must be equal to (Cell 41 plus Cell 42 plus Cell 43 plus Cell 44)

ITEM 4a Item 4a Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 50 **Cell 50** must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)

ITEM 4b Item 4b Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 55 **Cell 55** must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54)

ITEM 4c Item 4c Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 60 **Cell 60** must be equal to (Cell 56 plus Cell 57 plus Cell 58 plus Cell 59)

ITEM 5 Item 5 must be less than or equal to Item 2

CELL 61 **Cell 61** must be less than or equal to Cell 6

CELL 62 **Cell 62** must be less than or equal to Cell 7

CELL 63 **Cell 63** must be less than or equal to Cell 8

CELL 64 **Cell 64** must be less than or equal to Cell 9

CELL 65 **Cell 65** must be less than or equal to Cell 10

ITEM 5 Item 5 Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 65 **Cell 65** must be equal to (Cell 61 plus Cell 62 plus Cell 63 plus Cell 64)

ITEM 6 Item 6 must be less than or equal to Item 2

CELL 66 **Cell 66** must be less than or equal to Cell 6

CELL 67 **Cell 67** must be less than or equal to Cell 7

CELL 68 **Cell 68** must be less than or equal to Cell 8

CELL 69 **Cell 69** must be less than or equal to Cell 9

CELL 70 **Cell 70** must be less than or equal to Cell 10

ITEM 6 Item 6 must be equal to (Item 6a plus Item 6b plus Item 6c)

CELL 66 **Cell 66** must be equal to (Cell 71 plus Cell 76 plus Cell 81)

CELL 67 **Cell 67** must be equal to (Cell 72 plus Cell 77 plus Cell 82)

CELL 68 **Cell 68** must be equal to (Cell 73 plus Cell 78 plus Cell 83)

CELL 69 **Cell 69** must be equal to (Cell 74 plus Cell 79 plus Cell 84)

CELL 70 **Cell 70** must be equal to (Cell 75 plus Cell 80 plus Cell 85)

ITEM 6 Item 6 Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 70 **Cell 70** must be equal to (Cell 66 plus Cell 67 plus Cell 68 plus Cell 69)

ITEM 6a Item 6a Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 75 **Cell 75** must be equal to (Cell 71 plus Cell 72 plus Cell 73 plus Cell 74)

ITEM 6b Item 6b Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 80 **Cell 80** must be equal to (Cell 76 plus Cell 77 plus Cell 78 plus Cell 79)

ITEM 6c Item 6c Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 85 **Cell 85** must be equal to (Cell 81 plus Cell 82 plus Cell 83 plus Cell 84)

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

ITEM 7 **Item 7 must be equal to (Item 7a plus Item 7b plus Item 7c plus Item 7d plus Item 7e)**

CELL 86 **Cell 86 must be equal to (Cell 87 plus Cell 88 plus Cell 89 plus Cell 90 plus Cell 91)**

EXHIBIT F

**Child Care Monthly Report
Two-Parent Families
CW 115A**

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
EMAIL COMPLETED REPORT FORM TO:
admccw115@dss.ca.gov

COUNTY NAME	VERSION		REPORT MONTH	REPORT YEAR			
	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REVISED					
PART A. STAGE 1 CHILD CARE CASELOAD			Welfare to Work (A)	Cal-Learn (B)	No Longer on Aid (C)	CalWORKs Safety Net (D)	TOTAL (E)
1. Stage 1 families with child care during the month.....	1	2	3	4	5		
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c)...	6	7	8	9	10		
a. Less than two years of age.....	11	12	13	14	15		
b. Two through five years of age.....	16	17	18	19	20		
c. School age (Six years or older).....	21	22	23	24	25		
3. Stage 1 children in the following child care settings during the month:							
a. Child Care Center.....	26	27	28	29	30		
b. Family Child Care Homes.....	31	32	33	34	35		
c. License Exempt.....	36	37	38	39	40		
4. Stage 1 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c).....	41	42	43	44	45		
a. Child Care Center.....	46	47	48	49	50		
b. Family Child Care Homes.....	51	52	53	54	55		
c. License Exempt.....	56	57	58	59	60		
5. Stage 1 children submitted for transfer to Stage 2 during the month.....	61	62	63	64	65		
6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c).....	66	67	68	69	70		
a. Stage 1 children who will remain in Stage 1 due to program barriers.....	71	72	73	74	75		
b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues.....	76	77	78	79	80		
c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues.....	81	82	83	84	85		
PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE							Total
7. Children whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month. Primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 7a - 7e).....							86
a. No funding available.....							87
b. No provider available.....							88
c. Child care not available during nontraditional hours.....							89
d. Transportation to and from child care not available.....							90
e. Other (e.g. Special needs; sick care not available, etc., explain in Item 7e Explanation box).....							91
COMMENTS							
General Comments							
Item 7e Explanation							
Revised Report Explanation							
CONTACT PERSON	TELEPHONE		EXTENSION	FAX			
JOB TITLE/CLASSIFICATION	E-MAIL			DATE SUBMITTED			

**CHILD CARE MONTHLY REPORT – CalWORKs TWO-PARENT FAMILIES
CW 115A (7/15)**

INSTRUCTIONS

CONTENT

The monthly CW 115A report contains statistical information on CalWORKs families and children approved/authorized/certified to receive Stage 1 Child Care during the report month. This report includes data on the number of Two-Parent families and their children that are approved/authorized/certified to receive Stage 1 Child Care; transferred to Stage 2 or are waiting to transfer to Stage 2 only; and the reasons Stage 1 Child Care was not available during the month. Do not report non Two-Parent Families on this form. Stage 1 Child Care for non Two-Parent Families will be reported on the CW 115.

Each county administers Stage 1 of the CalWORKs child care program. Some counties may contract with the Alternative Payment Program (APP) to administer their Stage 1 Child Care program. The APP administers Stages 2 and 3 under contract with the California Department of Education.

PURPOSE

The CW 115A meets the child care data reporting requirements of the Welfare and Institutions Code (W&IC) Section 11323.9. This report also provides county, state and federal entities with information needed to capture accurate caseload data for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at admchw115@dss.ca.gov. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. Counties are encouraged to review their data on the website each quarter to confirm the county's data matches the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at <http://www.cdss.ca.gov/research/>.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the **General Comments** box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

Cal-Learn: This program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. Cal-Learn provides supportive services to assist teen parents to stay in or return to school in order to graduate. Cal-Learn eligibility is extended to 19 year olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19 and who have not graduated from high school. **NOTE: Do not include other (non-Cal-Learn) children in this column who are living in the household and are receiving Stage 1 Child Care. (MPP 42-763)**

CalWORKs Assistance Unit (AU): An AU is a group of related persons living in the same home who have been determined eligible for CalWORKs cash assistance.

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs 48 month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded 3F. (MPP 42-302 and 82-833)

Child Care Case: A child care case that is approved / authorized / certified for CalWORKs Stage 1 Child Care benefits, after an eligibility determination is made that authorizes subsidized child care reimbursements, irrespective of receiving actual child care reimbursements.

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that meet the requirements for participation in the APP. (Title V, Section 18074.2)

DEFINITIONS (Continued)

Family: For purposes of the CW 115A, this is the same as the CalWORKs AU. For example, if two unmarried adults with a child in common are living together, they would be counted as an AU.

NOTE: Two unmarried adults living together with separate children and no child in common would be counted as two AUs with separate CalWORKs cases. A single parent and that parent's children would be only one AU. [MPP 47-110(a)(2) and 80-301(a)(9)]

Family Child Care Homes: Child care provider who:

- (A) Operate licensed family child care homes; or
- (B) Operate a child care business in a home setting on tribal or federal land. (Title V, Section 18074.2)

License Exempt: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. [MPP 47-110(e)(2)] (Title V, Section 18074.2)

No Longer on Aid: The entire case or the adult(s) in the AU is not receiving cash aid (excluding safety net cases).

Stage 1 Child Care: Stage 1 begins upon the entry of a person into the CalWORKs program. A family may receive a child care subsidy for any legal child care chosen by the client. (MPP 47-101.6)

Stage 2 Child Care: Stage 2 may begin when child care is available through a local Stage 2 program and the county determines stability or when a recipient is transitioning off of aid. (MPP 47-101.7)

Two-Parent Families: Two-Parent Families are those whose AUs include two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. This includes Two-Parent AUs in which only one adult reaches the CalWORKs 48 month time limit. It also includes CalWORKs Safety Net Cases, in which all adults have reached 48 month time limit.

Unduplicated Count: For purposes of reporting on the CW 115A, this represents a single count of the number of families and/or children regardless of the number of reimbursements made in the report month.

Welfare-to-Work: This program is mandated by the WIC 11320, et. al. Participation in this program may allow recipients of aid to receive child care assistance. (MPP 42-700)

COLUMN DEFINITION

Enter the unduplicated number of families and their children who received Stage 1 Child Care in one of the following categories in the report month.

Column (A) Welfare-to-Work: MPP 42-700 and WIC 11320, et. al.

Column (B) Cal-Learn: MPP 42-763.

Column (C) No Longer on Aid: MPP 47-110(f)(3).

Column (D) CalWORKs Safety Net: MPP 42-302 and 82-833.

Column (E) Total: Enter the sum of columns (A), (B), (C) and (D) for Items 1 through 5.

ITEM INSTRUCTIONS

PART A. STAGE 1 CHILD CARE CASELOAD

1. Stage 1 families with child care during the month: Enter the unduplicated number of families approved/authorized/certified for Stage 1 Child Care in the report month. Include families whose children are waiting to transfer into Stage 2, families whose children have transferred back from Stage 2 and children who are remaining in Stage 1. **Cell 5 Total (E) column is automatically calculated.** [Cells 1-5]
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c): **This item is automatically calculated.** This is the sum of Items 2a through 2c. [Cells 6-10]
 - a. Less than two years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are zero up to the day before they turn two years of age. **Cell 15 Total (E) column is automatically calculated.** [Cells 11-15]

- b. Two through five years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who turn two years old and are less than six years of age. **Cell 20 Total (E) is automatically calculated.** [Cells 16-20]
 - c. School age (Six years or older): Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are six years of age and older. **Cell 25 Total (E) column is automatically calculated.** [Cells 21-25]
3. Stage 1 children in the following child care settings during the month:
NOTE: Children may be counted in multiple settings. Numbers may be duplicated.
- a. Child Care Center: Enter the number of Stage 1 children receiving child care using either:
 - (1) Operate licensed centers; or
 - (2) Are public or private schools operating extended day programs; or
 - (3) Operate centers on tribal or federal lands; or
 - (4) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that meet the requirements for participation in the alternative payment program. **Cell 30 Total (E) column is automatically calculated.** [Cells 26-30]
 - b. Family Child Care Homes: Enter the number of Stage 1 children receiving child care using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 35 Total (E) column is automatically calculated.** [Cells 31-35]
 - c. License Exempt: Enter the number of Stage 1 children receiving child care using all other providers that are not included in the child care center or family child care homes definition and not required to be licensed. **Cell 40 Total (E) column is automatically calculated.** [Cells 36-40]
4. Stage 1 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c): **This item is automatically calculated.** This is the sum of Items 4a through 4c. **Cell 45 Total (E) column is automatically calculated.** [Cell 41-45] **NOTE: The dollars displayed are subject to change. Final actual expenditures are reported to CDSS through the Quarterly County Expense Claim.**

- a. Child Care Center: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using either:
 - (1) Operate licensed centers; or

ITEM INSTRUCTIONS (Continued)

- (2) Are public or private schools operating extended day programs; or
- (3) Operate centers on tribal or federal lands; or
- (4) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that meet the requirements for participation in the alternative payment program. **Cell 50 Total (E) column is automatically calculated.** [Cell 46-50]

- b. Family Child Care Homes: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 55 Total (E) column is automatically calculated.** [Cell 51-55]

- c. License Exempt: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using all other providers that are not included in the child care center or family child care homes definitions and not required to be licensed. **Cell 60 Total (E) column is automatically calculated.** [Cells 56-60]

- 5. Stage 1 children submitted for transfer to Stage 2 during the month: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified to be submitted for transfer to Stage 2 during the report

month. Include children that were reimbursed in Stage 1 child care on the last day of the previous month and submitted for transfer to Stage 2 on the first day of the report month. **Cell 65 Total (E) column is automatically calculated.** [Cell 61-65]

6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c): **This Item is automatically calculated.** This is the sum of Items 6a through 6c. **Cell 70 Total (E) column is automatically calculated.** [Cell 66-70]
- a. Stage 1 children who will remain in Stage 1 due to program barriers: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who will not transfer to Stage 2 and will remain in Stage 1 Child Care due to program barriers during the month (e.g. in-home license exempt providers, issues and concerns). **Cell 75 Total (E) column is automatically calculated.** [Cells 71-75]
 - b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who cannot yet transfer to Stage 2 due to Stage 2 funding issues. **Cell 80 Total (E) column is automatically calculated.** [Cell 76-80]
 - c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues: Enter the unduplicated number of Stage 1 children approved/authorized/certified eligible and waiting to transfer to Stage 2 due to agency staffing issues. Agency staffing issues could either be CWD or APP issues. **Cell 85 Total (E) column is automatically calculated.** [Cell 81-85]

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

Children reported in Part B because child care services were not available should not be reported in Part A. **NOTE: The data in this section is a subset of Part C, Item 32 (Cell 38), "Good cause for not participating in WTW," on the WTW 25A (10/06), CalWORKs Welfare-to-Work Monthly Activity Report – Two-Parent Families.**

7. Children whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month. The primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 7a through 7e): **This Item is automatically calculated.** This is the sum of Item 6a through 6e. [Cell 86]
- a. No funding available: Enter the unduplicated number of children for whom child care was not available due to a lack of child care funding. [Cell 87]
 - b. No provider available: Enter the unduplicated number of children for whom no child care providers were available. [Cell 88]
 - c. Child care not available during nontraditional hours: Enter the unduplicated number of children for whom there were no child care providers offering care during nontraditional hours. [Cell 89]
 - d. Transportation to and from child care not available: Enter the unduplicated number of children who did not receive child care because neither public nor private transportation was available to transport the child between his or her home and the provider. [Cell 90]

- e. Other (e.g. Special needs; sick care not available, etc., explain in Item 6e Explanation box): Enter the unduplicated number of children for whom child care was not available due to circumstances not noted in Items 7a through 7d above. For example, no provider available to provide child care services to children with special needs or an ill child. [Cell 91]

COMMENTS

Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in this section and specify the items and specific programs (columns provided) for which these agencies are responsible. This information is only requested so that DSSDB can contact the appropriate party or individual for further information if necessary, on the data reported.

Use the Comments section to:

- In the General Comments box explain any major fluctuations in data.
- In the General Comments box provide any comments the county determines necessary, including major changes in procedures, programming or staffing that have affected the data.
- In the General Comments box explain any "0" data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data.
- In the Revised Report Explanation box explain the reason for a revised report.
- In the Item 7e Explanation box, explain the "other" reason(s) child care was not received.

Child Care Monthly Report Two-Parent Families CW 115A

VALIDATIONS

CELLS 1 – 91 Each data cell in this report must be a whole number equal to or greater than zero (0). Enter no decimals. No data cells should be left blank.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. STAGE 1 CHILD CARE CASELOAD

ITEM 1	Item 1 must be less than or equal to Item 2
CELL 1	Cell 1 must be less than or equal to Cell 6
CELL 2	Cell 2 must be less than or equal to Cell 7
CELL 3	Cell 3 must be less than or equal to Cell 8
CELL 4	Cell 4 must be less than or equal to Cell 9
CELL 5	Cell 5 must be less than or equal to Cell 10

ITEM 1	Item 1 Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 5	Cell 5 must be equal to (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4)

ITEM 2	Item 2 must be greater than or equal to Item 1
CELL 6	Cell 6 must be greater than or equal to Cell 1

- CELL 7 **Cell 7** must be greater than or equal to Cell 2
- CELL 8 **Cell 8** must be greater than or equal to Cell 3
- CELL 9 **Cell 9** must be greater than or equal to Cell 4
- CELL 10 **Cell 10** must be greater than or equal to Cell 5

ITEM 2 Item 2 must be equal to (Item 2a plus Item 2b plus Item 2c)

- CELL 6 **Cell 6** must be equal to (Cell 11 plus Cell 16 plus Cell 21)
- CELL 7 **Cell 7** must be equal to (Cell 12 plus Cell 17 plus Cell 22)
- CELL 8 **Cell 8** must be equal to (Cell 13 plus Cell 18 plus Cell 23)
- CELL 9 **Cell 9** must be equal to (Cell 14 plus Cell 19 plus Cell 24)
- CELL 10 **Cell 10** must be equal to (Cell 15 plus Cell 20 plus Cell 25)

ITEM 2 Item 2 must be greater than or equal to (Item 5 plus Item 6)

- CELL 6 **Cell 6** must be greater than or equal to (Cell 61 plus Cell 66 plus)
- CELL 7 **Cell 7** must be greater than or equal to (Cell 62 plus Cell 67)
- CELL 8 **Cell 8** must be greater than or equal to (Cell 63 plus Cell 68)
- CELL 9 **Cell 9** must be greater than or equal to (Cell 64 plus Cell 69)
- CELL 10 **Cell 10** must be greater than or equal to (Cell 65 plus Cell 70)

ITEM 2 Item 2 Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 10 **Cell 10** must be equal to (Cell 6 plus Cell 7 plus Cell 8 plus Cell 9)

ITEM 2a Item 2a Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 15 **Cell 15** must be equal to (Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)

ITEM 2b Item 2b Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 20 **Cell 20** must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)

ITEM 2c Item 2c Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 25 **Cell 25** must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24)

ITEM 3a Item 3a must be less than or equal to Item 2

- CELL 26 **Cell 26** must be less than or equal to Cell 6
- CELL 27 **Cell 27** must be less than or equal to Cell 7
- CELL 28 **Cell 28** must be less than or equal to Cell 8
- CELL 29 **Cell 29** must be less than or equal to Cell 9
- CELL 30 **Cell 30** must be less than or equal to Cell 10

ITEM 3a Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 30 **Cell 30** must be equal to (Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)

ITEM 3b Item 3b must be less than or equal to Item 2

- CELL 31 **Cell 31** must be less than or equal to Cell 6
- CELL 32 **Cell 32** must be less than or equal to Cell 7
- CELL 33 **Cell 33** must be less than or equal to Cell 8
- CELL 34 **Cell 34** must be less than or equal to Cell 9
- CELL 35 **Cell 35** must be less than or equal to Cell 10

ITEM 3b Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 35 **Cell 35** must be equal to (Cell 31 plus Cell 32 plus Cell 33 plus Cell 34)

ITEM 3c Item 3c must be less than or equal to Item 2

- CELL 36 Cell 36 must be less than or equal to Cell 6
- CELL 37 Cell 37 must be less than or equal to Cell 7
- CELL 38 Cell 38 must be less than or equal to Cell 8
- CELL 39 Cell 39 must be less than or equal to Cell 9
- CELL 40 Cell 40 must be less than or equal to Cell 10

ITEM 3c Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 40 Cell 40 must be equal to (Cell 36 plus Cell 37 plus Cell 38 plus Cell 39)

ITEM 4 Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c)

- CELL 41 Cell 41 must be equal to (Cell 46 plus Cell 51 plus Cell 56)
- CELL 42 Cell 42 must be equal to (Cell 47 plus Cell 52 plus Cell 57)
- CELL 43 Cell 43 must be equal to (Cell 48 plus Cell 53 plus Cell 58)
- CELL 44 Cell 44 must be equal to (Cell 49 plus Cell 54 plus Cell 59)
- CELL 45 Cell 45 must be equal to (Cell 50 plus Cell 55 plus Cell 60)

ITEM 4 Item 4 Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 45 Cell 45 must be equal to (Cell 41 plus Cell 42 plus Cell 43 plus Cell 44)

ITEM 4a Item 4a Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 50 Cell 50 must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)

ITEM 4b Item 4b Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 55 Cell 55 must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54)

ITEM 4c Item 4c Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 60 Cell 60 must be equal to (Cell 56 plus Cell 57 plus Cell 58 plus Cell 59)

ITEM 5 Item 5 must be less than or equal to Item 2

- CELL 61 Cell 61 must be less than or equal to Cell 6
- CELL 62 Cell 62 must be less than or equal to Cell 7
- CELL 63 Cell 63 must be less than or equal to Cell 8
- CELL 64 Cell 64 must be less than or equal to Cell 9
- CELL 65 Cell 65 must be less than or equal to Cell 10

ITEM 5 Item 5 Total must be equal to Column A plus Column B plus Column C plus Column D

- CELL 65 Cell 65 must be equal to (Cell 61 plus Cell 62 plus Cell 63 plus Cell 64)

ITEM 6 Item 6 must be less than or equal to Item 2

- CELL 66 Cell 66 must be less than or equal to Cell 6
- CELL 67 Cell 67 must be less than or equal to Cell 7
- CELL 68 Cell 68 must be less than or equal to Cell 8
- CELL 69 Cell 69 must be less than or equal to Cell 9
- CELL 70 Cell 70 must be less than or equal to Cell 10

ITEM 6 Item 6 must be equal to (Item 6a plus Item 6b plus Item 6c)

- CELL 66 Cell 66 must be equal to (Cell 71 plus Cell 76 plus Cell 81)
- CELL 67 Cell 67 must be equal to (Cell 72 plus Cell 77 plus Cell 82)
- CELL 68 Cell 68 must be equal to (Cell 73 plus Cell 78 plus Cell 83)

CELL 69 **Cell 69** must be equal to (Cell 74 plus Cell 79 plus Cell 84)
CELL 70 **Cell 70** must be equal to (Cell 75 plus Cell 80 plus Cell 85)

ITEM 6 Item 6 Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 70 **Cell 70** must be equal to (Cell 66 plus Cell 67 plus Cell 68 plus Cell 69)

ITEM 6a Item 6a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 75 **Cell 75** must be equal to (Cell 71 plus Cell 72 plus Cell 73 plus Cell 74)

ITEM 6b Item 6b Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 80 **Cell 80** must be equal to (Cell 76 plus Cell 77 plus Cell 78 plus Cell 79)

ITEM 6c Item 6c Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 85 **Cell 85** must be equal to (Cell 81 plus Cell 82 plus Cell 83 plus Cell 84)

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

ITEM 7 Item 7 must be equal to (Item 7a plus Item 7b plus Item 7c plus Item 7d plus Item 7e)
CELL 86 **Cell 86** must be equal to (Cell 87 plus Cell 88 plus Cell 89 plus Cell 90 plus Cell 91)

EXHIBIT G

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
DATA SYSTEMS AND SURVEY DESIGN BUREAU

Emergency Child Care Bridge Program for Foster Children (Bridge Program) Quarterly Status Report CCB 18

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDB>
E-MAIL COMPLETED REPORT FORM TO:
admccb18@dss.ca.gov

Please keep the file in .xslm or .xls extensions.

COUNTY NAME	VERSION	REPORT QUARTER	REPORT YEAR
Select County Name	Initial	Select Quarter	Select Year
PART A. FAMILY VOUCHERS/PAYMENTS	Month 1	Month 2	Month 3
1 Families issued Bridge Program voucher	1	2	3
2 Of the families in Item 1, those issued Bridge Program vouchers for the first time	4	5	6
PART B. CHILDREN VOUCHERS/PAYMENTS	Month 1	Month 2	Month 3
3 Length of time a child was in a foster care placement prior to the determination of eligibility for a Bridge Program voucher			
a Less than 30 days	7	8	9
1. 0-2 years of age	10	11	12
2. 3-5 years of age	13	14	15
3. 6-12 years of age	16	17	18
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	19	20	21
b. 30 days or more, but less than 90 days	22	23	24
1. 0-2 years of age	25	26	27
2. 3-5 years of age	28	29	30
3. 6-12 years of age	31	32	33
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	34	35	36
c. 90 days or more, but less than 180 days	37	38	39
1. 0-2 years of age	40	41	42
2. 3-5 years of age	43	44	45
3. 6-12 years of age	46	47	48
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	49	50	51
d. 180 days or more, but less than 270 days	52	53	54
1. 0-2 years of age	55	56	57
2. 3-5 years of age	58	59	60
3. 6-12 years of age	61	62	63
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	64	65	66
e. 270 days or more	67	68	69
1. 0-2 years of age	70	71	72
2. 3-5 years of age	73	74	75
3. 6-12 years of age	76	77	78
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	79	80	81
4 Length of time from when the child was determined eligible for a Bridge Program voucher to the child's first day in selected child care setting:			
a. 1-7 days	82	83	84
1. 0-2 years of age	85	86	87
2. 3-5 years of age	88	89	90
3. 6-12 years of age	91	92	93
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	94	95	96

b. 8-14 days	97	98	99
1. 0-2 years of age	100	101	102
2. 3-5 years of age	103	104	105
3. 6-12 years of age	106	107	108
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	109	110	111
c. 15-21 days (Explain in Item 4c Explanation box)	112	113	114
1. 0-2 years of age	115	116	117
2. 3-5 years of age	118	119	120
3. 6-12 years of age	121	122	123
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	124	125	126
d. Over 21 days (Explain in Item 4d Explanation box)	127	128	129
1. 0-2 years of age	130	131	132
2. 3-5 years of age	133	134	135
3. 6-12 years of age	136	137	138
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	139	140	141
5. Children receiving child care with a Bridge Program voucher	142	143	144
a. 0-2 years of age	145	146	147
b. 3-5 years of age	148	149	150
c. 6-12 years of age	151	152	153
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	154	155	156
6. Children receiving child care with a Bridge Program voucher for the first time per foster placement	157	158	159
a. 0-2 years of age	160	161	162
b. 3-5 years of age	163	164	165
c. 6-12 years of age	166	167	168
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	169	170	171
7. Children receiving Bridge Program vouchers in the following type of placement	172	173	174
a. Resource Family	175	176	177
b. Emergency Placement or Compelling Reason	178	179	180
c. Certified Family Home or Licensed Foster Family Home	181	182	183
d. Approved Relative or Non-Relative Extended Family Member	184	185	186
e. Parenting Youth under Jurisdiction of Juvenile Court	187	188	189
8. Children that experienced a foster placement change while receiving a Bridge Program voucher	190	191	192
a. 0-2 years of age	193	194	195
b. 3-5 years of age	196	197	198
c. 6-12 years of age	199	200	201
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	202	203	204
9. Children using a Bridge Program voucher in the following type of child care settings:	205	206	207
a. Child Care Center	208	209	210
b. Family Child Care Home	211	212	213
c. License-Exempt Child Care Provider	214	215	216
10. Children that transitioned from the Bridge Program to other subsidized child care	217	218	219
a. 0-2 years of age	220	221	222
b. 3-5 years of age	223	224	225
c. 6-12 years of age	226	227	228
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	229	230	231

11. Children that transitioned from the Bridge Program to non-subsidized child care	232		233		234	
a. 0-2 years of age	235		236		237	
b. 3-5 years of age	238		239		240	
c. 6-12 years of age	241		242		243	
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	244		245		246	
12. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months	247		248		249	
a. 0-2 years of age	250		251		252	
b. 3-5 years of age	253		254		255	
c. 6-12 years of age	256		257		258	
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	259		260		261	
13. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months	262		263		264	
a. 0-2 years of age	265		266		267	
b. 3-5 years of age	268		269		270	
c. 6-12 years of age	271		272		273	
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	274		275		276	
14. Length of time child received a Bridge Program voucher:						
a. Less than 90 days	277		278		279	
1. 0-2 years of age	280		281		282	
2. 3-5 years of age	283		284		285	
3. 6-12 years of age	286		287		288	
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	289		290		291	
b. 90 days or more, but less than 180 days	292		293		294	
1. 0-2 years of age	295		296		297	
2. 3-5 years of age	298		299		300	
3. 6-12 years of age	301		302		303	
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	304		305		306	
c. 180 days or more, but less than 270 days	307		308		309	
1. 0-2 years of age	310		311		312	
2. 3-5 years of age	313		314		315	
3. 6-12 years of age	316		317		318	
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	319		320		321	
d. 270 days or more	322		323		324	
1. 0-2 years of age	325		326		327	
2. 3-5 years of age	328		329		330	
3. 6-12 years of age	331		332		333	
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)	334		335		336	
PART C. CHILD CARE NAVIGATOR		Month 1		Month 2		Month 3
15. Bridge Program eligible families referred to child care navigators	337		338		339	
16. Of the families in Item 15, those served by child care navigators	340		341		342	
17. Families receiving Bridge Program vouchers served by child care navigators	343		344		345	

PART D. TRAUMA-INFORMED TRAINING	Month 1		Month 2		Month 3	
18. Trauma-informed care trainings	346		347		348	
19. Child care providers that attended trauma-informed care trainings	349		350		351	
20. Coaching sessions	352		353		354	
21. Child care providers that received coaching sessions	355		356		357	
COMMENTS						
General Comments						
Item 4c Explanation (Complete if any cell in Item 4c is not 0)						
Item 4d Explanation (Complete if any cell in Item 4d is not 0)						
Revised Report Explanation (Complete if Revised is selected. If Initial is selected this box remains blank)						
CONTACT PERSON		TELEPHONE			EXTENSION	
JOB TITLE/CLASSIFICATION		E-MAIL				
SUPERVISOR		TELEPHONE			EXTENSION	
JOB TITLE/CLASSIFICATION		E-MAIL				
						DATE SUBMITTED

**EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN CCB 18
(1/18)**

INSTRUCTIONS

CONTENT

The quarterly CCB 18 report contains monthly statistical information on the Emergency Child Care Bridge Program for Foster Children (Bridge Program) during the report quarter. The report includes data on Bridge Program voucher eligibility and enrollment, type of voucher placements and child care settings, the length of time receiving Bridge Program voucher, and transition information. The data also includes the number of referrals to, and families served by, child care navigators and the number of traumainformed care trainings held.

PURPOSE

The Bridge Program aims to increase the number of foster children successfully placed in home-based family care settings, increase capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families. This report provides county and state entities with information needed for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report quarter. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable quarter(s) and provide an explanation for the revision in the Revised Report Explanation box. The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs, if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from [CDSS, Data Systems and Survey Design Bureau \(DSSDB\)](#), complete the downloaded form, and e-mail to the designated [CCB 18 report inbox](#). The electronic submission process contains automatic computations of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the [CDSS, Research and Data Reports \(RADR\) website](#). Counties are encouraged to review their data on the website each quarter to confirm that the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the [RADR website](#).

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised), and the report quarter and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank unless otherwise noted.**

Enter in the boxes at the bottom of the form: the name, job title or classification, telephone number, extension (if applicable), and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the same information for the contact person's supervisor. Enter the date the report is submitted; this is the date when the report is emailed to DSSDB.

DEFINITIONS

The following definitions are to be used when completing the CCB 18. Whenever possible, additional citations have been provided so that additional information regarding the definition can be referenced if needed.

Alternate Payment Programs (APPs): The APPs, funded with state and federal funds, offer an array of child care arrangements for parents, such as in-home care, family child care home, and center-based care. The APP helps families arrange child care services and makes payment for those services directly to the child care provider selected by the family or the parent. The APP is intended to maximize parental choice and accommodate the individual needs of the family. (EDC, Sections 8220; 8220.5)

Approved Home of Relative: The home of a relative or nonrelative extended family member that is exempt from licensure and is approved as meeting the same standards as those in Article 3. (CCR Title 22, Division 6, Chapter 9.5 Section 89201(a)(6)) Bridge Program Voucher: Time-limited payment for child care following the child's placement, or for a child whose parent is in foster care. The voucher shall be in an amount commensurate with the Regional Market Rates as described in Section 8357 of the California Education Code. For utilization of the Regional Market Rate Ceiling, refer to the California Code of regulations, Title 5, Division 1, Chapter 19, Subchapter 2.5. (WIC Section 11461.6; ACL 17-109)

Certified Family Home: A family residence certified by a licensed foster family agency and issued a certificate of approval by that agency as meeting licensing standards, and used only by that foster family agency for placements. (CCR Title 22, Division 6, Chapter 8.8, Section 88001(c)(3))

Child(ren): A person who is under 18 placed with, or who is being considered for placement with, a Resource Family by a placement agency with or without a court order. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(14))

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that met the requirements for participation in the APP. (Title 5, Section 18074.2)

Child Care Navigator: A child care resource and referral program in a participating county, established to serve a defined geographic area, shall provide a child care navigator to support children in foster care, children previously in foster care upon return to their home of origin, and children of parents involved in the child welfare system, including the children of non-minor dependents. The navigator shall work directly with the child's family, social worker, and the child and family team to assist in accessing child care at the time of placements as well as long-term, subsidized child care as necessary. (EDC Section 8212(5)(A)(i); WIC Section 11461.6(e))

Child Care Provider: A person who provides child care services or represents persons who provide child care services. (EDC Section 8499(c))

Coaching: Field training based on the trauma-informed care training curriculum for child care providers to assist them in applying strategies for working with children in foster

Compelling Reason: A decision to place a child with an applicant prior to approval as a Resource Family based upon the best interest of the child, to include maintaining a child's family-like connections. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(17))

Eligible: Eligibility criteria in the Bridge Program is determined by the county. The determination of eligibility date is the date on which the county worker determined the eligibility of the child. (WIC Section 11461.6(d); ACL 17-109)

Emergency Placement: A placement of a child or non-minor dependent with a relative or non-relative extended family member prior to Resource Family Approval. (Resource Family Approval Written Directive, Version 4.1, Section 3-01(a)(28))

Family Child Care Home: Child care provider who:

- (A) Operate licensed family child care homes; or
 - (B) Operate a child care business in a home setting on tribal land. (Title 5, Section 18074.2)
- A home that regularly provides care, protection, and supervision for 14 or fewer children, the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away. (HSC Section 1596.78)

License-Exempt Child Care Provider: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. License-exempt settings are family, friends, or neighbors. (Title 5, Section 18074.2)

Licensed Foster Family Home: The home owned, leased, or rented by the caregiver(s) as their residence and where the caregiver(s) is licensed or approved to provide 24-hour care and supervision for six or fewer foster children as defined in Health and Safety Code Section 1502(a)(5). A licensed foster family home may provide sibling care for up to eight children provided the requirements of Health and Safety Code Section 1505.2 are met. (CCR Title 22, Division 6, Chapter 9.5, Sections 89201(f)(3); 89201(h)(3))

Non-Relative Extended Family Member: An adult caregiver who has an established familial relationship with a relative of a child or a familial or mentoring relationship with a child. (WIC Sections 11400(n); 362.7)

Relative: An adult who is related to a child by blood, adoption, or affinity within the fifth degree of kinship, including step-parents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand" or the spouse of any of these persons even if the marriage was terminated by death or dissolution. (WIC Section 11400(m); CCR Title 22, Division 6, Chapter 9.5, Section 89201(r)(2))

Resource Family: An individual or family that a county determines to have successfully met the application and assessment criteria necessary for providing care for a child or non-minor dependent who is under the jurisdiction of the juvenile court, or otherwise in the care of a county child welfare agency or probation department. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(59))

Subsidized Child Care: Publicly subsidized care refers to child care that is paid for in part or in full with government funds. Subsidies can take different forms, including government-contracted programs and vouchers paid to providers chosen by the parents. Most California programs also have a sliding fee scale for parents. For-profit and non-profit providers may or may not choose to accept clients supported with government subsidies.

Trauma-Informed Care Training: The provision of trauma-informed training to child care providers working with children, and children of parenting youth, in the foster care system either in person, web-based, or via other training modalities. Training shall include, but not be limited to, infant and toddler development and research-based, trauma-informed best care practices. Child care providers shall be provided with supplemental coaching as needed to assist them in applying training techniques and strategies. (EDC, Section 8212(a)(5)(B)(i))

TrustLine Registry: TrustLine is California's registry of license-exempt child care providers who have been through a criminal background screening and clearance process. Background checks are required for license-exempt child care providers and providers that are not required to be licensed. Individuals must clear the Department of Justice Criminal History System (which includes the Federal Bureau of Investigation) and the Child Abuse Central Index. This means they have no disqualifying criminal convictions or substantiated child abuse reports. If cleared, the provider name and an identification number are placed on the TrustLine Registry. Child care providers who are, by marriage, blood, or court degree, the grandparent, aunt, or uncle of the child are exempt from becoming TrustLine-registered. (HSC Sections 1596.605; 1596.66; 1596.67)

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.

Column Month 2: Enter the data for the second month of the applicable quarter. Column Month 3: Enter the data for the third month of the applicable quarter.

ITEM INSTRUCTIONS

PART A. FAMILY VOUCHER/PAYMENTS

Part A summarizes the total number of families issued Bridge Program vouchers and those families who were issued a Bridge Program voucher for the first time.

1. Families issued Bridge Program voucher: Enter the number of families that were issued Bridge Program vouchers in each month during the quarter. [Cells 1 to 3]
2. Of the families in Item 1, those issued Bridge Program vouchers for the first time: Enter the unduplicated number of Bridge Program vouchers issued for the first time to new families in each month during the quarter. [Cells 4 to 6]

PART B. CHILDREN VOUCHER/PAYMENTS

Part B summarizes the child's status, including age of child receiving Bridge Program voucher, placement type and enrollment information. For the purposes of this report, the term "eligible" means that the child met the eligibility criteria as set forth by the county to receive the Bridge Program voucher.

The age of a child is to be reported based on the child's age at the end of the month. For example, if a child is two years old at the beginning of the month and turns three years of age during the month, the child would be reported on the CCB 18 form as three years old.

3. Length of time a child was in a foster care placement prior to the determination of eligibility for a Bridge Program voucher: **Note: Data in this item is only to be collected one time per Bridge Program voucher.**
 - 3a. Less than 30 days: This is the sum of Items 3a1 through 3a4. ***This item is automatically calculated.*** [Cells 7 to 9]
 - 3a1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were in a foster care placement for less than 30 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 10 to 12]
 - 3a2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were in a foster care placement for less than 30 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 13 to 15]
 - 3a3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were in a foster care placement for less than 30 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 16 to 18]
 - 3a4. needs or severely disabled
years old and are less than twenty two years of age that were in a foster care placement for less than 30 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 19 to 21]

- 3b. 30 days or more, but less than 90 days: This is the sum of Items 3b1 through 3b4. ***This item is automatically calculated.*** [Cells 22 to 24]
- 3b1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were in a foster care placement for more than 30 days, but less than 90 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 25 to 27]
- 3b2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were in a foster care placement for more than 30 days, but less than 90 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 28 to 30]
- 3b3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were in a foster care placement for more than 30 days, but less than 90 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 31 to 33]
- 3b4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were in a foster care placement for more than 30 days, but less than 90 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 34 to 36]
- 3c. 90 days or more, but less than 180 days: This is the sum of Items 3c1 through 3c4. ***This item is automatically calculated.*** [Cells 37 to 39]
- 3c1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were in a foster care placement for more than 90 days, but less than 180 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 40 to 42]
- 3c2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were in a foster care placement for more than 90 days, but less than 180 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 43 to 45]
- 3c3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were in a foster care placement for more than 90 days, but less than 180 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 46 to 48]
- 3c4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were in a foster care placement for more than 90 days, but less than 180 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 49 to 51]
- 3d. 180 days or more, but less than 270 days: This is the sum of Items 3d1 through 3d4. ***This item is automatically calculated.*** [Cells 52 to 54]

3d1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were in a foster care placement for more than 180 days, but less than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 55 to 57]

3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were in a foster care placement for more than 180 days, but less than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 58 to 60]

3d3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were in a foster care placement for more than 180 days, but less than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cell 61 to 63]

3d4. needs or severely disabled) years old and are less than twenty two years of age that were in a foster care placement for more than 180 days, but less than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 64 to 66]

3e. 270 days or more: This is the sum of Items 3e1 through 3e4. ***This item is automatically calculated.*** [Cells 67 to 69]

3e1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were in a foster care placement for more than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 70 to 72]

3e2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were in a foster care placement for more than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 73 to 75]

3e3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were in a foster care placement for more than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 76 to 78]

3e4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were in a foster care placement for more than 270 days prior to the determination of eligibility for a Bridge Program voucher in each month during the quarter. [Cells 79 to 81]

4. Length of time from when the child was determined eligible for a Bridge Program voucher to the child's first day in the selected child care setting: **Note: Data in this item is only to be collected one time per Bridge Program voucher.**

4a. 1 to 7 days: This is the sum of Items 4a1 through 4a4. ***This item is automatically calculated.*** [Cells 82 to 84]

4a1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within one to seven days in each month during the quarter. [Cells 85 to 87]

4a2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within one to seven days in each month during the quarter. [Cells 88 to 90]

- 4a3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within one to seven days in each month during the quarter. [Cells 91 to 93]
- 4a4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within one to seven days in each month during the quarter. [Cells 94 to 96]
- 4b. 8 to 14 days: This is the sum of Items 4b1 through 4b4. ***This item is automatically calculated.*** [Cells 97 to 99]
- 4b1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within eight to fourteen days in each month during the quarter. [Cells 100 to 102]
- 4b2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within eight to fourteen days in each month during the quarter. [Cells 103 to 105]
- 4b3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within eight to fourteen days in each month during the quarter. [Cells 106 to 108]
- 4b4. needs or severely disabled years old and are less than twenty two years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within eight to fourteen days in each month during the quarter. [Cells 109 to 111]
- 4c. 15 to 21 days: This is the sum of Items 4c1 through 4c4. ***This item is automatically calculated. If any cell in Item 4c is not 0, then the Item 4c Explanation box must be completed.*** [Cells 112 to 114]
- 4c1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within fifteen to twenty-one days in each month during the quarter. [Cells 115 to 117]
- 4c2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within fifteen to twenty-one days in each month during the quarter. [Cells 118 to 120]
- 4c3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting within fifteen to twenty-one days in each month during the quarter. [Cells 121 to 123]
- 4c4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were determined eligible for a

Bridge Program voucher and started in the selected child care setting within fifteen to twenty-one days in each month during the quarter. [Cells 124 to 126]

4d. Over 21 days: This is the sum of Items 4d1 through 4d4. ***This item is automatically calculated.***
If any cell in Item 4d is not 0, then the Item 4d
Explanation box must be completed. [Cells 127 to 129]

4d1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting after twenty-one days in each month during the quarter.
[Cells 130 to 132]

4d2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting after twenty-one in each month during the quarter. [Cells 133 to 135]

4d3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting after twenty-one in each month during the quarter. [Cells 136 to 138]

4d4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were determined eligible for a Bridge Program voucher and started in the selected child care setting after twenty-one in each month during the quarter. [Cells 139 to 141]

5. Children receiving child care with a Bridge Program voucher: This is the sum of Items 5a through 5d. ***This item is automatically calculated.*** [Cells 142 to 144]

5a. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that received child care with a Bridge Program voucher in each month during the quarter. [Cells 145 to 147]

5b. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that received child care with a Bridge Program voucher in each month during the quarter. [Cells 148 to 150]

5c. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that received child care with a Bridge Program voucher in each month during the quarter. [Cells 151 to 153]

5d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that received child care with a Bridge Program voucher in each month during the quarter. [Cells 154 to 156]

6. Children receiving child care with a Bridge Program voucher for the first time per foster placement: This is the sum of Items 6a through 6d. ***This item is automatically calculated.*** [Cells 157 to 159]

6a. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that received child care with a Bridge Program voucher for the first time per foster placement in each month during the quarter. [Cells 160 to 162]

6b. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that received child care with a Bridge Program voucher for the first time per foster placement in each month during the quarter. [Cells 163 to 165]

- 6c. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that received child care with a Bridge Program voucher for the first time per foster placement in each month during the quarter. [Cells 166 to 168]
- 6d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that received child care with a Bridge Program voucher for the first time per foster placement in each month during the quarter. [Cells 169 to 171]
7. Children receiving Bridge Program vouchers in the following type of placement:
This is the sum of Items 7a through 7e. ***This item is automatically calculated.*** [Cells 172 to 174]
- 7a. Resource Family: Enter the number of children receiving a Bridge Program voucher for a resource family in each month during the quarter. [Cells 175 to 177]
- 7b. Emergency Placement or Compelling Reason: Enter the number of children receiving a Bridge Program voucher for either an emergency placement or a compelling reason in each month during the quarter. [Cells 178 to 180]
- 7c. Certified Family Home or Licensed Foster Family Home: Enter the number of children receiving a Bridge Program voucher for either a certified family home or licensed foster family home in each month during the quarter. [Cells 181 to 183]
- 7d. Approved Relative or Non-Relative Extended Family Member: Enter the number of children receiving a Bridge Program voucher for placement with either an approved relative or non-relative extended family member in each month during the quarter. [Cells 184 to 186]
- 7e. Parenting Youth under Jurisdiction of Juvenile Court: Enter the number of children receiving a Bridge Program voucher for placement with a parenting youth under jurisdiction of juvenile court in each month during the quarter. [Cells 187 to 189]
8. Children that experienced a foster placement change while receiving a Bridge Program voucher: This is the sum of Items 8a through 8d. ***This item is automatically calculated.*** [Cells 190 to 192]
- 8a. 0 to 2 years of age: Enter the unduplicated number of children ages zero up to the day before they turn three years of age that experienced a foster placement change while receiving a Bridge Program voucher in each month during the quarter. [Cells 193 to 195]
- 8b. 3 to 5 years of age: Enter the unduplicated number of children who turn three years old and are less than six years of age that experienced a foster placement change while receiving a Bridge Program voucher in each month during the quarter. [Cells 196 to 198]
- 8c. 6 to 12 years of age: Enter the unduplicated number of children who turn six years old and are less than thirteen years of age that experienced a foster placement change while receiving a Bridge Program voucher in each month during the quarter. [Cells 199 to 201]
- 8d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the unduplicated number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that experienced a foster placement change while receiving a Bridge Program voucher in each month during the quarter. [Cells 202 to 204]

9. Children using a Bridge Program voucher in the following type of child care settings: This is the sum of Items 9a through 9c. ***This item is automatically calculated.*** [Cells 205 to 207]

9a. Child Care Center: Enter the number of children receiving child care in a child care center with a Bridge Program voucher in each month during the quarter. [Cells 208 to 210]

9b. Family Child Care Home: Enter the number of children receiving child care in a family child care home with a Bridge Program voucher in each month during the quarter. [Cells 211 to 213]

9c. License-Exempt Child Care Provider: Enter the number of children receiving child care under a license-exempt provider with a Bridge Program voucher in each month during the quarter. [Cells 214 to 216]

10. Children that transitioned from the Bridge Program to other subsidized child care: This is the sum of Items 10a through 10d. ***This item is automatically calculated.*** [Cells 217 to 219]

10a. 0 to 2 years of age: Enter the unduplicated number of children ages zero up to the day before they turn three years of age that transitioned from the Bridge Program to other subsidized child care in each month during the quarter. [Cells 220 to 222]

10b. 3 to 5 years of age: Enter the unduplicated number of children who turn three years of age and are less than six years of age that transitioned from the Bridge Program to other subsidized child care in each month during the quarter. [Cells 223 to 225]

10c. 6 to 12 years of age: Enter the unduplicated number of children who turn six years old and are less than thirteen years of age that transitioned from the Bridge Program to other subsidized child care in each month during the quarter. [Cells 226 to 228]

10d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the unduplicated number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that transitioned from the Bridge Program to other subsidized child care in each month during the quarter. [Cells 229 to 231]

11. Children that transition from the Bridge Program to non-subsidized child care: This is the sum of Items 11a through 11d. ***This item is automatically calculated.*** [Cells 232 to 234]

11a. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that transitioned from the Bridge Program to non-subsidized child care in each month during the quarter. [Cells 235 to 237]

11b. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that transitioned from the Bridge Program to non-subsidized child care in each month during the quarter. [Cells 238 to 240]

11c. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that transitioned from the Bridge Program to non-subsidized child care in each month during the quarter. [Cells 241 to 243]

11d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that transitioned from the Bridge Program to nonsubsidized child care in each month during the quarter. [Cells 244 to 246]

12. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months: This is the sum of Items 12a through 12d. ***This item is automatically calculated.*** [Cells 247 to 249]

- 12a. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months in each month during the quarter. [Cells 250 to 252]
- 12b. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months in each month during the quarter. [Cells 253 to 255]
- 12c. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months in each month during the quarter. [Cells 256 to 258]
- 12d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months in each month during the quarter. [Cells 259 to 261]
13. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months: This is the sum of Items 13a through 13d. ***This item is automatically calculated.*** [Cells 262 to 264]
- 13a. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months in each month during the quarter. [Cells 265 to 267]
- 13b. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months in each month during the quarter. [Cells 268 to 270]
- 13c. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months in each month during the quarter. [Cells 271 to 273]
- 13d. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that were unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months in each month during the quarter. [Cells 274 to 276]
14. Length of time child received a Bridge Program voucher: **Note: Data in this item is only to be collected once a child stopped receiving a Bridge Program voucher.**
- 14a. Less than 90 days: This is the sum of Items 14a1 through 14a4. ***This item is automatically calculated.*** [Cells 277 to 279]
- 14a1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that received a Bridge Program voucher for less than 90 days in each month during the quarter. [Cells 280 to 282]
- 14a2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that received a Bridge Program voucher for less than 90 days in each month during the quarter. [Cells 283 to 285]

- 14a3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that received a Bridge Program voucher for less than 90 days in each month during the quarter. [Cells 286 to 288]
- 14a4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that received a Bridge Program voucher for less than 90 days in each month during the quarter. [Cells 289 to 291]
- 14b. 90 days or more, but less than 180 days: This is the sum of Items 14b1 through 14b4. ***This item is automatically calculated.*** [Cells 292 to 294]
- 14b1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that received a Bridge Program voucher for 90 days or more, but less than 180 days in each month during the quarter. [Cells 295 to 297]
- 14b2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that received a Bridge Program voucher for 90 days or more, but less than 180 days in each month during the quarter. [Cells 298 to 300]
- 14b3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that received a Bridge Program voucher for 90 days or more, but less than 180 days in each month during the quarter. [Cells 301 to 303]
- 14b4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that received a Bridge Program voucher for 90 days or more, but less than 180 days in each month during the quarter. [Cells 304 to 306]
- 14c. 180 days or more, but less than 270 days: This is the sum of Items 14c1 through 14c4. ***This item is automatically calculated.*** [Cells 307 to 309]
- 14c1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that received a Bridge Program voucher for 180 days or more, but less than 270 days in each month during the quarter. [Cells 310 to 312]
- 14c2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that received a Bridge Program voucher for 180 days or more, but less than 270 days in each month during the quarter. [Cells 313 to 315]
- 14c3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that received a Bridge Program voucher for 180 days or more, but less than 270 days in each month during the quarter. [Cells 316 to 318]
- 14c4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that received a Bridge Program voucher for 180 days or more, but less than 270 days in each month during the quarter. [Cells 319 to 321]
- 14d. 270 days or more: This is the sum of Items 14d1 through 14d4. ***This item is automatically calculated.*** [Cells 322 to 324]
- 14d1. 0 to 2 years of age: Enter the number of children ages zero up to the day before they turn three years of age that received a Bridge Program voucher for 270 days or more in each month during the quarter. [Cells 325 to 327]

14d2. 3 to 5 years of age: Enter the number of children who turn three years old and are less than six years of age that received a Bridge Program voucher for 270 days or more in each month during the quarter. [Cells 328 to 330]

14d3. 6 to 12 years of age: Enter the number of children who turn six years old and are less than thirteen years of age that received a Bridge Program voucher for 270 days or more in each month during the quarter. [Cells 331 to 333]

14d4. 13 to 21 years of age (only applicable for children with exceptional needs or severely disabled): Enter the number of children with exceptional needs or are severely disabled who are at least thirteen years old and are less than twenty-two years of age that received a Bridge Program voucher for 270 days or more in each month during the quarter. [Cells 334 to 336]

PART C. CHILD CARE NAVIGATOR

Part C captures data regarding the child care navigator. Item 15 and Item 16 includes all families that meet the eligibility criteria to qualify for a Bridge Program voucher, whether they receive a voucher or not. Item 17 includes families who received Bridge Program vouchers that were served by child care navigators.

15. Bridge Program eligible families referred to child care navigators: Enter the number of Bridge Program eligible families that were referred to child care navigators in each month during the quarter. [Cells 337 to 339]

16. Of the families in Item 15, those served by child care navigators: Enter the number of Bridge Program eligible families who were referred to and served by child care navigators in each month during the quarter. [Cells 340 to 342]

17. Families receiving Bridge Program vouchers served by child care navigators: Enter the number of families receiving Bridge Program vouchers that were served by child care navigators in each month during the quarter. [Cells 343 to 345]

PART D. TRAUMA-INFORMED TRAINING

Part D summarizes the number of trauma-informed trainings and coaching sessions for child care providers. The training itself would be captured in Item 18, and the number of attendees in a training would be captured in Item 19. Similarly, the number of coaching sessions would be captured in Item 20, and the number of child care providers receiving coaching sessions would be captured in Item 21.

18. Trauma-informed care trainings: Enter the number of trauma-informed care trainings held for child care providers in each month during the quarter. [Cells 346 to 348]

19. Child care providers that attended trauma-informed care trainings: Enter the unduplicated number of child care providers such as, but not limited to teachers, teacher's assistants, and staff that attended trauma-informed care trainings in each month during the quarter. [Cells 349 to 351]

20. Coaching sessions: Enter the number of coaching sessions provided to child care providers in each month during the quarter. [Cells 352 to 354]

21. Child care providers that received coaching sessions: Enter the number of child care providers that receiving coaching sessions in each month during the quarter. [Cells 355 to 357]

COMMENTS

Use the Comments section to:

- In the General Comments box, explain any "0" data entry for an item if the county does not provide the service or if the county is unable to collect or track the data.
- In the General Comments box, explain any major fluctuations in data, including major changes in procedures, programming or staffing that have affected the data.
- In the General Comments box, provide any other comments the county determines necessary.
- In the Item 4c Explanation box, explain the reason it took 15 to 21 days for a child to begin child care after being determined eligible for a Bridge Program voucher.
- In the Item 4d Explanation box, explain the reason it took over 21 days for a child to begin child care after being determined eligible for a Bridge Program voucher.

Emergency Child Care Bridge Program for Foster Children Quarterly Status Report CCB 18 (1/18)

VALIDATION RULES AND EDITS

All data cells in this report must be greater than or equal to 0. Enter whole numbers only; no decimals. No data cell should be left blank.

Initial reports: If Initial is selected, the Revised Report Explanation box must be left blank.

Revised reports: If Revised is selected, enter the reasons for the revision in the Revised Report Explanation box.

PART A. FAMILY VOUCHERS/PAYMENTS

Item 1 must be greater than or equal to Item 2

Cell 1 must be greater than or equal to Cell 4
Cell 2 must be greater than or equal to Cell 5
Cell 3 must be greater than or equal to Cell 6

Item 2 must be less than or equal to Item 1

Cell 4 must be less than or equal to Cell 1
Cell 5 must be less than or equal to Cell 2
Cell 6 must be less than or equal to Cell 3

PART B. CHILDREN VOUCHERS/PAYMENTS

Item 5 must be greater than or equal to Item 8, Item 10, Item 11, Item 12, and Item 13

Cell 142 must be greater than or equal to Cell 190, Cell 217, Cell 232, Cell 247, and Cell 262
Cell 143 must be greater than or equal to Cell 191, Cell 218, Cell 233, Cell 248, and Cell 263
Cell 144 must be greater than or equal to Cell 192, Cell 219, Cell 234, Cell 249, and Cell 264

Item 8 must be less than or equal to Item 5

Cell 190 must be less than or equal to Cell 142
Cell 191 must be less than or equal to Cell 143
Cell 192 must be less than or equal to Cell 144

Item 10 must be less than or equal to Item 5

Cell 217 must be less than or equal to Cell 142
Cell 218 must be less than or equal to Cell 143
Cell 219 must be less than or equal to Cell 144

Item 11 must be less than or equal to Item 5

Cell 232 must be less than or equal to Cell 142
Cell 233 must be less than or equal to Cell 143
Cell 234 must be less than or equal to Cell 144

Item 12 must be less than or equal to Item 5

Cell 247 must be less than or equal to Cell 142
Cell 248 must be less than or equal to Cell 143
Cell 249 must be less than or equal to Cell 144

Item 12 must be less than or equal to Item 5

Cell 247 must be less than or equal to Cell 142
Cell 248 must be less than or equal to Cell 143
Cell 249 must be less than or equal to Cell 144

Item 13 must be less than or equal to Item 5

Cell 262 must be less than or equal to Cell 142
Cell 263 must be less than or equal to Cell 143
Cell 264 must be less than or equal to Cell 144

PART C. CHILD CARE NAVIGATOR

Item 15 must be greater than or equal to Item 16 and Item 17

Cell 337 must be greater than or equal to Cell 340 and Cell 343
Cell 338 must be greater than or equal to Cell 341 and Cell 354
Cell 339 must be greater than or equal to Cell 342 and Cell 355

Item 16 must be less than or equal to Item 15 AND greater than or equal to Item 17

Cell 340 must be less than or equal to Cell 337 **AND** greater than or equal to Cell 343
Cell 341 must be less than or equal to Cell 338 **AND** greater than or equal to Cell 344
Cell 342 must be less than or equal to Cell 339 **AND** greater than or equal to Cell 345

Item 17 must be less than or equal to Item 15 and Item 16

Cell 343 must be less than or equal to Cell 337 and Cell 340
Cell 344 must be less than or equal to Cell 338 and Cell 341
Cell 345 must be less than or equal to Cell 339 and Cell 342

PART D. TRAUMA-INFORMED TRAINING

Item 18 must be less than or equal to Item 19

Cell 346 must be less than or equal to Cell 349
Cell 347 must be less than or equal to Cell 350
Cell 348 must be less than or equal to Cell 351

Item 19 must be greater than or equal to Item 18

Cell 349 must be greater than or equal to Cell 346
Cell 350 must be greater than or equal to Cell 347
Cell 351 must be greater than or equal to Cell 348

Item 20 must be less than or equal to Item 21

Cell 352 must be less than or equal to Cell 355
Cell 353 must be less than or equal to Cell 356
Cell 354 must be less than or equal to Cell 357

Item 21 must be greater than or equal to Item 20

Cell 355 must be greater than or equal to Cell 352
Cell 356 must be greater than or equal to Cell 353
Cell 357 must be greater than or equal to Cell 354



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Human Services Agency-Sanja Bugay

SUBJECT: TEMPORARY CLOSURE REQUEST FOR AN ALL STAFF MEETING

SUMMARY:

Overview:

The Human Services Agency (HSA) is requesting approval to close all offices for an all-staff department meeting.

Recommendation:

Authorize the closure of the Human Services Agency on Thursday, December 20, 2018, from 9:00 AM - 2:30 PM, for an all-staff meeting.

Fiscal Impact:

None.

BACKGROUND:

The HSA has identified a need to bring all of its staff members together for an annual departmental meeting. In order to do this, the HSA needs to temporarily close on Thursday, December 20, 2018, from 9:00 AM to 2:30 PM, so that all staff may attend the meeting. In order to mitigate the reduction in time services are accessible, the HSA will open to the public at 7:30 AM instead of 8:00 AM on that day and will close at 5:00 PM instead of 4:30 PM that evening. Important training and updates will be discussed at this meeting. If approved by your Board, signs will be posted ahead of the closure at all the Human Services Agency's offices and voicemail greetings will be changed the day of the meeting to reflect the closure hours.

Additionally, the HSA will have staff coverage for mandated reporting, abuse investigations, and emergency food, housing, and medical benefits during the all-staff department meeting. As an additional note, these services will also be available when the County office buildings close to the public from December 24, 2018 to January 1, 2019.

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Public Works – Kevin McAlister/Rhonda Mann

SUBJECT: KELLER FORD TRUCKS PURCHASE

SUMMARY:

Overview:

The County Fleet Division is responsible for replacing vehicles for various departments in the County. The seven vehicles are being replaced in the Fleet, Roads, and Building Maintenance divisions of the Public Works Department due to mileage as per the Kings County Vehicle Policy.

Recommendation:

1. Award the purchase of seven ¾ ton trucks for various County departments to Keller Ford; and
2. Authorize the Purchasing Manager to sign the purchase orders.

Fiscal Impact

The amount of \$280,400 is included in the Fleet Division's adopted Fiscal Year 2018-2019 budget for the purchase of 3/4 ton trucks. The bid came in at \$261,000 plus tax, and will be purchased out of Budget Unit 925600, Account 82440052 (3/4 Ton Trucks).

BACKGROUND:

The Fleet Division coordinated with the Purchasing Division on the purchase of 3/4 ton trucks. Bravo Chrysler Dodge Jeep Ram of Alhambra, Hanford Chrysler, and Keller Ford submitted bids, and Keller Ford was the apparent low bidder. The seven vehicles replaced will be utilized for Fleet, Roads, and Building Maintenance. These vehicles are being replaced due to mileage per the Kings County Purchasing Policy. The retired vehicles will be brought back before your Board for approval to auction at a later date.

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk to the Board

By _____, Deputy.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Public Works – Kevin McAlister/Rhonda Mann

SUBJECT: STENCIL TRUCK PURCHASE

SUMMARY:

Overview:

The County Road Division is responsible for striping and stenciling all the roads throughout the County to ensure safety of motorists. The current stencil truck needs to be replaced according to standards set forth in the Kings County Vehicle Policy.

Recommendation:

- 1. Award a purchase of a Stencil Truck for stenciling roads throughout the County; and**
- 2. Authorize the Purchasing Manager to sign the purchase order.**

Fiscal Impact

The amount of \$123,000 is included in the Road Division's adopted Fiscal Year 2018-2019 budget for the purchase of the stencil truck. The bid came in at \$123,000 plus tax, and will be purchased out of Budget Unit 311000, Account 82440534 (Stencil Truck).

BACKGROUND:

The Road Division coordinated with the Purchasing Division on the specification for the stencil truck. This equipment is being sole sourced as it is the only supplier in California. The Road Division anticipated the need for a new stencil truck in the adopted Fiscal Year 2018-2019 budget. The retired stencil truck will be brought back to your Board for approval to auction at a later date.

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk to the Board

By _____, Deputy.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Sheriff's Office – David Robinson

SUBJECT: MOBILE COMMAND POST VEHICLE PURCHASE

SUMMARY:

Overview:

The Kings County Sheriff's Office is requesting approval for the award of the Mobile Command Post Vehicle to LDV Custom Specialty Vehicles.

Recommendation:

1. Award purchase of a Mobile Command Post Vehicle to LDV Custom Specialty Vehicles for use as a mobile command unit for the Sheriff's Office; and
2. Authorize the Purchasing Manager to sign the purchase order; and
3. Authorize the Clerk of the Board to sign the Budget Appropriation and Transfer Form. (4/5 vote required)

Fiscal Impact:

There will be no impact to the general fund. The Fiscal Year 2017 State Homeland Security Grant was accepted by your Board with Resolution #17-048. The Homeland Security funds will pay for the first \$224,420 of the command post. Total cost of the purchase is \$252,000, which includes additional costs that will be reimbursed (actuals) from the Kings County Sheriff's Office Federal Asset Forfeiture Fund (0053). The additional costs associated with this purchase include sales tax, licensing fees, travel for two deputies to inspect the vehicle prior to its final delivery, and add-on safety equipment such as compatible radio, lighting, and any other small items that would be added inside the vehicle.

BACKGROUND:

On October 31, 2017, your Board approved the acceptance of a Fiscal Year 2017 State Homeland Security Grant.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk to the Board

By _____, Deputy.

Agenda Item

MOBILE COMMAND POST VEHICLE PURCHASE

December 4, 2018

Page 2 of 2

The Sheriff's Mobile Command Post Vehicle was listed as a project to be funded by the grant. The Mobile Command Post Vehicle will be used as a mobile command unit for the Sheriff's Office. The vehicle will enable the Sheriff's Office to use this unit as a command post to effectively run and manage response activities from remote location. The mobile command unit will enhance communications and resource coordination with other agencies within the operational area. Besides being an asset for the Kings County Sheriff's Office, this unit will be deployable and shareable with other response agencies at the county or municipal level including the cities of Avenal, Corcoran, Hanford, and Lemoore.

The Sheriff's Office worked with the Purchasing Division who issued a Request for Proposals, and there were 2 bids submitted. The first bid from LDV Custom Specialty Vehicles came in at \$240,003 including tax. The second bid was for over \$645,534, not including tax. The Sheriff's Office requests that your Board award the bid to LDV Custom Specialty Vehicles.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

**AGENDA ITEM
December 4, 2018**

SUBMITTED BY: Administration – Rebecca Campbell/Sande Huddleston

SUBJECT: APPROVAL OF THE USE OF THE CRIME BOND AS THE PUBLIC OFFICIAL BOND AND SETTING THE FAITHFUL PERFORMANCE AMOUNTS

SUMMARY:

Overview:

Section 1450 of the California Government Code requires elected public officials to file a public official bond (P.O. Bond) with the County Clerk. These bonds protect against violations of duty committed by a person in a position of official authority, and guarantees that public officials will perform their duties according to the law. Section 1481 of the Code, and its related sections, allows counties to use a master crime bond in place of individual bonds. That section also requires the appointing authority to set the amount of the P.O. Bond for each elective office, which amounts are included for consideration with this action.

Recommendation:

- 1. Approve the substitution of the County's Master Crime Bond for individual public official bonds; and**
- 2. Approve the amounts in Attachment I as the amounts required for faithful performance bonds of each elected official.**

Fiscal Impact:

Continuing the practice of substituting the County's Master Crime Bond for the individual P.O. Bonds required for elected officials eliminates several thousand dollars in premiums over the period of the four-year terms of the County's elective officials.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

APPROVAL OF THE USE OF THE CRIME BOND AS THE PUBLIC OFFICIAL BOND AND SETTING THE FAITHFUL PERFORMANCE AMOUNTS

December 4, 2018

Page 2 of 3

The County participates in the Crime Bond program offered by the California State Association of Counties (CSAC) Excess Insurance Authority. The Master Crime Bond was included in the Adopted Fiscal Year 2018-2019 Budget, Budget Unit 141000. This provides coverage against a broad range of exposure ranging from burglary and robbery to computer fraud and forgery. Kings County has a \$25,000 deductible; the upper limits of the bond's coverage is \$10 million per occurrence.

BACKGROUND:

The California Government Code requires that elected officials secure a faithful performance bond, often referred to as a public official bond, to ensure that each individual faithfully and honestly performs the duties of the office he or she holds. The Finance Department Director is included because the Treasurer function is located in that Department and should be included in the required bonding procedure. The P.O. Bond assures that any citizen can look to the surety to reimburse the County the amount of the loss, when the County has suffered a loss of money, securities, or other property because of the failure of a public official to faithfully perform the duties of his or her office. The Code also requires the Board to set the amount of the P.O. Bond for each County elected official.

In lieu of individual bonds, the County is permitted to use its Master Crime Bond to meet this requirement; however, it must be written on a faithful performance form. The County's Master Crime Bond meets this test.

To reduce the exposure to loss, the County should set the specific amounts of the faithful performance aspect of the Master Crime Bond. Staff has prepared a list of amounts that provides reasonable protection to the public without unnecessarily exposing the Master Crime Bond to claims against its full limits. Most amounts do not exceed the County's deductible.

If approved by your Board, staff will follow the procedures set forth in the Government Code to request approval of the bond as to form from the Presiding Judge of the Superior Court, recording of the bond, as approved, in the office of the County Recorder, and filing of the bond. The bond of the County Clerk is to be filed with the Finance Department as an official record of the Treasurer function, and the bond covering all other offices is to be filed with the County Clerk. Attachment I outlines the historical established amounts of the faithful performance bonds, which are recommended to continue.

Agenda Item

APPROVAL OF THE USE OF THE CRIME BOND AS THE PUBLIC OFFICIAL BOND AND SETTING THE FAITHFUL PERFORMANCE AMOUNTS

December 4, 2018

Page 3 of 3

ATTACHMENT I

Upon recommendation from staff, the Board of Supervisors does hereby establish the amounts of the faithful performance bonds, pursuant to Government Code 1480. The respective offices and amounts are as follows:

County Supervisors	\$10,000 each
Assessor/Clerk/Recorder	\$10,000
Sheriff/Coroner	\$15,000
Department of Finance Director	\$50,000
District Attorney	\$15,000



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Administration – Rebecca Campbell

SUBJECT: LETTER OF SUPPORT RECOMMENDING WASTE MANAGEMENT TO
KERN COUNTY

SUMMARY:

Overview:

Cecilio Barrera, Community Relations Manger for Waste Management, is seeking a letter of support from your Board to recommend Waste Management to Kern County for a franchise agreement.

Recommendation:

Authorize the Chairman to sign a letter of support recommending Waste Management to Kern County as it seeks to receive a franchise agreement for solid waste collection services in Kern County.

Fiscal Impact:

None.

BACKGROUND:

On November 15, 2018, Cecilio Barrera, Community Relations Manager for Waste Management, contacted the Clerk of the Board requesting a letter of support recommending Waste Management's services to Kern County. Waste Management is currently seeking a franchise agreement to haul solid waste in Kern County. Kern County's decision would be based on Waste Management's capability of fulfilling service and various other contract requirements. Kings County has had an outstanding long-term relationship with Waste Management, and staff recommends your Board approve the letter of support.

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

December 4, 2018

Chairman Maggard & Supervisors
Kern County Board of Supervisors
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

RE: Letter of Recommendation for Services Provided by Waste Management

Dear Chairman Maggard and Supervisors:

The Kings County Board of Supervisors is happy to provide a letter of recommendation for services provided by Waste Management to Kern County. We have the utmost confidence that Waste Management will do an excellent job with the assignment of franchises from Benz Sanitation.

The County has a longstanding relationship with Waste Management, which has lasted for many decades. Kings County has found Waste Management to be an outstanding corporate citizen and community partner. Waste Management is a critical part of the infrastructure of Kings County; they provide an essential and necessary public service.

Waste Management is and has been a dedicated local partner, supporting the programs, events and organizations that improve the quality of life and the environment in the communities they serve. Specifically, Waste Management has worked with Kings County to construct a Water Treatment Facility for the community of Kettleman City. We have collaborated on other projects such as Safe Routes to School, public safety, and various community events.

Based on these qualities and the community benefits we have seen, I strongly urge you to vote in favor of the assignment of solid waste services to Waste Management, bringing the company's high level of service to residents and businesses of Kern County.

Sincerely,

Richard Valle
Chairman

cc: Cecilio Barrera, Waste Management, Kettleman City



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Community Development Agency – Greg Gatzka

SUBJECT: MONTHLY REPORT OF THE PLANNING COMMISSION'S ACTIONS

SUMMARY:

Overview:

Monthly report of the Planning Commission's actions.

Recommendation:

Information only. No formal action required.

Fiscal Impact:

None.

BACKGROUND:

At their regular meeting held Monday, December 3, 2018, the Kings County Planning Commission reviewed the following:

ACTIONS AS THE PLANNING COMMISSION

Conditional Use Permit No. 1 (American Kings Solar, LLC) – The Commission considered a proposal to construct, operate, maintain, and decommission the American Kings Solar Project, consisting of up to a 128 megawatt alternating current solar photovoltaic power generating facility on approximately 974 acres of private lands. The facility will also include battery storage up to approximately 500 megawatt hours. The proposed facility is to be located at 15671 25th Avenue, Lemoore, CA, Assessor's Parcel Numbers 024-190-023, 044,059,063,066,068,071,024-210-003, 016,017,024-231-008, 024-323-004,024-240-001, and 026-020-015.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

MONTHLY REPORT OF THE PLANNING COMMISSION'S ACTIONS

December 4, 2018

Page 2 of 2

Development Code Text Change No. 668.14, General Plan Amendment No. 18-02 and Change of Zone District Boundaries No. 18-01 – The Commission considered an amendment of various sections of the Kings County Development Code, General Plan Amendment No. 18-02 and Change of Zone District Boundaries No. 18-01 as part of the Community Development Agency's continuing administration and maintenance of the Development Code and General Plan.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Fire Department – Clay Smith/Rick Levy

SUBJECT: AMENDMENT TO SECTION 1A-3 OF CHAPTER 1A OF THE KINGS COUNTY CODE OF ORDINANCES

SUMMARY:

Overview:

Section 1A-3 of the Chapter 1A of the Kings County Code of Ordinances is proposed to be amended regarding the imposition of administrative fines and penalties. This ordinance was introduced at the Kings County Board of Supervisors meeting on November 20, 2018.

Recommendation:

Waive the second reading and adopt Ordinance 689, which amends Section 1A-3 of Chapter 1A of the Code of Ordinances, County of Kings, relating to the imposition of administrative fines and penalties.

Fiscal Impact:

This item will allow fines for certain violations to be collected at a rate higher than currently allowed under the County Code of Ordinances. In particular, this item will allow the proposed Unlawful Fire Ordinance, considered under separate agenda item at this meeting, to assess a fine at a rate of \$500 for a first offense, \$1,000 for a second offense, and a \$2,000 fine for three or more offenses in a one-year period. Likewise, this Ordinance will allow for future individual consideration of other fines to be set at a rate higher, or potentially lower, than allowed under the current Code. Depending on the amount of fines assessed, additional revenue will be received by the County. Fines are currently assessed at a rate of \$100 for a first offense, \$200 for a second offense, and \$500 for three or more offenses in a single year. Fire estimates 80 unlawful fires occur on average each year, which would result in at least \$40,000 in fines if this trend were to continue, and all incidents were to be a first time offense.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

AMENDMENT TO SECTION 1A-3 OF CHAPTER 1A OF THE KINGS COUNTY CODE OF ORDINANCES

December 4, 2018

Page 2 of 2

BACKGROUND:

The proposed amendment to Section 1A-3 of the Code will allow the County to specify lower or higher administrative fines for violations of certain Code provisions as warranted based on the facts and circumstances constituting the violation. This will allow the County to impose administrative fines or penalties different from the standard penalties allowed under the current code. As a result, the County will be able to customize penalties when appropriate for activities that violate sections of the Code aimed at protecting the health, safety, and welfare of County residents. This is the a proposed first action to be taken to allow the fines proposed under the Unlawful Fire Ordinance to set fines different from those allowed under the current Code. For example, a proposed ordinance dealing with unlawful fires is to be considered under a separate agenda item at this meeting, for which staff proposes to set a higher penalty amount than the standard penalty. Setting the penalty of an unlawful fire to the same amount as for a garbage container being visibly stored in a residential front yard may not appropriately capture the level of seriousness of the offense.

This ordinance has been reviewed and approved by County Counsel.

ORDINANCE NO. 689

AN ORDINANCE TO AMEND SECTION 1A-3 OF
THE COUNTY OF KINGS' CODE OF ORDINANCES RELATING TO THE
IMPOSITION OF ADMINISTRATIVE FINES OR PENALTIES
FOR VIOLATIONS OF THE CODE

The Board of Supervisors of the County of Kings ordains as follows:

SECTION 1. That subdivisions (c) and (d) of Section 1A-3 of Chapter 1A of the Code of Ordinances, County of Kings, are amended to read as follows:

Section 1A-3. Authority.

- (c) An administrative fine or penalty shall be assessed by means of an administrative citation issued by the enforcement officer and shall be payable directly to the department which issued the administrative citation.
- (d) Unless otherwise specified within the applicable Code provision, an administrative fine for a violation of this Code shall be:
 - (1) A fine not exceeding \$100.00 for a first violation;
 - (2) A fine not exceeding \$200.00 for a second violation of the same Code provision or permit or entitled provision within one (1) year from the date of the first violation; or
 - (3) A fine not exceeding \$500.00 for each additional violation of the same Code provision or permit or entitlement provision within one (1) year from the date of the first violation.

SECTION 2. This Ordinance shall take effect and be in force thirty (30) days after its adoption and before the expiration of fifteen (15) days after its passage, it shall be published once with the names of the members of the Board voting for or against the same in the *Hanford Sentinel*, a newspaper of general circulation published in the County of Kings.

The foregoing Ordinance was introduced at a meeting of the Board of Supervisors of the County of Kings held on November 20th, 2018, and adopted at a meeting held on December 4th, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Valle, Chairman of the Board of
Supervisors, County of Kings, State of California

WITNESS my hand and seal of said Board of Supervisors this 4th day of
December, 2018.

Clerk of the Kings County Board of Supervisors

SUMMARY OF ADOPTED
ORDINANCE NO. 689

**ORDINANCE TO AMEND SECTION 1A-3 OF CHAPTER 1A REGARDING
THE IMPOSITION OF ADMINISTRATIVE FINES OR PENALTIES FOR
VIOLATIONS OF THE COUNTY OF KINGS' CODE OF ORDINANCES**

The following is a summary of the adopted ordinance:

This Ordinance allows the imposition of larger or smaller administrative fines or penalties for violations of the County's Code of Ordinances to reflect the facts and circumstances constituting a violation of the Code.

These Ordinances were introduced at a meeting of the Board of Supervisors held on November 20th, 2018 and was adopted at a meeting held on December 4th, 2018, with Supervisors _____ voting for the Ordinances. A copy of the entire text of the adopted Ordinances may be obtained at the office of the Clerk of the Board of Supervisors, Kings County Government Center, 1400 West Lacey Boulevard, Hanford, California.

Dated: December 4th, 2018

Clerk of said Board of Supervisors



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Fire Department – Clay Smith/Rick Levy
SUBJECT: KINGS COUNTY UNLAWFUL FIRE ORDINANCE
SUMMARY:

Overview:

An amendment to Chapter 10 of the Code of Ordinances, County of Kings, to add Sections 10-7 and 10-8 to Article I regarding unlawful fires and the assessment and recovery of costs related thereto. This ordinance was introduced at the Kings County Board of Supervisors meeting on November 20, 2018.

Recommendation:

Waive the second reading and adopt Ordinance 690, an amendment to Article 1, Chapter 10 of the Code of Ordinances, County of Kings, to add Section 10-7 and Section 10-8 regarding unlawful fires and the assessment and recovery of costs related thereto.

Fiscal Impact:

The proposed Ordinance sets fines for violations at a rate of \$500 for a first offense, \$1,000 for a second offense, and a \$2,000 fine for three or more offenses in a one-year period. Fire estimates 80 unlawful fires occur on average each year, which would result in at least \$40,000 in fines if this trend were to continue, and all incidents were to be a first time offense.

BACKGROUND:

The Kings County Fire Department responds to an average of 80 unlawful fires per year. These types of unlawful fire incidents include but are not limited to burning of trash, yard waste, or non-permitted agriculture burning which causes an unwarranted threat to the public.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

KINGS COUNTY FIRE PREVENTION AND PROTECTION ORDINANCE

March 28, 2017

Page 2 of 2

Kings County currently has no means of assessing and recovering the costs of suppressing any unlawful fires, nor is it a violation of the Kings County Code of Ordinances to build, light, maintain, use, cause, or permit any fire in or upon land in the unincorporated area of the County without a permit or in a manner that is prohibited by or not in accordance with a lawful permit. The proposed ordinance is requested to provide the Kings County Fire Department with the authority to penalize persons that set non-permitted fires within the unincorporated areas of Kings County.

As requested by the Board, clarifying changes were made to the ordinance. The San Joaquin Valley Air Pollution Control District is the sole agency having authority over issuance of Kings County burn permits. The Kings County Agricultural Commissioner-Sealer or his or her designee may request orders of abatement, which are ultimately subject to approval by the San Joaquin Valley Air Pollution Control District. The San Joaquin Valley Air Pollution Control District may issue an exemption for abatement. Fines for unlawful fires may be assessed by the Kings County Fire Chief or his or her designee or the Kings County Agricultural Commissioner-Sealer or his or her designee.

Examples of unlawful fires include but are not limited to non-permitted and/or unsafe intentional fires of trash, yard waste, or any other material being burned which may result in unwarranted health and safety hazards to the community of Kings County. The proposed ordinance will also allow the Kings County Fire Department to recoup costs associated with suppressing these fires, in addition to levying administrative fines against individuals responsible for these fires and subject said individuals to criminal prosecution as appropriate.

This ordinance has been reviewed and approved by County Counsel.

ORDINANCE NO. 690

AN ORDINANCE TO ADD A SECTION RELATING TO ILLEGAL FIRES
AND THE ASSESSMENT OF FINES AND RECOVERY OF COSTS
RELATED THERETO TO THE COUNTY OF KINGS'
CODE OF ORDINANCES

The Board of Supervisors of the County of Kings does hereby ordain as follows:

SECTION 1. That Chapter 10 of the Code of Ordinances, County of Kings, be amended to add Sections 10-7 and 10-8 to Article I regarding unlawful fires and the assessment of fines and recovery of costs related thereto, which shall read as follows:

Section 10-7. Unlawful fires.

- a) It shall be unlawful for any person to build, light, maintain, use, or cause or permit to be built, lighted, maintained, or used, any fire in or upon land in the unincorporated area of the county without a permit or in a manner that is proscribed under the laws, regulations, or guidelines for a lawfully obtained permit as issued by a governmental agency or official with the authority to issue said permit.
- b) For purposes of this section, "person" includes, but is not limited to, property owners, whether natural persons or corporate entities, individuals in lawful possession of the property upon which the fire occurs, individuals lawfully present on the subject property, or individuals trespassing on the subject property.
- c) Any person permitting, building, lighting, maintaining, or using a fire upon land in the unincorporated area of the county without a valid permit shall be guilty of a misdemeanor under Section 1-8 of the Kings County Code of Ordinances. In addition, said person shall be liable for the costs associated with controlling, fighting, and extinguishing said fire, as calculated by the Kings County Fire Department, and subject to the imposition of the following fines:
 - 1) First Offense: \$500.
 - 2) Second Offense: \$1,000.
 - 3) Third and any subsequent offenses: \$2,000.
- d) Fines may be assessed by the Kings County Fire Chief or his or her designee or the Kings County Agricultural Commissioner-Sealer or his or her designee and shall be calculated based on the number of incidents occurring within a single calendar year. Said fines shall be in addition to any fines or fees assessed as part of a criminal prosecution for a violation of this section or the assessment of costs related to controlling, fighting, and extinguishing said fire.
- e) Property owners may be subject to the assessment of fines and the costs associated with controlling, fighting, and extinguishing any fire under this section if the

property owners knew or should have known the person creating the fire was on the property or if the property owners failed to take reasonable and adequate measures to secure the property from trespassers.

- f) Fines assessed pursuant to this section must be paid within thirty (30) days to the agency assessing the fine. The assessing agency may, in its discretion, allow additional time to pay any fines assessed hereunder.

Section 10-8. Assessment of costs; collection; appeal rights.

- a) Costs associated with controlling, fighting, and extinguishing unlawful fires may be assessed and collected as allowed under Section 54988 of the Government Code. Said costs shall:
 - 1) Not exceed the actual cost incurred in controlling, fighting, and extinguishing a fire.
 - 2) Shall include, but not be limited to, the salary and benefits of personnel employed in controlling, fighting, and extinguishing an unlawful fire, in addition to any other actual costs incurred by the Kings County Fire Department or any other involved county agency.
- b) Written notice of assessed costs shall be provided to the responsible party in plain language with a description and breakdown of the amounts assessed. Said notice shall be sent to the responsible party by certified mail to the responsible party's last known address. For purposes of this section, "responsible party" includes the individual deemed responsible for starting the unlawful fire and/or a property owner deemed liable under Section 10-7, above. In cases where an individual and a property owner are both deemed liable, the county agency assessing costs under this section may choose to make the individual and the property owner jointly and severally liable for the payment of the assessed costs.
- c) An individual receiving notice of assessed costs under this section shall have 45 days to pay the costs in the manner provided by the county agency issuing the assessment.
- d) Unpaid assessments levied on property owners may be collected in the same manner as a civil judgment or may constitute a judgment lien on the property at the discretion of the County. Any unpaid assessments levied against individuals other than a property owner may be collected in the same manner as a civil judgment.
- e) Individuals deemed responsible parties under this section may appeal the assessment of any costs hereunder as set forth in Section 1A-8 of the Kings County Code of Ordinances.

SECTION 2. This Ordinance shall take effect and be in force thirty (30) days after its adoption and before the expiration of fifteen (15) days after its passage, it shall be published once with the names of the members of the Board voting for or against the same in the *Hanford Sentinel*, a newspaper of general circulation published in the County of Kings.

The foregoing Ordinance was introduced at a meeting of the Board of Supervisors of the County of Kings held on November 20, 2018, and adopted at a meeting held on December 4, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Valle, Chairman of the Board of
Supervisors, County of Kings, State of California

WITNESS my hand and seal of said Board of Supervisors this 4th day of December, 2018.

Clerk of the Kings County Board of Supervisors

SUMMARY OF ADOPTED
ORDINANCE NO. 690

**AN ORDINANCE TO ADD A SECTION RELATING TO UNLAWFUL FIRES
AND A SECTION TO ALLOW FOR THE ASSESSMENT AND RECOVERY OF
COSTS RELATED THERETO TO THE COUNTY OF KINGS' CODE OF
ORDINANCES**

The following is a summary of the adopted ordinance:

The Ordinance makes it a violation of the Kings County Code of Ordinances to build, light, maintain, use, cause, or permit any fire in or upon land in the unincorporated area of the county without a permit or in a manner that is prohibited by or not in accordance with a lawful permit. This Ordinance also allows for the assessment and recovery of the costs of suppressing any unlawful fires.

This Ordinance was introduced at a meeting of the Board of Supervisors held on November 20, 2018, and was adopted at a meeting held on December 4, 2018, with Supervisors _____ voting for the Ordinance. A copy of the entire text of the adopted Ordinance may be obtained at the office of the Clerk of the Board of Supervisors, Kings County Government Center, 1400 West Lacey Boulevard, Hanford, California.

Dated: December 4th, 2018

Clerk of said Board of Supervisors

PL No.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Administration – Rebecca Campbell/Domingo Cruz
SUBJECT: MASTER FEE ORDINANCE #520.20 AND MASTER FEE SCHEDULE

SUMMARY:

Overview:

The Master Fee Ordinance #520, was adopted in April 1993, with the stipulation that the schedule be comprehensively reviewed every other year by each department. Ordinance #520.20 was presented to your Board and introduced on November 20, 2018 at a public hearing; the ordinance is returned to your Board for adoption at this time.

Recommendation:

Waive the second reading and adopt Ordinance #520.20, the Master Fee Ordinance, including the Master Fee Schedule effective February 2, 2019.

Fiscal Impact:

The estimated fiscal impact of adopting all increases to the Master Fee Ordinance is anticipated to increase revenues for the County. Departments requesting changes to their fee structure will start collecting on February 2, 2019, and will incorporate the proposed changes as part of their Fiscal Year 2019-2020 budget request.

BACKGROUND:

A study session was conducted by your Board regarding the Maser Fee Ordinance on November 6, 2018. The study session included a comprehensive review of all County fees. Ordinance #520.20 and the fee schedule were subsequently considered and the ordinance was introduced at a public hearing on November 20, 2018. No verbal or written public testimony has been received as of the date of this Agenda Item's preparation.

The fees associated with the ordinance will take effect no sooner than 60 days after adoption, which is February 2, 2019. This is pursuant to Government Code 66017. Attached to this agenda item is the final presentation of the schedule of fees that will be in effect upon adoption of the Master Fee Ordinance.

The Ordinance was reviewed and approved by County Counsel.

BOARD ACTION:

APPROVED AS RECOMMENDED: ___ OTHER: _____

I hereby certify that the above order was passed
and adopted on _____, 2018.

CATHERINE VENTURELLA, Clerk to the Board

By _____, Deputy.

ORDINANCE NO. 520.20

AN ORDINANCE REPEALING ORDINANCE NOS. 636, 636.1 AND 636.2,
AND AMENDING ORDINANCE NO. 520.19
ESTABLISHING CERTAIN COUNTY FEES AND CHARGES;
INCREASES AND REDUCTIONS THERETO;
MASTER FEE SCHEDULE

The Board of Supervisors of the County of Kings ordains as follows:

SECTION 1. Ordinance Nos. 636, 636.1 and 636.2 establishing fees for the Agricultural Commissioner's office for various services are hereby repealed as of the effective date of this Ordinance.

SECTION 2. This Ordinance, its attachment, and all future amendments thereto shall be referred to and known as the Master Fee Ordinance.

SECTION 3. The fees and charges, attached hereto and incorporated herein as though fully set forth, are hereby established for the following county departments, offices, and divisions thereof:

- a. Agricultural Commissioner/Sealer
- b. Assessor-Clerk Recorder-Elections
- c. Board of Supervisors (Clerk of the Board)
- d. Community Development Agency
- e. District Attorney
- f. Finance Department
- g. Fire Department
- h. Health Department
- i. Library
- j. Minors Advocates
- k. Probation
- l. Public Guardian
- m. Public Works
- n. Sheriff/Coroner/Public Administrator/Animal Control

SECTION 4. The fees and charges established herein shall take effect upon the effective date of this Ordinance.

SECTION 5. Fees and charges for the listed county departments, offices, and divisions thereof may be added, reduced, increased, or deleted from time to time by amendments to this Master Fee Ordinance in compliance with law.

SECTION 6. The fees and charges adopted in Section 3 of this Ordinance shall supersede and take the place of any different fee or charge in any codified section of the Kings County Ordinance Code, in any ordinance, or any resolution.

SECTION 7. The Kings County Board of Supervisors hereby adopts the following findings:

a. The Kings County Board of Supervisors held at least one public meeting at which oral or written presentations were made, as a part of a regularly scheduled meeting, and that notice of the time and place of the meeting, including a general explanation of the matter to be considered and a statement that the data required by this section is available, was mailed at least fourteen (14) days prior to the meeting to any interested party who filed a request with this Board for mailed notice of the meeting on renewed or increased fees or charges and; further, that at least ten (10) days prior to the meeting, this Board made available to the public data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee is levied and the revenue sources anticipated to provide the service, including general fund revenues.

b. Prior to adopting this Ordinance, a public hearing was held at which oral or written presentations were made, and notice of the time and place, including a general explanation of the matter to be considered, was published in accordance with Government Code section 6062a.

c. The fees and charges specified by this Ordinance do not exceed the cost of providing the product or service or enforcing the regulation for which the fee or charge is levied.

SECTION 8. This ordinance shall take effect sixty (60) days after its adoption and before the expiration of fifteen (15) days after its passage and shall be published with the names of the members of the Board of Supervisors voting for and against the same in the Hanford Sentinel newspaper published in the County of Kings.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on November 20, 2018, and adopted at a regular meeting of the Board of Supervisors of the County of Kings on December 4, 2018.

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairman of the Board of Supervisors
County of Kings, State of California

Witness my hand and seal of said Board of Supervisors on December 4, 2018.

Clerk of said Board of Supervisors

Fee Name / Description of Service	Fee Amount
AGRICULTURAL COMMISSIONER/SEALER	
Pest Control Advisor Registration	
Base of operation in Kings County	\$ 10.00
Base of operation outside Kings County	\$ 5.00
Pest Control Operator Registration	\$ 50.00
Pest Control Pilot Registration	
Base of operation in Kings County	\$ 10.00
Base of operation outside Kings County	\$ 5.00
Structural Pest Control Operator Registration	
Branch 1 Operator	\$ 25.00
Branch 2/3 Operator	\$ 10.00
Registration Amendment	\$ 10.00
Maintenance Gardener Registration	\$ 25.00
Farm Labor Contractor Registration	\$ 50.00
Rinsed Pesticide Container Certification:	
First 100	\$ 10.00
101 - 1,000	\$ 20.00
F&V Certification - Melon, Grapes, Cherries	Actual Cost
F&V Maturity Testing (Including Grapes, Cantaloupes, Melons, Pomegranates, Apples)	Actual Cost
F&V Disposal Orders	Actual Cost
Certified Producers (Field Inspections)	Actual Cost
Certified Farmers Market (Manager) Registration	\$ 50.00
Mandatory Lettuce Inspection (fee per carton)	\$ 0.03
Cantaloupe Inspection (fee per carton)	\$ 0.025
Cantaloupe Inspection (Minimum Fee)	\$50/day
Export Certification	Actual Cost
Noxious Weed Control	Actual Cost
Vertebrate Pest Control (Rodent Bait Sales)	Actual Cost
Apiary Registration	\$ 10.00
Bee Colony Certification:	Actual Costs
AFB Disease - 2%:	Actual Costs
Crop Stats (Customized Computer Reports)	Actual Costs
Training Sessions (Voluntary)	\$10/person
Weights and Measures Device Registration Fees	
Weights & Measures Annual Business Location Fee	\$ 100.00
Mobile Home Park/Apartment per device per space	
Water Sub-meters	\$ 2.00
Electric Sub-meters	\$ 3.00
Vapor Sub-meters	\$ 4.00

Fee Name / Description of Service	Fee Amount
Weighing Devices with capacities of 10,000 pounds or greater	\$ 250.00
Weighing Devices with capacities of at least 2,000 pounds but less than 10,000 pounds	\$ 150.00
Livestock Scales with capacities of 10,000 pounds or greater	\$ 150.00
Livestock Scales with capacities of at least 2,000 pounds but less than 10,000 pounds	\$ 100.00
Liquified Petroleum Gas meters, truck mounted or stationary	\$ 185.00
Compressed Natural Gas (CNG) and Liquified Natural Gas (LNG Meters)	\$ 55.00
Wholesale and Vehicle meters	\$ 75.00
Computing Scales, less than 100 pounds capacity (\$1,000 cap/location)	\$ 23.00
Jewelry and Prescription Scales; Class II	\$ 80.00
Scales, Other than Jewelry, Prescription, and Computing; 100 pounds to 2,000 pounds);	\$ 50.00
Vehicle Odometers (Such as Ambulance, Towing, & Limousine)	\$ 60.00
Vehicle Odometers (Truck Rentals) (\$340 cap/location)	\$ 60.00
All other commercial weighing or measuring devices (\$1000 cap/location)	\$ 20.00
Weights and Measures Device Registration Late Fee	\$ 100.00
Weights & Measures Testing of Commercial Devices	
Large Capacity Scale greater than 5,000 pounds	
Per Hour	\$ 135.00
Per Mile	\$ 1.50
Medium Capacity Scale greater than 50 pounds to 5,000 pounds, inclusive	
Per Hour	\$ 125.00
Per Mile	\$ 1.50
Small Capacity Scale 0 to 50 pound, inclusive	
Per Hour	\$ 110.00
Per Mile	\$ 1.50
Retail Motor Fuel Dispensers and Diesel Exhaust Fluid (DEF) Dispensers	
Per Hour	\$ 80.00
Per Mile	\$ 1.00
Wholesale Liquid Measuring Devices	
Per Hour	\$ 85.00
Per Mile	\$ 1.00
All other commercial devices	
Per Hour	\$ 100.00
Per Mile	\$ 1.50
Water Sub-meters - Out of County Only	Actual Costs
Non Commercial Device Inspection:	Actual Costs
Service Agent Examination	\$ 35.00
Sewage Sludge Monitoring Fee	Actual Costs
Copy Machine per copy cost	
Black & White	\$ 0.25

Fee Name / Description of Service	Fee Amount
Color	\$ 1.00
ASSESSOR	
ASSESSOR DIVISION	
Assessor's Maps	
CD format of total county	\$ 29.95
1 Copy wall size (44" X 36")	\$ 7.70
1 Copy	\$ 2.05
Duplicate copies	\$ 0.30
Electronically formatted custom parcel shape file	\$ 44.10
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 2.05
Ledger Size - B&W (per page)	\$ 2.05
Standard & Legal Size - Color (per page)	\$ 2.10
Ledger Size - Color (per page)	\$ 2.10
Computer access set-up	
Computer access training	\$ 55.55
Computer access (per hit)	\$ 0.18
Property characteristics update	\$ 2.05
Research fee hourly - (1/2 hr minimum charge)	
Labels, per label	\$ 0.03
Computer reports	
Property transfer report	\$ 10.00
Extended tax roll - file 465	\$ 84.45
Redemption roll	\$ 84.45
Pre-extension roll	\$ 84.45
Split/Combine Parcels (at taxpayer request) per request	
Subdivision & Tract Index	\$ 6.75
Tax Allocation- undivided interests	
Cancellation Formal Review - Ag Preserve - per hour charge	\$ 67.20

Fee Name / Description of Service	Fee Amount
SB 534 Default Appraisals (R&T 3698.7)	\$ 257.60
Parent-Child Exclusion Processing Fee (late file)	\$ 175.00
Bond amount calculations	\$ 61.60
Map boundary changes	
Lot line adjustments, parcel maps	\$ 481.80
Passport Fee	\$ 35.00
Historical Aircraft Exemption	\$ 35.00
CD & Mailing Costs	
CD	\$ 0.75
USPS, free tracking, flat rate	\$ 6.45
Fed Ex, overnight	\$15.00-\$35.00
Regular Mail	\$ 2.65
Returned Checks	\$ 25.00
<i>CERTAIN FEES MAY BE CHANGED WITHOUT THE BOARD'S APPROVAL DUE TO LEGISLATIVE ACTION</i>	
CLERK-RECORDER DIVISION	
Recording Fees	
First Page (standard 8 1/2 x 11 inch form)	\$ 13.00
Each Additional Page	\$ 3.00
SB2 Building Homes & Jobs Act (Applies to real estate recording documents unless exempt)	\$ 75.00
Recording Fees for the following Documents:	
Deed of Trust, Assignment of Deed of Trust - First Page	\$ 16.00
Request for Notice, Notice of Default, Notice of Trustee Sale - First Page	\$ 16.00
Notice of Rescission, Substitution of Trustee - First Page	\$ 16.00
Deed of Reconveyance - First Page	\$ 16.00
Each Additional Page	\$ 3.00
*Note: First Page (standard 8 1/2 x 11 inch form)	
Maps (Subdivision or Parcel) First page	\$ 8.00
Maps each additional page	\$ 2.00
Survey Monument Fee	\$ 10.00

Fee Name / Description of Service	Fee Amount
Documents requiring additional indexing	
Each additional reference indexed	\$ 1.00
Each group of 10 names, or fraction thereof, in addition to the initial first 10 names	\$ 1.00
Penalty print	\$ 1.00
Combined documents (per each documents)	\$ 5.60
Non-standard form - additional per page	\$ 3.00
Release of Lien by State or local government if original lien was recorded without fee	\$ 8.00
Involuntary Lien Notice	
First Address	\$ 7.95
Each Additional Address	\$ 4.85
Financing Statement 1 to 2 pgs	\$ 13.00
Financing Statement 3 + pgs	\$ 23.00
Filing of 20 days Preliminary Notice of Lien	\$ 3.25
Documentary Transfer Tax - Per \$500.00 of value	\$ 0.55
Document copies	
Public Access Copy	\$ 0.80
Standard & Legal Size - B&W (per page)	\$ 3.50
Each additional page of each document	\$ 0.10
Certification Fee	\$ 0.80
Recorded Maps- Standard D & E sizes by Central Svcs	\$ 7.70
Outside access images (per image)	\$ 0.18
Vital Statistics	
Birth - Public	\$ 28.00
Certificate of No Record Found	\$ 28.00
Government	\$ 19.00
Death - Public	\$ 21.00
Certificate of No Record Found	\$ 21.00

Fee Name / Description of Service	Fee Amount
Government	\$ 21.00
Marriage - Public	\$ 15.00
Certificate of No Record Found	\$ 15.00
Government	\$ 11.00
Marriage Licenses- Public	\$ 57.00
Duplicate Marriage license	\$ 22.20
Affidavit to Amend Marriage Record (paid to State) (no charge if within 1 year)	\$ 23.95
Affidavit to Amend Confidential license (no charge if within 1 year)	\$ 23.95
Fetal Death - Public	\$ 18.00
Certificate of No Record Found	\$ 18.00
Government	\$ 18.00
Commissioner of Marriages (marriage ceremony)	\$ 15.00
Marriage Witness Fee	\$ 16.75
Fictitious Business Name Statements	
Filing Fee	\$ 12.85
Each additional business name or partner	\$ 3.60
Abandonment	\$ 9.00
Withdrawal of partner	\$ 9.00
Additional Certified Copies	\$ 4.30
Notary Bond	
Administer Oath & file bond (\$10,000)	\$ 10.50
Recording of bond	\$ 13.00
Certification of Notary	\$ 2.25
Power of Attorney	\$ 3.50
Each additional name	\$ 2.25
Administering oaths	\$ 0.50
Process Servers	
Registration (2 years) Bond of \$2000 required	\$ 102.50
Filing of bond recording	\$ 13.00
Cash of \$2000 held 3 years	\$ 7.00

Fee Name / Description of Service	Fee Amount
Certified Mail Request	\$ 5.50
Returned Checks	\$ 25.00
<i>CERTAIN FEES MAY BE CHANGED WITHOUT THE BOARD'S APPROVAL DUE TO LEGISLATIVE ACTION</i>	
ELECTIONS DIVISION	
Copies of Campaign Expenditure Report, per page	\$ 0.10
Copies Standard & Legal Size- B&W (per page)	\$ 2.05
Research Fee Hourly - (1/2 hr minimum charge)	\$ 52.10
Certificate of Election Results by category:	
UDEL/Schools, Specials & Municipal Districts	\$ 4.30
General/Primary - Bound Report	\$ 9.60
Polling place/Precinct Consolidation Lists	\$ 6.25
Labels of registered voters (each)	\$ 0.03
Certified copy of affidavit of registration or abstract of voter	\$ 1.50
Searching records or files, for each file	\$ 5.00
Filing Notice of Intent of Initiative Petition	\$ 126.40
Filing Notice of Intent of Recall Petition	\$ 126.40
Declaration of Intention	Fee varies
Electronically formatted custom parcel shape file	\$ 44.10
Precinct county map (approx. 34" x 22" size)	\$ 7.00
Vote Recount (hand count, per day, 1 day minimum) (Fee based on amount of time, personnel, materials cost, and election size)	Actual Cost
Vote Recount (Computer count, per day, 1 day minimum) (Fee based on amount of time, personnel, materials cost, and election size)	Actual Cost

Fee Name / Description of Service	Fee Amount
District to Precinct File	\$ 18.55
Voter Registration File	\$ 13.95
Voter Registration Index	\$ 13.95
Voter Registration Index, printout, per 1000 names	\$ 0.50
Plus Voter History - per election	\$ 3.25
Election Candidate list	\$ 3.25
Absentee Voter Lists - Cumulative	\$ 5.55
Absentee Voter Lists - Daily	\$ 5.55
Candidate Statement of Qualifications	Max of \$3,212.80
Passport Fee	\$ 35.00
CD & Mailing Costs	
CD	\$ 0.75
USPS, free tracking, flat rate	\$ 6.45
Fed Ex, overnight	\$15.00-\$35.00
Regular Mail	\$ 2.65
Returned Checks	\$ 25.00
CERTAIN FEES MAY BE CHANGED WITHOUT THE BOARD'S APPROVAL DUE TO LEGISLATIVE ACTION	
BOARD OF SUPERVISORS	
Conflict of Interest Statements Per Page (plus \$5.00 retrieval fee for over 5 years)	\$ 0.25
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
Certification Fee (each page)	\$ 5.00
Findings of Fact - Assessment Appeals per hour charge of prep time + (\$100 upfront deposit)	\$ 45.00
Record Search/retrieval from storage/per page	\$ 5.00

Fee Name / Description of Service	Fee Amount
CD Reproduction of Board Proceedings (First CD)	\$ 20.00
Each additional CD	\$ 5.00
Transcript of meeting - Deposit of \$100 (Hours of transcription, assembly and proofing are charged at the current weighted hourly rate)	Actual Cost
Returned Check Charge (\$10.00 Treasurer's Fee + actual cost) - for use in all depts	\$ 20.00
COMMUNITY DEVELOPMENT AGENCY	
Zoning Ordinance:	
Conditional Use Permit (CUP)	
CUP / Resubmittal / Extension - MINIMUM FEE	\$ 4,920.00
CUP / Resubmittal / Extension - MAXIMUM FEE	Actual Cost
Site Plan Review	
Site Plan Review / Resubmittal / Extension - MINIMUM FEE	\$ 2,767.00
Site Plan Review / Resubmittal / Extension - MAXIMUM FEE	Actual Cost
Dairy Site Plan Review / Resubmittal / Extension - MINIMUM	\$ 3,858.00
Dairy Site Plan Review / Resubmittal / Extension - MAXIMUM	Actual Cost
Dairy Review Letter	\$ 882.00
Agri. Land Div. (SPR) / Resubmittal / Extension - MINIMUM	\$ 1,444.00
Agri. Land Div. (SPR) / Resubmittal / Extension - MAXIMUM	Actual Cost
Variance	
Variance (Var) / Resubmittal / Extension - MINIMUM	\$ 1,392.00
Variance (Var) / Resubmittal / Extension - MAXIMUM	Actual Cost
Dev. Code Administration	
Change of Zone District Boundary - MINIMUM	\$ 2,483.00
Change of Zone District Boundary - MAXIMUM	Actual Cost
Development Code Text Change - MINIMUM	\$ 2,317.00
Development Code Text Change - MAXIMUM	Actual Cost
Other Fees	
Planned Unit Development (PUD) - MINIMUM	\$10,000 Deposit

Fee Name / Description of Service	Fee Amount
Planned Unit Development (PUD) -MAXIMUM	Actual Cost
New Community Development Procedure - MINIMUM	\$10,000 Deposit
New Community Development Procedure - MAXIMUM	Actual Cost
Appeals (General)	\$ 1,000.00
Change in Nonconforming Use - MINIMUM	\$ 4,920.00
Change in Nonconforming Use - MAXIMUM	Actual Cost
Bldg. Replacement ("Burndown") letter	\$ 165.00
Temporary Land Use Permit	\$ 147.00
Firearms Dealer Federal Permit	
(Annual Land Use Permit Cert. Letter)	\$ 110.00
Surface Mining and Reclamation Act (SMARA) Annual Permit	\$1,000 Deposit
Alcohol Beverage Control (ABC) letter of convenience and public necessity	\$ 331.00
Building Plan - Zoning conformance check	\$ 110.00
Water Well data processing	\$ 220.00
Written verification of zoning	\$ 110.00
Photovoltaic (PV) Solar data processing	\$ 55.00
General Plan:	
General Plan Amendments - MINIMUM	\$ 4,414.00
General Plan Amendments - MAXIMUM	Actual Cost
Environmental Review (CEQA):	
Environmental Review - MINIMUM	\$ 3,430.00
Environmental Review - MAXIMUM	Actual Cost - Deposit
Notice of Exemption/Determination (NOE/NOD)	\$ 55.00
Land Division Ordinance:	

Fee Name / Description of Service	Fee Amount
Tent. Parcel Map (TPM) / Resubmit / Extension- MINIMUM	\$ 3,090.00
Tent. Parcel Map (TPM) / Resubmit / Extension- MAXIMUM	Actual Cost
Land Division - Appeal	\$ 1,000.00
(IPM) in lieu of TPM-Re Section 21-83(b) / Resubmit / Extension - MINIMUM	\$ 1,794.00
(IPM) in lieu of TPM-Re Section 21-83(b) / Resubmit / Extension - MAXIMUM	Actual Cost
Tent. Tract (TT) / Resubmit / Extension - MINIMUM	\$ 4,448.00
Tent. Tract (TT) / Resubmit / Extension - MAXIMUM	Actual Cost
TT - Final	\$ -
Prelim. TT	\$ 827.00
Lot Line Adjustment (LLA) / Resubmit / Extension - MINIMUM	\$ 1,655.00
Lot Line Adjustment (LLA) / Resubmit / Extension -MAXIMUM	Actual Cost
Cert. Of Compliance (COC) - MINIMUM	\$ 813.00
Cert. Of Compliance (COC) - MAXIMUM	Actual Cost
Cert. of Voluntary Parcel Merger - MINIMUM	\$ 524.00
Cert. of Voluntary Parcel Merger- MAXIMUM	Actual Cost
Parcel Map Waiver	\$ 110.00
Williamson Act:	
Williamson Act - Preserve/Farmland Security Zone Fee (New/Enlarge)	\$ 551.00
Williamson Act/Farmland Security Zone - Contract Fee	\$ 882.00
Williamson Act/Farmland Security Zone - Contract Modification/Rescission Fee	\$ 1,324.00
Williamson Act/Farmland Security Zone - Non-renewal/Partial Non Renewal	\$ 331.00
Williamson Act/Farmland Security Zone Cancellation - MINIMUM	\$ 993.00
Williamson Act/Farmland Security Zone Cancellation - MAXIMUM	Full Cost
Agricultural Conservation Easement	\$ 1,324.00
Building Inspection:	
Building Permit	per CBC
Electrical Permit	per CEC

Fee Name / Description of Service	Fee Amount
Mechanical Permit	per CMC
Plumbing Permit	per CPC
Plan Conf. Fee (plan check fee)	per CBC
Relocation Inspection & Report, mileage	\$ 330.00
Ag. Exemption Processing and Inspection Fee	\$ 330.00
Compliance Inspection	\$ 220.00
Well Permit	\$ 330.00
Mobilehome Installation Permit	\$ 450.00
School Fees (2%)	\$ 0.02
Roads and Easements:	
Easement Abandonmt/Rd.Opening/Abandonment - MINIMUM	\$ 390.00
Easement Abandonmt/Rd.Opening/Abandonment - MAXIMUM	\$ 1,580.00
Code Compliance	
Citation 1st	\$ 100.00
Citation 2nd	\$ 200.00
Citation 3rd	\$ 500.00
Admin Citation Appeal fee (Hearing Officer decision)	\$ 450.00
Other Miscellaneous Fees:	
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
Agenda/Minutes Subscription	\$ 30.00
Full Agenda Packet Subscription	\$ 50.00
Agenda Subscription	\$ 20.00
Documents Published by KCPA/Staff Reports	Actual Cost
Floodplain Development Permit / Letter / Variance - MINIMUM	\$ 110.00
Floodplain Development Permit / Letter / Variance - MAXIMUM	Actual Cost
GIS General Plan and Zoning Data Subscription	\$ 165.00
GIS Custom Map Production (includes material costs)	Actual Cost
Fee for permits following a Notice of Violation/Stop Work Notice	Double (2x) the regular permit fee
DISTRICT ATTORNEY	
Administrative Bad Check Fee	\$ 50.00

Fee Name / Description of Service	Fee Amount
Financial Responsibility Workbook	\$ 60.00
DEPARTMENT OF FINANCE	
SECURED TAX FEES:	
Cost of Delinquent Tax	\$ 20.00
Redemption of Prior Taxes	\$ 30.00
Prior secured pay plan	\$ 55.00
Impending Power to Sell Advertising	\$15 + proration
Party of Interest - Research	At Cost
Party of Interest - Notice	At Cost
Tax Sale Publication & Web Advertising	100+actual publish cost
Tax Sale County Fee	\$ 150.00
Tax Sale Redemption Fee	\$ 150.00
Chapter 8 Tax Sale Redemption Fee	\$ 450.00
Chapter 8 Tax Sale Fee	\$ 450.00
Notice of Recission of Tax Sale	Cost
Tax Sale Personal Notice	Cost
Tax Sale - Photographs	At Cost
Tax Sale - Internet Fees	Cost
Tax Sale - Internet Deposit and Settlement	Cost
Tax Sale - Excess Proceeds Reporting	Cost
Tax Sale - Excess Proceeds Publication & Notice Mailing	\$ 32.00
Parcel/Subdivison Maps & Lot Line Adjustments	\$ 55.00
Tax Segregation - Undivided Interest	\$ 50.00

Fee Name / Description of Service	Fee Amount
Tax Segregation - Parcel Split	\$ 60.00
UNSECURED DELINQUENT COLLECTIONS:	
Lien Delinquent Notice	\$ 10.00
Recorded Liens	\$ 10.00
Release Liens	\$12 + court costs
Final Notice	\$ 10.00
Intent to Seek Judgement	\$ 15.00
Summary Judgement	\$20+Court Fee
Satisfaction of Judgement	\$20+Court Fee
Dept of Motor Vehicles: Boat Lien Notice	\$ 5.00
Dept of Motor Vehicles: Boat Lien Filing	\$ 5.00
Franchise Tax Board (FTB): Offset Notice	\$ 10.00
Franchise Tax Board (FTB): Offset Filing	\$ 10.25
Federal Aviation Administration (FFA): Lien Filing	\$ 12.00
Writ of Execution	\$20+Court Fee
Sheriff' Letter: For	
Of Instruction	\$36.00 + Cost
Bank Levy	\$36.00 + Cost
Wage Levy	\$36.00 + Cost
Till Tap	\$36.00 + Cost
Services out of the County	\$36.00 + Cost
Third Party Seizure	\$ 15.00
Debtors Exam	\$ 400.00

Fee Name / Description of Service	Fee Amount
Seizure & Sale	\$ 250.00
Payment Plan Balance Under \$1,000	\$ 50.00
Payment Plan Balance \$1,000+	\$ 100.00
Bulk Transfer Claim	\$ 6.50
Mobile Home Tax Clearance Certificate: Reissue	\$ 25.00
Mobile Home Tax Clearance Certificate: Additional Reissue (Same Mobile Home)	\$ 25.00
MISCELLANEOUS LICENSING	
Bingo: Application Fee	\$ 12.00
Dance/Dance Hall: Application Fee	\$ 12.00
Dance Hall: Annual License	\$ 25.00
Peddlers & Solicitors: Application Fee	\$ 25.00
Peddlers & Solicitors: Annual License	\$ 25.00
Junk and Secondhand Dealers: Application Fee	\$ 12.00
Junk and Secondhand Dealers: Annual Fee	\$ 50.00
Entertainment Events: Application Fee	\$ 12.00
Entertainment Events: Daily License Fee	\$100 / day
Transient Occupancy Tax Clearance Certificate	\$ 15.00
MISCELLANEOUS TAX COLLECTOR FEES	
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00

Fee Name / Description of Service	Fee Amount
Copies: Certified Copy	\$ 2.00
Copies: Microfiche/Imaging Copy	\$ 1.50
Copies: Non-owner Tax bill	\$ 1.50
Tax Research Fee: Minimum	\$ 15.00
Tax Research Fee: Hourly	\$ 60.00
Property Tax Returned Checks	\$ 75.00
TREASURER FEES	
Returned Checks	\$10.00 / each
Special District Assessment Collections	\$1.75 each
Registered Warrants	\$60.00 each
Wire Fund Transfers - Existing	\$12.00 + Bank Cost
Wire Fund Transfers - New	\$25.00 + Bank Cost
ACH - Existing	\$5.00 + Bank Cost
ACH - New	\$25.00 + Bank Cost
Book Transfer of Funds	\$12.00 + Bank Cost
Direct Investment - Account/Portfolio Origination	\$ 60.00
Direct Investment - Cost/Investment	\$ 50.00
Direct Investment - Annual/Portfolio Maint. Per Investment	\$ 200.00
Direct Investments - Safekeeping	At Cost
Direct Investments - Maturity	\$ 20.00
Direct Investments - Sale	\$ 100.00
ZBA Account Maintenance	\$5 + Bank Cost
Process Credit Card Deposits	\$ 1.50
Credit and Debit Card Transaction Fee	At Cost

Fee Name / Description of Service	Fee Amount
E-Checks	At Cost
Electronic Payments related to Payroll	\$5 + Bank Cost
Unidentified ACH/Wire Deposits: Minimum	\$ 15.00
Unidentified ACH/Wire Deposits: Hourly	\$ 60.00
Place Stop Payment at Bank	\$8 + Bank Cost
Place Stop Payment at ITD	\$1.00 / stop
Cancel Stop Payments	\$5 + Bank Cost
Rush Warrants	\$ 6.00
Photocopies of Paid Warrants	\$8 + Bank Cost
Bank Special Collections	\$8 + Bank Cost
Treasury Research Fee: Minimum	\$ 15.00
Treasury Research Fee: Hourly	\$ 60.00
Lockbox service	Bank Cost
AUDITOR FEES	
Benefit Assessment Fee	\$ 1.00
REGISTRAR/PAYING AGENT/TRUST SERVICE FEES	
Acceptance fee	\$ 1,000.00
Counsel fees	actual cost
Annual Administration fee (minimum)	\$ 250.00
Semi-Annual Interest Payments	\$50.00 each
Annual Prinicpal payment	\$ 25.00
EFT (Electronic Fund Transfer) Bond Payment	\$ 5.00
BOND PROCEEDS INVESTMENT FEES	

Fee Name / Description of Service	Fee Amount
Receipt Only	\$10 / Day + wires
Treasury Investment Pool Fund (1 time Initial Investment)	\$35 / million + wire
LAIF Account/Portfolio Origination	\$ 130.00
LAIF Redemptions & Annual Account/Portfolio Maintenance	\$ 350.00
Direct Investment - Account/Portfolio Origination	\$ 70.00
Direct Investment - Cost/Investment	\$ 55.00
Direct Investment - Annual/Portfolio Maint. Per Investment	\$ 250.00
Direct Investments - Safekeeping	Cost
Direct Investments - Maturity	\$ 20.00
Direct Investments - Sale	\$ 100.00
Money Market Account/Portfolio Origination	\$ 130.00
Money Market Redemptions	\$ 15.00
Money Market Annual Portfolio Maintenance	\$ 275.00
Out of Pocket Expenses	actual cost
FIRE	
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
INSPECTION FEES	
Fire Pump Test and Certification	\$ 285.00
Fire Sprinkler Test and Certification	\$ 285.00
Commercial Cooking Hood and Duct Exhaust System Acceptance Test	\$ 95.00
Fire Alarm Test	\$ 170.00
Spray Booth Accept. Inspection	\$ 170.00
Facilities (requiring state licensing)	\$ 95.00
Department of Real Estate Certification of Service	\$ 55.00
Insurance Services Office (ISO) Certification Letter (per request)	\$ 55.00

Fee Name / Description of Service	Fee Amount
Private Hydrant Flow Test	\$ 150.00
Fireworks Stand Inspection (to be added to permit cost)	\$ 75.00
Tent Inspection Fee	\$ 150.00
Review of Conditional Use Permits, Site Plans, Tentative Tracts & Parcel Maps (Planning Dept. collects)	\$ 95.00
Fire Sprinkler Plan Review + \$3 / head > 20 heads	\$ 225.00
Plan Check Fees + 3rd party plan check fees (if required)	\$ 175.00
Plan Review/Inspection of Underground Tanks	\$ 285.00
Residential Sprinkler Plan Review/Inspection	\$ 285.00
Fire Line Underground System Inspection	\$ 150.00
Fire Line Underground System Flush	\$ 150.00
*Inspections include initial inspection and re-inspection. Third and subsequent inspections require an additional fee.	
Re-Inspection Fee	\$ 75.00
Express Service Fee	Double Service Fee Rate
Mileage - Per Trip (30 mile average)	\$ 16.05
Annual Fire and Life Safety Inspection - per hour charge	\$ 72.13
PERMITS	
Fireworks Stand Permit Fee	\$ 215.00
Operational or Construction Permits Required by CFC 105.6 and 105.7	\$ 95.00
Special Event Food Vendor Permit	\$ 35.00
Fireworks Public Display (per event)	\$ 355.00
FINES	
Possession of Dangerous Fireworks**	\$ 500.00
Hazard Abatement Fire Suppression Charges + Suppression Costs	\$ 235.00
False Alarms After Third Call Annually (\$100 + Response Cost)	\$ 115.00

Fee Name / Description of Service	Fee Amount
HEALTH	
** All prices are subject to change**	
General Services (Applies to all Departments)	
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
Return Check Fee	\$ 25.00
Pre Employment	
Pre Employment Physical (All Classes Except C)	\$ 350.00
Sliding Fee Schedule	
<p>The Health Department will follow the sliding fee scales required by contract, law, or regulation; for other services, a Sliding Fee Schedule (SFS) is offered for reduced fees for clinical services to eligible individuals and families. The SFS is based on the current Health and Human Services Poverty Guidelines for the 48 Contiguous States and will be updated following the publication of new guidelines. The Current Guidelines can be viewed at http://aspe.hhs.gov/poverty/index.cfm.</p>	
Clinical Fee Sliding Fee Schedule	Percentage Charged
Household Income less than 100% of federal poverty guideline level	0%
Household Income 101 to 133% of federal poverty guideline level	25%
Household Income 134 to 185% of federal poverty guideline level	50%
Household Income 185 to 200% of federal poverty guideline level	75%
Household Income greater than 200% of federal poverty guideline level	100%
Intervention & Prevention Clinic Services	
Condoms (one dozen)	\$ 3.00
Lubricant (4 packets)	\$ 1.00
<p>Unlisted fees will be set in accordance with the established fees of FFACT, CHDP, Medicaid, Medicare or other insurance rates as appropriate. Where there is no established rate, fees will be established at cost plus a \$29 administrative fee.</p>	
Child Immunization Services	
<p>Child immunizations provided by the Vaccine For Children program or required for school enrollment and Influenza Vaccinations will be charged at the MediCal administration rate plus the cost of the vaccine. All other vaccinations will be charged in accordance with the established fees of FFACT, CHDP, Medicaid, Medicare or other insurance rates.</p>	
Duplicate IZ Card Copy	\$ 2.00

Fee Name / Description of Service	Fee Amount
Other Immunization Services	
Influenza Vaccinations will be charged at the MediCal administration rate plus the cost of the vaccine. All other vaccinations will be charged in accordance with the established fees of FPACT, CHDP, Medicaid, Medicare or other insurance rates.	
Tuberculin Testing and Services	
Unlisted clinical, Non-Vaccine, fees will be set in accordance with the established published fees of FPACT, CHDP, Medicaid, Medicare or other insurance rates as appropriate. Where there is no established rate, fees will be established at cost plus a \$29 administrative fee.	
TB Chest X-ray	
Unlisted clinical, Non-Vaccine, fees will be set in accordance with the established published fees of FPACT, CHDP, Medicaid, Medicare or other insurance rates as appropriate. Where there is no established rate, fees will be established at cost plus a \$29 administrative fee.	
Unlisted clinical, Non-Vaccine, fees will be set in accordance with the established published fees of FPACT, CHDP, Medicaid, Medicare or other insurance rates as appropriate. Where there is no established rate, fees will be established at cost plus a \$29 administrative fee.	
Medications	
Medications, non-vaccine and not otherwise listed in this schedule, dispensed by the Department of Public Health will be provided at the cost paid plus 10% (to cover ordering, processing and administrative costs) rounded to the nearest nickel.	
Clinician Consultation	
Unlisted clinical, Non-Vaccine, fees will be set in accordance with the established published fees of FPACT, CHDP, Medicaid, Medicare or other insurance rates as appropriate. Where there is no established rate, fees will be established at cost plus a \$29 administrative fee.	
Carseat Safety Services	
Optional Voucher Purchase-Carseat	\$ 25.00
Optional Voucher Purchase-Booster	\$ 15.00
Child Passenger Safety Violator Program Fee	\$ 75.00
Vital Records Services	
Birth Certificate	\$ 28.00
Burial Permit	\$ 11.00

Fee Name / Description of Service	Fee Amount
Death Certificate	\$ 21.00
Fetal Death Certificate Effective	\$ 18.00
Medical Marijuana ID Card - MediCaid	\$ 50.00
Medical Marijuana ID Card - Non MediCaid	\$ 100.00
Medical Marijuana ID Card -CMSP	No cost
Medical Records Services	
Clerical Fee	\$ 15.00
Laboratory Services	
Fees will be set in accordance with the established fees of FPACT, CHDP, Medicaid, Medicare or other insurance rates as appropriate. Where there is no established rate, fees will be established at cost plus a \$29 administrative fee.	
Water Analysis	
10 Tube LTB MPN Test	\$ 20.00
15 Tube LTB MPN Test	\$ 25.00
Heterotrophic Plate Count	\$ 12.00
Colilert Presence/Absence	\$ 20.00
10 Tube Colilert MPN	\$ 20.00
Iron/Sulfer Bacteria	\$ 25.00
Fecal Streptococcus	\$ 20.00
Pseudomonas	\$ 20.00
25 Tube Extended LTB MPN	\$ 28.00
Legionella (Water Matrix)	\$ 34.00
ENVIRONMENTAL HEALTH DIVISION	
Water Program Activities	
Annual Operating Fee:	
Community System, 15 - 24 Connections	\$ 1,305.25
Community System, 25 - 199 Connections	\$ 2,098.75
Non-Transient Non-Community System	\$ 1,937.75
Transient Non-Community System	\$ 1,058.00
State Small System	\$ 431.25

Fee Name / Description of Service	Fee Amount
New Permit:	
Community System	\$ 1,937.75
Transient Non-Community System	\$ 1,937.75
Non-Transient Non-Community System	\$ 1,937.75
Enforcement Actions (per hour)	\$ 129.95
Request for Variance, Exemption or Waiver (per hour)	\$ 129.95
Water Sampling Collection (each)	\$ 69.00
Food Safety Program Activities	
Annual Permits:	
Bar/Alcohol Sales Only (Dependent on ABC licensing codes)	\$ 384.74
Mobile Food Vending Operation (0-1 Sink)	\$ 184.16
Mobile Food Vending Operation (2+ sinks)	\$ 343.08
Hotel Breakfast	\$ 210.04
Food Vending Machines (Per Location)	\$ 206.79
Produce Stands (Mobile or Swap Meet)	\$ 201.48
Produce Stands (Permanent)	\$ 385.32
Temp Food Facilities (multiple events)	\$ 371.13
Temp Food Facilities (single event:<= 5 days)	\$ 188.27
Non-Profit Operations	\$ -
Summer Food Service Program	\$ 371.13
Community Event Sponsor (For Profit) Small Events 1-5 Vendors	\$ 125.00
Community Event Sponsor (For Profit) Medium Events 6-15 Vendors	\$ 203.34
Community Event Sponsor (For Profit) Large Events 16 or More Vendors	\$ 305.01
Restaurants/bars/bakeries/caterers:	
Cottage Food A (Annual Registration Fee-No Inspection)	\$ 125.00
Cottage Food A (Complaint Investigation - Per Hour)	\$ 113.00
Cottage Food B	\$ 372.90
<\$12,000 Gross Annual Rev.	\$ 137.50
\$12,001 - \$100,000 Gross Annual Rev.	\$ 330.00
\$100,001 - \$250,000 Gross Annual Rev.	\$ 660.00
\$250,001 - \$500,000 Gross Annual Rev.	\$ 1,332.00
\$500,001 - \$750,000 Gross Annual Rev.	\$ 1,859.00
\$750,001 - \$1,000,000 Gross Annual Rev.	\$ 2,015.00
>\$1,000,000 Gross Annual Rev.	\$ 2,485.00
Retail Markets - by sq ft devoted to food storage/display	
0-500 sq ft	\$ 137.50

Fee Name / Description of Service	Fee Amount
501-2000 sq ft	\$ 330.00
2001-5000 sq ft	\$ 605.00
5001-10,000 sq ft	\$ 1,221.00
10,001 - 15,000 sq ft	\$ 1,573.00
>15,000 sq ft	\$ 1,815.00
Miscellaneous:	
Food Handler Training/Exam (Per Person)	\$ 21.25
Food Handler Training Class (Non-reg facility)	\$ 452.00
Dance Hall Permit	\$ 125.00
Inspection on Request by nonpermitted facility	\$ 125.00
Copies, per page (over 10 pages)	\$ -
Return Check Fee	\$ 25.00
Reinspections (2nd or more)	\$ 226.00
Plan Checking (charged in all programs) (per hour)	\$ 113.00
Emergency Response Activities (per hour)	\$ 113.00
Consultation/Service upon request not otherwise provided (per hour)	\$ 113.00
Lead Assessment (per hour)	\$ 113.00
Equipment Rental/Laboratory Analysis	COST
Administrative Office Hearing	\$ 226.00
Late Charges after the 1st 30 days past due	5%/month
Site Plan Review (per hour)	\$ 113.00
Waiver - Minimum Setback for Onsite Sewage Disposal	\$ 55.00
Liquid Waste Program	
Septage Pumper Annual Registration	\$ 55.00
Solid Waste Program	
Illegal, Non-permitted SW Fac. Inspect'n, Enf. Srv (per hour)	\$ 113.00
Permitted Solid Waste Facility <50K Tons Waste/Yr	\$ 5,150.00

Fee Name / Description of Service	Fee Amount
Permitted Solid Waste Facility 50K-150K Tons Waste/Yr	\$ 12,051.00
Permitted Solid Waste Facility Greater than 150,000 Tons Waste/Yr	\$ 14,420.00
New Solid Waste Facility permits (per hour)	\$ 113.00
Enforcement Srvc: Notice & Order; Hearings (per hour)	\$ 113.00
Closed Solid Waste Facility - Annual fee	\$ 295.00
Active Notification Tier Permit	\$ 600.00
Registration Tier Permit (Excluding Co-Disposal)	\$ 2,000.00
Medical Waste Generator Program	
Small Quantity Gen (<200lbs/mth)w/ onsite treatment/yr	\$ 1,649.80
Large Quantity Generators (>200 lbs/month) - Annual Fee	
Acute Care Hospitals - Annual Fee	
1 to 99 beds	\$ 1,083.50
100 to 199 beds	\$ 1,567.50
200 to 250 beds	\$ 1,815.00
251 or more beds	\$ 2,530.00
Specialty Clinics (surgical,dialysis,etc)-Annual Fee	\$ 660.00
Common Storage Facilities serving:	
2 to 10 generators	\$ 164.98
11 to 49 generators	\$ 410.19
50 or more generators	\$ 824.90
Skilled Nursing Facilities Annual Fee	
1 to 99 beds	\$ 449.74
100 to 199 beds	\$ 574.04
200 or more beds	\$ 659.92
Acute Psychiatric Hospitals - Annual Fee	\$ 330.00
Intermediate Care Facilities - Annual Fee	\$ 494.94
Primary Care Facilities - Annual Fee	\$ 574.04
Clinical Laboratory Facilities - Annual Fee	\$ 330.00
Health Care Service Plan Facilities - Annual Fee	\$ 330.00
Veterinary Clinics or Hospitals - Annual Fee	\$ 330.00
Medical/Dental Offices(>200 lbs/mth)-Annual Fee	\$ 330.00
Tattoo Parlors, Permanent Cosmetics, Body Piercing:	
Artist Registration (Annual)	\$ 25.00
Annual Facility Inspection Fee (Annual)	\$ 299.45
Temporary Event Booth	\$ 299.45

Fee Name / Description of Service	Fee Amount
Plan Check/Extra Services (per hour)	\$ 113.00
Aboveground Storage Tank (AST) Program	
Per Site	\$ 70.06
Underground Storage Tank (UST) Program	
New UST Installation (\$111ea+hr>10hrs)	\$ 904.00
UST Abandonment/Removal (\$111 ea+hr>6hrs)	\$ 678.00
UST System Upgrade (\$111-ea+hr>6hrs)	\$ 678.00
UST Monitoring Equip/Spill prevention Only Upgrade (per hour)	\$ 113.00
UST Annual Fee:	
First Tank (per tank)	\$ 674.61
Additional Tanks (per tank)	\$ 200.01
Additional Srvcs (See attached list of srvcs.) (per hour)	\$ 113.00
Hazardous Waste Generators	
RCRA Large Quantity Generators (per facility)	\$ 595.51
Other Generators (per facility)	\$ 70.06
Tiered Permit Activities (per facility)	\$ 119.78
Hazardous Materials Inventories/Business Plan	
Annual Fee:	
Comercial/Non-Farm Site:	
Small (<25 tons)	\$ 160.46
Medium (25 - 500 tons)	\$ 420.36
Large (>500 tons)	\$ 1,502.90
Farm Sites:	
Small (<25 tons)	\$ 125.00
Medium (25 - 500 tons)	\$ 314.14
Large (>500 tons)	\$ 1,209.10
Bulk Petroleum Storage facility without USTs (SIC 5171)	\$ 230.52
Retail or Wholesale Petroleum facility with permitted USTs	\$ 200.01
Surcharges (chemicals listed Table 3 19CCR 2770.5):	
Large (>25 tons maximum storage capacity)	\$ 250.00
Small (<25 tons maximum storage capacity)	\$ 125.00

Fee Name / Description of Service	Fee Amount
Additional Services (See attached list of srvcs) per hour	\$ 113.00
Miscellaneous Haz Material Program Services:	
Contaminated Site Remediation Oversight (per hour)	\$ 113.00
Cal ARP Program Services (per facility)	\$ 598.90
Hazardous Materials Emerg. Incident Response (per hour)	\$ 113.00
Housing Program	
Hotel/Motel Annual Fee:	
6 -30 units	\$ 136.73
31 - 50 units	\$ 150.29
51 - 100 units	\$ 230.52
101 - 200 units	\$ 309.62
201 - 500 units	\$ 585.34
Over 500 units	\$ 699.47
Recreational Health	
Public Pool/Spa Annual Fee	\$ 350.00
Occupational Health and Safety Program	
Equipment Rental/Laboratory Analysis at cost	cost
Consultations and Training (per hour)	\$ 113.00
LIBRARY	
Overdue Fines (per day)	\$ 0.25
Maximum Overdue Book Charge	70% of cost
Maximum Overdue Periodical Charge	70% of cost
Maximum Overdue Audio/ DVD/CD charge	70% of cost
Returned Check Service Charge	\$ 20.00
Damaged Items	
Audio Books/DVD/CD per tape or disk	\$ 6.00
Audio Books/DVD/CD cases	\$ -
Barcode Replacement	\$ 1.00
Media Artwork Replacement Processing Fee	\$ 10.00
Lost/Replaced Items	100% of cost
Lost/Replaced Items Processing Fee	\$ 10.00

Fee Name / Description of Service	Fee Amount
Lost/Replaced Library Card (per card)	\$ 2.00
Interlibrary Loan Requests	
Book (Not in System)	\$ 15.00
Periodical Article (Not in System)	Cost to Library
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
Copies from Microfilm Reader Printers (per page)	\$ 1.00
Flash Drive (per drive)	\$ 5.00
Obituary Search	\$ 15.00
Test Monitoring	\$ 20.00
Meeting Room - 4 hours	\$ 40.00
5 Hours Or More - Per Hour Charge	\$ 10.00
Local History Room	
Research Assistance - 1 Hour	\$ 15.00
Per Image	\$ 10.00
PROBATION	
Sealing of Records	\$ 150.00
Adult Court Report	\$ 650.00
Misdemeanor Reports	\$ 120.00
Proposition 63 Reports	\$ 120.00
Proposition 36 Reports	\$ 120.00
Deferred Entry of Judgement Reports	\$ 120.00

Fee Name / Description of Service	Fee Amount
Adult Electronics (per day)	\$ 30.00
Probation Supervision	
Low Risk (per Month)	\$ 20.00
High/Moderate Risk & Registered Sex Offender (per month)	\$ 50.00
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
Dismissal of Adult Probation (including but not limited to PC 1203.4 / PC 1203.41 / PC 1203.42 / 1203.45)	\$ 150.00
Interstate Transfer Application	\$ 200.00
Inter-County Transfer Application (PC 1203.9)	\$ 200.00
Installment Fees	\$ 50.00
PUBLIC GUARDIAN	
Reimb. for Conservatorship Routine Service Expenses (Balance of cash in estate after monthly expenses paid). Fee is	
0-\$200	\$ -
\$201-\$700	\$ 22.00
\$701-\$1,000	\$ 29.00
\$1,001-\$1,500	\$ 37.00
\$1,501-\$2,000	\$ 51.00
\$2,001-\$3,000	\$ 58.00
\$3,001-\$4,000	\$ 73.00
\$4,001-\$5,000	\$ 88.00
\$5,001-\$7,500	\$ 110.00
\$7,501-\$10,000	\$ 131.00
\$10,001-\$20,000	\$ 190.00
\$20,001-\$50,000	\$ 234.00
\$50,001 and over	\$ 438.00
Storage Fee not taken if account balance is under \$200.00. Fee amounts are shown as a per month amount.	
4'X4'	\$ 12.00
5'X5'	\$ 28.00

Fee Name / Description of Service	Fee Amount
5'X10'	\$ 53.00
10'X15'	\$ 80.00
10'X20'	\$ 95.00
10'X25'	\$ 110.00
	total
Reimb. for Conservatorship Non-Routine Service Expenses. Fee is a per hour rate.	\$ 85.00
Reimbursement for Rep-Payee Services. Fee is shown as a per month rate	\$ 42.00
PUBLIC WORKS	
Record of Survey	\$ 730.00
Encroachment Permits	Actual Cost
Transportation Permits	
Annual	\$ 90.00
Single	\$ 16.00
Corner Record Fee	\$ 91.00
Subdivision Improvement Plan Check/Inspection Fee	
Cost of Improvements	
\$0 - \$5,000	5% of Cost
\$5,001 - \$25,000	\$250 +4% of cost over \$5,000
\$25,001 - \$100,000	\$1,050 +3.5% of cost over \$5,000
\$100,001 - \$250,000	\$4,375 +3% of cost over \$100,000
\$250,001 and over	\$8,875 +2% of cost over \$250,000
Certificate of Correction	\$ 110.00
Amending Map	\$ 230.00
Other Fees (Collected by Planning Department)	
Prelim. Tentative Tract (PTT)	\$ 240.00
Tentative Tract Map (TT)	\$ 175.00
Tentative Parcel Map	\$ 85.00
Final Parcel Map (Single Sheet Map)	\$ 1,090.00

Fee Name / Description of Service	Fee Amount
Final Parcel Map (Per Additional Sheet)	\$ 195.00
Tract Map	\$ 1,245.00
Parcel Map Waiver	\$ 275.00
Parcel Map in lieu of Tentative Parcel Map	\$ 790.00
TPM/LPM-Resubmittal	\$ 250.00
TT-Resubmittal	\$ 285.00
TT-ZOB Formation	\$ 1,738.00
Conditional Use Permit	\$ 110.00
Lot Line Adjustment	\$ 275.00
Lot Line Adjustment-Resubmittal	\$ 210.00
Site Plan Reviews	\$ 120.00
Site Plan Review-Mobile Home (MHR)	\$ 138.00
Certificate of Compliance	\$ 75.00
Road Openings	\$ 700.00
Road Closings/Abandonment	\$ 950.00
Easement Abandonment	\$ 950.00
Flood Zone Permit or Variance	\$ 85.00
Planned Unit Development	\$ 360.00
Variance	\$ 55.00
Change in Nonconforming Use (CNCU)	\$ 55.00
Change of Zone District Boundary	\$ 55.00
LAFCO Annexation or Reorganization	\$ 700.00
Voluntary Parcel Merger	\$ 190.00
Time Extension for a Subdivision	\$ 290.00
Parks Program	
Play Field (Soccer, Softball, Sand Volleyball) Resv.(per day in advance)	\$ 30.00
Horseshoe Pits	\$ 15.00
Gate Fees	
Bicycle/Walk-In/Senior Citizen Driver	\$ 2.00
Motor Vehicle	\$ 6.00
Commercial or School Bus or Recreation Vehicle	\$ 20.00
Motorcycle/Moped/Scooter	\$ 4.00
Season Pass	\$ 50.00
Camping Fees (gate fees and reservation fees are charged in addition)	
Groups (per night charge only)	\$ 100.00

Fee Name / Description of Service	Fee Amount
Picnic Reservation Fees / Area use fees	
Capacity:	
3 Table Area	\$ 25.00
6 Table Area	\$ 50.00
9 Table Area	\$ 75.00
12 Table Area	\$ 100.00
15+ Table Area(includes \$100 refundable cleaning dep.)	\$ 250.00
Firewood Sales	
Bundle	\$ 5.00
Mixed Wood (plus tax) (per cord)	\$ 125.00
Oak and/or Eucalyptus (plus tax) (per cord)	\$ 150.00
Special Use Permit - Bounce House per day	\$ 50.00
Special Access Fee - per hour (2 hr. Minimum)	\$ 35.00
Burris Park Multi-Purpose Room (BPMP) - 200 Max. Occupancy	
Base rate for room rental	\$ 350.00
Deposit requirement for all rentals	\$ 100.00
SHERIFF	
Copies & Computer Print Outs	
Standard & Legal Size - B&W (per page)	\$ 0.25
Ledger Size - B&W (per page)	\$ 0.50
Standard & Legal Size - Color (per page)	\$ 1.00
Ledger Size - Color (per page)	\$ 2.00
222000-OPERATIONS	
Coroner Report Package	\$ 25.00
Body Removal & Storage (price per removal)	\$ 175.00
Public Administrator Estate Probation minimum	\$ 1,000.00
4% first \$100,000	
3% next \$100,000	
2% next \$800,000	
1% next \$9 million	
.5% next \$15 million	
223000-DETENTIONS	
Bookings:	
All agencies	\$ 122.00

Fee Name / Description of Service	Fee Amount
Daily Jail Rate Price/day:	
Prison Costs	\$ 113.30
Alternative Sentencing:	
Adult Offender Work Program (AOWP) Price/day	\$ 12.50
Adult Offender Work Program (AOWP) Application Fee	\$ 75.00
Adult Offender Work Program (AOWP) Transfer Fee	\$ 100.00
Adult Offender Work Program (AOWP) Reschedule Fee	\$ 20.00
Weekender Program Price/wknd	\$ 67.50
Community Service Admin Fee	\$ 35.00
220000-ADMINISTRATION-RECORDS DEPARTMENT	
CUSTODIAN OF RECORDS	
Recording Duplication:	
CD	\$ 14.00
DVD	\$ 12.00
Reports:	
Crime Report - Victim's Copy	\$ 5.00
Records Background Check	\$ 6.00
Auto Repossession	\$ 15.00
Letters:	
Booking Sheet	\$ 1.00
Immigration	\$ 6.00
Police Clearance	\$ 6.00
Custodian of Records Subpoena Duces Tecum	\$ 6.00
\$24.00 per hour/\$6.00 per quarter hour/copies @ .10 per page	\$ 0.10
.20 Per page for Microfilm copies	\$ 0.20
Sheriff Towing Srvc	\$ 125.00
Fingerprinting (LiveScan or Initial black ink card)	\$ 14.00
Additional black ink card	\$ 5.00
Permits:	
Gun & Explosive Permit	
County Fee	\$ 10.00
Concealed Weapons:	
Original Application	
90-Day employment CCW - State Fee	\$ 71.00

Fee Name / Description of Service	Fee Amount
County Fee	\$ 100.00
2 Year resident CCW - State Fee	\$ 93.00
County Fee	\$ 100.00
3-Year judicial CCW State Fee	\$ 115.00
County Fee	\$ 100.00
4-Year reserve peace officer CCW -State fee	\$ 137.00
County Fee - Waived	\$ -
Amendment to the License	\$ 10.00
Renewal fees	
90-Day employment CCW - State Fee	\$ 30.00
County Fee	\$ 25.00
Training Course Fee	\$ 25.00
2-Year resident CCW - State Fee	\$ 52.00
County Fee	\$ 25.00
Training Course Fee	\$ 25.00
3-Year judicial CCW - State Fee	\$ 74.00
County Fee	\$ 25.00
Training Course Fee	\$ 25.00
4-Yr resrv peace officer CCW State fee	\$ 96.00
County Fee and Training Course Fee	waived
Marijuana Grow Registration Fee	\$ -
220000-ADMINISTRATION-CIVIL DEPARTMENT	
Vehicle Inspection for Certification of Correction	\$ 20.00
Check Fee	\$ 12.00
Bench Warrant (CCP 491.160, 708.170)	\$ 50.00
Bench Warrant (Failure to appear on subpoena or court order)	
Receive and process Warrant (Up to \$40 is refundable)	\$ 140.00
Cancel the service of the Warrant (Up to \$40 is refundable)	\$ 140.00
Unable to locate person after due diligence	\$ 85.00
Arrest, which shall include arrest & release on promise to appear-	\$ 140.00

Fee Name / Description of Service	Fee Amount
(Up to \$40 is refundable)	
Copy fee for writ, process, paper, order or notice, per page	\$ 1.00
Civil Subpoena Price/day (Deputy)	\$ 150.00
Civil Subpoena on a Peace Officer Price/day (Deputy)	\$ 275.00
Citation/Petition	\$ 40.00
Claim of Defendant	\$ 40.00
Claim of Plaintiff & Order	\$ 40.00
Military Affidavit	\$ 40.00
Notary Fee	\$ 15.00
Notice to Quit 3/5/30/60/90 Day	\$ 40.00
Order of Hearing	\$ 40.00
Order to Show Cause	\$ 40.00
Prejudgment Claim to Right of Possession	\$ 40.00
Subpoena (Civil only)	\$ 40.00
Subpoena Duces Tecum	\$ 40.00
Summons and Complaint	\$ 40.00
Summons and Complaint (Unlawful Detainer)	\$ 40.00
Summons and Petition	\$ 40.00
Order to Show Cause/Temp. Restraining Order (Domestic Violence)	Waived
Order to Show Cause/Temp. Restraining Order (Harassment)	\$ 40.00
Execution - EWO (Domestic)	\$ 35.00
Execution - EWO	\$ 35.00
Execution - Bank Levy (Served by Sheriff or Process Server)	\$ 40.00

Fee Name / Description of Service	Fee Amount
Execution - Third Party	\$ 40.00
Execution - Book Levy (W/A)	\$ 40.00
Execution - Book Levy (W/E)	\$ 40.00
Real Property Levy (Additional \$570 Deposit Required)	\$ 40.00
Personal Property Levy (Additional \$1,500 deposit required)	\$ 100.00
Automobile Levy (Additional \$2,000 deposit required)	\$ 100.00
Till Tap-Sheriff fee	\$ 100.00
Keeper - 8 hour (Additional \$240 deposit required)	\$ 240.00
Keeper - 24 hour	\$ 645.00
Sheriff fee per day for continuously maintaining levy after first day	\$ 40.00
Sheriff fee NOT found (non installation)	\$ 35.00
Sheriff fee NOT found (Keeper non installation)	\$ 60.00
Sheriff fee NOT found RETURN	\$ 35.00
Safety Deposit Box-Sheriff's Fee	\$ 135.00
Bank's fee, Lock Smith, Storage, etc.	Actual
Eviction (see below)	
Notice to Vacate	\$ 85.00
Repost Notice to Vacate	\$ 40.00
Notice of Restoration	\$ 60.00
Cancellation	\$ 40.00
227700-ANIMAL CONTROL FIELD SERVICES	
Impound Fee (Altered & Licensed)	
1st impound	\$ -
2nd impound (within 90 days)	\$ 35.00
3rd impound (within one year)	\$ 50.00
Impound Fee (Unaltered & Unlicensed) 1st Impound (\$30+\$35 state fee)	\$ 65.00
2nd impound (within 90 days) (\$55+\$50 state fund)	\$ 105.00
3rd impound (within one year) (\$105+\$100 state fund)	\$ 155.00
Tranquilizer Fee	\$ 25.00
Owned Animal Pick up (+50 owner surrender fee)	\$ 30.00

Fee Name / Description of Service	Fee Amount
Small animal trap deposit	\$ 60.00
Large animal trap deposit	\$ 200.00
Livestock (stray) service call	\$ 100.00
Dangerous Dog Fee	\$ 100.00
Vicious Dog Fee	\$ 150.00
227710-ANIMAL CONTROL SHELTER	
Kennel Licenses:	\$ 105.00
Kennel Permit	\$ 250.00
Multiple Animal Permit	\$ 50.00
Breeder Permit	\$ 500.00
Microchip Fee	\$ 10.00
Dog Licenses	
UNALTERED Fee (1 yr-Senior)	\$ 50
Altered (1yr/2yr/3yr)	\$6/\$10/\$14
Altered-Senior (1yr/2yr/3yr)	\$6/\$10/\$14
Replacement dog license	\$ 5
Penalty Fee	100%
Boarding Fee (per day)	\$ 8.00
Adoption Fee	
Dogs (Incl Spay/Neuter, Vaccinations, microchip, license)	\$ 100.00
Cats (Incl Spay/Neuter, Vaccinations, microchip, license)	\$ 75.00
Senior Rate: Dogs (Incl Spay/Neuter, Vaccinations, microchip, license)	\$ 50.00
Senior Rate: Cats (Incl Spay/Neuter, Vaccinations, microchip, license)	\$ 35.00
Private Animal Cremation	\$ 50.00
Euthanasia (w/ note from veterinarian)	\$ 75.00
Live stock Redemption Fee	\$ 50.00
Home Quarantine	\$ 25.00
Owner surrender (dog or cat) Unaltered/Altered	\$ 50.00

Fee Name / Description of Service	Fee Amount
Veterinary Costs	Actual Cost



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Administration – Rebecca Campbell

SUBJECT: NOMINEES FOR THE ELECTED OFFICIAL VACANCY ON THE CALIFORNIA PARTNERSHIP FOR THE SAN JOAQUIN VALLEY BOARD

SUMMARY:

Overview:

Terri King, Executive Director for the Kings County Association of Governments, is seeking additional elected official nominees who would be interested in serving as a member of the Board of Directors for the California Partnership for the San Joaquin Valley.

Recommendation:

Consider nominating a member of the Board of Supervisors to serve on the California Partnership for the San Joaquin Valley Board.

Fiscal Impact:

None.

BACKGROUND:

In June 2018, the Kings County Association of Governments (KCAG) sought out interested local elected officials to fill a vacancy on the California Partnership for the San Joaquin Valley Board. Unfortunately, only one nomination from the City of Hanford was submitted at that time and the Partnership requires at least three nominees. Therefore, KCAG sent a letter to the County on November 6, 2018 requesting additional nominees to fill the local elected official appointment to the Partnership. Other jurisdictions were also approached by KCAG. Staff has been notified that the City of Corcoran has provided two additional nominees.

Eligible nominees for the Partnership Board must be a locally elected official of the County Board of Supervisors or a member of a City Council. If a member of your Board is interested in being a nominee, the

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

NOMINEES FOR THE ELECTED OFFICIAL VACANCY ON THE CALIFORNIA PARTNERSHIP FOR THE SAN JOAQUIN VALLEY BOARD

December 4, 2018

Page 2 of 2

nomination period is still open and a name can be submitted for consideration; however, an adequate number of nominees has now been received. The Partnership meets on a quarterly basis at various locations throughout the valley. KCAG is seeking nominations by December 14, 2018 for review. Nominees will be considered at the January 23, 2019 meeting.

The California Partnership for the San Joaquin Valley is a public-private collaboration focused on improving the region's economic vitality and quality of life for the many residents who call the San Joaquin Valley home.

Founded in June 2005 by then Governor Schwarzenegger with Executive Order S-05-05, the Partnership seeks to address the unique challenges facing the Valley as well as addressing the region's importance to California.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Administration – Rebecca Campbell

SUBJECT: CONTRACT FOR STATE LEGISLATIVE ADVOCACY WITH MICHAEL Y. CORBETT AND ASSOCIATES

SUMMARY:

Overview:

Beginning in 1999, Kings County contracted with Michael Y. Corbett and Associates for legislative advocacy services at the State level. Staff is requesting to enter into a new contract with Mr. Corbett through December 31, 2019. The last contract was taken before your Board, and approved, on September 27, 2016.

Recommendation:

Authorize the Chairman to sign a one-year agreement through December 31, 2019 to retain Michael Y. Corbett and Associates for State legislative advocacy and liaison services.

Fiscal Impact:

The proposed agreement allows for compensation to Michael Y. Corbett and Associates at \$1,000 per month with the possibility of limited additional travel expenses subject to the County's prior approval. This represents a \$23,700 reduction from last fiscal year, and it was recommended to reduce the scope of services for legislative State advocacy to save funding. The total contract value is included in the Fiscal Year 2018-2019 Adopted Budget in Budget Unit 111000.

BACKGROUND:

As your Board is aware, the environment in Sacramento continues to be substantially different today than it was a little over a decade ago. Term limits have caused a much greater turnover in legislators throughout the State, resulting in a greater reliance on State staff and legislative advocates for institutional memory and for an

(Cont'd)

BOARD ACTION :

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

CONTRACT FOR STATE LEGISLATIVE ADVOCACY WITH MICHAEL Y. CORBETT AND ASSOCIATES

December 4, 2018

Page 2 of 4

understanding of the legislative process to accomplish advocacy goals. Kings County's relationship with its legislators and with staff at the California State Association of Counties has been critical in the County's efforts to accomplish certain legislative goals in past years. The County's presence in Sacramento since 1999 has been significantly enhanced by services received from Michael Y. Corbett and Associates. As a result, staff recommends extending the current relationship for an additional year through December 31, 2019.

In his tenure as Kings County's State lobbyist in Sacramento, Mr. Corbett routinely represents the interests of the Board of Supervisors as expressly directed by the County Administrative Officer and as advised in the county's annual Legislative Platform. The following list represents the work involved and the accomplishments by Mr. Corbett:

- The Governor's annual State Budget Proposal and May Revision.
- The Legislative Analyst Office's analysis of the budget and May Revision.
- Reports and budget-related analyses from the California Budget and Policy Center.
- Timely updates on budget deliberations and proposals and issues of interest to the County.
- Alerts regarding the introduction of legislation pertinent to County finances, operations or governance.
- Attended various briefings and public hearings regarding water-related issues, such as the California Water Commission's briefing on the Water Storage Investment Program, and provided information obtained at the briefing to the County Administrative Officer.
- Reports from various entities and organizations regarding issues of interest to the County, such as water, agriculture and the High Speed Rail Authority.
- Information regarding the appropriation and allocation of Cap and Trade funds, with emphasis on agriculture-related programs.
- Represented the Board of Supervisors before the Legislature by providing testimony before committees in the Senate and Assembly regarding the Board's position on budget proposals and specific bills.
- Kept the County's legislative delegation apprised of the county's position on budget proposals, proposed policy changes, and individual bills.
- Kept the County Administrative Officer apprised of developments across a wide array of key issues through frequent e-mail and telephonic contacts.
- Comprehensive quarterly reports that address key policy areas, activities, and actions on the part of the Administration and the Legislature, along with pertinent legislation and its current status.
- Responded quickly to requests from the County and provided up-to-date information to address such requests.

In addition to the routine activities described above, listed below are the services he provided to Kings County during the last two legislative sessions (2015-16 and 2017-18):

- Utilized his personal relationships with key staff among Legislative Leadership to help secure a \$7 million appropriation (grant) in the 2018-19 State Budget to finance the construction of an Annex to the Kings County Jail.

Agenda Item

CONTRACT FOR STATE LEGISLATIVE ADVOCACY WITH MICHAEL Y. CORBETT AND ASSOCIATES

December 4, 2018

Page 3 of 4

- Met with Legislators and staff from the Senate and Assembly Budget Committees to voice the County's opposition to the proposed dismantling of CCI, the county IHSS MOE, and shifting IHSS collective bargaining to counties.
- Took every opportunity to emphasize the importance of surface water storage whenever meeting with Legislators, legislative staff or Administration officials regarding water-related legislation and water bond measures.
- Met monthly with key staff in the Governor's Office/Department of Finance to discuss issues of keen interest to counties, such as the IHSS MOE.
- Advocated aggressively in opposition to SB 1157, a measure that would have mandated in-person jail visitation. The Governor vetoed the bill.
- Advocated in support of SB 940, a measure that would require the High Speed Rail Authority (HSRA) to notify last known owners of real property when the HSRA planned to offer the property for sale. The Governor signed the bill.
- Testified before various informational and bill-specific legislative hearings to voice the Board's strong ongoing opposition to the High Speed Rail project.
- Worked closely with the County Counsel and department staff to review and modify proposed amendments to SB 564, the measure that created the North Fork Kings Groundwater Sustainability Act. The Governor signed the bill.
- Strongly advocated in opposition to AB 2835, a measure that would require public employers to provide newly hired employees with an employee orientation within four months of hiring, to be conducted in-person, during working hours. The bill died on the Senate Floor.
- Strongly advocated in opposition to AB 1250, a measure that would establish specific standards for the use of personal services contracts by counties. The bill died in the Senate Rules Committee.
- Worked to secure the inclusion of Kings County in AB 995, a measure that would direct the California Highway Patrol and the Department of Motor Vehicles to establish a pilot program exempting certain farm vehicles from vehicle registration requirements. The Governor vetoed the bill.
- Advocated aggressively against AB 1066, a measure that would provide for farmworker overtime pay. The Governor signed the bill.
- Worked closely with County staff to review and analyze legislation related to the Williamson Act, including AB 925, AB 1564, and SB 435, which were of concern to County staff. None of the bills reached the Governor's desk.
- Alerted the County Administrative Officer to the Governor's proposed nominations for federal Opportunity Zones and met with the Department of Finance regarding how the County might respond should it wish to modify or expand the Governor's proposal.
- Alerted the County Administrative Officer regarding the introduction of legislation introduced by the Judicial Council to sell Superior Court facilities (courthouses) in Avenal and Corcoran.
- Alerted the County Administrative Officer regarding funding available for Agriculture land preservation through the Department of Conservation.
- Provided the County Administrative Officer with timely information regarding the availability of State funding for elections equipment updates.

Agenda Item

CONTRACT FOR STATE LEGISLATIVE ADVOCACY WITH MICHAEL Y. CORBETT AND ASSOCIATES

December 4, 2018

Page 4 of 4

- Provided numerous reports on water-related issues from the Public Policy Institute of California, several of which were specific to the San Joaquin Valley
- Provided reports on the 2020 Census, of which two were focused on the San Joaquin Valley.
- Provided reports from the Legislative Analyst Officer regarding Prop 55 and Water Storage.

Under this contract Michal Y. Corbett and Associates will provide the following scope of services:

The Consultant will provide comprehensive government relations services, which will include, but not be limited to, monitoring proposals and legislation initiated by the Legislature, Governor's Office and pertinent state agencies; coordination with allied interest groups; and direct advocacy and lobbying activities. Specific activities will include:

- Keeping abreast of legislation in issue areas of major and minor interest to the County, including proposed Brown Act revisions.
- Providing timely intelligence reports on key issues.
- Working with the administration and the Legislature to secure support for legislative and regulatory proposals favorable to the County's interest and opposition to legislation and regulatory proposals deemed to be detrimental to the interests of the County.
- Submitting quarterly updates on developing legislation and the state budget.
- Performing other related services agreed to by the County and the Consultant.

If further actions are required such as drafting testimony for the County, testifying for the County, developing coalitions for legislative or regulatory action, or providing enhanced negotiating services for the County, then staff will return to your Board to increase services under this contract.

Agreement Between County of Kings and
Michael Y. Corbett & Associates
For State Legislative Liaison Services

THIS AGREEMENT is made and entered into this 20th day of November, 2018, by and between the County of Kings (herein referred to as “County”) and Michael Y. Corbett and Associates (herein referred to as “Consultant”).

WITNESSETH

WHEREAS, the County desires that the Consultant be retained to provide, in the capacity of an independent contractor, government liaison services to and for the benefit of the County; and

WHEREAS, the Consultant is ready, willing and able to provide such services.

Now, therefore, it is agreed by the parties as follows:

SECTION I

SCOPE OF SERVICES: The Consultant’s government liaison services shall consist of those enumerated in Exhibit A. Consultant covenants that the persons providing the services described in Exhibit A are specially trained, experienced, expert and competent to provide them. The Consultant will perform no service which he or she deems illegal or unethical.

SECTION II

TERM OF AGREEMENT: The term of services of this Agreement shall be from January 1, 2019, through December 31, 2019.

SECTION III

COMPENSATION: As compensation for services to be rendered hereunder in accordance with Exhibit A, the County shall pay to Consultant as follows: The sum of \$1,000 per month, but not to exceed a total of \$12,000.00 per year, from January 1, 2019, through December 31, 2019, inclusive of all normal operating expenses, including pro rata costs for support staff, telephone, fax, mail, utilities, rent and legislative bill services included in the flat fee. Consultant will also absorb the cost of any travel within the Sacramento metropolitan area that does not require an overnight stay. Any expenses incurred as a result of travel outside the Sacramento metropolitan area or overnight accommodations required in the performance of services on behalf of the County, shall be billed as a separate expense, based on actual out-of-pocket costs and subject to the prior approval of the County. Payments shall be executed within fifteen (15) days of receipt of monthly invoices.

SECTION IV

INDEPENDENT CONTRACTOR: The Consultant shall act as an independent contractor, having control of the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of the County and is not entitled to participate in any pay, benefits or other conditions of employment that the County provides for its employees. Consultant is solely responsible for the compliance with payment of employer-related taxes, business licenses and insurance on Consultant's own behalf and for Consultant's employees, if any, including but not limited to, federal and state income taxes, federal and state unemployment insurance, workers compensation insurance, adequate property damage and personal liability insurance, and Social Security (FICA) taxes, the cost of which is not reimbursable under this Agreement. The Consultant may act for and render government services to other persons, government units, firms or corporations during the term of this Agreement.

SECTION V

HOLD HARMLESS - INDEMNIFICATION:

A. When the law establishes a professional standard of care for Contractor's Services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend, and hold harmless County and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and County in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify County for County's own negligence or for the negligence of third parties.

B. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless County, and any and all of its Board members employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against County by any taxing authority or third party asserting that an employer-employee relationship exists by reason of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

SECTION VI

INSURANCE:

A. Without limiting County's right to obtain indemnification from Contractor or any third parties, prior to commencement of work, Contractor shall purchase and maintain the following types of insurance for minimum limits indicated during the term of this Agreement and provide an Endorsed Additional Insured page from Contractor's Insurance Carrier guaranteeing such coverage to County. Such page shall be mailed as set forth under the Notice Section of this Agreement prior to the execution of this Agreement. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to other remedies it may have, suspend, or terminate this Agreement upon the occurrence of such event.

1. Commercial General Liability. Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate covering bodily injury, personal injury and property damage. County and its officers, employees and agents shall be endorsed to above policies as additional insured, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

2. Automobile Liability. Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident and for property damages not less than One Hundred Thousand Dollars (\$100,000), or such coverage with a combined single limit of One Million Dollars (\$1,000,000). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation. Statutory coverage, if and as required according to the California Labor Code. The policy shall be endorsed to waive the insurer's subrogation rights against County.

4. Professional Liability. One Million Dollars (\$1,000,000) limit per occurrence or claim and Three Million Dollars (\$3,000,000) annual aggregate limit covering Contractor's wrongful acts, errors and omissions.

B. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by County's Risk Manager.

C. Each of the above required policies shall be endorsed to provide County with thirty (30) days prior written notice of cancellation. County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

SECTION VII

CONFLICT OF INTEREST: In the event the County staff or officials request specific services to be provided by Consultant and a potential conflict of interest arises, Consultant shall notify the County of the potential conflict.

SECTION VIII

TERMINATION: Either party shall have the right to terminate this Agreement upon thirty (30) days prior written notice.

Notwithstanding any of the provisions of this Agreement, Consultant's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon Consultant's bankruptcy, death or disability or in the event of fraud, dishonesty, or a willful or material breach of this Agreement by Consultant or, at the County's election, in the event of Consultant's unwillingness or inability for any reason whatsoever to perform the duties hereunder. In such event, Consultant shall be entitled to no further compensation under this Agreement, it being the intent that Consultant shall be paid as specified only during such period that Consultant shall, in fact, be performing the duties hereunder.

SECTION IX

ASSIGNMENT: This Agreement is personal to the Consultant, and may not and shall not be assigned by Consultant without prior written consent of the County. This includes the ability to subcontract all or portion of its rights, duties and obligations hereunder.

SECTION X

AMENDMENTS: No amendment to this Agreement shall be effective unless it is in writing and endorsed by both parties.

SECTION XI

WORK PRODUCT: All reports, preliminary findings, or data assembled or compiled by Consultant under this Agreement become the property of the County. The County reserves the right to authorize others to use or reproduce such materials.

SECTION XII

SEVERABILITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

SECTION XIII

ENTIRE AGREEMENT: This Agreement, including the recitals and Exhibit A which is attached hereto and incorporated herein by this reference, constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

SECTION XIV

NOTICES: All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one day after their deposit in the United States Mail, postage prepaid:

Michael Y. Corbett
Legislative Advocate
Michael Y. Corbett & Associates
770 L. Street, Suite 950
Sacramento, CA 95814

Rebecca Campbell
County Administrative Officer
County of Kings
1400 West Lacey Blvd.
Hanford, CA 93230

Notice of change of address shall be given in the same manner as prescribed herein for other notices.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

County of Kings

Michael Y. Corbett & Associates

Richard Valle, Chairperson
Kings County Board of Supervisors

Michael Y. Corbett, Legislative Advocate

Attest:

Catherine Venturella,
Clerk of the Board

Exhibit A

Scope of Services

The Consultant will provide comprehensive government relations services, which will include but not be limited to monitoring proposals and legislation initiated by the Legislature, Governor's Office and pertinent state agencies; coordination with allied interest groups; and direct advocacy and lobbying activities. Specific activities will include:

Keeping abreast of legislation in issue areas of major and minor interest to the County, including proposed Brown Act revisions.

Providing timely intelligence reports on key issues.

Working with the administration and the Legislature to secure support for legislative and regulatory proposals favorable to the County's interest and opposition to legislation and regulatory proposals deemed to be detrimental to the interests of the County.

Submitting quarterly updates on developing legislation and the state budget.

Performing other related services agreed to by the County and the Consultant.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Administration – Rebecca Campbell

SUBJECT: OUT OF STATE TRAVEL REQUEST

SUMMARY:

Overview:

Historically, Kings County representatives have attended the National Association of Counties (NACo) Legislative Conference in Washington D.C. The County has utilized this trip to coordinate Capitol Hill visits with Paragon Government Relations, Inc., the County’s legislative advocate firm at the national level. Approval of County representatives to attend the 2019 conference will be considered with this action.

Recommendation:

Authorize out-of-state travel to Washington D.C. for Supervisor Doug Verboon and County Administrative Officer Rebecca Campbell from March 2-6, 2019, including travel time.

Fiscal Impact:

All costs associated with the trip have been included in the Adopted Fiscal Year 2018-2019 Budget in the Board of Supervisors’ budget (Budget Unit 110000) and within the Administration budget (Budget Unit 111000). Estimated costs are \$3,600 per person. The detail of estimated expenses is shown below:

Estimated Cost for NACo Conference Attendance

Flight	\$	800
Hotel	\$	1,500
Conference registration	\$	515
Taxi/Parking	\$	200
Meals	\$	470
Mileage reimbursement	\$	50
Total per person	\$	<u>3,535</u>

(Cont’d)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____

Agenda Item

OUT OF STATE TRAVEL REQUEST

December 4, 2018

Page 2 of 2

BACKGROUND:

NACo represents county governments across the nation by providing legislative, research, technical, and public affairs assistance to its members, of which Kings County is a member. NACo acts as a liaison with other levels of government, works to improve public understanding of counties, serves as an advocate for counties, and provides resources to help with innovative methods to meet the challenges that counties face. Annually, NACo holds a Conference & Exposition, which is the largest meeting of county elected officials and staff from across the country. Participants from counties of every size unite to shape NACo's federal policy agenda and exchange proven practices to improve residents' lives, maximize the efficiency of county government, and hone leadership skills for the future. The conference workshops provide an opportunity to discuss legislative priorities, receive legislative updates, and hear presentations from key national leaders. As a result, the County will benefit from having a presence at the NACo annual conference.

During the NACo annual conference visit, the County's representatives will also have the opportunity to conduct other visits to pursue the County's key federal legislative priorities. Kings County has contracted with Paragon Government Relations, Inc., a federal lobbying firm, to assist the County in pursuing legislative issues and funding at the federal level. The County's representatives at the NACo conference will be able to work with Paragon Government Relations, Inc. to pursue federal objectives as stated in the County's Legislative Platform.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Public Works – Kevin McAlister

SUBJECT: STUDY SESSION - PUBLIC WORKS PROJECT UPDATES AND PACIFIC GAS & ELECTRIC STREETLIGHT UPGRADE PRESENTATION

SUMMARY:

Overview:

Update on the status of various projects.

Recommendation:

Information only. No formal action required.

Fiscal Impact:

None.

BACKGROUND:

This agenda item is being presented to give your Board an update on the status of various projects.

Sale of Rule 20A Credits (Underground Utility) to City of Solvang

The City Council of Solvang has decided not to purchase Kings County's Rule 20A credits.

Opting Out of the Base Interruptible Program (BIP) with Southern California Edison (SCE)

The County will no longer be on the BIP with SCE as of the first billing cycle after December 10, 2019. The two (2) megawatt generator does not meet the new guidelines for Prohibited Resources. Overall County demand has grown to the point where staff has concerns that the two megawatts is insufficient to power the Government Center when it is required to be removed from SCE to conserve resources statewide. During these times, the County is unable to use the other emergency generators due to permitting requirements.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

PUBLIC WORKS PROJECT UPDATES AND PACIFIC GAS & ELECTRIC STREETLIGHT UPGRADE PRESENTATION

December 4, 2018

Page 2 of 3

Solar Project

Construction on the solar project with Engie will begin in mid-December. When completed, the natural gas powered micro-turbines at the Central Plant will be decommissioned. The micro-turbines cannot be used and be on the rate schedule required by the solar project. The micro-turbines are nearing the end of their useful life, and maintenance costs are steadily increasing.

Parks Division

Parks season ended the last full weekend in October. During the summer months, Parks staff recorded 17,422 visitors with a slight advantage going to Burris Park. There has been an upward trend every year in attendance due in part to the Disc Golf course at Hickey and an increasing popularity in the use of the Multi Purpose room at Burris Park. In addition to typical winter duties such as tree pruning and larger irrigation projects, the Parks Division has been working on landscaping Building 12, the new two story Human Services Agency (HSA) building. This includes placing 700 tons of decomposed granite and nearly 400 feet of new concrete planter curbing. HSA is funding this project.

Roads Division

Roads has completed the annual night-time traffic sign inventory, the annual road centerline stripping (800 miles), and annual edge line striping (200 miles). The division sealed some 50 miles of County roads at a cost of \$1.6 million, as well as an Senate Bill 1 (SB1) funded series of road projects for \$1.5 million (via contract). Work is finishing up on state and federal funded safety projects at a cost of \$2 million. Roads also placed some 5,000 cubic yards of fill dirt on the east side of the Avenal Cut-Off (between Laurel and Nevada Avenues). Regrading and fill work were also done on Kansas Avenue between 10 ½ Avenue and 13th Avenue.

Engineering Division

Engineering has completed design and construction of various high profile projects this year such as: Congestion Mitigation and Air Quality (CMAQ) funded signalization and bridge widening of 13th Avenue and Lacey Boulevard; Senate Bill (SB) - 1 funded roadway improvements on approximately 50 miles of county maintained roadways; two Highway Safety Improvement Program (HSIP) funded improvement projects on the Avenal Cutoff and various county intersections; Section 130 funded improvements to the at grade intersection of Kansas Avenue and BNSF Railway; reconstruction of the solar covered Government Center parking lot; and Traffic Congestion Relief Program (TCRP) funded improvement and widening of 18th and Jersey Avenues intersection and roadway segments.

Currently, Public Works has plans the following projects underway: CMAQ funded signalization at 17th and Houston Avenues; Bridge Preventative Maintenance Program (BPMP) improvements to approximately 20 bridge structures; CMAQ funded roadway seal project; a second SB-1 funded roadway improvement project; Countywide Systemic Safety Analysis Report, which will be utilized to improve HSIP funding opportunities; and the Bridge Program funded 16th Avenue Bridge replacement over Tulare Lake Canal. Projects in the planning phase include two Active Transportation Program grant applications for projects in Kettleman City, two HSIP grant applications, CMAQ funded roundabout on SR41 at Bernard Drive in Kettleman City, and ongoing implementation of the Countywide Pavement Management System database and project tools. Lastly, the Community Development Block Grant funded Americans with Disabilities Act transition plan construction

Agenda Item

PUBLIC WORKS PROJECT UPDATES AND PACIFIC GAS & ELECTRIC STREETLIGHT UPGRADE PRESENTATION

December 4, 2018

Page 3 of 3

project, which will improve pedestrian access at the Government Center and various locations in the unincorporated communities of Armona and Stratford, recently held a project construction kickoff meeting.

Streetlight Upgrades

Public Works Department is working with both PG&E and SCE on upgrading streetlights to Light Emitting Diode (LED). Also, the Department is looking at increasing the wattage and changing the color of the lights to provide for better illumination. In residential areas, we are working to make this change cost neutral, and even adding a few new lights for no additional net cost. Any additional costs in the rural areas will be paid by the Road Fund. Kristen Silva, PG&E Utility Service Solutions Specialist, will be in attendance at today's meeting to make a presentation to your Board on PG&E's upgrade program.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Human Services Agency – Sanja Bugay

SUBJECT: STUDY SESSION - IN-HOME SUPPORTIVE SERVICES COUNTY SHARE OF COST UPDATE

SUMMARY:

Overview:

The In-Home Supportive Services (IHSS) County Share of Cost is an annual Maintenance of Effort (MOE) payment that was substantially changed during the Fiscal Year 2017-2018 budget process. This study session will update the Board on the fiscal impacts to the County related to the IHSS MOE, revenue redirection and changes associated with the IHSS MOE shift, October 2018 Legislative Analyst's Office (LAO) Realignment report, and the California State Association of Counties (CSAC) IHSS workgroup that will, along with Department of Finance, provide recommendations to the upcoming administration on addressing the shortfalls of the IHSS MOE deal that took effect July 1, 2017.

Recommendation:

Information only. No formal action required.

Fiscal Impact:

No fiscal impact with the study session.

BACKGROUND:

The In Home Supportive Services (IHSS) program is a County administered State program and is considered an alternative to out-of-home care, such as nursing homes or board and care facilities for individuals over 65 or those who are blind or disabled. The program components include: services (IHSS provider wages, benefits, and payroll taxes), IHSS Administration (social workers assessing individuals applying for the program), and Public Authority Administration (provider enrollment activities). The program costs are funded between Federal Title XIX revenues, State General Fund, and County Funds.

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk to the Board

By _____, Deputy.

Agenda Item

IN-HOME SUPPORTIVE SERVICES COUNTY SHARE OF COST UPDATE

December 4, 2018

Page 2 of 2

The IHSS program was part of the 1991 Realignment legislation and the County Share of Cost is fully described in the realignment legislation. From 1991 until 2012, the County share of cost was 35% of the non-federal share of cost for the IHSS program. On July 1, 2012, the County share of cost for the IHSS program changed into a fixed MOE as a part of the Coordinated Care Initiative program pilot implementation. The cost was based on actual County costs for Fiscal Year (FY) 2011-2012 and an annual inflator of 3.5% was applied each year thereafter. This pilot would have resulted in transferring the bargaining from the counties to the State in addition to transferring IHSS benefits to managed care. In January 2017, the State Department of Finance triggered the elimination of the MOE as it was found to not be fiscally feasible for the State. The initial legislation that established the MOE allowed for its dissolution if the Department of Finance found that the Coordinate Care Initiative was not fiscally neutral for the State. The elimination of the MOE would have resulted in the reversion to the previous cost sharing ratios effective July 1, 2017, and shifted \$592 million in costs to counties.

Instead of the immediate shift of costs to counties, a series of negotiations resulted in a restructured MOE deal that: 1) incrementally shifts \$592 million to the counties over a five year period instead of a single year; 2) changes the annual cost inflator from 3.5 to 7 percent with some potential adjustments for bad economic times; 3) temporarily redirects Sales Tax and Vehicle License Fee growth revenues from health, mental health, and County Medical Services Program to IHSS and an accelerates the social services caseload growth related to the IHSS program. These revenue shifts were intended to help offset some of the costs associated with the MOE increase.

In addition to the State revenue shifts, in Kings County, ten (10) percent of revenue transfers were completed from Health and Mental Health realignment subaccounts to social services to help with cost increases.

The Kings County MOE increased by \$831,405 in FY 2017-2018 and an additional \$500,690 in FY 2018-2019. The costs up to this point were offset with realignment revenue shifts. The estimated increase for FY 2019-2020 MOE is \$935,510, for FY 2020-2021 it's 640,924, and for FY 2021-2022 it's \$1,075,765. After this point, the \$592 Million shift would be fully phased in and the annual MOE increase would stabilize to approximately \$500 thousand per year due to an annual inflationary increase of 7% per year.

The Realignment revenues will not grow sufficiently to offset the \$935,510 increase for the next fiscal year and increase in net county cost will be required to fully pay for the MOE.

The LAO report, CSAC, and Department of Finance all project that realignment revenues will not keep up with the IHSS program costs. The report issued by the LAO on October 15, 2018, *Rethinking the 1991 Realignment* (see attached) essentially states that the initial principals that were originally part of the Realignment construct no longer apply, and the report provides some recommendations on how to fix the current dilemma, which has been caused by a significant mismatch between this program's expenditures and available revenues.

After the new MOE construct was created, a CSAC workgroup was convened to review the financial and programmatic structure of the IHSS program in order to advise the incoming administration of the long-term impacts of the current IHSS MOE structure and possible fixes to improve county fiscal sustainability.



Rethinking the 1991 Realignment

MAC TAYLOR
LEGISLATIVE ANALYST
OCTOBER 15, 2018

LAO 

Executive Summary

In 1991, the Legislature shifted significant fiscal and programmatic responsibility for many health and human services programs from the state to counties—referred to as 1991 realignment. Many changes have been made to this system over the last 27 years. Most recently, the *2017-18 Budget Act* made significant changes to how the state and counties share in the cost of In-Home Supportive Services (IHSS). This report evaluates the effects of those and previous changes.

What Is Realignment? Realignments change the administrative, programmatic, and/or fiscal responsibility for programs between the state and the counties. In almost all cases, 1991 realignment increased counties' fiscal responsibility for a wide range of programs and services including IHSS, child welfare, California Work Opportunity and Responsibility to Kids (CalWORKs), low-income health care, and low-income mental health services. Due in part to requirements under the State Constitution, the state provides counties dedicated revenues to pay for their share of these costs.

Realignments Should Follow Certain Principles to Achieve Intended Benefits. Realignments are intended to have long-term benefits for counties by providing (1) greater local flexibility over programs and services based on local needs and (2) incentives to encourage counties to innovate to achieve better program outcomes. Better program outcomes also benefit the state fiscally because counties' service improvements have the potential to reduce overall costs. Moreover, with a share of cost, counties have an incentive to control program costs in areas over which they have more control (like administration). To achieve these benefits, we believe realignments need to follow certain core principles. For example, one key principle is that realignments aim to align the state's and counties' share of cost based on their *relative control* over those programs. That is, counties' share of cost should reflect the discretion they have over how to deliver services in the program.

Understanding Key Changes to 1991 Realignment. 1991 realignment moved in the right direction to better align county costs with their level of program control and create better fiscal incentives for counties. However, since 1991, there have been a number of programmatic and revenue changes that make it so that 1991 realignment no longer meets many of the core principles of a successful realignment. For example, both federal rules and legal decisions obligate the state and counties to provide services to anyone who meets eligibility rules for certain realigned programs—like IHSS—limiting the state's and counties' ability to control costs. Other policy decisions—like those affecting IHSS provider wages and federal labor rules—and increasing caseload also have made 1991 realignment more costly. While the state did not increase realignment revenues in response to these changes (or reduce counties' share of program costs), the state did redirect revenues when realignment costs went down. For example, the Affordable Care Act significantly reduced counties' low-income health responsibilities. As a result, the state required counties to redirect freed-up realignment revenues to achieve state savings.

1991 Realignment No Longer Meets Many LAO Principles. Due to the various changes to 1991 realignment programs without corresponding changes to the funding structure, 1991 realignment today no longer meets many of the core principles of a successful state-county

fiscal partnership. Today, counties' share of some program costs exceeds their ability to control those costs. In addition, overall realignment revenues are not sufficient to cover the costs of those programs over time. Lastly, the flow of funds in realignment is extremely complex and not flexible enough to allow counties to respond to changing needs and requirements. As a result, 1991 realignment likely is not achieving the desired benefits.

Options for Improving 1991 Realignment. There are a few ways to better align the fiscal structure of 1991 realignment to achieve the intended benefits. One set of options would change the cost sharing ratios between the state and counties to better align counties' share of costs with their ability to control those costs. Specifically, the state could reduce counties' share of IHSS costs and increase their share of cost for another program (like felony forensic court commitments). The second set of options would better align revenue and costs by changing the flow of realignment revenue and increasing funding to address revenue shortfalls. The third set of options outlines other improvements that could be made to 1991 realignment including applying lessons from other realignments, better tracking realignment revenues and costs, encouraging counties to maintain reserves, and carefully consider future program expansion.

INTRODUCTION

California has shifted programmatic and funding responsibility between the state and counties for various programs over the last 40 years. Historically, these shifts—or realignments—aimed to benefit both the state and counties by providing greater local flexibility over services, allowing counties opportunities to innovate and improve program outcomes, and encouraging cost savings

by requiring counties to share in program costs. To achieve these benefits, we believe there are certain principles any realignment needs to follow. This report evaluates the extent to which one of California’s more notable realignments undertaken in 1991 achieves the intended benefits and meets these principles.

THE IMPETUS FOR THIS REPORT

Since 1991, realignment has gone through a number of structural and programmatic changes. More recently, the *2017-18 Budget Act* made significant changes to how the state and counties share in the cost of the In-Home Supportive Services (IHSS) program, the costliest social services program in 1991 realignment. Following these changes, it became clear that the funding structure of 1991 realignment could no longer fully cover county costs for certain realigned programs. Consequently, the budget agreement required the Department of Finance (DOF) to review and report on the funding structure of 1991 realignment as part of its January 2019 budget proposal.

In anticipation of the DOF report, our report outlines key historical fiscal and programmatic changes made to 1991 realignment that go beyond the new IHSS financing structure. We also discuss how these changes generally increased program costs among existing realigned programs and expanded program responsibilities within 1991 realignment. We then assess whether 1991 realignment continues to benefit the state and counties based on realignment principles we identify. Lastly, we provide the Legislature with some options to consider to improve 1991 realignment. **Figure 1** (see next page) provides a basic road map for the components of this report.

WHAT IS REALIGNMENT?

This section provides basic background on what realignment means. This section also explains some of the historical context for realignment in California due to the requirements of the State Constitution.

Realignment Refers to Changes in Program Responsibility Between the State and Counties.

Counties administer most state health programs and human services programs (referred to as social services programs within 1991 realignment). Realignments change the administrative, programmatic, and/or fiscal responsibility for these programs between the state and counties. Most, realignments have shifted responsibility and resources from the state to counties. These

realignments have affected responsibility for many program areas including criminal justice, health and mental health, child welfare, and California Work Opportunity and Responsibility to Kids (CalWORKs).

State Constitution Requires Reimbursement for State-Imposed Local Requirements. Since 1979, the State Constitution has required the state to reimburse local governments for state-required programs and services. These are referred to as state mandates. Local governments receive reimbursement for state mandates through mandate claims. As a result, when realigning administrative, programmatic, or fiscal responsibility

Figure 1

Report Road Map

Section	Summary
What Is Realignment?	Provides basic background on realignment generally.
Benefits and Principles of Realignment	Outlines the intended benefits of realignments. Identifies principles we believe any realignment needs to follow in order to achieve these benefits.
1991 Realignment Basics	Describes programs affected by 1991 realignment and how funds are distributed.
2011 Realignment	Outlines overlap between 1991 and 2011 realignments. Highlights new realignment provisions included due to counties' experience in 1991 realignment.
Understanding Key Changes to 1991 Realignment	Explains cost impacts and revenue changes to realignment since 1991.
1991 Realignment No Longer Meets Many LAO Principles	Discusses the extent to which 1991 realignment meets our principles of realignment.
1991 Realignment Likely Not Achieving Intended Benefits	Discusses the extent to which the intended benefits of 1991 realignment are being achieved.
Options for Improving 1991 Realignment	Outlines options the Legislature could consider to better align 1991 realignment with the principles and achieving the intended benefits.

from the state to counties, the state must provide counties with funds to cover the cost of those increased responsibilities. Rather than reimburse counties based on their actual costs, the state typically provides counties specific revenue sources—like a portion of the sales tax—to pay for their increased fiscal responsibilities under realignment. In some years, revenues may exceed counties' costs. In other years, the revenues provided may not be sufficient to cover counties' costs. Over time, however, the revenue provided through realignment is intended to roughly cover counties' costs for required realigned programs.

Realignment Provides Counties Additional Revenues for Increased Responsibilities. Prior to 1978, counties used local revenue to support their share of costs for state and local health, mental health, and social services programs. After Proposition 13—passed in 1978—counties increasingly relied on state funding for many of these programs. In large part, this was because

Proposition 13 dramatically reduced county revenue. In response, the state provided a “bailout,” which we describe in the box on page 6. Consequently, when enacting realignments, the state provides *new* revenues to counties because of the limitation on counties' revenue and, as described earlier, the State Constitution requires reimbursement of state-imposed local requirements.

California Has Enacted Two Major Realignments. In California, the most significant realignments occurred in 1991 and 2011. These realignments affected multiple programs and resulted in significant revenue shifts from the state to counties. While the focus of this report is 1991 realignment, 2011 realignment affected some programs that were part of 1991 realignment. (We discuss the impacts of 2011 realignment later in this report.)

BENEFITS AND PRINCIPLES OF REALIGNMENT

This section describes the benefits realignment is intended to achieve. We also identify key principles we believe any realignment needs to follow in order to achieve those benefits.

Short-Term Benefits During Budget Shortfalls.

Both 1991 and 2011 realignment were enacted in the midst of significant recessions and helped the state address its budget shortfalls. Specifically, realignments generally shifted a greater share of program costs from the state to counties and provided counties with a new dedicated revenue stream outside of the state General Fund to pay for these increased costs. In other words, the state reduced its spending commitments by shifting costs to counties without having to transfer existing General Fund to counties to pay for these increased costs. This resulted in savings that helped the state address its budget problems. While these actions clearly benefited the state at the time, counties and others argue that the realignments also reduced the cuts the realigned programs otherwise would have received due to the budget shortfall.

Long Term, Realignments Intended to Benefit Both the State and Counties.

While realignment was born out of a budget crisis, it was intended to have long-term benefits by providing counties with (1) greater local flexibility over programs and

services based on local needs and (2) incentives to encourage counties to innovate to achieve better program outcomes. Better program outcomes also would benefit the state because counties would improve services and potentially reduce overall costs (for instance through more effective and efficient service delivery). Moreover, by giving counties a share of program costs, counties would have an incentive to develop strategies to control program costs within their control (like administration). This would benefit the state by reducing the overall cost of the programs.

To Achieve Benefits, Realignments Need to Follow Certain Core Principles. We believe there are certain core principles any realignment needs to follow in order to achieve the benefits described above. We have identified what we believe these core principles to be in **Figure 2**. For example, one key principle is that realignments aim to align state and counties' shares of cost based on their *relative control* over those programs. That is, counties' share of cost should reflect the discretion they have over how to deliver services in the program. Programs for which the state wants to set specific service delivery requirements are not good candidates for realignment. Later, we use these principles to evaluate 1991 realignment.

Figure 2

LAO Realignment Principles

- ✓ **Counties' Share of Costs Reflect Their Ability to Control Costs in the Program**
Counties should be financially responsible over those program aspects for which their decisions affect cost.
- ✓ **Revenues Generally Cover Costs Over Time**
Counties' realignment revenues should—over time—generally cover counties' costs for their required realigned program responsibilities.
- ✓ **Flexibility to Respond to Changing Needs and Requirements**
Funding allocations should be sufficiently flexible to allow counties to use funding where it is most needed.
- ✓ **Funding Is Transparent and Understandable**
The funding provided to counties should be easily understandable. Total program funding also should be easily known.

State “Bailout” After Proposition 13

Proposition 13 Limited Property Taxes. Proposition 13 was a landmark decision by California’s voters in June 1978 to limit property taxes. Prior to Proposition 13, each local government—cities, counties, and special districts—could set its property tax rate annually. The average rate before Proposition 13 passed was 2.67 percent. This average rate reflected the sum of individual levies of multiple local governments serving a property (including schools). After Proposition 13, a property’s overall tax rate for all local governments is limited to 1 percent. At the time of passage, Proposition 13 caused property tax revenues to drop by roughly 60 percent (almost \$7 billion at the time).

State “Bailed Out” Local Governments. The state provided \$4 billion to local governments (\$1.5 billion to counties) to partially backfill their revenue losses from Proposition 13 in 1978. For counties, this backfill developed into an ongoing change in the state-county fiscal partnership. Specifically, the state provided funding to counties to “buy-out” their share of health and social services program costs that they had previously paid for using local revenue—primarily property taxes.

1991 REALIGNMENT BASICS

The 1991 realignment package: (1) transferred several programs and responsibilities from the state to counties, (2) changed the way state and county costs are shared for certain social services programs, (3) transferred health and mental health service responsibilities and costs to the counties, and (4) increased the sales tax and vehicle license fee (VLF) and dedicated these increased revenues to the new financial obligations of counties for realigned programs and responsibilities. This section outlines the programs and services affected by 1991 realignment and describes the basic structure and flow of funds.

Key Terms

Understanding the mechanics of realignment—here and later in the report—requires familiarity with certain terms used to describe the flow of funds and funding allocations. We define these terms below.

Revenue Allocations. The realignment legislation established the Local Revenue Fund, and within it a series of subaccounts, into which dedicated revenues are placed to fund different groups of programs and responsibilities. These include the Social Services Subaccount, the Health

Subaccount, and the Mental Health Subaccount. Additional subaccounts have been added since 1991.

Base and Growth Allocations. Generally, the total amount of revenues allocated to each subaccount in one year becomes the *base level* of funding in the next year. *Growth* in revenues between two years is allocated differently across subaccounts. The growth allocation provided to social services programs—largely through the Caseload Subaccount—is based on the actual growth in the counties’ cost of those programs from year to year. If any revenues remain after providing growth to social services programs, they are divided among the remaining subaccounts. (We describe this division in more detail below.)

Base Restoration. In some years, realignment revenues are not sufficient to meet the base level of funding for all subaccounts. In 2011 realignment, this “deficit” is tracked and repaid when revenues are stronger. This is referred to as base restoration. However, 1991 realignment subaccounts are not eligible for base restoration. Consequently, when revenues decline, the base level for those subaccounts generally is lowered—only when

growth funding is provided in future years will the base for those subaccounts increase.

Unmet Need. In some years, revenue growth is lower than the increase in costs for social services programs. This is referred to as unmet need. Unmet need is tracked over time and as revenues increase additional funds are provided to the Caseload Subaccount to cover those costs. Repaying prior years' unmet need reduces the growth available for other realignment subaccounts.

Poison Pill. Statute implementing 1991 realignment included a provision that if any county made a state mandate claim that resulted in state costs of over \$1 million, 1991 realignment would end. To date, no counties have made that mandate claim against 1991 realignment.

Programmatic Components of 1991 Realignment

Below, we explain how 1991 realignment affected county program responsibilities and costs for certain social services, health, and mental health programs.

1991 Realignment Increased Counties' Share of Costs for Certain Social Services Programs.

Prior to 1991, counties received state funding for many social services programs based on the Proposition 13 bailout described earlier. Counties also paid for a relatively small portion of program costs using local revenues. 1991 realignment aimed to increase county fiscal responsibility for these

programs by aligning counties' share of cost with their ability to control costs in those programs. Generally, 1991 moved in the right direction with regard to state-county share of costs. Additionally, for some programs, 1991 realignment tried to expand counties' ability to control services and thereby control costs. For example, the realignment legislation authorized counties to change IHSS services for a limited amount of time. This included the ability to reduce IHSS service levels or have counties change how they administered IHSS in order to be more efficient. (Later in the report, we discuss challenges with reducing IHSS service levels.)

Figure 3 lists the social services programs affected by 1991 realignment and the cost-sharing ratio established under the original legislation. For the majority of social services programs, 1991 realignment increased counties' share of cost largely to reflect counties relatively higher ability to control program costs. (As explained later, realignment also provided counties with revenues to support the increase in those shares of cost.) However, for CalWORKs cash assistance and county administration, realignment reduced counties' share of cost mainly due to a belief that counties had limited ability to control these program costs.

1991 Realignment Transferred Certain Health and Mental Health Responsibilities and Costs to Counties. In contrast to counties sharing in the financing and administration of defined social

Figure 3

Change to County Share of Nonfederal Cost for Social Services Programs Under 1991 Realignment

Social Services Programs	County Share of Nonfederal Program Costs	
	Prior to Realignment	Realignment ^a
Foster Care Assistance	5%	60%
California Children's Services	25	50
County Services Block Grant	16	35
In-Home Supportive Services	3	35
County Administration (CalWORKs Eligibility, Foster Care, CalFresh)	50	30
Child Welfare Services	24	30
CalWORKs Employment Services	—	30
Adoption Assistance	—	25
CalWORKs Cash Assistance	11	5

^a Reflects the county share of nonfederal program costs originally established in 1991 as a result of realignment.

services *programs*, 1991 realignment transferred certain mental health service *responsibilities* to counties. This means, for the most part, that there was no preexisting statewide program model counties had to follow when taking on the realigned mental health service responsibilities. As a result, counties had greater flexibility to establish a local program structure and administer these service responsibilities independent of what other counties were doing, based on the mental health needs of their county residents. In addition, realignment increased counties' costs for certain health programs. The responsibilities and costs transferred to counties included certain community-based mental health services, public health, and indigent health (health care services for generally low-income, uninsured adults).

1991 Realignment Funding

Counties Receive Dedicated Sales Tax and VLF Revenue for Realignment Costs. To pay for counties' increased costs for social services programs and health and mental health service responsibilities, the state dedicated two revenue sources to 1991 realignment: (1) a new half-cent sales tax and (2) a portion of the VLF. The half-cent sales tax was new revenue, approved by the voters for the purposes of realignment. The VLF was increased by changing the calculation of a car's value for the purposes of the tax. As described earlier, counties received revenue for realignment due to the Constitutional provision that the state pay for state-imposed requirements.

Today, Counties Receive Over \$6 Billion Through 1991 Realignment. 1991 realignment revenues total about \$6.5 billion (over \$3 billion from sales tax, \$2 billion from VLF, and about \$1 billion transferred from another realignment for mental health). Of the \$6.5 billion, about \$2 billion of 1991 realignment revenues pays for CalWORKs grants, which in effect offsets state General Fund costs for the program. Of the remaining \$4 billion, about \$2 billion pays for counties' share of social services program costs—the largest being total IHSS county costs. The remaining \$2 billion is roughly split between counties' health and mental health responsibilities.

How Funds Typically Flow in 1991

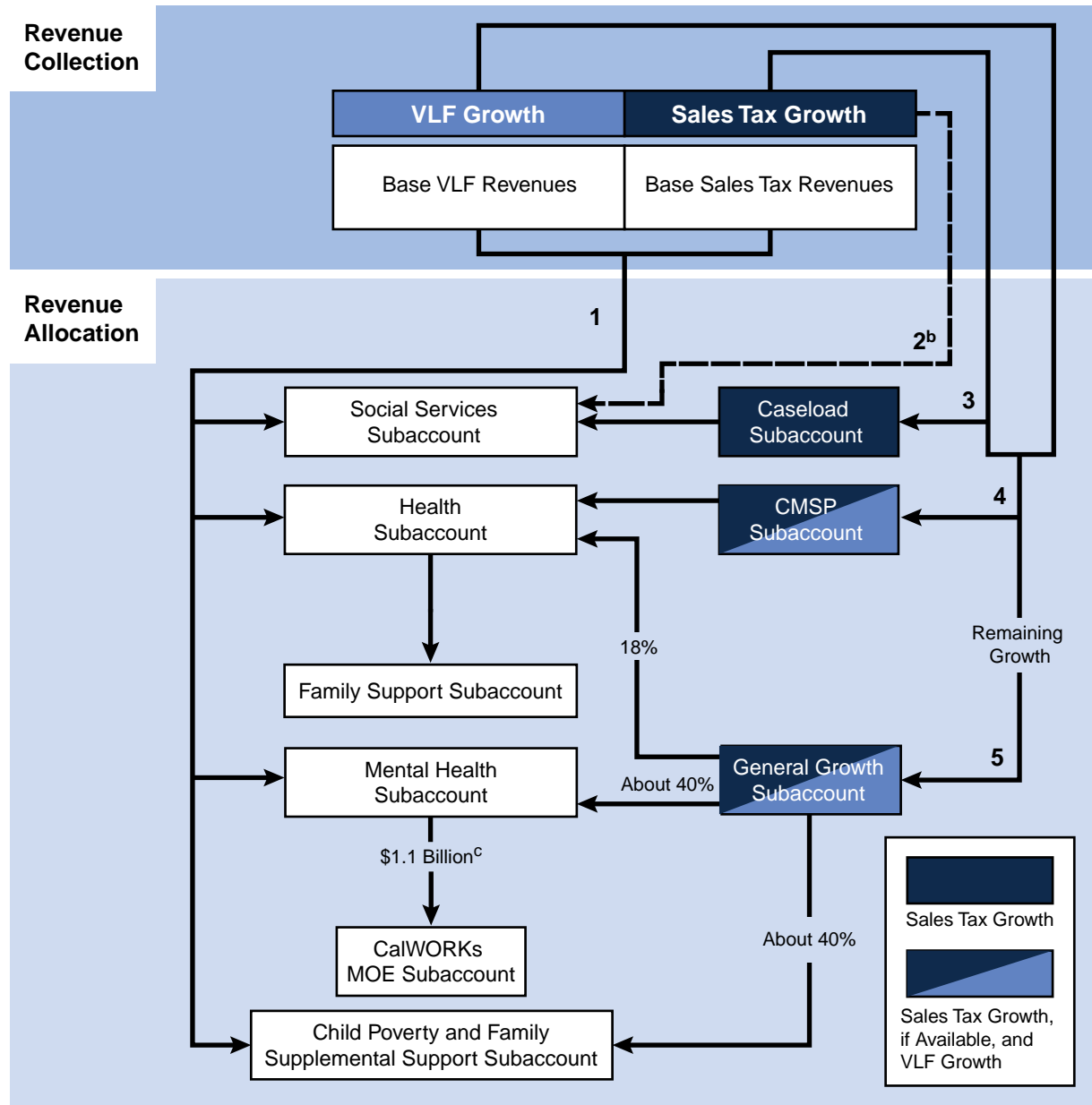
Realignment. Figure 4 provides a basic description of how funds are distributed within 1991 realignment. Specifically, the figure shows how funds generally flowed before 2017-18. From 2017-18 through 2022-23, the flow of funds was changed to increase the funding available for IHSS. We describe those—primarily temporary—changes later (in the “Revenue Changes” section). Absent further changes to statute, the flow of funds largely will return to its pre-2017-18 pattern after 2022-23.

- **Step One: Fund the Base.** Sales tax and VLF revenues dedicated to 1991 realignment first fund the base level of funding provided to social services, health, and mental health programs (which, as noted earlier, typically is the prior year's cost).
- **Step Two: Sales Tax Growth to IHSS.** One of the permanent changes made to 1991 realignment in the *2017-18 Budget Act* was to prioritize the use of any increases in sales tax revenue for IHSS costs. As a result, any year-over-year increase in sales tax revenue first is allocated to counties' IHSS costs (through the Social Services Subaccount).
- **Step Three: Remaining Sales Tax Growth to the Caseload and Social Services Subaccounts.** Any remaining sales tax growth after step two then funds prior-year increases in county costs for the other Social Services Subaccount programs (only through the Caseload Subaccount).
- **Step Four: Growth to County Medical Services Program (CMSP) Subaccount.** A portion of the remaining sales tax growth (if any) and a portion of the year-to-year growth in the VLF goes to the CMSP Subaccount, which then is allocated to the Health Subaccount. (The proportion of sales tax and VLF growth allocated to the CMSP Subaccount is based on formulas set in statute. These funds are used to fund indigent health program costs for counties that participate in CMSP.)
- **Step Five: General Growth.** The remaining growth from the sales tax (if any) and VLF is

Figure 4

How Funds Flow in 1991 Realignment^a

Local Revenue Fund



^a Figure generally shows how funds flowed before 2017-18 and how funds will flow after 2022-23.

^b This allocation of the sales tax growth did not occur until 2017-18, but will continue after 2022-23.

^c Funds transferred to the CalWORKs MOE Subaccount are backfilled by 2011 realignment funds.

VLF = vehicle license fee; CMSP = County Medical Services Program; and MOE = maintenance of effort.

allocated to the General Growth Subaccount. Of the funds allocated to the General Growth Subaccount, 18 percent goes to the Health Subaccount, roughly 40 percent goes to the Mental Health Subaccount, and the remainder goes to the Child Poverty and Family Supplemental Support Subaccount (hereafter the Child Poverty Subaccount).

Funding for Social Services Programs Intended to Cover Actual Program Costs

Over Time. As discussed earlier, social services programs are the first to receive realignment revenues. Over time, realignment revenues are intended to cover actual program costs associated with the increase to counties' share of cost under realignment. The state tracks year-to-year increases in costs for each social services program. Additionally, the state tracks increases in costs from prior years that were not met with realignment revenues. Realignment prioritizes paying for

year-to-year increases in total social services program costs and any unmet costs from prior years with growth revenues. Any remaining growth revenues are then used to cover county health and mental health service costs.

Funding for Health and Mental Health Responsibilities Not Directly Linked to County Costs. Unlike how social services programs are funded, there is no direct link between funding levels and actual health and mental health service costs. Specifically, the amount of realignment revenues counties receive to administer health and mental health services is based on a series of formulas, not on the amount counties spend on administering these services. These formulas are primarily based on how much counties spent on health and mental health responsibilities in the early 1990s. In effect, this means that counties may have to adjust program rules and service levels in any given year to ensure that actual health and mental health service costs mesh with available revenues.

2011 REALIGNMENT

This section describes the relationship between 1991 and 2011 realignments. It also explains the differences between 1991 and 2011 realignment.

Major Components of 2011 Realignment.

In 2011, the state undertook a second major realignment. Again, this realignment, in part, was in response to a budget shortfall. The most significant parts of this realignment affected the state's criminal justice system; however, there were changes to other programs as well. Specifically, 2011 realignment affected programmatic, administrative, and fiscal responsibility for adult offenders and parolees, court security, various public safety grants, mental health services, substance abuse treatment, child welfare programs, and adult protective services.

Counties Generally Combine 1991 and 2011 Realignment Funds to Pay for Overlapping Program Responsibilities. The fiscal responsibilities for a number of programs affected by 1991 realignment were further changed by 2011 realignment. Key shared program

responsibilities between 1991 and 2011 realignment include, but are not limited to, foster care, child welfare, adoptions, and mental health. The result of these changes was that counties generally became fiscally responsible for additional program responsibilities. As a result, counties often use 1991 and 2011 realignment funds interchangeably to cover the costs in these programs.

Key Differences Between 1991 and 2011 Realignment. 2011 realignment used lessons learned from 1991 realignment to better realize the county benefits of realignment. Specifically, 2011 realignment included the following provisions:

- ***Constitutional Protections.*** To prevent new, unfunded programmatic requirements, Proposition 30 (2012) added provisions to the State Constitution exempting counties from any legislation that increases the overall costs of 2011 realignment programs if sufficient funding to enact the legislation is not provided. This provision protects counties from additional costs being added to

2011 realignment. 1991 realignment does not include this explicit protection.

- **Base Restoration.** 2011 realignment first distributes revenue growth to restore any prior-year revenue shortfalls in programs' base funding. Base restoration does not occur in 1991 realignment.
- **Fund Transfers.** 1991 realignment allows a certain percentage of funds to be transferred

among accounts with counties' Boards of Supervisors approval. 2011 realignment allows for transfers without this approval requirement.

- **Reserves.** 2011 realignment explicitly created a reserve account for saving revenues in excess of projections. 1991 realignment has no reserve account nor are counties explicitly authorized to maintain reserves.

UNDERSTANDING KEY CHANGES TO 1991 REALIGNMENT

This section discusses the changes to 1991 realignment over the past 27 years. We do not include every change to 1991 realignment and the associated programs, but rather attempt to characterize the larger changes to the system over this time. We organize these changes into two main categories: cost impacts and revenue changes. Impacts to cost mainly have been driven by changes to program rules and responsibilities or increases in caseload. Similarly, many revenue changes have been due to state actions. We summarize the cost impacts and revenue changes in **Figure 5** (see next page). We end the section with a discussion on the impacts of these changes on counties.

Cost Impacts

Limited Flexibility to Change Service Levels.

Since 1991, the required level of service and program rules for a number of realigned programs has become more prescriptive and stringent. For example, federal rules and legal decisions obligate the state and counties to provide services to anyone who meets eligibility rules for certain realigned programs—for purposes of this report we refer to these as “entitlement programs.” Below, we provide two examples of how federal rules and court decisions for entitlement programs have affected state and county control over IHSS:

- **IHSS Becoming a Medi-Cal Benefit.** Since 1991, IHSS has become a Medi-Cal benefit (California's Medicaid health care program).

By becoming a Medi-Cal benefit, IHSS largely became an entitlement program subject to federal Medicaid rules. Integrating most IHSS services into the Medi-Cal program allows the state to draw down more federal funds, resulting in state and county savings. Over time, however, the entitlement nature of IHSS, as a Medi-Cal benefit, has limited the state's and counties' ability to change program rules, eligibility requirements, and control program costs.

• **Growing Number of Legal Decisions.**

Some realigned programs must adhere to certain legal decisions, limiting the state's and counties' ability to change service levels or program rules. For example, during the recent recession when the state proposed reducing IHSS services, there was litigation asserting that these reductions violated federal rules. We discuss this decision in more detail in the box on page 12.

Federal, State, and County Policy Decisions Generally Have Made Existing Realigned Programs More Costly.

In recent years, federal, state, and county governments have made policy decisions that have increased costs for major realigned programs. While these decisions did not increase service requirements in realigned programs, they did increase the costs to provide existing services. Examples of such policy changes include:

Figure 5

Key Changes to 1991 Realignment

Cost Impacts



Increased Service Requirements
The required level of service and program rules for certain realigned programs have become more prescriptive and stringent primarily due to federal rules and legal decisions.



Recent Policy Decisions Affecting Existing Programs
Federal, state, and county policy decisions generally have increased service costs for *existing* realigned programs.



New Program Requirements
The state and counties have adopted new program responsibilities beyond what was originally included in 1991 realignment.



Increased Caseload
Certain realigned programs have experienced a significant increase in caseload since 1991.



Changes to Counties' Share of Program Costs
While limited, changes were made to counties' original share of costs established in 1991, some resulting in higher county program costs.

Revenue Changes



Temporary Redirection of Realignment Revenues
Realignment revenues have been temporarily redirected to increase funding for certain counties or programs.



Realignment Revenues Used to Cover State Costs
The state has required counties to redirect freed-up realignment revenues to cover state CalWORKs costs.

LAO

- **IHSS Provider Wage Increases.** IHSS provider wages increase in two main ways—(1) increases that are in response to state minimum wage increases and (2) increases

that are collectively bargained or established at the local level. In 1999, the state required that counties establish an employer of record for IHSS providers for purposes of collective

Settlement Agreement Related to Proposed IHSS Reductions

During the recession, the state proposed a number of changes to the In-Home Supportive Services (IHSS) program intended to create budget savings, including the institution of stricter eligibility rules and reducing service hours by 20 percent. Multiple class action suits were brought against the state to prevent these changes from taking effect (*Oster v. Lightbourne, et al. I and II* and *Dominguez v. Brown, et al.*). Ultimately, the federal district courts issued temporary injunctions preventing the state from making these changes. While the state did appeal these injunctions, a legal settlement was reached in 2013 resulting in a reduction to IHSS service hours (less than what the state initially proposed). Currently, the state has temporarily restored IHSS service hours that were eliminated. Based on current law, the restoration is effective through 2018-19.

bargaining. Due to this action, all counties today have the ability to negotiate and establish IHSS provider wages above the state minimum wage. Under the current IHSS financing structure, counties *do not* have a share of costs associated with increases to the state minimum wage, but *do* have a share of costs associated with local wage increases above the state minimum wage.

- **Federal Labor Rules.** In February of 2016, the state implemented the new federal labor regulations for home care workers. Under the federal regulations, the state is required to compensate IHSS providers for overtime (hours worked in excess of 40 hours per week), time spent waiting during medical appointments, and time spent traveling between the homes of IHSS recipients. Similar to increases to the state minimum wage, these federal labor rules—as interpreted in California—increase service costs for IHSS.
- **Patient Protection and Affordable Care Act (ACA).** Under the ACA, states had the option to expand eligibility for their Medicaid programs. California opted to expand Medicaid eligibility, which took effect in January 2014 (see the box below for details). The effect of the ACA on realigned health and behavioral health (mental health and substance use treatment) program costs is mixed. For example, counties are responsible for providing health care and behavioral health services to the “indigent” population—generally low-income, uninsured adults. Much

of the indigent population became eligible for Medi-Cal coverage due to the ACA optional expansion. As a result, counties’ costs and responsibilities for indigent health care services significantly decreased. (In the next section, we discuss how the state utilized these health care-related realignment savings to fund General Fund costs for CalWORKs.) Some counties have noted, however, that the increased enrollment in Medi-Cal as a result of the ACA has increased demand for county behavioral health services.

State and Counties Adopted New Program Responsibilities, Generally Increased Overall Program Costs. Based upon our conversations with counties, realigned program costs also have increased as a result of newly adopted program responsibilities by the state and counties beyond what were originally included in 1991 realignment. Examples of these new program responsibilities include:

- **Adult Specialty Mental Health Managed Care Program.** By 1998, the state shifted programmatic and fiscal responsibilities for much of adult specialty mental health services to counties, including certain psychiatric inpatient hospital services and outpatient specialty mental health services. At the time, the state provided counties with additional funding for these newly realigned mental health program responsibilities (specifically, the amount the state was spending on these services). Over time, any cost increases were

Effect of Patient Protection and Affordable Care Act (ACA) On Medi-Cal Eligibility

Under the ACA, states had the option to expand eligibility for their Medicaid program. Before the ACA, Medicaid eligibility was generally restricted to families with children, seniors and persons with disabilities with incomes below 108 percent of federal poverty level (FPL). Therefore, nondisabled, childless adults under age 65 were ineligible for Medicaid regardless of income. Under the ACA, states had the option—which was exercised by California—to expand eligibility for their Medicaid programs to all qualified residents under age 65 with household incomes at or below 138 percent of the FPL beginning January 2014. As of today, over 3 million Californians have obtained health insurance through the Medi-Cal optional expansion.

largely expected to be paid for with growth in 1991 realignment revenues. Some counties have stated that 1991 realignment funds *alone* are not enough to pay for the increased demand and overall costs for these mental health program requirements over time.

- ***Drug Medi-Cal Organized Delivery System (ODS) Pilot Program.*** In 2016, counties were given the option to participate in a pilot program to provide substance use disorder services for Medi-Cal beneficiaries beyond the required services under Medicaid. Currently, 40 counties opted into the pilot program, of which about half have OSD services up and running. Participating counties stated that they took on these additional program responsibilities as a way to increase behavioral health service levels and draw down additional state and federal funding. In addition, some counties believed that providing additional behavioral health programs could potentially reduce other health care costs, such as costs associated with emergency room and hospital inpatient visits. Our understanding is that counties took on these new program requirements with the expectation that they could use multiple funding sources, including growth in 1991 realignment revenues, to fund ODS program costs.

Overall, due to the provisions of the poison pill (described on page 7), counties generally are reluctant to submit mandate claims against new state-imposed program responsibilities that occurred after 1991. Additionally, to some extent, counties have been able to use a mix of revenues—including 1991 and 2011 realignment funds, Mental Health Services Act funds, and federal grants—to cover new mental health program costs added to realignment.

Caseload Expanded Significantly in IHSS and Mental Health. Since 1991, key realigned programs have experienced a significant increase in caseload, resulting in higher program costs. For example, caseload in the IHSS program has more than tripled in the past 27 years, from about 160,000 in 1990-91 to an estimated 545,000 in 2018-19. (In contrast, the population of California

has grown by roughly one-third over that same time period.) Additionally, counties have expressed that the utilization of local mental health services has grown significantly since 1991. (We were not able to quantify caseload growth for specific 1991 realigned mental health services because such service-level caseload data is not available.) The reasons for the significant caseload growth in IHSS and mental health are not completely understood, but likely are due to demographic and population changes in counties. In the case of IHSS, some counties have expressed that caseload growth is partially due to a significant rise in the local senior (aged 65 and older) population and a preference to age at home rather than in an institution.

State-County Cost Sharing Arrangement Recently Changed for IHSS. As described earlier, costs for realigned programs have increased primarily due to new federal and state policies, program requirements, service cost growth, and caseload growth—things largely outside the control of counties. Despite increasing program costs and limited local flexibility, the state-county cost-sharing structure for realigned programs generally have remained the same. The most recent, and significant, exception was the implementation of a new IHSS maintenance of effort (MOE).

Between 2012-13 and 2016-17, the share of cost for IHSS established under 1991 realignment was replaced with an IHSS MOE—referred to as the 2011 IHSS MOE. Over the five years in which the 2011 IHSS MOE was in effect, growth in the county IHSS MOE was *less than* the growth in total IHSS costs, resulting in counties paying for a smaller share of the nonfederal IHSS costs and the state General Fund paying for a greater share of nonfederal IHSS costs relative to the original cost-sharing ratios established under 1991 realignment. Additionally, the relatively slower growth in county IHSS costs allowed a greater share of realignment funds to pay for health, mental health, and CalWORKs costs.

In 2017-18, a new county IHSS MOE was established—referred to as the 2017 IHSS MOE. The 2017 IHSS MOE changed county costs to roughly reflect the original county cost-sharing ratios established under 1991 realignment

(35 percent of the nonfederal share of IHSS service costs and 30 percent of the nonfederal share of IHSS administrative costs). As a result, the 2017 IHSS MOE significantly increased IHSS county costs relative to what county costs would have been under the 2011 IHSS MOE. Specifically, total IHSS county costs are expected to have increased by about \$640 million in 2017-18 relative to 2016-17. Moving forward, it is expected that the majority of total realignment funds for social services programs—roughly 80 percent in 2017-18—will be needed to cover IHSS county costs for the foreseeable future. (If the historical cost-sharing ratios had remained in place between 2012-13 and 2016-17, the amount of realignment revenues used to cover IHSS county costs would have increased incrementally. As a result, without the 2011 IHSS MOE, the realignment funding issues highlighted in this report would have surfaced earlier.) We discuss in detail the technical differences between the 2011 and 2017 IHSS MOE in the box on page 16.

Revenue Changes

In this section, we explain key changes to realignment revenues since 1991. In general, revenue changes are due to broader trends in the tax base or state policies.

Temporary Redirection of 1991 Realignment Revenues. The state has temporarily redirected realignment revenues mainly either to improve the distribution of funds to certain counties or increase the level of funding for certain programs. Below, we describe two ways in which realignment revenues have been temporarily redirected.

- **Temporarily Redirected Growth Revenue to “Under-Equity” Counties.** Prior to the enactment of 1991 realignment, counties’ per-person funding for health and mental health programs varied. When 1991 realignment was enacted, the distribution of realignment health and mental health funding was based on these local allocations. For some counties, the funding provided through 1991 realignment did not necessarily reflect the resources needed to fully address their local program needs.

(These counties are commonly referred to as under-equity counties.) The state tried to address this issue beginning in 1994-95 by creating multiple health and mental health “equity subaccounts” that would provide under-equity counties with additional realignment growth revenues based on each county’s overall population and the population of local low-income residents. These allocations increased recipient counties’ overall health and mental health funding. The final equity payments were provided in 2000-01. While the equity shortfall for these counties was reduced, there are still differences in funding among counties that do not necessarily reflect differences in program funding needs.

- **Temporarily Redirecting Growth Revenues to Pay for IHSS County Costs.** The 2017-18 budget package changed the flow of funds in response to increased IHSS county costs. Specifically, in addition to receiving all sales tax growth, IHSS will temporarily receive almost all of VLF growth. As a result, the Health and Mental Health Subaccounts will receive no VLF growth funds for three years—from 2017-18 to 2019-20. The VLF growth funding for these subaccounts will be partially restored in 2020-21 and fully restored in 2022-23 and onwards. (We note that the 2017-18 budget package also made a permanent change to when counties receive sales tax growth revenue to improve counties ability to pay for IHSS costs.)

1991 Realignment Savings Used to Offset State Costs. In recent years there have been state and federal actions that reduced realignment-related costs. The state has required counties to redirect freed-up realignment revenues to newly created subaccounts in order to achieve state savings (by offsetting state CalWORKs costs) or support CalWORKs grant increases. Below, we describe three ways in which the state has redirected 1991 realignment funds:

- **Redirection of Mental Health Funds to CalWORKs MOE Subaccount.** In 2011, mental health funds from 1991 realignment

were replaced with 2011 realignment funds. In effect, this freed-up \$1.1 billion within 1991 realignment-related mental health funding obligations. The freed-up 1991 mental

health funds are shifted to the CalWORKs MOE Subaccount (created in 2011) within 1991 realignment, which offsets General Fund costs for CalWORKs grants. This change does

2011 and 2017 County IHSS MOE

Below, we describe the 2011 and 2017 county In-Home Supportive Services (IHSS) maintenance of effort (MOE) and discuss the differences between the two arrangements.

2011 IHSS MOE. As of 2012-13, all counties were required to maintain their 2011-12 expenditure levels for IHSS, to which an annual growth factor of 3.5 percent was applied beginning in 2014-15. Added to the MOE were any county costs associated with local IHSS wage increases. The state General Fund assumed the remaining nonfederal IHSS costs. Over the five years in which the 2011 IHSS MOE was in effect, the annual IHSS MOE growth factor was less than the year-to-year growth in total IHSS nonfederal costs. As a result, a greater share of nonfederal IHSS costs was shifted from counties to the state. Specifically, under the 2011 IHSS MOE, the state share of IHSS nonfederal costs increased from 65 percent in 2011-12 (\$1.7 billion) to 76 percent in 2016-17 (\$3.5 billion). Additionally, the relatively slower growth in county IHSS costs allowed the Health, Mental Health, and Child Poverty Subaccounts to receive a greater share of realignment funds.

2017 IHSS MOE. Budget-related legislation adopted in 2017-18 eliminated and replaced the 2011 IHSS MOE with a new county MOE financing structure. Under the new 2017 IHSS MOE, the counties' share of IHSS costs was reset to roughly reflect the counties' share of estimated 2017-18 IHSS costs based on historical county cost-sharing ratios (35 percent of the nonfederal share of IHSS service costs and 30 percent of the nonfederal share of IHSS administrative costs). Additionally, the 2017 IHSS MOE will increase annually by (1) the counties' share of costs from locally negotiated wage increases and (2) an annual adjustment factor.

As shown in the figure, the annual adjustment factor depends on the rate of growth in realignment revenues. If realignment revenues are less than prior-year levels, the adjustment factor for the 2017 IHSS MOE will be zero. If the realignment revenues grow by less than 2 percent, the adjustment factor will either be 2.5 percent in 2018-19 or 3.5 percent in 2019-20 and onwards. If the realignment revenues grow by more than 2 percent, the adjustment factor will be either 5 percent in 2018-19 or 7 percent in 2019-20 and onwards. The administration forecasts the adjustment factor will be 5 percent in 2018-19 and 7 percent in the coming years. Relative to the 2011 IHSS MOE, a higher adjustment rate means that fewer IHSS costs will be shifted to the state from counties. Additionally, to the extent that the MOE adjustment rate is greater than (or less than) actual growth in total IHSS costs, counties will be responsible for a higher (or lower) share of IHSS costs relative to the original county share of cost established under 1991 realignment.

2017 IHSS Maintenance of Effort (MOE) Annual Adjustment Factor^a		
If Realignment Revenues Grow By Then the IHSS MOE Will Increase By . . .	
	2018-19	2019-20 and Onwards
No growth	0	0
Less than 2 percent	2.5%	3.5%
More than 2 percent	5.0	7.0

^a In addition to the annual adjustment factor, the 2017 IHSS MOE will increase by counties' share of costs from local IHSS wage increases.

not affect overall funding for CalWORKs or 1991 realignment programs.

- **Redirection of Indigent Health Funding to New Subaccount.** Prior to the ACA, counties largely were responsible for indigent health care. Counties paid for these costs with 1991 health realignment funds. Under the ACA, Medi-Cal covers many of the individuals for whom the counties previously had been responsible. As a result, counties' indigent health costs have declined. In recognition of these savings, the state requires counties to shift a portion of their Health Subaccount funding to a newly created Family Support Subaccount. (We note that the remaining portion of health realignment funds is used to cover county public health program costs and any remaining indigent health care costs.) The funds in this subaccount are used to offset General Fund costs for CalWORKs grants and county administration. In 2018-19, counties are projected to transfer, in total, \$773 million of health realignment funds to the Family Support Subaccount.
- **Redirection of General Growth Funds to New Subaccount.** Similar to indigent health costs, the 2011 IHSS MOE reduced county social services costs relative to historical cost levels. As a result, a greater amount of revenue growth was made available for other 1991 realignment programs. In recognition of these savings, the 2013-14 budget package required counties to shift a portion of that growth (if available) to the newly created Child Poverty Subaccount. The funds in the Child Poverty Subaccount are used to fund certain CalWORKs grant increases. Absent these funds, existing CalWORKs grant costs originally paid for by the Child Poverty Subaccount would be paid for by the state General Fund. In 2018-19, counties are projected to transfer, in total, roughly \$350 million of general growth funds to the Child Poverty Subaccount.

Absorbing Changes Difficult for Counties

Counties' Ability to Pay for Increased Realigned Program Costs With Local Funds Is Limited. As outlined in this section, program costs for realignment have increased for various reasons and the state's and counties' ability to control costs is limited. In the case of realigned social services programs, although realignment provides counties with revenues to pay for increased program and service costs over time, counties indicate that realignment revenues are not always sufficient to cover the total program and service costs in each year. In the years that revenues are not enough, counties must use other local revenues to meet their realigned program fiscal responsibilities. Counties' ability to raise additional local funds to cover unmet social services program costs, however, is limited. In particular, counties cannot raise the rate on their largest source of revenue—property tax—due to the provisions of Proposition 13. Subsequent statewide ballot measures also have constrained counties' ability to raise revenue through other types of taxes, fees, and assessments. Consequently, over time, counties' ability to raise revenue using broad-based taxes to support realigned social services programs has become quite limited.

Unfortunately, there is no statewide data on what amount of local revenue counties spend on 1991 realignment programs. As noted earlier, the state only tracks and repays *unmet* need for social services programs costs. The state does not provide base restoration if revenues are not sufficient to cover the prior year's costs for all 1991 realigned programs. As a result, counties must use local revenues to cover those base costs. The amount of local revenue used to cover these shortfalls in the base is not tracked. Similarly, the state does not track what amount, if any, counties spend on health and mental health services above the funding provided through 1991 realignment and other state sources.

1991 REALIGNMENT NO LONGER MEETS MANY LAO PRINCIPLES

The changes made by 1991 realignment aimed to create better incentives for counties to control program costs and largely allow counties to tailor health and mental health programs based on local needs. Additionally, realignment intended to increase counties’ ability to change program rules and service levels for social services programs. Generally, 1991 realignment made progress towards creating better incentives for counties, but did not ultimately give them much control over social services programs. Moreover, due to the various changes to 1991 realignment programs without corresponding changes to the realignment





funding structure, 1991 realignment today no longer meets many of the core principles of a state-county fiscal partnership we identified in Figure 2. **Figure 6** summarizes why 1991 realignment no longer meets these principles, which we discuss in this section.

Counties’ Share of Program Cost Should Reflect Control

Today, Counties’ Share of Program Cost Does Not Reflect Their Ability to Control Costs. While the original cost-sharing ratios for realigned programs moved in the right direction relative to

Figure 6

Realignment No Longer Meets Many Principles

Principle	Shortcomings
<p> Counties’ share of costs reflect their ability to control costs in the program.</p>	<p>Changes in entitlement program requirements over time have resulted in counties’ share of cost exceeding their ability to control costs.</p>
<p> Revenues generally cover costs over time.</p>	<p>Realignment revenues may not be sufficiently robust. Programs costs do not decline when revenues decline.</p> <p>Social services programs costs now exceed realignment revenues.</p> <p>Unclear if costs for health and mental health responsibilities are in line with realignment revenues.</p>
<p> Flexibility to respond to changing needs and requirements.</p>	<p>Despite changes to program requirements, use of revenue remains limited for counties.</p> <p>Counties do not receive funding based on level of need among their populations for some programs.</p>
<p> Funding is transparent and understandable.</p>	<p>Revenue structure is extremely complex, making it difficult to track the flow and use of funds. Specifically, changes to the flow of funds—to achieve General Fund savings and address IHSS costs—have made the structure unintelligible.</p>

prior fiscal responsibilities, many no longer reflect counties' long-term ability to control costs in the programs. Today, counties' share of cost for many realigned programs exceeds their ability to control costs in those programs. As described earlier, the erosion in county control is largely due to state and federal policy changes in combination with increased caseload and court decisions requiring certain levels of service. For example, past attempts to reduce IHSS service levels in an attempt to reduce program costs have largely failed due to legal protections. The state largely has not made commensurate adjustments to the cost-sharing ratios within 1991 realignment in response to these changes in county control.

Revenues Generally Should Cover Costs Over Time

Realignment Revenues May Not Be Sufficiently Robust. Since 1991, realignment revenues have grown 3.7 percent per year on average. In comparison, assuming constant tax rates, the personal income tax—the state's largest source of revenue—has grown 5.5 percent per year on average. The property tax—local government's single largest source of tax revenue—has grown almost 5 percent per year on average. While realignment revenue growth was intended to generally keep up with the growth in costs, no assessment of whether revenue growth is sufficient to maintain services has been made. Moreover, realignment revenues tend to decrease during recessions when caseload and demand for programs can increase (or at least remain constant). For example, between 2007-08 and 2008-09 the CalWORKs caseload increased by 8 percent, whereas realignment revenue declined by roughly 10 percent. Moreover, 1991 realignment does not explicitly allow counties to maintain reserves, which could help mitigate the impacts of year-to-year revenue declines.

Social Services Programs Costs Now Exceed Realignment Revenues. As noted earlier, counties' social services programs' costs are meant to be covered—over time—by realignment revenues. However, primarily due to IHSS county costs, realignment revenues alone will no longer be enough to pay for total county social

service program costs for the foreseeable future. Specifically, total IHSS county costs are estimated to exceed dedicated realignment revenue by about \$540 million in 2017-18. While the additional state General Fund assistance (\$400 million in 2017-18 and declining to \$150 million by 2020-21) and temporary redirection of other realignment funds are expected to cover the majority of the shortfall in 2017-18, about \$25 million of costs will go unmet in 2017-18. This shortfall is expected to grow in future years. As a result, counties will most likely need to use an increasing amount of other local revenue to fully cover IHSS costs.

Unclear if Costs for Health and Mental Health Responsibilities Are in Line With Realignment Revenues. Counties have expressed that realignment revenues are insufficient to cover health and mental health responsibilities, however, there is not sufficient statewide data to make this determination. In part, this is due to the fact that the amount of realignment revenues allocated to counties for health and mental health responsibilities is determined by a formula, not actual costs. While the state collects data on how much funding each county receives from realignment, the state does not collect data on the total cost incurred by counties to provide realigned health and mental health services. Consequently, while the amount of *revenue* each county receives for health and mental health responsibilities is *known*, whether *costs* for all health and mental health responsibilities align with the allocated realignment revenues is *unknown*.

Should Have Flexibility to Respond to Changing Needs and Requirements

Despite Changes to Program Requirements, Use of Revenue Remains Constrained for Counties. The realignment structure allows for counties to shift up to 10 percent of revenues between the Health and Mental Health Subaccounts on a one-time basis annually. Most counties must receive permission from their Board of Supervisors to make this shift, which may make using this flexibility politically difficult for counties. Aside from this flexibility, however, the structure of realignment does not allow for counties to move funds across subaccounts and has not been

adjusted in response to changing state and federal program requirements.

Growth Distribution Among Counties Based on the 1990s. As previously mentioned, counties largely receive revenue growth funds for health and mental health responsibilities in the same proportions as they did in 1991. Specifically, the distribution formula is largely based on how much counties spent on those programs in the early 1990s. Consequently, those counties that did not spend much on health or mental health services in the early 1990s receive a relatively low proportion of the revenue growth today. For many counties, the populations served by these programs have changed significantly since that time—both in terms of the number of eligible individuals as well as in terms of their service needs.

Funding Should Be Transparent and Understandable

Revenue Structure Extremely Complex. Understanding the flow of funds within 1991 realignment is very challenging. This is partially due to the permanent redirection of realignment revenues for uses outside of the original intent of realignment—namely to offset

state CalWORKs costs—and the temporary provision of additional revenues to cover IHSS county costs. As a result of these changes, the tracking of realignment revenues and program expenditures has increased in complexity and the flow of funds is more labyrinthine. Moreover, while the state tracks how much realignment revenue counties receive, there is no statewide data to determine how much total federal, state, realignment, and local revenue is provided for each realigned program and responsibility. As a result, counties' use of other revenue streams to supplement 1991 realignment revenues and fund realigned program responsibilities is largely unknown.

No Automatic State Oversight Mechanism to Assess Overall Fiscal Health of 1991 Realignment. There is no annual appropriations process for 1991 realignment because counties receive dedicated revenues. As a result, there is no automatic process to determine whether funding counties receive for these programs and responsibilities is sufficient. Moreover, as noted earlier, the state does not collect sufficient information to determine whether realignment revenue is sufficient to meet all requirements.

1991 REALIGNMENT LIKELY NOT ACHIEVING INTENDED BENEFITS

Overall, due to increased program responsibilities, 1991 realignment no longer meets many of the core principles we identified and likely is not achieving the desired benefits of realignment. As noted earlier, 1991 realignment was intended to have certain benefits for both the state and counties. This section discusses the extent to which 1991 realignment is achieving those benefits today.

Decreased Local Flexibility. Throughout this report, we have cataloged the ways in which county flexibility over programs has diminished over the last three decades. While counties maintain control over some elements of program delivery,

required services consume a significant portion of what counties provide through 1991 realignment. In many ways, counties have less flexibility to respond to local needs relative to when 1991 realignment was implemented.

Unclear Effects on Innovation and Improved Program Outcomes. While program outcomes are outside of the scope of this report, the lack of program flexibility may be constraining counties' ability to innovate. Moreover, there is very little—if any—state oversight regarding counties' delivery of 1991 realignment services. Consequently, the state's ability to assess realignment's impact on outcomes is limited.

Unknown Cost Savings. As noted earlier, there is no comprehensive data on total expenditures for realigned programs. As a result, we cannot assess the extent to which the state is achieving any savings under realignment. In addition,

given the increasingly prescriptive programmatic requirements which limit counties’ ability to try different strategies, counties’ ability to achieve savings through innovation likely also is constrained.

OPTIONS FOR IMPROVING 1991 REALIGNMENT

Below, we present options for (1) better aligning the fiscal structure of 1991 realignment with the LAO principles laid out earlier and (2) achieving intended state and county benefits. We organize these options into three sections. The first section presents options for changing cost-sharing ratios to better align counties’ share of costs with their ability to control those costs. The second section presents options to better align revenues and costs. The third section outlines other improvements that could be made to 1991 realignment to better align it with our principles. Generally, all of these options could be pursued in tandem or individually to improve 1991 realignment.

CHANGE COST-SHARING RATIOS

This section outlines options for better aligning counties’ share of cost with their ability to control costs in realigned programs. Specifically, these options would reduce counties’ share of IHSS costs and propose other programs—over which counties have greater control—to either realign or increase the counties’ existing share of cost. We summarize these options and the principles addressed in **Figure 7** and discuss one specific possibility in greater detail below.

Reduce County Share for IHSS . . . Although counties are expected to be able to cover the majority of their share of IHSS costs in the short-term (in large part due to the additional General Fund assistance and temporary redirection of other realignment funds), they have expressed concern that realignment revenues will not be enough to cover increased IHSS costs in the coming years. As discussed

earlier, following 1991 realignment, a number of state and federal policies and legal decisions have made it difficult for the state and counties to change service levels or program rules for IHSS. Given that the 2017 IHSS MOE is based on the original cost-sharing ratio established in 1991 (35 percent), counties current share of IHSS costs arguably does not reflect their actual ability to control program costs. One solution would be to reduce the counties’ share of IHSS cost to better reflect their level of control over the program. (In particular, counties can affect program costs through their administration of the program and negotiations over wages and benefits.)

Reducing counties’ IHSS costs would reduce the amount of realignment funds required to cover those costs. For instance, ending the 2017 IHSS MOE and giving counties responsibility for between 20 percent and 25 percent of IHSS costs in 2019-20 would reduce their costs by *roughly* \$800 million to \$500 million. Absent other actions, this change would mean there would be sufficient funding within realignment to cover counties’ IHSS costs plus free up roughly \$500 million to \$200 million in realignment funding that could flow to health and mental health programs. Reducing counties’ IHSS costs, however, would increase IHSS General Fund costs by roughly \$800 million to \$500 million (including the \$200 million General

Figure 7	
Change Cost-Sharing Ratios	
Options	Realignment Principles Addressed
Reduce county share for IHSS and increase county share for another program (such as forensic court commitments).	<ul style="list-style-type: none"> ✓ Counties’ share of costs reflect their ability to control costs in the programs. ✓ Revenues generally cover costs over time.

Fund support the state plans to provide counties under the 2017 IHSS MOE). To reduce the impact to the General Fund, the Legislature could offset some or most of the increase in IHSS General Fund costs by increasing counties’ fiscal responsibilities for other programs over which counties have relatively greater control over costs. In effect, the state would “swap” a portion of counties’ fiscal responsibility for IHSS for a share of another program currently supported by the state General Fund.

. . . Increase County Share for Other Programs. There are a few realignment swap options that, if carefully considered and designed, could better fit within the realignment principles outlined earlier. We believe the best option to explore for such a swap would be forensic court commitments. Currently, counties are responsible for almost all mental health treatment for low-income Californians with severe mental health needs. One exception, however, is treatment for individuals found incompetent to stand trial or not guilty by reason of insanity in *felony* cases (referred to as felony forensic court commitments). The state treats almost all felony forensic court commitments in state hospitals; however, many individuals wait in county jails for many months given the limited number state hospital beds. Counties are only responsible for providing treatment to individuals in *misdemeanor* forensic court commitments.

Given counties’ current mental health responsibilities, the Legislature could consider making counties responsible for treating *all* forensic court commitments and making counties responsible for a portion of those costs through 1991 realignment. Counties could continue to send individuals to state hospitals, treat them in county jails, or use other community-based treatment options as appropriate. Realigning these responsibilities to the counties better fits our realignment principles in that counties would have better ability to control costs based on treatment decisions. Additionally, given that the mental health needs of felony forensic court commitments generally are similar to those of misdemeanor

forensic court commitments, counties are positioned to treat both populations. In recognition of this control and ability to provide services, the state has implemented various programs—most recently in the *2018-19 Budget Act*—to give counties greater responsibility for felony forensic court commitments.

If the Legislature shifted this treatment responsibility to counties, we recommend giving counties substantial portion of the fiscal responsibility because counties’ choices about treatment would significantly affect overall costs. For instance, if counties were responsible for roughly 50 percent of the cost for serving individuals in felony forensic court commitments, total county costs would be roughly \$500 million annually (based on the current population). This amount reflects half of what the state plans to spend in 2018-19 on state hospital treatment for felony forensic court commitments plus an estimate of the cost to treat those waiting in county jail. Funding for this increase in mental health responsibilities could be provided to counties through 1991 realignment using revenue freed up from reducing counties’ IHSS costs. If the Legislature shifted a larger share of cost to counties, additional funding would need to be provided to counties.

BETTER ALIGN REVENUES AND COSTS

This section outlines two ways to change realignment funding allocations to address our realignment principle that over time revenues generally should cover costs, as summarized in **Figure 8**. The first way addresses the growth allocations, but does not fully address our principle that revenues generally cover costs over time.

Figure 8	
Better Align Revenues and Costs	
Options	Realignment Principle Addressed
<ul style="list-style-type: none"> • Update growth allocations • Increase funding to address existing shortfalls 	<p>✓ Revenues generally cover costs</p>

However, these changes would improve the distribution of funds moving forward. The second way, addresses overall program funding and would make more progress towards meeting this principle.

Update Growth Allocations

Update Counties' Growth Allocations for Health and Mental Health Responsibilities. While the amount of growth funding counties receive for social services programs is meant to cover actual increases in costs, the amount of growth funding counties receive for health and mental health services is not tied to actual costs or local needs. Under this option, the amount of funding each county receives for health and mental health services would be updated to reflect counties' current populations (rather than being based on what counties provided in the 1990s). We describe below two methods—one using existing funding and one providing additional funding—to make this update.

Use Existing Resources. This change could be made without increasing funding for these services; however, as a result, some counties would receive more funding while other counties would receive less funding (compared to today). To make this change, the formulas that govern the distribution of growth funding to each county within the Health and Mental Health Subaccounts would need to be updated. There are many different approaches for updating these formulas including distributing funding proportionally based on counties' share of low-income individuals. Due to the temporary redirection of VLF funding, this update would not have any practical effect—because there is no growth funding to these subaccounts—for a few years. Moreover, for the foreseeable future, all sales tax growth funds will be used to cover counties' IHSS costs. Consequently, the overall growth funding to these accounts will be limited. As a result, there would be little change to the distribution of health and mental health funding among counties for many years.

Provide Additional Resources. Alternatively, the amount of growth funding allocated to the Health and Mental Health Subaccounts could be increased by reversing recent changes to realignment that offset General Fund costs. Specifically, the growth

funding provided to the Family Support and Child Poverty Subaccounts would be reduced and shifted to the Health and Mental Health Subaccounts. (Because the Family Support and Child Poverty Subaccounts offset General Fund costs related to CalWORKs, reducing funding to these accounts would increase General Fund costs in future years.) One advantage of this alternative is that no county would receive less growth funding under an updated formula (compared to today). In addition, increasing funding for health and mental health services could help counties cover the increasing costs from the additional service responsibilities discussed earlier.

Increasing the amount of funding available would require not only updating the distribution formulas—described above—but also determining how much additional funding might be required. This would require the Legislature to direct the administration to work with counties to determine where service needs are growing more rapidly and distribute additional growth funding based on this measure.

Increase Funding to Address Existing Shortfalls

Increase Funding to Address Shortfalls for Social Services Programs. As noted earlier, the shortfall—excluding General Fund support and temporary redirection of VLF revenues—for social services programs is at least \$540 million. Moreover, this shortfall will grow in future years. Rather than providing General Fund support through the budget process, funding within realignment could be redirected to cover this shortfall. Specifically, funding in the Family Support and Child Poverty Subaccounts could be reduced and redirected to the Social Services Subaccount. Because these subaccounts offset General Fund costs associated with CalWORKs, any reduction in existing funding to these subaccounts would come with simultaneous dollar-for-dollar General Fund costs. Moreover, future CalWORKs grant increases that would be funded with growth in the Child Poverty Subaccount would no longer occur absent legislative action. (These two subaccounts are estimated to receive a combined total of roughly \$1 billion in 2018-19.) Redirecting funds in this

way would better match realignment revenues with realignment costs and simplify the flow of funds within realignment.

Assess Potential Shortfall for Health and Mental Health Responsibilities. The Legislature also could consider redirecting a portion of the funding in the Family Support and Child Poverty Subaccounts to the Health and Mental Health Subaccounts. As noted earlier, counties have flexibility to determine how to provide health and mental health services using funds from those subaccounts. As a result, determining whether there is a funding shortfall in those subaccounts—and therefore how much additional funding to provide—is very difficult. Consequently, before shifting funding to these accounts, the Legislature would need to direct the administration to work with counties to make this determination. At minimum, this would require determining what specific services should be paid by the Health and Mental Health Subaccounts and collecting data from counties on the cost of those services.

OTHER IMPROVEMENTS TO ALIGN TO PRINCIPLES

This section outlines a variety of other changes that could be made to realignment to better align it with our principles. **Figure 9** summarizes these changes and the principles addressed.

Apply Lessons From 2011 Realignment.

2011 realignment incorporated some of the lessons learned from 1991 realignment. Those lessons were not, however, extended to 1991 realignment simultaneously. To improve 1991 realignment, the Legislature could apply all or some of these lessons back to 1991 realignment. Specially, the Legislature could:

- **Provide Constitutional Mandate Protection.** Counties only would be required to carry out new programmatic requirements within 1991 realignment if additional funding were provided to cover the costs of those requirements. (This change would require voter approval.) By providing state funding for new program requirements, counties’ share of cost would reflect their preexisting program responsibilities.
- **Provide Base Restoration to All Programs.** All subaccounts would be restored after any reductions due to lower revenues. Providing more consistent funding to these programs would give counties greater flexibility to respond to state and local needs and requirements.
- **Allow More Fund Transfers.** Remove the requirement to receive Board of Supervisors approval for fund transfers between subaccounts. Simplifying the process in which funds can be transferred may give county

Figure 9

Other Improvements to Align Principles

Options	Realignment Principles Addressed
Apply lessons from 2011 realignment.	<ul style="list-style-type: none"> ✓ Counties’ share of costs reflect their ability to control costs in the program. ✓ Flexibility to respond to changing needs and requirements.
Track realignment revenues and costs.	<ul style="list-style-type: none"> ✓ Funding is transparent and understandable.
Encourage counties to maintain reserves.	<ul style="list-style-type: none"> ✓ Revenues generally cover costs.
Consider long-term impact of policy decisions on ability to control program costs.	<ul style="list-style-type: none"> ✓ Counties’ share of costs reflect their ability to control costs.

health and human service agencies more flexibility to respond to state and local needs.

Track Realignment Revenues and Costs.

Piecing together counties' funding for realigned programs is very challenging. The state provides information on realignment revenues distributed to counties, but no statewide data are available regarding how much counties spend in total across programs from all sources. As noted earlier, there is no account of how much counties rely on local resources to support the currently realigned programs. Anecdotally, some counties report spending a few million each year, while others report spending hundreds of millions of dollars annually. Not only does this limit information on statewide spending for each program, but also limits the Legislature's ability to evaluate whether sufficient resources are provided to counties over time given program requirements.

Counties cannot respond to state incentives to control costs because counties cannot easily understand the factors driving their realignment funding. To better understand the full cost of realignment and enable counties to respond to cost incentives, the Legislature could require state agencies and counties to provide total program spending across the realigned programs. The Legislature also could consider whether counties should break out spending within the Health and

Mental Health Subaccounts to better understand how counties utilize those funds to meet local needs. These changes would make realignment much more transparent and understandable.

Encourage Counties to Maintain Reserves.

State law does not explicitly allow counties to carry 1991 realignment funds over year to year to maintain a reserve. To allow greater program continuity, the Legislature could allow counties to create reserves that could be used across 1991 realignment programs. This would help counties cope with the declines in realignment revenues and better align revenues with costs year to year.

Consider Long-Term Impact of Policy Decisions on Ability to Control Program Costs.

As outlined earlier, state and county actions have expanded service levels and made providing services more costly for many realigned programs. For some programs, these changes are difficult to roll back due to the entitlement nature of the program and court rulings. Consequently, the Legislature and counties may want to carefully consider the benefits and permanency of certain decisions that expand program rules and ultimately make programs more costly. By limiting program decisions to those the state and counties are willing to fully fund long term, program costs are more likely to reflect the state's and counties' ability to control and pay for costs over time.

CONCLUSION

Overall, we find that the 1991 realignment structure no longer meets many of the core principles of a successful realignment and likely is not achieving the desired benefits of realignment for the state or counties. In particular, counties' share of cost for many realigned programs today no longer reflects their ability to control program costs. This problem is made worse because

realignment revenues alone are no longer sufficient to pay for county social services programs costs over time. Changing 1991 realignment will be difficult; however, there are options that both better meet our principles and address—with differing General Fund implications—the funding shortfall in realignment.

LAO PUBLICATIONS

This report was prepared by Jackie Barocio and Carolyn Chu, and reviewed by Ginni Bella Navarre with assistance from Lourdes Morales. The Legislative Analyst's Office (LAO) is a nonpartisan office that provides fiscal and policy information and advice to the Legislature.

To request publications call (916) 445-4656. This report and others, as well as an e-mail subscription service, are available on the LAO's website at www.lao.ca.gov. The LAO is located at 925 L Street, Suite 1000, Sacramento, CA 95814.



COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362
Catherine Venturella, Clerk of the Board of Supervisors

AGENDA ITEM December 4, 2018

SUBMITTED BY: Administration – Rebecca Campbell/Roger Bradley

SUBJECT: STUDY SESSION – CALPERS COST IMPACTS

SUMMARY:

Overview:

The County of Kings contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits to its employees. Changes in the recent past to CalPERS actuarial valuations of the County portfolio of plan assets will require significant additional financial contributions to be made over the next several years. As a result, the Board will hold a study session to discuss the financial implications to the County.

Recommendation:

Information only. No formal action required.

Fiscal Impact:

No fiscal impact with the study session.

BACKGROUND:

The County currently contracts with CalPERS to provide retirement benefits to its employees. CalPERS provides a defined benefit retirement plan (pension) to the County's Public Safety and General Employees. Both the County and current employees contribute to the CalPERS plan. The County's annual contribution for all employees to pay for plan benefits is projected to increase significantly over the next five years.

Each year, CalPERS provides a valuation of the County's plan assets, which includes the actuarial determined contribution for the following year. These valuations are subject to fluctuations in the assets of the plan due to investment returns earned by CalPERS and changes in status of the City's retirees and employees. Due to lower than expected returns on plan investments over the past several years, CalPERS has lower its assumed annual

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: _____ OTHER: _____

I hereby certify that the above order was passed and adopted
on _____, 2018.

CATHERINE VENTURELLA, Clerk of the Board

By _____, Deputy.

Agenda Item

STUDY SESSION - CALPERS COST IMPACTS

December 4, 2018

Page 2 of 2

rate of return from 7.5 percent to 7.0 percent, which requires increased contributions from the County to pay for the half percent of benefits that were previously to be paid for from investment returns. The gap between what the County has already contributed and the benefits owed to current employees and retirees continues to grow due to market changes, an increased number of retirees, and longer life expectancies of retirees. This gap is what is known as the CalPERS unfunded pension liability. In addition to the County's normal plan contributions, the County is making annual payments to CalPERS to pay off this liability. As the normal contributions and the payments for the unfunded liability are expected to increase over the next five years, staff has prepared a study session for your Board to identify the anticipated financial implications of future CalPERS costs. It is envisioned that this study session will bring the issue to light and set the stage for financial planning over the next few years.

During the study session, staff will present an overview of the County's plan, current plan assets, and a financial projection of required contributions over the next five years.