

1. INCORRECT REDUCTION CLAIM TITLE

Interagency Child Abuse and Neglect Reports

FY 1999-00 through FY 2012-13

2. CLAIMANT INFORMATION

City of Palmdale

Name of Local Agency or School District

Karen Johnston

Claimant Contact

Finance Director

Title

38300 Sierra Highway, Suite D

Street Address

Palmdale, CA 95330

City, State, Zip

661-267-5411

Telephone Number

661-267-5082

Fax Number

kjohnston@cityofpalmdale.org

E-Mail Address

3. CLAIMANT REPRESENTATIVE INFORMATION

Claimant designates the following person to act as its sole representative in this incorrect reduction claim. All correspondence and communications regarding this claim shall be forwarded to this representative. Any change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Annette S. Chinn

Claimant Representative Name

President

Title

Cost Recovery Systems, Inc.

Organization

705-2 East Bidwell Street #294

Street Address

Folsom, CA 95630

City, State, Zip

916-939-7901

Telephone Number

916-939-7801

Fax Number

achinnrcs@aol.com

E-Mail Address

For CSM Use Only

Filing Date:

RECEIVED

November 07, 2017

**Commission on
State Mandates**

IRC #: **17-0022-I-01**

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Please specify the subject statute or executive order that claimant alleges is not being fully reimbursed pursuant to the adopted parameters and guidelines.

Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168 (formerly 11161.7), 11169, 11170, and 11174.34 (formerly 11166.9)

5. AMOUNT OF INCORRECT REDUCTION

Please specify the fiscal year and amount of reduction. More than one fiscal year may be claimed.

<u>Fiscal Year</u>	<u>Amount of Reduction</u>
1999-00--	\$2,552,314.00
2012-13	

TOTAL: \$2,552,314.00

6. NOTICE OF INTENT TO CONSOLIDATE

Please check the box below if there is intent to consolidate this claim.

☐ Yes, this claim is being filed with the intent to consolidate on behalf of other claimants.

Sections 7 through 11 are attached as follows:

7. Written Detailed

Narrative:

pages 1 to 6.

8. Documentary Evidence and Declarations:

Exhibit A-B.

9. Claiming Instructions:

Exhibit C.

10. Final State Audit Report or Other Written Notice of Adjustment:

Exhibit D.

11. Reimbursement Claims:

Exhibit E.



PALMDALE

a place to call home

JAMES C. LEDFORD
Mayor

STEVEN D. HOFBAUER
Mayor Pro Tem

LAURA BETTENCOURT
Councilmember

AUSTIN BISHOP
Councilmember

JUAN CARRILLO
Councilmember

38300 Sierra Highway

Palmdale, CA 93550-4798

Tel: 661/267-5100

Fax: 661/267-5122

TDD: 661/267-5167

Auxiliary aids provided for

communication accessibility

upon 72 hours notice and request.

November 3, 2017

Ms. Heather Halsey
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Re: City of Palmdale, Interagency Child Abuse and Neglect Investigation
Reports Program - Incorrect Reduction Claim, FY 99-99 through FY 12-13

The City of Palmdale was audited by the (State Controller's Office (SCO) beginning March, 2015. The Final Audit Report was issued May 19, 2016.

The City has two areas that it believes were incorrectly reduced:

ISSUE 1:

SCO's interpretation of eligible activities was excessively restrictive and denies local agencies reimbursement of reasonably necessary, actual activities involved in the preliminary investigative process to "Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated, or Inconclusive..."

"Government Code (GC) sections 17500 through 17617 provide for the reimbursement of costs incurred by local agencies for costs mandated by the State. These are costs that local agencies are required to incur after July 1, 1980, as a result of any statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service of an existing program."

"All claims received by the SCO will be reviewed to verify all actual costs claimed. An adjustment of the claim will be made if the amount claimed is determined to be excessive, improper, or unreasonable."

Per Code of Regulations, Title 2, section 1183.1, "Reasonably necessary activities are defined in the regulations as "those methods not specified in statute or executive order that are necessary to carry out the mandated program."

Claiming Instructions and Parameters and Guidelines Component 3.a.1) Complete an investigation for purposes of preparing the report state: "this activity includes review of the initial Suspected Child Abuse Report (Form 8572),

conducting initial interviews with parents, victims, suspects, or witnesses, where applicable, and making a report of the findings of those interviews, which may be reviewed by a supervisor." Are eligible for reimbursement

SCO argues that eligible activities are STRICTLY LIMITED TO this list of tasks. Claimant disagrees and believes that these were general guidelines meant to provide direction, and not meant to be an exclusive and exhaustive list of eligible tasks that take place during the preliminary investigative process to determine if the child abuse or neglect case is founded or unfounded. To assume so is unreasonable and violates the intent of State Mandate Statutes which ensure the reimbursement of actual costs incurred to comply with the State mandated program.

The specific activities in denied by the SCO in dispute are:

- 1) Review preliminary documents and materials to determine if interviews are necessary. This may include checking to see if a report was already written (duplication), call CPS or reporting agency to obtain more details of the case, checking prior history, and other considerations.
(SCO is only allowing time to review the SCAR)

- 2) identify involved parties.
- 3) schedule and set up interviews via phone and/or email when needed
- 4) travel to meet with parties involved in the investigation
- 5) inspection of home (in instances related to allegations of neglect) to determine living conditions- food, running water, safe living conditions etc.

Relying on parent interviews or locating other possible witnesses to determine living conditions is often not appropriate or reasonable. The inspection of the child's living conditions is not being done to "collect evidence for criminal prosecution", but to determine if the child is suffering neglect – specifically to determine if the case is founded or unfounded. We believe the Commission would find this activity eligible since it is done prior to or in conjunction with the first interview phase of the investigation. It is Patrol level staff that would do this activity (not Detective level which review which would occur during the evidence collection phase for criminal prosecution.)

On pages 34 of the December 2013 Statement of Decision California Department of Social Services (CDSS) argues (and Commission agrees) that only an investigation similar to one that is conducted by CDSS– and not as detailed as those conducted by law enforcement agencies - should be allowed.

CDSS testimony states that, "**prior to the actual interviews, the social worker must make a multitude of considerations to first decide whether an in-person investigation is necessary**". That is exactly the same process law enforcement goes through in reviewing each case, however those activities and costs are being disallowed by SCO auditors.

Page 35 CDSS describes the process their staff goes through to make the determination as to whether the investigation requires referral to the Department

of Justice (DOJ) under CANRA (Child Abuse and Neglect Reporting). "In summary, these rules require the social worker to first decide whether an in-person investigation is necessary, which includes consideration of a multitude of considerations. If an in-person investigation of reported child abuse is determined to be necessary, the CDSS regulations at MPP 31-114 describe what steps are necessary for the conduct of the investigation."

"These rules require direct contact with all alleged child victims, and at least one adult who has information regarding the allegations. If after that stage the social worker does not find the referral to be unfounded, the social worker must conduct and in person investigation with all the children present at the time of the initial in person investigation, all parents who have access to the child alleged to be at risk of abuse, noncustodial parents if he/she has regular or frequent in person contact with the child, and make necessary collateral contacts with persons having knowledge of the condition of the child. Based on these investigative activities, the social worker is required under CDSS regulations at MPP 31-501 to determine whether the results of the investigation require referral to the Department of Justice under CANRA."

Page 37 the Commission concludes: "Therefore, because in-person interviews and writing a report of the findings are the last step taken by law enforcement before determining whether to proceed with a criminal investigation or close the investigation, and the last step that county welfare departments take before determining whether to forward the report to the DOJ and possibly refer the matter to law enforcement, that degree of investigative effort must be the last step that is necessary to comply with the mandate."

Based on the Statement of Decision discussion, we believe that the activities listed above and performed by law enforcement agencies **before** this "last step" in the investigative process are eligible for reimbursement.

SCO's reductions of time for the investigative steps conducted prior to the in-person interviews and report writing are incorrect and time reduced should be restored.

ISSUE 2:

Disallowance of Overhead/Indirect Cost

The SCO denied the inclusion of the default 10% Indirect Cost Rate Proposal (ICRP) or overhead costs to the City's claim for reimbursement allowed by the claiming instructions. The SCO auditor stated that "there is already adequate overhead included in the contracted county billed hourly rates of the Deputy and Sergeant". They also contend that direct labor costs are not claimed – only contract costs, which are not subject to the ICRP.

First the City believes the issue should not be whether the SCO believes there is "adequate" overhead included, but whether the City's ACTUAL overhead costs incurred are being reimbursed. Evidence shows that there was additional overhead both within the contract (Supplemental position purchase such as additional Station Clerks and Sergeants) and Citywide overhead OUTSIDE the

contract that justifies the allowance of the default allowable overhead costs claimed.

The Claiming instructions under Indirect Costs state, "Indirect costs (or overhead) are those costs incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular program without efforts disproportionate to the result achieved. Indirect costs may include both (1) the overhead costs for the unit performing the mandate and (2) the costs of central government services distributed through the central service cost allocation plan and not otherwise treated as direct costs."

The City has attached the Cost Schedules for each year showing the Supplemental costs incurred through the contract as well as has prepared sample ICRPs to show that the default overhead rate of 10% is justified.

The City disagrees with the SCO's contention that "direct labor costs" were not incurred and therefore that precludes them from obtaining reimbursement of actual indirect costs. Direct labor costs have been incurred via contracted employee.

We are happy to report costs in whatever column for form the SCO desires, but believe the city is entitled to fair compensation of all direct and indirect actual costs related to the mandated program.

The Contract schedules show that Deputy hourly rates did NOT include all overhead - such as, additional supplemental administrative and support positions purchased (Sergeants, Lieutenants, Office Clerks, etc.), and internal City wide overhead charges are included in the rates. (City wide Cost Plan Costs and other direct charges paid by the city including facility charges.)

The contract language clearly specifies (LA Sheriff Contracts found in Appendix B) that under section 3.0 DEPLOYMENT OF PERSONNEL

"3.2 a New SH-AD 575 Deployment of Personnel Form shall be authorized and signed annually...

4.1 For the purpose of performing said general law enforcement services, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of services to be rendered hereunder.

4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in the performance of the services.

4.3 "...the City shall furnish at its own cost and expense all necessary office space, and the Sheriff shall have authority to negotiate with the city regarding which entity shall pay for furniture and furnishings, office supplies, janitor service, telephone, light, water and other utilities."

4.5 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationary or notices, forms and the like must be issued

in the name of said City, the same shall be supplied by the City at its own cost and expense."

These sections of the contract demonstrate that the City is indeed incurring substantial additional overhead charges in connection with the provision of law enforcement services in addition to the direct Deputy charges, and thus the allowance of the 10% default ICRP or overhead rate is reasonable and justified.

Additional Overhead incurred within the contract:

In the Los Angeles County Sheriff Contract, most overhead charges are included in the cost of each Deputy in the contract rate. This overhead includes services such as dispatch, special unit services (homicide, sexual crimes, forensics, etc.), equipment, and other overhead positions such as a base level of administrative and clerical support.

In addition to this base amount of overhead built into the sworn staff rates, each city has the option of purchasing additional supplemental overhead positions to their contract if they require and can afford additional support (such as clerical) or administrative staff (dedicated Lieutenants, and extra Sergeants or Watch Deputies). Each fiscal year, the City purchased additional supplemental overhead positions through the contract. (See Appendix B)

In some years the cities may be able to afford more direct staff and more overhead items and others years they cannot. In the lean years, response times and customer service may decline due to limited fiscal resources. When the actual overhead rates were calculated, they were found to range between 12% - 15%. (See Appendix B)

Additional Overhead incurred outside of the contract:

In addition to the Cost Plans determined that the City incurred approximately \$1 million in City Staff costs related to the management and oversight of the Sheriff's Contract/Public Safety program (or 5% of total Law Enforcement Contract with the County). This should also be an allowable cost per the Claiming Instructions. (See attached Cost Allocation Plan documentation in APPENDIX B)

These additional overhead costs also include including the donation of 11 acres of land (estimated value of \$1.3 million) as well as for city provided infrastructure improvements associated with the construction of the Palmdale Sheriff's Station in 2004 (See Appendix B)

Conclusion

Issue 1: We request the restoration of time for preliminary investigative activities (items 1-5 listed on page 2) that occurred prior to the in person interviews and report writing. These activities were necessary to determine if the child abuse or neglect cases were founded, unfounded or inconclusive pursuant State law.

Issue 2: We request the restoration of the additional 10% default overhead/ICRP costs in the claims to compensate the city for actual indirect costs incurred and not reimbursed in the hourly rates allowed by the SCO.

Attached is our supporting documentation.

Please contact me at (661) 267-5082 or our consultant Annette Chinn at (916) 939-7901 with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Karen Johnston".

Ms. Karen Johnston, C.P.A.
Finance Manager

10. CLAIM CERTIFICATION

*Read, sign, and date this section and insert at the end of the incorrect reduction claim submission. **

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

Karen Johnston
Print or Type Name of Authorized Local Agency
or School District Official

Finance Director
Print or Type Title

Karen Johnston
Signature of Authorized Local Agency or
School District Official

11/6/2017
Date

** If the declarant for this Claim Certification is different from the Claimant contact identified in section 2 of the incorrect reduction claim form, please provide the declarant's address, telephone number, fax number, and e-mail address below.*

APPENDIX A – Statement of Decision

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE TEST CLAIM:

Penal Code Sections 11165.1, 11165.2, 11165.3, 11165.4, 11165.5, 11165.6, 11165.7, 11165.9, 11165.12, 11166, 11166.2, 11166.9, 11168 (Including Former Penal Code Section 11161.7), 11169, and 11170

Statutes 1977, Chapter 958; Statutes 1980, Chapter 1071; Statutes 1981, Chapter 435; Statutes 1982, Chapters 162 and 905; Statutes 1984, Chapters 1423 and 1613; Statutes 1985, Chapter 1598; Statutes 1986, Chapters 1289 and 1496; Statutes 1987, Chapters 82, 531 and 1459; Statutes 1988, Chapters 269, 1497 and 1580; Statutes 1989, Chapter 153; Statutes 1990, Chapters 650, 1330, 1363 and 1603; Statutes 1991, Chapter 132; Statutes 1992, Chapters 163, 459 and 1338; Statutes 1993, Chapters 219, 346 and 510; Statutes 1996, Chapters 1080 and 1081; Statutes 1997, Chapters 842, 843 and 844; Statutes 1999, Chapters 475 and 1012; Statutes 2000, Chapters 287 and 916;

California Code of Regulations, Title 11, Sections 901, 902 and 903; Department of Justice Forms SS 8572 ("Suspected Child Abuse Report") and ; SS 8583 ("Child Abuse Investigation Report");

Filed on June 29, 2001,

By County of Los Angeles, Claimant.

Case No.: 00-TC-22

*Interagency Child Abuse and Neglect
Investigation Reports*

STATEMENT OF DECISION PURSUANT
TO GOVERNMENT CODE SECTION 17500
ET SEQ.; CALIFORNIA CODE OF
REGULATIONS, TITLE 2, DIVISION 2,
CHAPTER 2.5, ARTICLE 7

(Adopted on December 6, 2007)

STATEMENT OF DECISION

The Commission on State Mandates ("Commission") heard and decided this test claim during a regularly scheduled hearing on December 6, 2007. Sergeant Dan Scott, of the County of Los Angeles Sheriff's Department, and Leonard Kaye appeared on behalf of the claimant, County of Los Angeles. Susan Geanacou and Carla Castañeda appeared for the Department of Finance.

The law applicable to the Commission's determination of a reimbursable state-mandated program is article XIII B, section 6 of the California Constitution, Government Code section 17500 et seq., and related case law.

The Commission adopted the modified staff analysis to partially approve this test claim at the hearing by a vote of 7 to 0.

Summary of Findings

The County of Los Angeles filed a test claim on June 29, 2001, alleging that amendments to California's mandatory child abuse reporting laws impose a reimbursable state-mandated program. A child abuse reporting law was first added to the Penal Code in 1963, and initially required medical professionals to report suspected child abuse to local law enforcement or child welfare authorities. The law was regularly expanded to include more professions required to report suspected child abuse (now termed "mandated reporters"), and in 1980, California reenacted and amended the law, entitling it the "Child Abuse and Neglect Reporting Act," or CANRA. As part of this program, the Department of Justice (DOJ) maintains a Child Abuse Centralized Index, which, since 1965, maintains reports of child abuse statewide. The index is now used by government agencies conducting background checks on individuals who will interact with children in employment or volunteer settings.

A number of changes to the law have occurred, particularly with a reenactment in 1980, and substantive amendments in 1997 and 2000. Claimant alleges that all of these changes have imposed a reimbursable state-mandated program.

Initially, Department of Finance (DOF) and the Department of Social Services (DSS) both opposed the test claim, arguing that the claim alleges duties of law enforcement and child protective services that were required by prior law. Where the state agencies acknowledge that some new duties may have been imposed, they contend that adequate funding has already been provided to counties as part of the joint federal-state-local funding scheme for child welfare. At the test claim hearing on December 6, 2007, DOF stated agreement with the staff analysis.

The Commission finds that the test claim statutes and executive orders have created numerous new local duties for reporting child abuse to the state, as well as record-keeping and notification activities that were not required by prior law, thus mandating a new program or higher level of service.

At this time, there is no evidence in the record to demonstrate that the mandated activities have been offset or funded by the state or federal government in a manner and amount "sufficient to fund the cost of the state mandate." On the contrary, Welfare and Institutions Code section 10101 indicates that "the state's share of the costs of the child welfare program shall be 70 percent of the actual nonfederal expenditures for the program, or the amount appropriated by the Legislature for that purpose, whichever is less." Conversely, counties must have a share of costs for child welfare services of at least 30 percent of the nonfederal expenditures. In addition, there is no evidence that the counties are required to use the funds identified for the costs of mandated activities.

Therefore, the Commission finds that Government Code section 17556, subdivision (e) does not apply to disallow a finding of costs mandated by the state, but that all claims for reimbursement for the approved activities must be offset by any program funds already received from non-local sources.

Conclusion

The Commission concludes that Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168 (formerly 11161.7), 11169, 11170, as added or amended by Statutes 1977, chapter 958, Statutes 1980, chapter 1071, Statutes 1981, chapter 435, Statutes 1982, chapters 162 and 905, Statutes 1984, chapters 1423 and 1613, Statutes 1985, chapter 1598, Statutes 1986, chapters 1289 and 1496, Statutes 1987, chapters 82, 531 and 1459, Statutes 1988, chapters 269, 1497 and 1580, Statutes 1989, chapter 153, Statutes 1990, chapters 650, 1330, 1363 and 1603, Statutes 1992, chapters 163, 459 and 1338, Statutes 1993, chapters 219 and 510, Statutes 1996, chapters 1080 and 1081, Statutes 1997, chapters 842, 843 and 844, Statutes 1999, chapters 475 and 1012, and Statutes 2000, chapter 916; and executive orders California Code of Regulations, title 11, section 903, and "Child Abuse Investigation Report" Form SS 8583, mandate new programs or higher levels of service within the meaning of article XIII B, section 6 of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514, for cities and counties for the following specific new activities:

Distributing the Suspected Child Abuse Report Form

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Distribute the child abuse reporting form adopted by the Department of Justice (currently known as the "Suspected Child Abuse Report" Form SS 8572) to mandated reporters. (Pen. Code, § 11168, formerly § 11161.7.)

Reporting Between Local Departments

Accepting and Referring Initial Child Abuse Reports when a Department Lacks Jurisdiction:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Transfer a call electronically or immediately refer the case by telephone, fax, or electronic transmission, to an agency with proper jurisdiction, whenever the department lacks subject matter or geographical jurisdiction over an incoming report of suspected child abuse or neglect. (Pen. Code, § 11165.9.)

Cross-Reporting of Suspected Child Abuse or Neglect from County Welfare and Probation Departments to the Law Enforcement Agency with Jurisdiction and the District Attorney's Office:

A county probation department shall:

- Report by telephone immediately, or as soon as practically possible, to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department. (Pen. Code, § 11166, subd. (h), now subd. (j).)

- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166, subd. (h), now subd. (j).)

A county welfare department shall:

- Report by telephone immediately, or as soon as practically possible, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department.

This activity does not include making an initial report of child abuse and neglect from a county welfare department to the law enforcement agency having jurisdiction over the case, which was required under prior law to be made "without delay." (Pen. Code, § 11166, subd. (h), now subd. (j).)

- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency, including the law enforcement agency having jurisdiction over the case, to which it is required to make a telephone report under this subdivision.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166, subd. (h), now subd. (j).)

Cross-Reporting of Suspected Child Abuse or Neglect from the Law Enforcement Agency to the County Welfare and Institutions Code Section 300 Agency, County Welfare, and the District Attorney's Office:

A city or county law enforcement agency shall:

- Report by telephone immediately, or as soon as practically possible, to the agency given responsibility for investigation of cases under Welfare and Institutions Code section 300 and to the district attorney's office every known or suspected instance of child abuse reported to it, except acts or omissions coming within Penal Code section 11165.2, subdivision (b), which shall be reported only to the county welfare department. (Pen. Code, § 11166, subd. (i), now subd. (k).)
- Report to the county welfare department every known or suspected instance of child abuse reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. (Pen. Code, § 11166, subd. (i), now subd. (k).)

- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

As of January 1, 2006, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166, subd. (i), now subd. (k).)

Receipt of Cross-Reports by District Attorney's Office:

A district attorney's office shall:

- Receive reports of every known or suspected instance of child abuse reported to law enforcement, county probation or county welfare departments, except acts or omissions of general neglect coming within Penal Code section 11165.2, subdivision (b). (Pen. Code, § 11166, subds. (h) and (i), now subds. (j) and (k).)

Reporting to Licensing Agencies:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Report by telephone immediately or as soon as practically possible to the appropriate licensing agency every known or suspected instance of child abuse or neglect when the instance of abuse or neglect occurs while the child is being cared for in a child day care facility, involves a child day care licensed staff person, or occurs while the child is under the supervision of a community care facility or involves a community care facility licensee or staff person. The agency shall also send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision. The agency shall send the licensing agency a copy of its investigation report and any other pertinent materials.

As of July 31, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166.2.)

Additional Cross-Reporting in Cases of Child Death:

A city or county law enforcement agency shall:

- Cross-report all cases of child death suspected to be related to child abuse or neglect to the county child welfare agency. (Pen. Code, § 11166.9, subd. (k), now § 11174.34, subd. (k).)

A county welfare department shall:

- Cross-report all cases of child death suspected to be related to child abuse or neglect to law enforcement. (Pen. Code, § 11166.9, subd. (k), now § 11174.34, subd. (k).)
- Create a record in the Child Welfare Services/Case Management System (CWS/CMS) on all cases of child death suspected to be related to child abuse or neglect. (Pen. Code, § 11166.9, subd. (l), now § 11174.34, subd. (l).)

- Enter information into the CWS/CMS upon notification that the death was subsequently determined not to be related to child abuse or neglect. (Pen. Code, § 11166.9, subd. (l), now § 11174.34, subd. (l).)

Investigation of Suspected Child Abuse, and Reporting to and from the State Department of Justice

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated or inconclusive, as defined in Penal Code section 11165.12, for purposes of preparing and submitting the state "Child Abuse Investigation Report" Form SS 8583, or subsequent designated form, to the Department of Justice. (Pen. Code, § 11169, subd. (a); Cal. Code Regs., tit. 11, § 903, "Child Abuse Investigation Report" Form SS 8583.)
- Forward to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse or severe neglect which is determined to be substantiated or inconclusive, as defined in Penal Code section 11165.12. Unfounded reports, as defined in Penal Code section 11165.12, shall not be filed with the Department of Justice. If a report has previously been filed which subsequently proves to be unfounded, the Department of Justice shall be notified in writing of that fact. The reports required by this section shall be in a form approved by the Department of Justice and may be sent by fax or electronic transmission. (Pen. Code, § 11169, subd. (a); Cal. Code Regs., tit. 11, § 903, "Child Abuse Investigation Report" Form SS 8583.)

Notifications Following Reports to the Central Child Abuse Index

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Notify in writing the known or suspected child abuser that he or she has been reported to the Child Abuse Central Index, in any form approved by the Department of Justice, at the time the "Child Abuse Investigation Report" is filed with the Department of Justice. (Pen. Code, § 11169, subd. (b).)
- Make relevant information available, when received from the Department of Justice, to the child custodian, guardian ad litem appointed under section 326, or counsel appointed under section 317 or 318 of the Welfare and Institutions Code, or the appropriate licensing agency, if he or she is treating or investigating a case of known or suspected child abuse or severe neglect. (Pen. Code, § 11170, subd. (b)(1).)
- Inform the mandated reporter of the results of the investigation and of any action the agency is taking with regard to the child or family, upon completion of the child abuse investigation or after there has been a final disposition in the matter. (Pen. Code, § 11170, subd. (b)(2).)
- Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect investigation reports contained in the index from the Department of Justice when investigating a home for the placement of dependant children. The notification shall

include the name of the reporting agency and the date of the report. (Pen. Code, § 11170, subd. (b)(5), now subd. (b)(6).)

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Obtain the original investigative report from the reporting agency, and draw independent conclusions regarding the quality of the evidence disclosed, and its sufficiency for making decisions regarding investigation, prosecution, licensing, or placement of a child, when a report is received from the Child Abuse Central Index. (Pen. Code, § 11170, subd. (b)(6)(A), now (b)(8)(A).)

Any city or county law enforcement agency, county probation department, or county welfare department shall:

- Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect reports contained in the index from the Department of Justice regarding placement with a responsible relative pursuant to Welfare and Institutions Code sections 281.5, 305, and 361.3. The notification shall include the location of the original investigative report and the submitting agency. The notification shall be submitted to the person listed at the same time that all other parties are notified of the information, and no later than the actual judicial proceeding that determines placement. (Pen. Code, § 11170, subd. (c).)

Record Retention

Any city or county police or sheriff's department, or county probation department if designated by the county to receive mandated reports shall:

- Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of 8 years for counties and cities (a higher level of service above the two-year record retention requirement pursuant to Gov. Code §§ 26202 (cities) and 34090 (counties).) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years. (Pen. Code, § 11169, subd. (c).)

A county welfare department shall:

- Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of 7 years for welfare records (a higher level of service above the three-year record retention requirement pursuant to Welf. & Inst. Code, § 10851.) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years. (Pen. Code, § 11169, subd. (c).)

The Commission concludes that any test claim statutes, executive orders and allegations not specifically approved above, do not mandate a new program or higher level of service, or impose costs mandated by the state under article XIII B, section 6.

BACKGROUND

This test claim alleges that amendments to California's mandatory child abuse reporting laws impose a reimbursable state-mandated program. A child abuse reporting law was first added to the Penal Code in 1963, and initially required medical professionals to report suspected child abuse to local law enforcement or child welfare authorities. The law was regularly expanded to include more professions required to report suspected child abuse (now termed "mandated reporters"), and in 1980, California reenacted and substantively amended the law, entitling it the "Child Abuse and Neglect Reporting Act," sometimes referred to as "CANRA."

The court in *Planned Parenthood Affiliates v. Van de Kamp* (1986) 181 Cal.App.3d 245, pages 258-260, provides an overview of the complete Child Abuse and Neglect Reporting Act, following the 1980 reenactment at Penal Code section 11164 et seq. (footnotes omitted):

The law is designed to bring the child abuser to justice and to protect the innocent and powerless abuse victim. (See Comment, *Reporting Child Abuse: When Moral Obligations Fail* (1983) 15 Pacific L.J. 189.) The reporting law imposes a mandatory reporting requirement on individuals whose professions bring them into contact with children. (*Id.*, at pp. 189-190.) Physical abuse, sexual abuse, willful cruelty, unlawful corporal punishment and neglect must be reported.

¶...¶

The reporting law applies to three broadly defined groups of professionals: "health practitioners," child care custodians, and employees of a child protective agency. "Health practitioners" is a broad category subdivided into "medical" and "nonmedical" practitioners, and encompasses a wide variety of healing professionals, including physicians, nurses, and family and child counselors. (§§ 11165, subds. (i), (j); 11165.2.) "Child care custodians" include teachers, day care workers, and a variety of public health and educational professionals. (§§ 11165, subd. (h); 11165.1 [first of two identically numbered sections]; 11165.5.) Employees of "child protective agencies" consist of police and sheriff's officers, welfare department employees and county probation officers. (§ 11165, subd. (k).)

The Legislature acknowledged the need to distinguish between instances of abuse and those of legitimate parental control. "[T]he Legislature recognizes that the reporting of child abuse ... involves a delicate balance between the right of parents to control and raise their own children by imposing reasonable discipline and the social interest in the protection and safety of the child [I]t is the intent of the Legislature to require the reporting of child abuse which is of a serious nature and is not conduct which constitutes reasonable parental discipline." (Stats. 1980, ch. 1071, § 5, p. 3425.)

To strike the "delicate balance" between child protection and parental rights, the Legislature relies on the judgment and experience of the trained professional to distinguish between abusive and nonabusive situations. "[A]ny child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment *whom he or*

she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency '[R]easonable suspicion' means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, *drawing when appropriate on his or her training and experience*, to suspect child abuse." (§ 11166, subd. (a), italics added.) As one commentator has observed, "[t]he occupational categories ... are presumed to be uniquely qualified to make informed judgments when suspected abuse is not blatant." (See Comment, *Reporting Child Abuse: When Moral Obligations Fail*, *supra.*, 15 Pacific L.J. at p. 214, fn. omitted.)

The mandatory child abuse report must be made to a "child protective agency," i.e., a police or sheriff's department or a county probation or welfare department. The professional must make the report "immediately or as soon as practically possible by telephone." The professional then has 36 hours in which to prepare and transmit to the agency a written report, using a form supplied by the Department of Justice. The telephone and the written reports must include the name of the minor, his or her present location, and the information that led the reporter to suspect child abuse. (§§ 11166, subd. (a); 11167, subd. (a); 11168.) Failure to make a required report is a misdemeanor, carrying a maximum punishment of six months in jail and a \$1,000 fine. (§ 11172, subd. (e).)

The child protective agency receiving the initial report must share the report with all its counterpart child protective agencies by means of a system of cross-reporting. An initial report to a probation or welfare department is shared with the local police or sheriff's department, and vice versa. Reports are cross-reported in almost all cases to the office of the district attorney. (§ 11166, subd. (g).) Initial reports are confidential, but may be disclosed to anyone involved with the current investigation and prosecution of the child abuse claim, including the district attorney who has requested notification of any information relevant to the reported instance of abuse. (§ 11167.5.)

A child protective agency receiving the initial child abuse report then conducts an investigation. The Legislature intends an investigation be conducted on every report received. The investigation should include a determination of the "person or persons apparently responsible for the abuse." (Stats. 1980, ch. 1071, § 5, pp. 3425-3426.) Once the child protective agency conducts an "active investigation" of a report and determines that it is "not unfounded," the agency must forward a written report to the Department of Justice, on forms provided by the department. (§§ 11168, 11169.) An "unfounded" report is one "which is determined by a child protective agency investigator to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse as defined in Section 11165." (§ 11165.6, subd. (c)(2).)

The Department of Justice retains the reports in a statewide index, a computerized data bank known as the "Child Abuse Central Registry," which is to be continually updated and "shall not contain any reports that are determined to be unfounded." (§ 11170, subd. (a).) If a child protective agency subsequently

determines that a report is “unfounded,” it must so inform the Department of Justice who shall remove the report from its files. (§ 11169.)

The reports in the registry are not public documents, but may be released to a number of individuals and government agencies. Principally, the information may be released to an investigator from the child protective agency currently investigating the reported case of actual or suspected abuse or to a district attorney who has requested notification of a suspected child abuse case. Past reports involving the same minor are also disclosable to the child protective agency and the district attorney involved or interested in a current report under investigation. In addition, future reports involving the same minor will cause release of all past reports to the investigating law enforcement agencies. (§§ 11167.5, subd. (b)(1); 11167, subd. (c); 11170, subd. (b)(1).)

As part of the earlier versions of California’s mandated reporting laws, a Child Abuse Centralized Index has been operated by the Department of Justice (DOJ) since 1965.¹ In addition, in January 1974, Congress enacted the federal “Child Abuse Prevention and Treatment Act,” known as CAPTA (Pub.L. No. 93-247). This established a federal advisory board and grant funding for states with comprehensive child abuse and neglect reporting laws. This law has been continually reenacted and currently provides grant funds to all eligible states and territories for child abuse and neglect reporting, prevention, and treatment programs.²

Claimant’s Position

The County of Los Angeles’s June 29, 2001³ test claim filing alleges that amendments to child abuse reporting statutes since January 1, 1975, and related DOJ regulations and forms, have resulted in reimbursable increased costs mandated by the state. The test claim narrative and declarations allege that the test claim statutes and executive orders imposed new activities on the claimant in the following categories:

1. Program Implementation
2. Initial Case Finding and Reporting
3. Taking and Referring Reports
4. Cross-Reporting and District Attorney Reporting
5. Investigation and File Queries, Maintenance
6. Child Abuse Central Index Reporting
7. Notifications

The filing includes declarations of representatives from the County of Los Angeles Department of Children and Family Services, the District Attorney’s Office, and the Sheriff’s Department.

¹ Former Penal Code section 11165.1, as amended by Statutes 1974, chapter 348.

² 42 United States Code section 5106a.

³ The potential reimbursement period begins no earlier than July 1, 1999, based upon the filing date for this test claim. (Gov. Code, § 17557.)

Claimant filed comments on September 7, 2007, expressing agreement with the draft staff analysis findings and conclusions, and attaching exhibits related to the county's implementation of the program.

Department of Finance Position

In comments filed December 10, 2001, DOF alleges the test claim does not meet filing standards, stating that "[t]he claimant has failed to set forth clearly and precisely which specific statutory provisions, enacted on or after 1975, imposed new mandates on local government, as required by [Commission regulations.]"

Addressing the substantive issues raised, DOF argued that no reimbursable state-mandated program has been imposed by any of the test claim statutes or executive orders. DOF asserted that the claim "attempts to characterize as "new duties" many of the long-standing statutory obligations of local law enforcement, probation, and child protective agencies to receive and refer reports concerning allegations of child abuse."

DOF also contended that "[a]rticle XIII B, section 6 requires subvention only when the costs in question can be recovered *solely* from local tax revenues. [footnote (fn): *County of Fresno v. State of California* (1991) 53 Cal.3d 482, 487.] The Child Welfare Program, of which child protective services are a part, is funded by a combination of federal, state and local funds. [fn: Welfare and Institutions Code § 10101, Exhibit 4, attached.]" DOF argued that because of this joint funding, "the test claim legislation is not subject to state subvention."

On July 20, 2007, DOF filed a response to Commission staff's request for additional information to address the assertion that the test claim activities have been funded. DOF's response included a CD containing pages from the Budget Act regarding Item 5180-151-0001, and DSS County Fiscal Letters, from fiscal year 1999-2000 through 2006-2007. This filing is discussed further at Issue 3 below.

On September 12, 2007, DOF filed comments on the draft staff analysis stating concurrence with the recommendation to partially approve the test claim, but concluding that if the analysis is approved by the Commission, "the claimant's statements that the activities have neither been offset or funded by the state or federal government must be fully substantiated."

Department of Social Services Position

DSS's comments on the test claim filing, submitted December 10, 2001, conclude that for any new activities alleged "no additional reimbursement is warranted. The existing funding scheme adequately reimburses local government for costs associated with the delivery of child welfare services which includes the provision of services and level of services mandated under current law." DSS's comments regarding specific test claim activities will be addressed in the analysis below.

COMMISSION FINDINGS

The courts have found that article XIII B, section 6, of the California Constitution⁴ recognizes the state constitutional restrictions on the powers of local government to tax and spend.⁵ "Its

⁴ Article XIII B, section 6, subdivision (a), provides: (a) Whenever the Legislature or any state agency mandates a new program or higher level of service on any local government, the state shall provide a subvention of funds to reimburse that local government for the costs of the

purpose is to preclude the state from shifting financial responsibility for carrying out governmental functions to local agencies, which are ‘ill equipped’ to assume increased financial responsibilities because of the taxing and spending limitations that articles XIII A and XIII B impose.”⁶ A test claim statute or executive order may impose a reimbursable state-mandated program if it orders or commands a local agency or school district to engage in an activity or task.⁷ In addition, the required activity or task must be new, constituting a “new program,” or it must create a “higher level of service” over the previously required level of service.⁸

The courts have defined a “program” subject to article XIII B, section 6, of the California Constitution, as one that carries out the governmental function of providing public services, or a law that imposes unique requirements on local agencies or school districts to implement a state policy, but does not apply generally to all residents and entities in the state.⁹ To determine if the program is new or imposes a higher level of service, the test claim statutes and executive orders must be compared with the legal requirements in effect immediately before the enactment.¹⁰ A “higher level of service” occurs when the new “requirements were intended to provide an enhanced service to the public.”¹¹

Finally, the newly required activity or increased level of service must impose costs mandated by the state.¹²

The Commission is vested with exclusive authority to adjudicate disputes over the existence of state-mandated programs within the meaning of article XIII B, section 6.¹³ In making its

program or increased level of service, except that the Legislature may, but need not, provide a subvention of funds for the following mandates: (1) Legislative mandates requested by the local agency affected. (2) Legislation defining a new crime or changing an existing definition of a crime. (3) Legislative mandates enacted prior to January 1, 1975, or executive orders or regulations initially implementing legislation enacted prior to January 1, 1975.

⁵ *Department of Finance v. Commission on State Mandates (Kern High School Dist.)* (2003) 30 Cal.4th 727, 735.

⁶ *County of San Diego v. State of California* (1997) 15 Cal.4th 68, 81.

⁷ *Long Beach Unified School Dist. v. State of California* (1990) 225 Cal.App.3d 155, 174.

⁸ *San Diego Unified School Dist. v. Commission on State Mandates* (2004) 33 Cal.4th 859, 878, (*San Diego Unified School Dist.*); *Lucia Mar Unified School Dist. v. Honig* (1988) 44 Cal.3d 830, 835 (*Lucia Mar*).

⁹ *San Diego Unified School Dist., supra*, 33 Cal.4th 859, 874-875 (reaffirming the test set out in *County of Los Angeles v. State of California* (1987) 43 Cal.3d 46, 56; see also *Lucia Mar, supra*, 44 Cal.3d 830, 835.)

¹⁰ *San Diego Unified School Dist., supra*, 33 Cal.4th 859, 878; *Lucia Mar, supra*, 44 Cal.3d 830, 835.

¹¹ *San Diego Unified School Dist., supra*, 33 Cal.4th 859, 878.

¹² *County of Fresno v. State of California* (1991) 53 Cal.3d 482, 487; *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1265, 1284 (*County of Sonoma*); Government Code sections 17514 and 17556.

decisions, the Commission must strictly construe article XIII B, section 6, and not apply it as an “equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities.”¹⁴

Issue 1: What is the scope of the Commission’s jurisdiction on this test claim?

DOF challenged the sufficiency of the test claim pleadings in their comments filed December 10, 2001. Government Code section 17551 requires the Commission to hear and decide upon a claim by a local agency or school district that the claimant is entitled to reimbursement pursuant to article XIII B, section 6 of the California Constitution. Government Code section 17521 defines the test claim as the first claim filed with the Commission alleging that a particular statute or executive order imposes costs mandated by the state. Thus, the Government Code gives the Commission jurisdiction only over those statutes or executive orders pled by the claimant in the test claim. At the time of the test claim filing on June 29, 2001, section 1183, subdivision (e), of the Commission regulations required the following content for an acceptable filing:¹⁵

All test claims, or amendments thereto, shall be filed on a form provided by the commission [and] shall contain at least the following elements and documents:

- (1) A copy of the statute or executive order alleged to contain or impact the mandate. The specific sections of chaptered bill or executive order alleged must be identified.

The regulation also required copies of all “relevant portions of” law and “[t]he specific chapters, articles, sections, or page numbers must be identified,” as well as a detailed narrative describing the prior law and the new program or higher level of service alleged.

The test claim cover pages list “Penal Code Part 4, Title 1, Chapter 2, Article 2.5: The Child Abuse and Neglect Report Act, as Specified, and as Added or Amended by Chapter 1071, Statutes of 1980 and Subsequent Statutes, Including Penal Code Section 11168, and as Including Former Penal Code Section 11161.7, Amended by Chapter 958, Statutes of 1977.” The title pages also include specific references to three regulations and two state forms, pled as executive orders.

The Commission identifies specific allegations in the test claim narrative or in the claimant’s rebuttal comments filed February 15, 2002, regarding Penal Code sections 11165.1, 11165.2, 11165.3, 11165.4, 11165.5, 11165.6, 11165.7, 11165.9, 11165.12, 11166, 11166.2, 11166.9, 11168, 11169, and 11170, as added or amended by Statutes 1980, chapter 1071, through amendments by Statutes 2001, chapter 916. The test claim allegations also include former Penal Code section 11161.7, as amended by Statutes 1977, chapter 958, as it was later incorporated into Penal Code section 11168. The claim alleges reimbursable costs are imposed on the county Department of Children and Family Services, the District Attorney’s Office, and the Sheriff’s

¹³ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551 and 17552.

¹⁴ *County of Sonoma, supra*, 84 Cal.App.4th 1265, 1280, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

¹⁵ The required contents of a test claim are now codified at Government Code section 17553.

Department. The Commission takes jurisdiction over these statutes and code sections, along with the executive orders pled, and these will be analyzed below for the imposition of a reimbursable state mandated program.

In addition, San Bernardino Community College District filed interested party comments on the draft staff analysis on September 7, 2007, requesting that the test claim findings be made for the legal requirements “for all police departments and law enforcement agencies, and not exclude school district police departments without a compelling reason.” On December 5, 2007, a request was received from DOF to postpone the hearing on *ICAN* until a final decision is reached in *Department of Finance v. Commission on State Mandates*, [California Court of Appeal Case No. C056833 (POBOR)]. In order to allow the County of Los Angeles claim to move forward on the December 6, 2007 hearing agenda, the test claim statutes and executive orders pled in 00-TC-22, as they may apply to other types of local governmental entities, were severed and consolidated with another pending test claim, *Child Abuse and Neglect Reporting*, 01-TC-21, filed by the San Bernardino Community College District. Therefore, *this* statement of decision is limited to findings for cities and counties.

Issue 2: Do the test claim statutes and executive orders mandate a new program or higher level of service on cities and counties within the meaning of article XIII B, section 6 of the California Constitution?

A test claim statute or executive order mandates a new program or higher level of service within an existing program when it compels a local agency or school district to perform activities not previously required, or when legislation requires that costs previously borne by the state are now to be paid by local government.¹⁶ Thus, in order for a statute to be subject to article XIII B, section 6 of the California Constitution, the statutory language must order or command that local governmental agencies perform an activity or task, or result in “a transfer by the Legislature from the State to cities, counties, cities and counties, or special districts of complete or partial financial responsibility for a required program for which the State previously had complete or partial financial responsibility.”¹⁷

The test claim allegations will be analyzed by areas of activities, as follows: (a) mandated reporting of child abuse and neglect (b) distributing the Suspected Child Abuse Report Form; (c) reporting between local departments; (d) investigation of suspected child abuse, and reporting to and from the state Department of Justice; (e) notifications following reports to the Child Abuse Central Index; and (f) record retention. The prior law in each area will be identified.

(A) Mandated Reporting of Child Abuse and Neglect

Penal Code Section 11166, Subdivision (a):

Penal Code section 11166,¹⁸ subdivision (a), as pled, provides that “a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his

¹⁶ *Lucia Mar Unified School Dist.*, *supra*, 44 Cal.3d 830, 836.

¹⁷ California Constitution, article XIII B, section 6, subdivision (c).

¹⁸ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 905, Statutes 1984, chapter 1423, Statutes 1986, chapter 1289, Statutes 1987, chapter 1459, Statutes 1988, chapters 269 and 1580, Statutes 1990, chapter 1603, Statutes 1992,

or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.” Penal Code section 11165.9 requires reports be made “to any police department, sheriff’s department, county probation department if designated by the county to receive mandated reports, or the county welfare department. It does not include a school district police or security department.”

Mandated child abuse reporting has been part of California law since 1963, when Penal Code section 11161.5 was first added. Former Penal Code section 11161.5, as amended by Statutes 1974, chapter 348, required specified medical professionals, public and private school officials and teachers, daycare workers, summer camp administrators, and social workers to report on observed non-accidental injuries or apparent sexual molestation, by making a report by telephone and in writing to local law enforcement and juvenile probation departments, or county welfare or health departments. The code section began:

(a) In any case in which a minor is brought to a physician and surgeon, dentist, resident, intern, podiatrist, chiropractor, or religious practitioner for diagnosis, examination or treatment, or is under his charge or care, or in any case in which a minor is observed by any registered nurse when in the employ of a public health agency, school, or school district and when no physician and surgeon, resident, or intern is present, by any superintendent, any supervisor of child welfare and attendance, or any certificated pupil personnel employee of any public or private school system or any principal of any public or private school, by any teacher of any public or private school, by any licensed day care worker, by an administrator of a public or private summer day camp or child care center, or by any social worker, and it appears to the [reporting party] from observation of the minor that the minor has physical injury or injuries which appear to have been inflicted upon him by other than accidental means by any person, that the minor has been sexually molested, or that any injury prohibited by the terms of Section 273a has been inflicted upon the minor, he shall report such fact by telephone and in writing, within 36 hours, to both the local police authority having jurisdiction and to the juvenile probation department;¹⁹ or in the alternative, either to the county welfare department, or to the county health department. The report shall state, if known, the name of the minor, his whereabouts and the character and extent of the injuries or molestation.

The list of “mandated reporters,” as they are now called, has grown since 1975. The detailed list, now found at Penal Code section 11165.7,²⁰ includes all of the original reporters and now also

chapter 459, Statutes 1993, chapter 510, Statutes 1996, chapters 1080 and 1081, and Statutes 2000, chapter 916.

¹⁹ Subdivision (b) provided that reports that would otherwise be made to a county probation department are instead made to the county welfare department under specific circumstances.

²⁰ Added by Statutes 2000, chapter 916.

includes: teacher's aides and other classified school employees; county office of education employees whose employment requires regular child contact; licensing workers; peace officers and other police or sheriff employees; firefighters; therapists; medical examiners; animal control officers; film processors; clergy and others.

The Commission finds that the duties alleged are not required of local entities, but of mandated reporters as individual citizens. The statutory scheme requires duties of individuals, identified by either their profession or their employer, but the duties are not being performed on behalf of the employer or for the benefit of the employer, nor are they required by law to be performed using the employer's resources. Penal Code section 11166 also includes the following provision, criminalizing the failure of mandated reporters to report child abuse or neglect:²¹

Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that fine and punishment.

Failure to make an initial telephone report, followed by preparation and submission of a written report within 36 hours, on a form designated by the Department of Justice, subjects the mandated reporter to criminal liability. This criminal penalty applies to mandated reporters as individuals and does not extend to their employers. In addition, under Penal Code section 11172, mandated reporters are granted immunity as individuals for any reports they make: "No mandated reporter shall be civilly or criminally liable for any report required or authorized by this article, and *this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his or her professional capacity or outside the scope of his or her employment.*" [Emphasis added.] Therefore, the Commission finds that the duties are required of mandated reporters as individuals, and Penal Code section 11166, subdivision (a), does not mandate a new program or higher level of service on local governments for the activities required of mandated reporters.

Definitions of Child Abuse and Neglect: Penal Code Sections 11165.1, 11165.2, 11165.3, 11165.4, 11165.5, and 11165.6:

Penal Code section 11165.6,²² as pled, defines "child abuse" as "a physical injury that is inflicted by other than accidental means on a child by another person." The code section also defines the term "child abuse or neglect" as including the statutory definitions of sexual abuse (§ 11165.1²³), neglect (§ 11165.2²⁴), willful cruelty or unjustifiable punishment (§ 11165.3²⁵),

²¹ This provision was moved to Penal Code section 11166 by Statutes 2000, chapter 916. Prior to that, the misdemeanor provision was found at section 11172, as added by Statutes 1980, chapter 1071.

²² As repealed and reenacted by Statutes 2000, chapter 916.

²³ Added by Statutes 1987, chapter 1459; amended by Statutes 1997, chapter 83 and Statutes 2000, chapter 287. Derived from former Penal Code section 11165 and 11165.3.

²⁴ Added by Statutes 1987, chapter 1459. Derived from former Penal Code section 11165.

²⁵ Added by Statutes 1987, chapter 1459.

unlawful corporal punishment or injury (§ 11165.4²⁶), and abuse or neglect in out-of-home care (§ 11165.5²⁷).

The test claim alleges that all of the statutory definitions of abuse and neglect in the Child Abuse and Neglect Reporting Act result in a reimbursable state-mandated program. While the definitional code sections alone do not require any activities, they do require analysis to determine if, in conjunction with the other test claim statutes, they mandate a new program or higher level of service by increasing the “scope of child abuse and neglect that is initially reported to child protective services,”²⁸ as suggested by the claimant.

Former Penal Code section 11161.5 mandated child abuse reporting when “the minor has physical injury or injuries which appear to have been inflicted upon him by other than accidental means by any person, that the minor has been sexually molested, or that any injury prohibited by the terms of Section 273a has been inflicted upon the minor.” The prior law of Penal Code section 273a²⁹ follows:

(1) Any person who, under circumstances or conditions likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of such child to be injured, or willfully causes or permits such child to be placed in such situation that its person or health is endangered, is punishable by imprisonment in the county jail not exceeding 1 year, or in the state prison for not less than 1 year nor more than 10 years.

(2) Any person who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of such child to be injured, or willfully causes or permits such child to be placed in such situation that its person or health may be endangered, is guilty of a misdemeanor.

The Commission finds that the definition of child abuse and neglect found in prior law was very broad, and required mandated child abuse reporting of physical and sexual abuse, as well as non-accidental acts by any person which could cause mental suffering or physical injury. Prior law

²⁶ Added by Statutes 1987, chapter 1459; amended by Statutes 1988, chapter 39, and Statutes 1993, chapter 346.

²⁷ Added by Statutes 1987, chapter 1459; amended by Statutes 1988, chapter 39, Statutes 1993, chapter 346, and Statutes 2000, chapter 916. The cross-reference to section 11165.5 was removed from section 11165.6 by Statutes 2001, chapter 133.

²⁸ Test Claim Filing, page 13.

²⁹ Added by Statutes 1905, chapter 568; amended by Statutes 1963, chapter 783, and Statutes 1965, chapter 697. The section has since had the penalties amended, but the description of the basic crime of child abuse and neglect remains good law at Penal Code section 273a.

also required mandated reporting of situations that injured the health or may endanger the health of the child, caused or permitted by any person.

The Commission finds these sweeping descriptions of reportable child abuse and neglect under prior law encompass every part of the statutory definitions of child abuse and neglect, as pled. Even though the definitions have been rewritten, in *Williams v. Garcetti* (1993) 5 Cal.4th 561, 568, the Court stated a fundamental rule of statutory construction: “‘Where changes have been introduced to a statute by amendment it must be assumed the changes have a purpose’” [Citation omitted.] That purpose is not necessarily to change the law. ‘While an intention to change the law is usually inferred from a material change in the language of the statute [citations], a consideration of the surrounding circumstances may indicate, on the other hand, that the amendment was merely the result of a legislative attempt to clarify the true meaning of the statute.’” The Commission finds that the same acts of abuse or neglect that are reportable under the test claim statutes were reportable offenses under pre-1975 law.

Penal Code section 11165.1 provides that “sexual abuse,” for purposes of child abuse reporting, includes “sexual assault” or “sexual exploitation,” which are further defined. Sexual assault includes all criminal acts of sexual contact involving a minor, and sexual exploitation refers to matters depicting, or acts involving, a minor and “obscene sexual conduct.” Prior law required reporting of “sexual molestation,” as well as “unjustifiable physical pain or mental suffering.”

“Sexual molestation” is not a defined term in the Penal Code. However, former Penal Code section 647a, now section 647.6, criminalizes actions of anyone “who annoys or *molests* any child under the age of 18.” In a case regularly cited to define “annoy or molest,” *People v. Carskaddon* (1957) 49 Cal.2d 423, 425-426, the California Supreme Court found that:

The primary purpose of the above statute is the ‘protection of children from interference by sexual offenders, and the apprehension, segregation and punishment of the latter.’ (*People v. Moore, supra*, 137 Cal.App.2d 197, 199; *People v. Pallares*, 112 Cal.App.2d Supp. 895, 900 [246 P.2d 173].) The words ‘annoy’ and ‘molest’ are synonymously used (Words and Phrases, perm. ed., vol. 27, ‘molest’); they generally refer to conduct designed ‘to disturb or irritate, esp. by continued or repeated acts’ or ‘to offend’ (Webster’s New Inter. Dict., 2d ed.); and as used in this statute, they ordinarily relate to ‘offenses against children, [with] a connotation of abnormal sexual motivation on the part of the offender.’ (*People v. Pallares, supra*, p. 901.) Ordinarily, the annoyance or molestation which is forbidden is ‘not concerned with the state of mind of the child’ but it is ‘the objectionable acts of defendant which constitute the offense,’ and if his conduct is ‘so lewd or obscene that the normal person would unhesitatingly be irritated by it, such conduct would ‘annoy or molest’ within the purview of’ the statute. (*People v. McNair*, 130 Cal.App.2d 696, 697-698 [279 P.2d 800].)

By use of the general term “sexual molestation” in prior law, rather than specifying sexual assault, incest, prostitution, or any of the numerous Penal Code provisions involving sexual crimes, the statute required mandated child abuse reporting whenever there was evidence of “offenses against children, [with] a connotation of abnormal sexual motivation.” Thus, sexual abuse was a reportable offense under prior law, as under the definition at Penal Code section 11165.1.

Penal Code section 11165.2 specifies that “neglect,” as used in the Child Abuse and Neglect Reporting Act, includes situations “where any person having care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered,” “including the intentional failure of the person having care or custody of a child to provide adequate food, clothing, shelter, or medical care.” Not providing adequate food, clothing, shelter, or medical care is tantamount to placing a child “in such situation that its person or health may be endangered,” as described in prior law, above. Thus the same circumstances of neglect were reportable under prior law, as under the definition pled.

The prior definition of child abuse included situations where “[a]ny person ... willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering.” The current definition of “willful cruelty or unjustifiable punishment of a child,” found at Penal Code section 11165.3 carries over the language of Penal Code section 273a, without distinguishing between the misdemeanor and felony standards.³⁰

The definition of unlawful corporal punishment or injury, found at Penal Code section 11165.4, as pled, prohibits “any cruel or inhuman corporal punishment or injury resulting in a traumatic condition.” Again, prior law required reporting of any non-accidental injuries, “willful cruelty,” and “unjustifiable physical pain or mental suffering,” which encompasses all of the factors described in the definition for reportable “unlawful corporal punishment or injury.” The current law also excludes reporting of self-defense and reasonable force when used by a peace officer or school official against a child, within the scope of employment. This exception actually narrows the scope of child abuse reporting when compared to prior law.

Penal Code section 11165.5 defines “abuse or neglect in out-of-home care” as all of the previously described definitions of abuse and neglect, “where the person responsible for the child’s welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.” Prior law required reporting of abuse by “any person,” and neglect by anyone who had a role in the care of the child.³¹ Thus any abuse reportable under section 11165.5, would have been reportable under prior law, as detailed above. As further evidence of this redundancy, Statutes 2001, chapter 133, effective July 31, 2001, removed the reference to “abuse or neglect in out-of-home care” from the general definition of “child abuse and neglect” at Penal Code section 11165.6.

Therefore, the Commission finds that Penal Code sections 11165.1, 11165.2, 11165.3, 11165.4, 11165.5, and 11165.6, do not mandate a new program or higher level of service by increasing the scope of child abuse and neglect reporting.

³⁰ Penal Code section 273a distinguishes between those “circumstances or conditions likely to produce great bodily harm or death” (felony), and those that are not (misdemeanor).

³¹ *People v. Toney* (1999) 76 Cal.App.4th 618, 621-622: “No special meaning attaches to this language [care or custody] ‘beyond the plain meaning of the terms themselves. The terms ‘care or custody’ do not imply a familial relationship but only a willingness to assume duties correspondent to the role of a caregiver.” (*People v. Cochran* (1998) 62 Cal.App.4th 826, 832, 73 Cal.Rptr.2d 257.)”

Penal Code Section 11165.7:

The claimant also requests reimbursement for training mandated reporters. The test claim filing, at page 43, makes the following allegation (all brackets are in the claimant's original text):

Mandated reporters [Section 11165.7] report child abuse [as defined in Section 11165.6] that is suspected [Section 11166(a)] and such reporters are required to undergo training in accordance with Section 11165.7 subdivisions (c) and (d):

“(c) Training in the duties imposed by this article shall include training in child abuse identification and training in child abuse reporting. As part of that training, school districts shall provide to all employees being trained a written copy of the reporting requirements and a written disclosure of the employees’ confidentiality rights.

(d) School districts that do not train the employees specified in subdivision (a) in the duties of child care custodians under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.”

Claimant's quote of Penal Code section 11165.7,³² subdivisions (c) and (d) is accurate, as amended by Statutes 2000, chapter 916. Penal Code section 11165.7, subdivision (a), is the list of professions that are mandated reporters; subdivision (b), as pled, provided that volunteers who work with children “are encouraged to obtain training in the identification and reporting of child abuse.”

The specific language regarding training in the test claim statute refers to school districts.³³ A separate test claim was filed for training activities on this same code section by San Bernardino Community College District on behalf of school districts. This will be heard by the Commission at a separate hearing: *Child Abuse and Neglect Reporting* (01-TC-21). The analysis for Penal Code section 11165.7 in this test claim is limited to cities and counties.

³² Added by Statutes 1987, chapter 1459; amended by Statutes 1991, chapter 132, Statutes 1992, chapter 459, and Statutes 2000, chapter 916.

³³ Although this is addressed in more detail in the 01-TC-21 test claim, some history of Penal Code section 11165.7 is helpful to put the training language into legislative context. Prior to amendment by Statutes 2000, chapter 916, subdivision (a) did not provide the complete list of mandated reporters, but instead defined the term “child care custodian” for the purposes of the Child Abuse and Neglect Reporting Act. The definition provided that a “child care custodian” included “an instructional aide, a teacher’s aide, or a teacher’s assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; [and] a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education.” All other categories of “child care custodian” defined in former Penal Code section 11165.7, including teachers, child care providers, social workers, and many others, were not dependent on whether the individual had received training on being a mandated reporter.

The Commission finds, based on the plain meaning of the statute,³⁴ that there is no express duty in the test claim statute for local agencies, as employers or otherwise, to provide training to mandated reporters in child abuse identification and reporting. Rather, as described in *Planned Parenthood, supra*, 181 Cal.App.3d 245, 259, at footnote 4: “[t]he Legislature has enacted numerous provisions to ensure these occupational categories [mandated reporters] receive the necessary training in child abuse detection. (See, e.g., Bus. & Prof. Code, §§ 28, 2089, 2091.)” So, while the Business and Professions Code requires that specific professionals, including psychologists, clinical social workers, marriage and family therapists, physicians, and surgeons, receive training on mandated child abuse reporting as part of their initial licensing and continuing education requirements, the training is not required to be provided by local agency employers pursuant to the test claim statutes.³⁵ Therefore, the Commission finds that Penal Code section 11165.7, subdivisions (c) and (d), does not mandate a new program or higher level of service on local agencies for training mandated reporters.

(B) Distributing the Suspected Child Abuse Report Form:

Penal Code Section 11168, Including Former Penal Code Section 11161.7, and the “Suspected Child Abuse Report” Form SS 8572:

Penal Code section 11161.7 was added by Statutes 1974, chapter 836, and required DOJ to issue an optional form, for use by medical professionals to report suspected child abuse. Then, Statutes 1977, chapter 958, one of the test claim statutes, amended section 11161.7 and for the first time required a mandatory reporting form to be adopted by DOJ, to be distributed by county welfare departments.

The 1980 reenactment of the child abuse reporting laws moved the provision to Penal Code section 11168,³⁶ which now requires:

The written reports required by Section 11166 shall be submitted on forms adopted by the Department of Justice after consultation with representatives of the various professional medical associations and hospital associations and county probation or welfare departments. Those forms shall be distributed by the agencies specified in Section 11165.9.

³⁴ “If the terms of the statute are unambiguous, the court presumes the lawmakers meant what they said, and the plain meaning of the language governs.” (*Estate of Griswold* (2001) 25 Cal.4th 904, 911.)

³⁵ The activity of training on the requirements of the Child Abuse and Neglect Reporting Act, is one that, while not explicitly required by the plain language of the statute, may be found to be one “of the most reasonable methods of complying with the mandate” during the parameters and guidelines part of the test claim process. California Code of Regulations, title 2, section 1183.1, subdivision (a)(4), requires the parameters and guidelines to contain a description of the reimbursable activities, including “those methods not specified in statute or executive order that are necessary to carry out the mandated program.”

³⁶ As added by Statutes 1980, chapter 1071 and amended by Statutes 2000, chapter 916. Derived from former Penal Code section 11161.7, added by Statutes 1974, chapter 836, and amended by Statutes 1977, chapter 958.

The Commission finds that agencies specified in section 11165.9 did not have a duty to distribute the state-issued “Suspected Child Abuse Report” (Form SS 8572), or any other child abuse reporting form, prior to Statutes 1977, chapter 958. Therefore, the Commission finds that Penal Code section 11168, as pled, mandates a new program or higher level of service, as follows:

Any city or county police or sheriff’s department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Distribute the child abuse reporting form adopted by the Department of Justice (currently known as the “Suspected Child Abuse Report” Form SS 8572) to mandated reporters.

(C) Reporting Between Local Departments

***Accepting and Referring Initial Child Abuse Reports when a Department Lacks Jurisdiction:
Penal Code Section 11165.9:***

Penal Code section 11165.9,³⁷ as pled, requires:

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department, sheriff’s department, county probation department if designated by the county to receive mandated reports, or the county welfare department. It does not include a school district police or security department. Any of those agencies shall accept a report of suspected child abuse or neglect whether offered by a mandated reporter or another person, or referral by another agency, even if the agency to whom the report is being made lacks subject matter or geographical jurisdiction to investigate the reported case, unless the agency can immediately electronically transfer the call to an agency with proper jurisdiction. When an agency takes a report about a case of suspected child abuse or neglect in which that agency lacks jurisdiction, the agency shall immediately refer the case by telephone, fax, or electronic transmission to an agency with proper jurisdiction.

As discussed above, the prior law of Penal Code section 11161.5, subdivision (a), required the mandated reporters to report child abuse “by telephone and in writing, within 36 hours, to both the local police authority having jurisdiction and to the juvenile probation department; or in the alternative, either to the county welfare department, or to the county health department.”

Thus, police, sheriff’s, probation, and county health and welfare departments were required to accept mandated child abuse reports under prior law;³⁸ however, one aspect of Penal Code section 11165.9 creates a new duty. Now, local police, sheriff’s, probation or county welfare departments, *even when they lack jurisdiction* over the reported incident “shall accept a report of suspected child abuse or neglect whether offered by a mandated reporter or another person, or referral by another agency” unless they take action to immediately transfer the telephone call to the proper agency. Otherwise, they must accept the report, and then forward it “immediately” by telephone, fax or electronic transmission to the proper agency. Prior law placed the burden solely on the mandated reporter to file the report with an agency with proper jurisdiction. With the change made by Statutes 2000, chapter 916, a local police, sheriff’s, probation or county welfare department with improper jurisdiction must take affirmative steps to accept and refer a

³⁷ As added by Statutes 2000, chapter 916. Derived from former Penal Code section 11165.

³⁸ Former Penal Code section 11161.5, subdivision (a).

child abuse report, rather than simply telling a caller that they have contacted the wrong department. Therefore, the Commission finds that Penal Code section 11165.9, as added by Statutes 2000, chapter 916, mandates a new program or higher level of service, as follows:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Transfer a call electronically or immediately refer the case by telephone, fax, or electronic transmission, to an agency with proper jurisdiction, whenever the department lacks subject matter or geographical jurisdiction over an incoming report of suspected child abuse or neglect.

Cross-Reporting of Suspected Child Abuse or Neglect from County Welfare and Probation Departments to the Law Enforcement Agency with Jurisdiction and the District Attorney's Office:

*Penal Code Section 11166, Subdivision (h).*³⁹

Penal Code section 11166, subdivision (h), as pled, requires reporting from the county probation or welfare departments to the law enforcement agency with jurisdiction, and to the district attorney's office. The law requires county welfare or probation departments to report by telephone, fax or electronic transmission "every known or suspected instance of child abuse or neglect" to the law enforcement agency with jurisdiction, the local agency responsible for investigation of Welfare and Institutions Code section 300 cases (such as a child protective services department), and to the district attorney's office. There is an exception to reporting cases to law enforcement and the district attorney when they only involve general neglect, or an inability to provide "regular care due to the parent's substance abuse." If an initial telephone report is made, a written report by mail, fax or electronic transmission must follow within 36 hours.

Statutes 2000, chapter 916, operative January 1, 2001, modified the reporting requirements by allowing the initial reports to be made by fax or electronic means, rather than initially by telephone. Thus, there is now the option of meeting the mandate requirements in a single step if the initial report is made by fax or electronic transmission. Statutes 2005, chapter 713, operative January 1, 2006, following the filing of the test claim, made the same change for reports from law enforcement agencies. This statute also re-lettered the subdivisions from (h) to (j).

The prior law of former section 11161.5, subdivision (a), required "cross-reporting" by county welfare or health departments to the local police authority with jurisdiction and juvenile probation departments, as follows:

Whenever it is brought to the attention of a director of a county welfare department or health department that a minor has physical injury or injuries which appear to have been inflicted upon him by other than accidental means by any person, that a minor has been sexually molested, or that any injury prohibited by the terms of Section 273a has been inflicted upon a minor, he shall file a report

³⁹ Subsequent amendments (not pled) re-lettered subdivision (h). The subdivision is now lettered (j). For consistency with the pleadings, the subdivision will be referred to as (h) in the discussion.

without delay with the local police authority having jurisdiction and to the juvenile probation department as provided in this section.

Thus, prior law did require county welfare departments to file a report of suspected child abuse or neglect “with the local police authority with jurisdiction,” “without delay.”⁴⁰ However, all of the other local child abuse cross-reporting duties were added by Statutes 1980, chapter 1071, or in later amendments.

The Commission finds that Penal Code section 11166⁴¹ mandates a new program or higher level of service on county probation and welfare departments for the following activities, as of the beginning of the reimbursement period, July 1, 1999:

A county probation department shall:

- Report by telephone immediately, or as soon as practically possible, to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney’s office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent’s substance abuse, which shall be reported only to the county welfare department.
- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.

A county welfare department shall:

- Report by telephone immediately, or as soon as practically possible, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney’s office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to

⁴⁰ A common definition of the word “immediately,” which is used in the current statute, is “without delay,” which is used in the prior law. (American Heritage Dict. (4th ed. 2000).)

⁴¹ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 905, Statutes 1984, chapter 1423, Statutes 1986, chapter 1289, Statutes 1987, chapter 1459, Statutes 1988, chapters 269 and 1580, Statutes 1990, chapter 1603, Statutes 1992, chapter 459, Statutes 1993, chapter 510, Statutes 1996, chapters 1080 and 1081, and Statutes 2000, chapter 916.

provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department.

This activity does not include making an initial report of child abuse and neglect from a county welfare department to the law enforcement agency having jurisdiction over the case, which was required under prior law to be made "without delay."

- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency, including the law enforcement agency having jurisdiction over the case, to which it is required to make a telephone report under this subdivision.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.

Cross-Reporting of Suspected Child Abuse or Neglect from the Law Enforcement Agency to the the County Welfare and Institutions Code Section 300 Agency, County Welfare, and the District Attorney's Office:

*Penal Code Section 11166, Subdivision (i):*⁴²

Penal Code section 11166, subdivision (i) provides the requirement that law enforcement agencies must relay known or suspected child abuse and neglect reports by telephone to the Welfare and Institutions Code section 300 agency for the county, and to the district attorney's office, with an exception for reporting cases of general neglect to the district attorney. The law enforcement agency must also cross-report to the county welfare department all reports of suspected child abuse or neglect alleged to have occurred as a result of the action of a person responsible for the child's welfare. A written report by mail, fax or electronic transmission must follow any telephone report within 36 hours.

Statutes 2000, chapter 916, operative January 1, 2001, modified the reporting requirements by allowing the initial reports to be made by fax or electronic means, rather than initially by telephone. Thus, there is now the option of meeting the mandate requirements in a single step if the initial report is made by fax or electronic transmission. Statutes 2005, chapter 713, operative January 1, 2006, following the filing of the test claim, made the same change for reports from law enforcement agencies. This statute also re-lettered the subdivisions from (i) to (k).

The Commission finds that Penal Code section 11166, subdivision (i)⁴³ mandates a new program or higher level of service on city and county law enforcement agencies for the following activities, as of the beginning of the reimbursement period, July 1, 1999:

⁴² Subsequent amendments (not pled) re-lettered subdivision (i). The subdivision is now lettered (k). For consistency with the pleadings, the subdivision will be referred to as (i) in the discussion.

⁴³ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 905, Statutes 1984, chapter 1423, Statutes 1986, chapter 1289, Statutes 1987, chapter 1459, Statutes 1988, chapters 269 and 1580, Statutes 1990, chapter 1603, Statutes 1992, chapter 459, Statutes 1993, chapter 510, Statutes 1996, chapters 1080 and 1081, and Statutes 2000, chapter 916.

A city or county law enforcement agency shall:

- Report by telephone immediately, or as soon as practically possible, to the agency given responsibility for investigation of cases under Welfare and Institutions Code section 300 and to the district attorney's office every known or suspected instance of child abuse reported to it, except acts or omissions coming within Penal Code section 11165.2, subdivision (b), which shall be reported only to the county welfare department.
- Report to the county welfare department every known or suspected instance of child abuse reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse.
- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

As of January 1, 2006, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.

Receipt of Cross-Reports by District Attorney's Office:

Penal Code Section 11166, Subdivisions (h) and (i):

The claimant also alleges that Penal Code section 11166, by requiring cross-reporting of suspected child abuse to the district attorney, imposes a consequential "duty of the District Attorney to receive, monitor or audit those reports."⁴⁴ The activity of "receiving" the suspected child abuse reports on the part of the district attorney is one that is implicit as a reciprocal duty in response to the requirement that law enforcement, probation and county welfare departments provide such reports. Therefore, the Commission finds that Penal Code section 11166 also mandates a new program or higher level of service, as follows:

A district attorney's office shall:

- Receive reports of every known or suspected instance of child abuse reported to law enforcement, county probation or county welfare departments, except acts or omissions of general neglect coming within Penal Code section 11165.2, subdivision (b).

The test claim includes a declaration from the Los Angeles County District Attorney's Office, stating that the agency "is required to audit each case so reported and ensure that, pursuant to the test claim legislation, appropriate investigative agency's reports are completed by these agencies." As described by the California Supreme Court in *Dix v. Superior Court* (1991) 53 Cal.3d 442, 451, "[t]he prosecutor ordinarily has sole discretion to determine whom to charge, what charges to file and pursue, and what punishment to seek." The test claim statutes have not altered that level of independence, nor has the plain meaning of the test claim statutes required any new duties of the district attorney's office to monitor or audit the reports received. To the

⁴⁴ Claimant's February 15, 2002 Comments, page 14.

extent that such follow-up activities are necessary, they are part of the prosecutor's ordinary, discretionary, duty to determine whom and what to charge, as described in the *Dix* case.

Therefore, the Commission finds that the activities of monitoring and auditing the suspected child abuse reports, as alleged, are not required by the plain meaning of the test claim statutes, and they do not mandate a new program or higher level of service upon the district attorney's office.

Reporting to Licensing Agencies:
Penal Code Section 11166.2:

Penal Code section 11166.2,⁴⁵ as pled, "any agency specified in Section 11165.9 shall immediately or as soon as practically possible report by telephone to the appropriate licensing agency" when suspected child abuse or neglect "occurs while the child is being cared for in a child day care facility, involves a child day care licensed staff person, or occurs while the child is under the supervision of a community care facility or involves a community care facility licensee or staff person." In addition, the reporting agency "shall also send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information." Finally, the reporting "agency shall send the licensing agency a copy of its investigation report and any other pertinent materials."

Statutes 2001, chapter 133, operative July 31, 2001, following the filing of the test claim, modified the reporting requirements by allowing agencies to make the initial reports by fax or electronic means, rather than initially by telephone. Thus, reporting agencies now have the option of meeting the mandate requirements in a single step if they make the initial report by fax or electronic transmission.

No cross-reports were required to be made to community care licensing or other licensing agencies under prior law. Therefore, the Commission finds Penal Code section 11166.2 mandates a new program or higher level of service, for the following new activity:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Report by telephone immediately or as soon as practically possible to the appropriate licensing agency every known or suspected instance of child abuse or neglect when the instance of abuse or neglect occurs while the child is being cared for in a child day care facility, involves a child day care licensed staff person, or occurs while the child is under the supervision of a community care facility or involves a community care facility licensee or staff person. The agency shall also send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision. The agency shall send the licensing agency a copy of its investigation report and any other pertinent materials.

As of July 31, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.

⁴⁵ As added by Statutes 1985, chapter 1598 and amended by Statutes 1987, chapter 531; Statutes 1988, chapter 269; Statutes 1990, chapter 650; and Statutes 2000, chapter 916.

*Additional Cross-Reporting in Cases of Child Death:
Penal Code Section 11166.9, Subdivisions (k) and (l):*

Claimant also alleges in comments filed on February 15, 2002, at page 17, that new activities were required when Penal Code section 11166.9 was amended by Statutes 1999, chapter 1012, adding subdivisions (k) and (l).⁴⁶ Previously the code section addressed the statewide effort to identify and address issues related to child deaths, but did not require any mandatory activities of local government.

With the amendment by Statutes 1999, chapter 1012, Penal Code section 11166.9, subdivision (k) requires “Law enforcement and child welfare agencies shall cross-report all cases of child death suspected to be related to child abuse or neglect whether or not the deceased child has any known surviving siblings.”

In addition, pursuant to subdivision (l), the county child welfare department must also create a record in a state reporting system regarding the case of a child death. Therefore, the Commission finds that Penal Code section 11166.9, subdivisions (k) and (l), mandates a new program or higher level of service, for the following new activities:

A city or county law enforcement agency shall:

- Cross-report all cases of child death suspected to be related to child abuse or neglect to the county child welfare agency.

A county welfare department shall:

- Cross-report all cases of child death suspected to be related to child abuse or neglect to law enforcement.
- Create a record in the Child Welfare Services/Case Management System (CWS/CMS) on all cases of child death suspected to be related to child abuse or neglect.
- Enter information into the CWS/CMS upon notification that the death was subsequently determined not to be related to child abuse or neglect.

⁴⁶ As added by Statutes 1992, chapter 844 and amended by Statutes 1995, chapter 539; Statutes 1997, chapter 842; Statutes 1999, chapter 1012; Statutes 2000, chapter 916. This code section has since been renumbered Penal Code section 11174.34, by Statutes 2004, chapter 842, without amending the text. For consistency with the pleadings, the section will be referred to as 11166.9 in the discussion.

(D) Investigation of Suspected Child Abuse, and Reporting to and from the State Department of Justice

Penal Code Sections 11165.12, 11166, Subdivision (a), 11169, Subdivision (a), and 11170; and the Automated Child Abuse Reporting System (ACAS): California Code of Regulations, Title 11, Sections 901, 902, and 903; and the "Child Abuse Investigation Report" Form SS 8583:

Penal Code section 11169, subdivision (a),⁴⁷ as pled, requires "[a]n agency specified in section 11165.9," to forward a written report to DOJ, by mail, fax or electronic transmission "of every case it investigates of known or suspected child abuse or neglect which is determined not to be unfounded," other than cases of general neglect. The reports are required to be in a form approved by DOJ.

Penal Code section 11165.12⁴⁸ provides the definitions of unfounded, substantiated and inconclusive reports. Each requires a determination "by the investigator who conducted the investigation." Unfounded reports -- those which have been found following an active investigation to be false, inherently improbable, the result of an accidental injury, or otherwise not satisfying the statutory definition of child abuse and neglect -- are not to be reported to DOJ. Thus, only substantiated and inconclusive reports are to be forwarded to DOJ, pursuant to section 11169, subdivision (a), as described above.

California Code of Regulations, title 11, section 901, provides definitions for the Automated Child Abuse System, or ACAS. Section 902 states the purpose of ACAS "as the index of investigated reports of suspected child abuse received," and is a reference file "used to refer authorized individuals or entities to the underlying child abuse investigative files maintained at the reporting CPA."⁴⁹ The Commission finds that California Code of Regulations, title 11, sections 901 or 902, do not require any activities that are not otherwise described in statute, and thus do not mandate a new program or higher level of service.

Penal Code section 11169, subdivision (a) provides that "[t]he reports required by this section shall be in a form approved by the Department of Justice and may be sent by fax or electronic transmission." California Code of Regulations, title 11, section 903, designates the current form SS 8583 as "the standard reporting form for submitting summary reports of child abuse to DOJ," and describes mandatory information which must be included on the form "in order for it to be considered a "retainable report" by DOJ and entered into ACAS."

The prior law, former Penal Code section 11161.5, subdivision (a), required all written child abuse reports received by the police to be forwarded to the state, as follows:

⁴⁷ As added by Statutes 1980, chapter 1071 and amended by Statutes 1981, chapter 435, Statutes 1985, chapter 1598, Statutes 1988, chapters 269 and 1497, Statutes 1997, chapter 842, and Statutes 2000, chapter 916.

⁴⁸ As added by Statutes 1987, chapter 1459 and amended by Statutes 1990, chapter 1330, Statutes 1997, chapter 842, and Statutes 2000, chapter 916.

⁴⁹ "CPA" refers to "child protective agency," which is defined in California Code of Regulations, title 11, section 901, subdivision (f), as referring back to the agencies listed in Penal Code section 11165.9.

Copies of all written reports received by the local police authority shall be forwarded to the Department of Justice.

Thus, prior law only required a local police authority that received a written report of child abuse to forward a copy of the report to the state, as received.

The claimant further alleges that “investigation” is newly required by the test claim statutes and regulations, in order to complete Form SS 8583, pled as an executive order, for submittal to DOJ. The state agencies dispute that investigation is a new activity. DSS, in comments filed December 10, 2001, states: “Department staff believes that the requirement for the county welfare department to conduct an independent investigation in response to allegations of abuse and neglect is not a newly imposed duty.” Neither DSS nor DOJ’s comments cite any provision of law demonstrating that independent investigation of child abuse reports was required by prior law.

Claimant correctly cites the 1999 *Alejo v. City of Alhambra* appellate court decision,⁵⁰ in which the court found that the duty to investigate reports of suspected child abuse and neglect is mandatory. The *Alejo* case concerned a claim of “negligence per se” against the city and the individual police officer for failing to investigate a report from a father that his three-year-old son was being physically abused by the mother’s live-in boyfriend. The negligence per se doctrine is used to litigate situations where a violation of a statute or regulation ultimately leads to an injury of a type that the law was intended to prevent. In this case, the court found that the police violated a statute that required the investigation of child abuse reports, which led to the three-year-old child being further abused by the mother’s boyfriend. First, the court determined that the police have no general duty to investigate individual reports of child abuse or neglect:

We acknowledge, as a general rule one has no duty to come to the aid of another. (*Williams v. State of California* (1983) 34 Cal.3d 18, 23 [192 Cal.Rptr. 233, 664 P.2d 137].) Accordingly, there is no duty owed by police to individual members of the general public because “[a] law enforcement officer’s duty to protect the citizenry is a general duty owed to the public as a whole.” (*Von Batsch v. American Dist. Telegraph Co.* (1985) 175 Cal.App.3d 1111, 1121 [222 Cal.Rptr. 239].) Therefore, absent a special relationship or a statute creating a special duty, the police may not be held liable for their failure to provide protection. (*Id.* at p. 1122.)⁵¹

Since the court determined that the police have a general duty to protect the public at large, but not a duty to protect specific individuals in the absence of another statute, the opinion then examines whether any specific statute was violated by the police for failing to investigate the report of child abuse. The court determined that Penal Code section 11166, subdivision (a), “creates such a duty.”⁵²

As we read section 11166, subdivision (a), it imposes two mandatory duties on a police officer who receives an account of child abuse.

⁵⁰ *Alejo v. City of Alhambra* (1999) 75 Cal.App.4th 1180.

⁵¹ *Id.* at page 1185.

⁵² *Ibid.*

Although section 11166, subdivision (a) does not use the term “investigate,” *it clearly envisions some investigation in order for an officer to determine whether there is reasonable suspicion to support the child abuse allegation and to trigger a report to the county welfare department and the district attorney under section 11166, subdivision (i) and to the Department of Justice under section 11169, subdivision (a).* The latter statute provides in relevant part: “A child protective agency shall forward to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse which is determined not to be unfounded A child protective agency shall not forward a report to the Department of Justice unless it has conducted an active investigation and determined that the report is not unfounded, as defined in Section 11165.12.” An “unfounded” report is one “which is determined by a child protective agency investigator to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse, as defined in Section 11165.6.” (§ 11165.12, subd. (a).) “Child abuse” is defined in section 11165.6 as “a physical injury which is inflicted by other than accidental means on a child by another person.”

¶...¶

Contrary to the city’s position, the duty to investigate and report child abuse is mandatory under section 11166, subdivision (a) if a reasonable person in Officer Doe’s position would have suspected such abuse. The language of the statute, prior cases and public policy all support this conclusion.⁵³

Thus, the court finds that the test claim statutes do mandate investigation, and the Commission must follow this statement of law when reaching its conclusions in this test claim. However, the court was not examining the law from a mandates perspective, and made the finding based on current law. For its purposes, the court had no need to determine whether the earlier versions of the child abuse reporting law initially created the duty to investigate.

The investigation activity identified in the test claim is one that is necessary in order to complete the state “Child Abuse Investigation Report” Form SS 8583. Penal Code section 11169, subdivision (a), as added by Statutes 1980, chapter 1071, and substantively amended by Statutes 1985, chapter 1598, provides that the “agency specified in Section 11165.9” must first conduct an active investigation to determine whether the child abuse or severe neglect “report is not unfounded” before sending a completed report form to the state.⁵⁴ No earlier statutes required any determination of the validity of a report of child abuse or neglect before completing a child abuse investigative report form and forwarding it to the state. Therefore, the Commission finds that an investigation sufficient to determine whether a report of suspected child abuse or neglect is unfounded, substantiated, or inconclusive, as defined by Penal Code section 11165.12, is newly mandated by Penal Code section 11169, subdivision (a), as described by the court in *Alejo*.⁵⁵

⁵³ *Id.* at pages 1186-1187. [Emphasis added.]

⁵⁴ Penal Code section 11169.

⁵⁵ *Alejo v. City of Alhambra*, *supra*, 75 Cal.App.4th 1180, 1186.

The Commission finds that Penal Code section 11169, subdivision (a), the California Code of Regulations, title 11, section 903, and the state "Child Abuse Investigation Report" Form SS 8583, mandate a new program or higher level of service, as follows:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated or inconclusive, as defined in Penal Code section 11165.12, for purposes of preparing and submitting the state "Child Abuse Investigation Report" Form SS 8583, or subsequent designated form, to the Department of Justice.
- Forward to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse or severe neglect which is determined to be substantiated or inconclusive, as defined in Penal Code section 11165.12. Unfounded reports, as defined in Penal Code section 11165.12, shall not be filed with the Department of Justice. If a report has previously been filed which subsequently proves to be unfounded, the Department of Justice shall be notified in writing of that fact. The reports required by this section shall be in a form approved by the Department of Justice and may be sent by fax or electronic transmission.

(E) Notifications Following Reports to the Child Abuse Central Index

Penal Code Section 11169, Subdivision (b):

Penal Code section 11169, subdivision (b), as amended by Statutes 2000, chapter 916, for the first time requires that when "an agency specified in section 11165.9," forwards a report of suspected child abuse or neglect to DOJ:

the agency shall also notify in writing the known or suspected child abuser that he or she has been reported to the Child Abuse Central Index. The notice required by this section shall be in a form approved by the Department of Justice. The requirements of this subdivision shall apply with respect to reports forwarded to the department on or after the date on which this subdivision becomes operative.

DSS's December 10, 2001 comments concur with the claimant that written notification is a new activity, but disputes the claim for reimbursement based upon the existing funding scheme. DOF's comments on the test claim filing similarly acknowledge "that this particular requirement was added to the child abuse reporting scheme after 1975, and that it may result in trace cost increases to the claimant," but concludes that such costs are subject to a federal-state-local funding ratio and "not subject to state subvention."

The Commission finds that the statute requires an entirely new duty that was not mandated by prior law. Therefore, the Commission finds that the plain language of Penal Code section 11169, subdivision (b), mandates a new program or higher level of service, for the following new activity:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Notify in writing the known or suspected child abuser that he or she has been reported to the Child Abuse Central Index, in any form approved by the Department of Justice, at the time the “Child Abuse Investigation Report” is filed with the Department of Justice.

The potential reimbursement period for this activity begins no earlier than January 1, 2001—the operative date of Statutes 2000, chapter 916.

Penal Code Section 11170:

Penal Code section 11170⁵⁶ describes the duties of the DOJ to maintain the Child Abuse Central Index and make reports available. It refers to reports made pursuant to Penal Code section 11169. As described above, Penal Code section 11169 requires reports to be made by “an agency specified in Section 11165.9.” When “submitting agency,” “investigating agency” or similar terms are used in Penal Code section 11170, the statute refers back to the agencies that submitted the initial Child Abuse Investigation Reports pursuant to section 11169—which in turn are the agencies identified in Penal Code section 11165.9.

The pre-1975 law of former Penal Code section 11161.5 provided that if the DOJ records resulted in reports or information being returned to the reporting agency, the reports received were required to be made available to specified individuals “having a direct interest in the welfare of the minor” and others, including probation and child welfare departments, as follows:

Reports and other pertinent information received from the department shall be made available to: any licensed physician and surgeon, dentist, resident, intern, podiatrist, chiropractor, or religious practitioner with regard to his patient or client; any director of a county welfare department, school superintendent, supervisor of child welfare and attendance, certificated pupil personnel employee, or school principal having a direct interest in the welfare of the minor; and any probation department, juvenile probation department, or agency offering child protective services.

Penal Code section 11170, subdivision (b)(1), requires that after information is received by “an agency that submits a report pursuant to Section 11169” from the DOJ “that is relevant to the known or suspected instance of child abuse or severe neglect reported by the agency,” “[t]he agency shall make that information available to the reporting medical practitioner, child custodian, guardian ad litem” or appointed counsel, “or the appropriate licensing agency, if he or she is treating or investigating a case of known or suspected child abuse or severe neglect.” While the requirement is similar to prior law, there was no duty in prior law for the reporting agency to make reports and information available to the child custodian, guardian ad litem, appointed counsel or licensing agency. Therefore, the Commission finds that Penal Code section 11170, subdivision (b)(1) mandates a new program or higher level of service for the following activity:

⁵⁶ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 162, Statutes 1984, chapter 1613, Statutes 1985, chapter 1598, Statutes 1986, chapter 1496, Statutes 1987, chapter 82, Statutes 1989, chapter 153, Statutes 1990, chapters 1330 and 1363, Statutes 1992, chapters 163 and 1338, Statutes 1993, chapter 219, Statutes 1996, chapter 1081, Statutes 1997, chapters 842, 843, and 844, Statutes 1999, chapter 475, and Statutes 2000, chapter 916.

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Make relevant information available, when received from the Department of Justice, to the child custodian, guardian ad litem appointed under section 326, or counsel appointed under section 317 or 318 of the Welfare and Institutions Code, or the appropriate licensing agency, if he or she is treating or investigating a case of known or suspected child abuse or severe neglect.

Another new provision, Penal Code section 11170, subdivision (b)(2) creates a duty for the agency that investigated a mandated report of child abuse to report back to the mandated reporter on the conclusion of the investigation. Penal Code section 11170, subdivision (b)(2) refers to the investigating agency of a report made pursuant to Penal Code section 11166, subdivision (a), which in turn requires mandated reports be made to agencies specified in section 11165.9. There was no duty in prior law for agencies listed in 11165.9 to provide such information, therefore, the Commission finds that Penal Code section 11170, subdivision (b)(2), mandates a new program or higher level of service for the following activity:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Inform the mandated reporter of the results of the investigation and of any action the agency is taking with regard to the child or family, upon completion of the child abuse investigation or after there has been a final disposition in the matter.

Penal Code section 11170, subdivision (b)(5), now numbered (b)(6),⁵⁷ requires the DOJ to make information available to “investigative agencies or probation officers, or court investigators” “responsible for placing children or assessing the possible placement of children” regarding any known or suspected child abusers residing in the home. When such information is received by an investigating agency, the statute requires that the agency notify the person that they are in the Child Abuse Central Index. There was no duty in prior law for the investigating agency to provide such information; therefore, the Commission finds that Penal Code section 11170, subdivision (b)(5), now (b)(6), mandates a new program or higher level of service for the following activity:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect investigation reports contained in the index from the Department of Justice when investigating a home for the placement of dependant children. The notification shall include the name of the reporting agency and the date of the report.

Claimant alleges that there is a new program or higher level of service required by Penal Code section 11170, subdivision (b)(6)(A), now renumbered (b)(8)(A).⁵⁸ The subdivision, as pled,

⁵⁷ This subdivision was renumbered by Statutes 2004, chapter 842.

⁵⁸ This subdivision was renumbered by Statutes 2004, chapter 842.

provides that an investigating party, including any agency named in section 11169 that is required to make reports to the Child Abuse Central Index (these are the agencies receiving child abuse and neglect reports pursuant to section 11165.9), as well as district attorney's offices, and county licensing agencies, that receives information from the state Child Abuse Central Index is:

responsible for obtaining the original investigative report from the reporting agency, and for drawing independent conclusions regarding the quality of the evidence disclosed, and its sufficiency for making decisions regarding investigation, prosecution, licensing, or placement of a child.

The Commission finds that the words "responsible for" in this statute are vague and ambiguous, and may be interpreted alternatively as either mandatory (e.g. "investigators *shall obtain* the original report,") or discretionary, (e.g. if the investigator finds it necessary for the investigation, they are to obtain the original report from the local reporter, rather than from the state.) Therefore it is necessary to look at extrinsic evidence of legislative intent.⁵⁹ The statutory language was added by Statutes 1990, chapter 1330 (Sen. Bill No. (SB) 2788), as double joined with Statutes 1990, chapter 1363 (Assem. Bill No. (AB) 3532.) The legislative history for SB 2788 yields a reading of "responsible for" as a mandatory term. Specifically, the Assembly Public Safety Committee, Republican Analysis, (Reg. Sess. 1989-1990) on SB 2788, version dated August 28, 1990, states:

this bill would *require* any appropriate person or agency responsible for child care oversight to, upon notification that a report exist[s], seek the original information pertaining to the incident and make an independent decision on the merits of the report for investigation, prosecution or licensure determination. [Emphasis added.]⁶⁰

Therefore, the Commission finds that Penal Code section 11170, subdivision (b)(6)(A), now (b)(8)(A), mandates a new program or higher level of service, as follows:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department, county licensing agency, or district attorney's office shall:

⁵⁹ "Because the words themselves provide no definitive answer, we must look to extrinsic sources." *People v. Woodhead* (1987) 43 Cal.3d 1002, 1008.

⁶⁰ The court in *Kaufman & Broad Communities, Inc. v. Performance Plastering, Inc.* (2005) 133 Cal.App.4th 26, 31, "set forth a list of legislative history documents that have been recognized by the California Supreme Court or this court as constituting cognizable legislative history," including reports of the Assembly Committee on Public Safety (*supra* at p. 33.)

Further, although an author's letter to the Governor is not a reliable form of legislative history on its own, Sen. Newton R. Russell's August 31, 1990 letter to the Governor is consistent with the committee analysis cited above: "SB 2788 will also insert language stating that all authorized persons and agencies, if conducting either child abuse or child care licensing investigation, and having access to information from the CACI, are required to obtain, and make independent conclusions from, the original child abuse report." [Emphasis in original.]

- Obtain the original investigative report from the reporting agency, and draw independent conclusions regarding the quality of the evidence disclosed, and its sufficiency for making decisions regarding investigation, prosecution, licensing, or placement of a child, when a report is received from the Child Abuse Central Index.

Penal Code section 11170, subdivision (c) requires that the DOJ provide information from the Child Abuse Central Index “to any agency responsible for placing children pursuant to ...the Welfare and Institutions Code,” section 305 et seq., “upon request,” when relevant to a child’s potential “placement with a responsible relative pursuant to” Welfare and Institutions Code sections 281.5, 305, and 361.3.

Welfare and Institutions Code section 305 et seq. refers to temporary custody and detention of dependent children. Welfare and Institutions Code section 281.5 refers to placement by a probation officer; section 305 refers to temporary custody by “any peace officer”;⁶¹ and section 361.3 concerns placement with a relative by “the county social worker and court.” Thus, when any law enforcement agency, probation department, or child welfare department receives information regarding placement of a child with a relative from DOJ, as described in Penal Code section 11170, subdivision (c), the agency receiving the information is statutorily obligated to notify the individual “that he or she is in the index.” There was no duty in prior law to provide such information; therefore, the Commission finds that Penal Code section 11170, subdivision (c), mandates a new program or higher level of service for the following activity:

Any city or county law enforcement agency, county probation department, or county welfare department shall:

- Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect reports contained in the index from the Department of Justice regarding placement with a responsible relative pursuant to Welfare and Institutions Code sections 281.5, 305, and 361.3. The notification shall include the location of the original investigative report and the submitting agency. The notification shall be submitted to the person listed at the same time that all other parties are notified of the information, and no later than the actual judicial proceeding that determines placement.

Also, the claimant, at page 34 of the test claim filing, alleges that Penal Code section 11170, subdivision (d) requires that the claimant “provide certain information when necessary for out-of-state law enforcement agencies.” The Commission finds that the subdivision is directed solely to “the department,” which, when used through the rest of section 11170, refers to the state Department of Justice. The context of subdivision (d) does not suggest a different usage was intended.⁶² Therefore the Commission finds that Penal Code section 11170, subdivision (d), does not mandate a new program or higher level of service.

Similarly, claimant alleges a mandate from Penal Code section 11170, subdivision (e), which provides that an individual may make a request to DOJ to “determine if he or she is listed in the

⁶¹ Peace officers are defined at Penal Code section 830 et seq.

⁶² “Terms ordinarily possess a consistent meaning throughout a statute.” *People v. Standish* (2006) 38 Cal.4th 858, 870.

Child Abuse Central Index.” If they are listed, DOJ is required to provide “the date of the report and the submitting agency.” Then “[t]he requesting person is responsible for obtaining the investigative report from the submitting agency pursuant to paragraph (13) of subdivision (a) of Section 11167.5.” Penal Code section 11167.5 indicates that reports are available pursuant to the Public Records Act (Gov. Code, § 6250, et seq.) The duties expressed in Penal Code section 11170, subdivision (e) are imposed on the state or individuals; any related activities for local governments are required by prior law, specifically Government Code section 6253 of the Public Records Act, not the test claim statutes. Therefore, the Commission finds that Penal Code section 11170, subdivision (e), does not mandate a new program or higher level of service.

(F) Record Retention

Penal Code Section 11169, Subdivision (c):

Penal Code section 11169, subdivision (c), requires:

Agencies shall retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice pursuant to subdivision (a) for the same period of time that the information is required to be maintained on the Child Abuse Central Index pursuant to this section. Nothing in this section precludes an agency from retaining the reports for a longer period of time if required by law.

The time for retention of records on the Child Abuse Central Index is controlled by Penal Code section 11170,⁶³ as follows:

(3) Information from an inconclusive or unsubstantiated report filed pursuant to subdivision (a) of Section 11169 shall be deleted from the Child Abuse Central Index after 10 years if no subsequent report concerning the same suspected child abuser is received within that time period. If a subsequent report is received within that 10-year period, information from any prior report, as well as any subsequently filed report, shall be maintained on the Child Abuse Central Index for a period of 10 years from the time the most recent report is received by the department.

Reading the two sections together, the record retention period for each of the underlying local investigatory files is a minimum of 10 years, much longer if a subsequent report on the same suspected child abuser is received during the 10 year period. DSS and DOF dispute the claim for mandate reimbursement for record retention activities. DSS asserts that the duty to retain the child protective agency’s investigative file documenting each investigation is not a new duty, citing Welfare and Institutions Code section 10851 and regulatory requirements for three years

⁶³ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 162, Statutes 1984, chapter 1613, Statutes 1985, chapter 1598, Statutes 1986, chapter 1496, Statutes 1987, chapter 82, Statutes 1989, chapter 153, Statutes 1990, chapters 1330 and 1363, Statutes 1992, chapters 163 and 1338, Statutes 1993, chapter 219, Statutes 1996, chapter 1081, Statutes 1997, chapters 842, 843, and 844, Statutes 1999, chapter 475, and Statutes 2000, chapter 916.

of records retention.⁶⁴ DOF also cites the pre-existing three-year record retention requirement, and concludes that “the longer retention requirement for child abuse investigation records imposes no new costs, and may in fact avoid the costs of record destruction. Finally, if the records are stored electronically, a longer retention period should result in no additional costs whatsoever.” The Commission notes that the Welfare and Institutions Code record retention requirement is only applicable to public social services records. Records required to be held by city police and county sheriff’s departments are only subject to the more general Government Code sections 26202 and 34090, which allow counties and cities, respectively, to authorize destruction of records after two years.

Statutes 1997, chapter 842 added the records retention requirements to Penal Code sections 11169 and 11170, resulting in a longer records retention period than otherwise required by prior law; thus mandating a higher level of service. Therefore, the Commission finds that Penal Code section 11169, subdivision (c) mandates a new program or higher level of service, for the following:

Any city or county police or sheriff’s department, or county probation department if designated by the county to receive mandated reports shall:

- Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of 8 years for counties and cities (a higher level of service above the two-year record retention requirement pursuant to Gov. Code §§ 26202 (cities) and 34090 (counties).) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years.

A county welfare department shall:

- Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of 7 years for welfare records (a higher level of service above the three-year record retention requirement pursuant to Welf. & Inst. Code, § 10851.) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years.

Issue 3: Do the test claim statutes found to mandate a new program or higher level of service also impose costs mandated by the state pursuant to Government Code section 17514?

Reimbursement under article XIII B, section 6 is required only if any new program or higher level of service is also found to impose “costs mandated by the state.” Government Code section 17514 defines “costs mandated by the state” as any *increased* cost a local agency is required to incur as a result of a statute or executive order that mandates a new program or higher level of service. The claimant alleges costs in excess of \$200, the minimum standard at the time of filing the test claim, pursuant to Government Code section 17564.

⁶⁴ DSS also cites the record retention requirement for juvenile courts (Welf. & Inst. Code, § 826), but it is irrelevant to the test claim allegations which address the records of the investigating agency, not those of the courts.

The only Government Code section 17556 exception that may apply to this test claim with respect to counties is subdivision (e), which provides, that “[t]he commission shall not find costs mandated by the state,” if:

...

(e) The statute, executive order, or an appropriation in a Budget Act or other bill provides for offsetting savings to local agencies or school districts that result in no net costs to the local agencies or school districts, or includes additional revenue that was specifically intended to fund the costs of the state mandate in an amount sufficient to fund the cost of the state mandate.

Both DSS and DOF’s December 10, 2001 comments assert that there are state funds available that can be used for new state-mandated child abuse reporting-related activities. However, neither letter was specific in stating what funds were available for the activities.

On May 9, 2007, Commission staff requested that the state agencies provide additional information in this regard, to “identify what funds have been appropriated and allocated to each county for child abuse and neglect reporting and investigation services.” On July 20, 2007, DOF filed a response to the request, stating that:

Counties receive allocations from: 1) Title IV-E federal funds, 2) Temporary Assistance for Needy Families (TANF) block grants, 3) Title XIX Funds, 4) Title XX Funds, 5) Title IV-B Funds, and 6) the General Fund. Funds are appropriated in the annual Budget Act under Item 5180-151-0001. Additionally, transfer authority exists in other budget items that may be used for activities associated with ICAN. Attached for your reference is a compact disc (CD) containing the Budget Act appropriations (Item 5180-151-0001) for fiscal years 1999-2000 through 2006-2007. The sections contain the funds appropriated for Department of Social Services’ local assistance programs. Please note that these appropriations do not specify the multiple programs or specific activities that may be funded with the appropriation.

The following describes the purpose of the various funds allocated to the counties.

- General Fund appropriations are used to match Title IV-E funds based on the 70/30 (state/county) share of nonfederal funds. Title IV-E funds and General Fund appropriations are also used to provide “augmentation funds” to counties beyond the predetermined formulas based on caseload. Augmentation funding occurs when a county has spent its share and additional money is needed to support County Welfare Services (CWS) programs.
- TANF funds and county funds pay for emergency assistance, including investigation and crisis resolution activities performed by social workers.
- Title IV-B funds are used to provide services and support to preserve families, protect children, and prevent child abuse and neglect.
- Title IV-E funds can be used for case management and emergency assistance activities as well as training and professional development of a child welfare workforce. These funds are budgeted based on a county welfare department’s

caseload and the number of social worker staff and clerical staff, using the specific county's salaries, benefits, and associated overhead costs.

- Title XIX funds are used for medical care assistance of CWS programs.
- Title XX funds are used to provide for more flexibility in the delivery of child welfare services. These funds are not used for medical care or employee wages.

DOF's CD also includes copies of the DSS County Fiscal Letters from 1999-2000 through 2006-2007, as well as a table summarizing county welfare funding for those fiscal years.

Despite all of the documentation provided, there is no evidence in the record to demonstrate that the mandated activities have been offset or funded by the state or federal government in a manner and amount "sufficient to fund the cost of the state mandate." On the contrary, Welfare and Institutions Code section 10101 indicates that "the state's share of the costs of the child welfare program shall be 70 percent of the actual nonfederal expenditures for the program or the amount appropriated by the Legislature for that purpose, whichever is less." Conversely, counties must have a share of costs for child welfare services of at least 30 percent of the nonfederal expenditures. Even the augmentation funds are only available, according to DOF's letter, "when a county has spent *its share* and additional money is needed." In addition, the funding information is limited to county welfare departments and does not include costs incurred by local law enforcement, when they perform the mandated activities identified.

DOF's December 10, 2001 comments cite the *County of Fresno, supra*, 53 Cal.3d. at page 487, to conclude that because test claim activities are jointly funded, "the test claim legislation is not subject to state subvention." The *County of Fresno* decision addressed a challenge to the constitutionality of Government Code section 17556, subdivision (d), which provides an exception to a finding of costs mandated by the state when the local government may pay for the new activities through service charges, fees, or assessments. In determining that the limit expressed by subdivision (d) was constitutional, the California Supreme Court stated that "the Constitution requires reimbursement only for those expenses that are recoverable solely from taxes." However, contrary to DOF's suggestion, the *County of Fresno* decision does not apply as this test claim does not have facts addressing available fees, service charges, or assessments for mandatory child abuse reporting.

Government Code section 17556, subdivision (e) requires that there must be "no net costs," or appropriated funds must be "*specifically intended* to fund the costs of the state mandate in an *amount sufficient* to fund the cost of the state mandate." To interpret the law as the December 10, 2001 state agency comments urge would render much of the language of Government Code section 17556, subdivision (e) meaningless. The Commission finds that section 17556, subdivision (e) does not apply to disallow a finding of costs mandated by the state, but that all claims for reimbursement for the approved activities must be offset by any program funds already received and applied to the program from non-local sources. There is no evidence that the counties are required to use the funds identified by DOF for the expenses of the mandated activities.

Thus, for the activities listed in the conclusion below, the Commission finds that the new program or higher level of service also imposes costs mandated by the state within the meaning

of Government Code section 17514, and none of the exceptions of Government Code section 17556 apply.

CONCLUSION

The Commission concludes that Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168 (formerly 11161.7), 11169, 11170, as added or amended by Statutes 1977, chapter 958, Statutes 1980, chapter 1071, Statutes 1981, chapter 435, Statutes 1982, chapters 162 and 905, Statutes 1984, chapters 1423 and 1613, Statutes 1985, chapter 1598, Statutes 1986, chapters 1289 and 1496, Statutes 1987, chapters 82, 531 and 1459, Statutes 1988, chapters 269, 1497 and 1580, Statutes 1989, chapter 153, Statutes 1990, chapters 650, 1330, 1363 and 1603, Statutes 1992, chapters 163, 459 and 1338, Statutes 1993, chapters 219 and 510, Statutes 1996, chapters 1080 and 1081, Statutes 1997, chapters 842, 843 and 844, Statutes 1999, chapters 475 and 1012, and Statutes 2000, chapter 916; and executive orders California Code of Regulations, title 11, section 903, and “Child Abuse Investigation Report” Form SS 8583, mandate new programs or higher levels of service within the meaning of article XIII B, section 6 of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514, for cities and counties for the following specific new activities:

Distributing the Suspected Child Abuse Report Form:

Any city or county police or sheriff’s department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Distribute the child abuse reporting form adopted by the Department of Justice (currently known as the “Suspected Child Abuse Report” Form SS 8572) to mandated reporters. (Pen. Code, § 11168, formerly § 11161.7.)⁶⁵

Reporting Between Local Departments

Accepting and Referring Initial Child Abuse Reports when a Department Lacks Jurisdiction:

Any city or county police or sheriff’s department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Transfer a call electronically or immediately refer the case by telephone, fax, or electronic transmission, to an agency with proper jurisdiction, whenever the department lacks subject matter or geographical jurisdiction over an incoming report of suspected child abuse or neglect. (Pen. Code, § 11165.9.)⁶⁶

Cross-Reporting of Suspected Child Abuse or Neglect from County Welfare and Probation Departments to the Law Enforcement Agency with Jurisdiction and the District Attorney’s Office:

A county probation department shall:

- Report by telephone immediately, or as soon as practically possible, to the law enforcement agency having jurisdiction over the case, to the agency given the

⁶⁵ As added by Statutes 1980, chapter 1071 and amended by Statutes 2000, chapter 916. Derived from former Penal Code section 11161.7, as amended by Statutes 1977, chapter 958.

⁶⁶ As added by Statutes 2000, chapter 916, operative January 1, 2001.

responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department. (Pen. Code, § 11166, subd. (h), now subd. (j).)⁶⁷

- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166, subd. (h), now subd. (j).)⁶⁸

A county welfare department shall:

- Report by telephone immediately, or as soon as practically possible, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department.

This activity does not include making an initial report of child abuse and neglect from a county welfare department to the law enforcement agency having jurisdiction over the case, which was required under prior law to be made "without delay." (Pen. Code, § 11166, subd. (h), now subd. (j).)⁶⁹

- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency, including the law enforcement agency having jurisdiction over the case, to which it is required to make a telephone report under this subdivision.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166, subd. (h), now subd. (j).)⁷⁰

⁶⁷ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 905, Statutes 1984, chapter 1423, Statutes 1986, chapter 1289, Statutes 1987, chapter 1459, Statutes 1988, chapters 269 and 1580, Statutes 1990, chapter 1603, Statutes 1992, chapter 459, Statutes 1993, chapter 510, Statutes 1996, chapters 1080 and 1081, and Statutes 2000, chapter 916.

⁶⁸ *Ibid.*

⁶⁹ *Ibid.*

⁷⁰ *Ibid.*

Cross-Reporting of Suspected Child Abuse or Neglect from the Law Enforcement Agency to the the County Welfare and Institutions Code Section 300 Agency, County Welfare, and the District Attorney's Office:

A city or county law enforcement agency shall:

- Report by telephone immediately, or as soon as practically possible, to the agency given responsibility for investigation of cases under Welfare and Institutions Code section 300 and to the district attorney's office every known or suspected instance of child abuse reported to it, except acts or omissions coming within Penal Code section 11165.2, subdivision (b), which shall be reported only to the county welfare department. (Pen. Code, § 11166, subd. (i), now subd. (k).)⁷¹
- Report to the county welfare department every known or suspected instance of child abuse reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. (Pen. Code, § 11166, subd. (i), now subd. (k).)⁷²
- Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

As of January 1, 2006, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166, subd. (i), now subd. (k).)⁷³

Receipt of Cross-Reports by District Attorney's Office:

A district attorney's office shall:

- Receive reports of every known or suspected instance of child abuse reported to law enforcement, county probation or county welfare departments, except acts or omissions of general neglect coming within Penal Code section 11165.2, subdivision (b). (Pen. Code, § 11166, subds. (h) and (i), now subds. (j) and (k).)⁷⁴

⁷¹ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 905, Statutes 1984, chapter 1423, Statutes 1986, chapter 1289, Statutes 1987, chapter 1459, Statutes 1988, chapters 269 and 1580, Statutes 1990, chapter 1603, Statutes 1992, chapter 459, Statutes 1993, chapter 510, Statutes 1996, chapters 1080 and 1081, and Statutes 2000, chapter 916.

⁷² *Ibid.*

⁷³ *Ibid.*

⁷⁴ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 905, Statutes 1984, chapter 1423, Statutes 1986, chapter 1289, Statutes 1987, chapter 1459, Statutes 1988, chapters 269 and 1580, Statutes 1990, chapter 1603, Statutes 1992, chapter 459, Statutes 1993, chapter 510, Statutes 1996, chapters 1080 and 1081, and Statutes 2000, chapter 916.

Reporting to Licensing Agencies:

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Report by telephone immediately or as soon as practically possible to the appropriate licensing agency every known or suspected instance of child abuse or neglect when the instance of abuse or neglect occurs while the child is being cared for in a child day care facility, involves a child day care licensed staff person, or occurs while the child is under the supervision of a community care facility or involves a community care facility licensee or staff person. The agency shall also send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision. The agency shall send the licensing agency a copy of its investigation report and any other pertinent materials.

As of July 31, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours. (Pen. Code, § 11166.2.)⁷⁵

Additional Cross-Reporting in Cases of Child Death:

A city or county law enforcement agency shall:

- Cross-report all cases of child death suspected to be related to child abuse or neglect to the county child welfare agency. (Pen. Code, § 11166.9, subd. (k), now § 11174.34, subd. (k).)⁷⁶

A county welfare department shall:

- Cross-report all cases of child death suspected to be related to child abuse or neglect to law enforcement. (Pen. Code, § 11166.9, subd. (k), now § 11174.34, subd. (k).)⁷⁷
- Create a record in the Child Welfare Services/Case Management System (CWS/CMS) on all cases of child death suspected to be related to child abuse or neglect. (Pen. Code, § 11166.9, subd. (l), now § 11174.34, subd. (l).)⁷⁸
- Enter information into the CWS/CMS upon notification that the death was subsequently determined not to be related to child abuse or neglect. (Pen. Code, § 11166.9, subd. (l), now § 11174.34, subd. (l).)⁷⁹

⁷⁵ As added by Statutes 1985, chapter 1598 and amended by Statutes 1987, chapter 531; Statutes 1988, chapter 269; Statutes 1990, chapter 650; and Statutes 2000, chapter 916.

⁷⁶ As amended by Statutes 1999, chapter 1012, operative January 1, 2000. This code section has since been renumbered as Penal Code section 11174.34, without amendment, by Statutes 2004, chapter 842.

⁷⁷ *Ibid.*

⁷⁸ *Ibid.*

⁷⁹ *Ibid.*

Investigation of Suspected Child Abuse, and Reporting to and from the State Department of Justice

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated or inconclusive, as defined in Penal Code section 11165.12, for purposes of preparing and submitting the state "Child Abuse Investigation Report" Form SS 8583, or subsequent designated form, to the Department of Justice. (Pen. Code, § 11169, subd. (a); Cal. Code Regs., tit. 11, § 903, "Child Abuse Investigation Report" Form SS 8583.)⁸⁰
- Forward to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse or severe neglect which is determined to be substantiated or inconclusive, as defined in Penal Code section 11165.12. Unfounded reports, as defined in Penal Code section 11165.12, shall not be filed with the Department of Justice. If a report has previously been filed which subsequently proves to be unfounded, the Department of Justice shall be notified in writing of that fact. The reports required by this section shall be in a form approved by the Department of Justice and may be sent by fax or electronic transmission. (Pen. Code, § 11169, subd. (a); Cal. Code Regs., tit. 11, § 903, "Child Abuse Investigation Report" Form SS 8583.)⁸¹

Notifications Following Reports to the Child Abuse Central Index

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, or county welfare department shall:

- Notify in writing the known or suspected child abuser that he or she has been reported to the Child Abuse Central Index, in any form approved by the Department of Justice, at the time the "Child Abuse Investigation Report" is filed with the Department of Justice. (Pen. Code, § 11169, subd. (b).)⁸²
- Make relevant information available, when received from the Department of Justice, to the child custodian, guardian ad litem appointed under section 326, or counsel appointed under section 317 or 318 of the Welfare and Institutions Code, or the appropriate licensing agency, if he or she is treating or investigating a case of known or suspected child abuse or severe neglect. (Pen. Code, § 11170, subd. (b)(1).)⁸³

⁸⁰ Code section as added by Statutes 1980, chapter 1071, amended by Statutes 1981, chapter 435, Statutes 1985, chapter 1598, Statutes 1988, chapters 269 and 1497, Statutes 1997, chapter 842, and Statutes 2000, chapter 916. Regulation as filed and operative July 17, 1998.

⁸¹ *Ibid.*

⁸² As amended by Statutes 1997, chapter 842, Statutes 1999, chapter 475, and Statutes 2000, chapter 916. The potential reimbursement period for this activity begins no earlier than January 1, 2001—the operative date of Statutes 2000, chapter 916.

⁸³ As added by Statutes 1980, chapter 1071; amended by Statutes 1981, chapter 435, Statutes 1982, chapter 162, Statutes 1984, chapter 1613, Statutes 1985, chapter 1598, Statutes 1986,

- Inform the mandated reporter of the results of the investigation and of any action the agency is taking with regard to the child or family, upon completion of the child abuse investigation or after there has been a final disposition in the matter. (Pen. Code, § 11170, subd. (b)(2).)⁸⁴
- Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect investigation reports contained in the index from the Department of Justice when investigating a home for the placement of dependant children. The notification shall include the name of the reporting agency and the date of the report. (Pen. Code, § 11170, subd. (b)(5), now subd. (b)(6).)⁸⁵

Any city or county police or sheriff's department, county probation department if designated by the county to receive mandated reports, county welfare department, county licensing agency, or district attorney's office shall:

- Obtain the original investigative report from the reporting agency, and draw independent conclusions regarding the quality of the evidence disclosed, and its sufficiency for making decisions regarding investigation, prosecution, licensing, or placement of a child, when a report is received from the Child Abuse Central Index. (Pen. Code, § 11170, subd. (b)(6)(A), now (b)(8)(A).)⁸⁶

Any city or county law enforcement agency, county probation department, or county welfare department shall:

- Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect reports contained in the index from the Department of Justice regarding placement with a responsible relative pursuant to Welfare and Institutions Code sections 281.5, 305, and 361.3. The notification shall include the location of the original investigative report and the submitting agency. The notification shall be submitted to the person listed at the same time that all other parties are notified of the information, and no later than the actual judicial proceeding that determines placement. (Pen. Code, § 11170, subd. (c).)

chapter 1496, Statutes 1987, chapter 82, Statutes 1989, chapter 153, Statutes 1990, chapters 1330 and 1363, Statutes 1992, chapters 163 and 1338, Statutes 1993, chapter 219, Statutes 1996, chapter 1081, Statutes 1997, chapters 842, 843, and 844, Statutes 1999, chapter 475, and Statutes 2000, chapter 916.

⁸⁴ *Ibid.*

⁸⁵ As amended by Statutes 1997, chapter 844, Statutes 1999, chapter 475, and Statutes 2000, chapter 916. This subdivision was renumbered by Statutes 2004, chapter 842.

⁸⁶ *Ibid.*

Record Retention

Any city or county police or sheriff's department, or county probation department if designated by the county to receive mandated reports shall:

- Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of 8 years for counties and cities (a higher level of service above the two-year record retention requirement pursuant to Gov. Code §§ 26202 (cities) and 34090 (counties).) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years. (Pen. Code, § 11169, subd. (c).)⁸⁷

A county welfare department shall:

- Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of 7 years for welfare records (a higher level of service above the three-year record retention requirement pursuant to Welf. & Inst. Code, § 10851.) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years. (Pen. Code, § 11169, subd. (c).)⁸⁸

The Commission concludes that any test claim statutes, executive orders and allegations not specifically approved above, do not mandate a new program or higher level of service, or impose costs mandated by the state under article XIII B, section 6.

⁸⁷ As amended by Statutes 1997, chapter 842.

⁸⁸ *Ibid.*

APPENDIX B –
SHERIFF CONTRACTS &
INDIRECT COSTS SUPPORT

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ICRP Discussions with SCO

Subj: **Palmdale ICRP**
Date: 7/27/2015 10:54:20 A.M. Pacific Daylight Time
From: ACHinnCRS@aol.com
To: DBrejnak@sco.ca.gov
CC: KJohnston@cityofpalmdale.org

Hi Doug,

In response to your question about the validity of including the 10% ICRP on our claims:

While it is true that the hourly rate includes Sheriff overhead, there is also additional City overhead that should be considered and included on top of that which is charged by LA Sheriff.

Please see the FY 10-11 Budget beginning on page 233.

http://www.cityofpalmdale.org/Portals/0/Documents/City%20Hall/Budget/10-11_adopted_budget.pdf

As can be seen in the Public Safety Budget, the city incurs additional costs related to the administration and support of the Sheriff contract. There are staff who administer the contract and billings as well as civilian staff who work in tandem with Sheriff to accomplish safety goals. Besides the staffing and other direct costs shown on the budget document, there is also city-wide overhead, such as Finance, City Clerk, HR, Legal and City Manager/Admin support that is not included in the budget. The cost allocation report done for 13-14 indicated that Citywide overhead is approximately \$1,001,171 for the Public Safety Department

Also, in 2006, the City donated land for the construction of the new Sheriff's facility. All these things are additional overhead costs paid by the city to support the sheriff's charges. (see attached)

In addition to ongoing operating costs funded by the city, capital costs are also provided to support the facility and infrastructure required by the Sheriff's department.

In 2004, the City donated 11 acres of vacant land that was purchased by CRA in April 1997 for approximately \$1.3 million. The City also provided infrastructure improvements of approximately \$1.01 million.

In consideration of all these additional costs, we believe that it is reasonable to allow the default State 10% ICRP rate claimed.

Thank you,

Annette S. Chinn
Cost Recovery Systems, Inc.
705-2 E. Bidwell Street #294
Folsom, CA 95630

phone (916) 939-7901
fax (916) 939-7801

Subj: **RE: Audit Status Update**
 Date: 8/19/2015 2:51:49 P.M. Pacific Daylight Time
 From: KJohnston@cityofpalmdale.org
 To: DBrejnak@sco.ca.gov
 CC: ACHinnCRS@aol.com

Doug,

It seems unreasonable for you to disallow all indirect cost just because we contract out our law enforcement. The City places a lot of time in managing the contract and the City's Public Safety expenditures for FY2014-15 of \$20,183,365 of which 97.9% is the contract cost. When preparing the City's 2013-14 cost allocation report, overhead of \$1,001,171 was allocated to the Public Safety department. What would you need to allow the City to claim indirect cost based on this information?

Karen Johnston, C.P.A.
 Finance Manager/City Treasurer

City of Palmdale
 Administrative Services Department
 Finance Division
 38300 Sierra Highway, Ste. D
 Palmdale, CA 93550
 Tel: 661-267-5411 – FAX: 661-267-5082
www.cityofpalmdale.org



City offices are open Monday – Thursday, 7:30am-6:00pm
 We are closed every Friday

From: DBrejnak@sco.ca.gov [mailto:DBrejnak@sco.ca.gov]
Sent: Monday, August 17, 2015 3:01 PM
To: Karen Johnston
Subject: Audit Status Update

Hi Karen,

I just wanted to contact you and give you an update on the current audit status.

I have completed the staff interviews and the case file testing with the Sheriff's Department. The Sheriff was very accommodating and helpful during the audit, especially Sergeant Zarris. I have included a brief write-up of each of the issues to date in the attached word document. The issues are the same as previously discussed throughout the audit.

Annette just provided me with her basis for the amended claim figures. I will review them and provide you with the updated adjustment figures in the upcoming weeks. Once we have finalized our figures, we can discuss a date to schedule the exit conference.

Please let me know if you have any questions or comments concerning the audit. My office phone number has changed, it is now (916) 237-0702.

Thanks,

Douglas Brejnak

Associate Management Auditor

State Controller's Office

Division of Audits/Mandated Cost Audits Bureau

Office: (916) 327-0702

dbrejnak@sco.ca.gov

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Subj: **Re: Indirect Costs - Palmdale**
 Date: 3/2/2016 3:55:07 P.M. Pacific Standard Time
 From: ACHinnCRS@aol.com
 To: DBrejnak@sco.ca.gov
 CC: kjohnston@cityofpalmdale.org

No worries- thank you Doug.

Regarding your rational for not allowing overhead:

1) there is no duplication in the Sergeant position as the Supplemental Sergeant position in the ICRP is the Administrative Sergeant (Sergeant Zarris currently) --not the other Sergeants that would be reviewing and approving the reports that we can claimed costs for. Those "direct" Watch and Patrol Sergeants are already built into the contract deputy rates and are not individually itemized. Sergeant Zarris is the an overall administrator, not the watch Sergeant or Patrol Sergeants who reviews the Deputies daily reports. I verified this with him and you're welcome to do so as well.

2) Regarding the differences/fluctuations you are mentioning - can you verify that you are looking at the same fiscal year ICRPs? Each year, the cities, during their contract negotiations period, get to choose (like on a menu) what level of services they want for the year - so it's common to have variations in staffing. I noticed that when the economy was bad, may extra admin positions like Station Clerks and Admin Sergeants were no longer purchased by cities due to budget constraints - so early fiscal year ICRPS were higher than in more recent years.

3) There are definitely additional Sergeants and Deputies built into the contract - but NOT the positions that are shown and paid for separately in the contract. Each city I work with in LA county has different additional staffing that they purchase each year based on city budgetary and other priorities. It's clearly listed as separate items at the bottom of the contract if the city chooses to buy more administrative and supplemental staffing. So the ICRP rate calcs are valid and not duplicative of any direct costs.

4) Also in the calculation of the ICRPs as I sent for your review, the rates are based on and applied to the same base (dollars of direct staff charges) so there is not issue of misapplication of rate to direct cost base.

I hope my explanations are clear. We can discuss further during the meeting next week (though I won't be physically present - just conference call). However, we're both in the Sacramento area, so can meet if we need to discuss in more depth. Or wait for the IRC process, though I think we'd all prefer not to go that route.

Thanks again Doug. Happy travels!

Annette S. Chinn
 Cost Recovery Systems, Inc.
 705-2 E. Bidwell Street #294
 Folsom, CA 95630

phone (916) 939-7901
 fax (916) 939-7801

In a message dated 3/2/2016 10:46:47 A.M. Pacific Standard Time, DBrejnak@sco.ca.gov writes:

Hi Annette,

Sorry it took me a few days to respond, I am currently out of the office this week. Issues with the ICRP are only secondary to the issue that indirect cost rates are to be applied only to claimant salary costs and the city only claimed contract services.

The main problem with the ICRP is that these are all direct contract costs to the city not indirect costs. Furthermore, the city claimed costs for two positions (Sergeant and 56-Hour Deputy). These claimed positions were verified by two LASD time studies, my internal control review, the audit time surveys, and whatever interviews you performed to create the amended claim.

Then in the 10/22/15 proposed ICRP, the city identifies three new additional positions (Sergeant, Watch Deputy,

Station Clerk). The 1/12/16 proposal increases to 7 different positions (2 Sergeant (SAO), 1 Sergeant Motor, 1 station clerk, and 3 watch deputies). It is very inconsistent.

Additionally, I have spoken with LASD contracts and they say the sergeant and 56-hour deputy positions already include overhead built into the contract rates. In the end I do not see any justification for the ICRP even if indirect costs were allowed to be applied to non salary costs.

I apologize for any grammar issues, I had to send this from my cell phone. If you have any questions, we can discuss them at the exit conference.

Thanks,

Doug

Sample LA Sheriff Contract

**MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND CITY OF PALMDALE**

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**MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND CITY OF PALMDALE**

This Municipal Law Enforcement Services Agreement (hereinafter referred to as "Agreement") is made and entered into this 1st day of September 2009 by and between the COUNTY OF LOS ANGELES, (hereinafter referred to as "County") and the CITY OF PALMDALE (hereinafter referred to as "City").

RECITALS

Whereas, the City is desirous of contracting with the County for the performance of law enforcement services by the Los Angeles County Sheriff's Department (hereinafter referred to as "Sheriffs Department"); and

Whereas, the County is agreeable to rendering such law enforcement services on the terms and conditions set forth in this Agreement; and

Whereas, such law enforcement services agreements are authorized and provided for by the provisions of Section 56 1/2 and 56 3/4 of the County Charter and California Government Code Section 51301.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

1.0 SCOPE OF SERVICES

- 1.1 The County agrees, through the Sheriff of the County of Los Angeles (hereinafter referred to as "Sheriff"), to provide general law enforcement services within the corporate limits of the City to the extent and in the manner hereinafter set forth in this Agreement.
- 1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff under the County Charter and the statutes of the State of California, and under the City

municipal codes.

- 1.3 General law enforcement services performed hereunder may include, if requested by the City, supplemental security support, supplemental sworn officer support, and supplemental professional civilian support staff.

2.0 ADMINISTRATION OF PERSONNEL

- 2.1 During the term of this Agreement, the Sheriff or his designee shall serve as Chief of Police of the City and shall perform the functions of the Chief of Police at the direction of the City.
- 2.2 The rendition of the services performed by the Sheriffs Department, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.
- 2.3 In the event of a dispute between the parties to this Agreement as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the Sheriff and the City.
- 2.4 With regard to Sections 2.2 and 2.3 above, the Sheriff, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.
- 2.5 All City employees who work in conjunction with the Sheriffs Department pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employee as such shall become employees of the County unless by specific additional agreement in the form of a merger agreement which must be concurrently adopted by the City and the County.
- 2.6 For the purpose of performing services and functions, pursuant to this Agreement and only for the purpose of giving official status to the performance thereof, every County officer and/or employee engaged in performing any such service and function shall be deemed to be an

officer or employee of the City while performing such service for the City, as long as the service is within the scope of their duties performing law enforcement services pursuant to this Agreement.

- 2.7 The City shall not be called upon to assume any liability for the direct payment of any Sheriffs Department salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the City.
- 2.8 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Service Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this Agreement be read and understood to prohibit discrimination on the basis of sexual orientation.

3.0 DEPLOYMENT OF PERSONNEL

- 3.1 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the Sheriff and indicated on a Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form, attached hereto as Attachment A and incorporated herein by this reference.
- 3.2 A new SH-AD 575 Deployment of Personnel form shall be authorized and signed annually by the City and the Sheriff or his designee each July 1, and attached hereto as an Amendment to this Agreement.
- 3.3 Should the City request a change in level of service other than pursuant to the annual July 1 readjustment, an additional SH-AD 575 Deployment of Personnel form shall be signed and authorized by the City and the Sheriff or his designee and attached hereto as an Amendment to this Agreement.
- 3.4 The most recent dated and signed SH-AD 575 Deployment of Personnel form attached to this Agreement shall be the staffing level in effect between the County and the City.
- 3.5 The City is not limited to the services indicated in Attachment A, but the

City may also request any other service in the field of public safety, law, or related fields within the legal power of the Sheriff to provide. Such other services shall be reflected in an amended SH-AD 575 Deployment of Personnel form under the procedures set forth in Sections 3.2 and 3.3 above.

4.0 PERFORMANCE OF AGREEMENT

- 4.1 For the purpose of performing said general law enforcement services, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary maintain the agreed level of service to be rendered hereunder.
- 4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.
- 4.3 When and if both parties to this Agreement concur as to the necessity of maintaining a law enforcement headquarters or Sheriff's Department substation within the City which would not normally be provided by the Sheriff, the City shall furnish at its own cost and expense all necessary office space, and the Sheriff shall have authority to negotiate with the City regarding which entity shall pay for furniture and furnishings, office supplies, janitor service, telephone, light, water and other utilities.
- 4.4 It is expressly further understood that in the event a local office or building is maintained in said City, such local office or building may be used by the Sheriff in connection with the performance of his duties in territory outside of the City, provided, however, that the performance of such outside duties shall not be at any additional cost to the City.
- 4.5 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

- 5.1 The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint

Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Agreement as if set out in full herein.

- 5.2 The parties hereto have also executed a County-City Special Indemnity Agreement approved by the Board of Supervisors on August 25, 2009. This document is made a part of and incorporated into this Agreement as if set out in full herein.
- 5.3 In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

6.0 TERM OF AGREEMENT

- 6.1 The term of this Agreement shall be from September 1, 2009 through June 30, 2014, unless sooner terminated or extended as provided for herein.
- 6.2 At the option of the County Board of Supervisors and with the consent of the City Council, this Agreement may be renewed or extended for successive periods not to exceed five (5) years each.
- 6.3 Nine (9) months prior to the expiration of this Agreement, the parties shall meet and confer in good faith to discuss the possible renewal or extension of this Agreement pursuant to Section 6.2 above. The parties shall reach an agreement as to the terms of any renewal or extension period no later than six (6) months prior to the expiration of this Agreement. Absent mutual agreement by the parties within that time frame, this Agreement shall expire at the conclusion of the then-existing term.

7.0 RIGHT OF TERMINATION

- 7.1 Either party may terminate this Agreement as of the first day of July of any year upon notice in writing to the other party of not less than sixty (60) days prior thereto.
- 7.2 Notwithstanding any provision herein to the contrary, the City may terminate this Agreement upon notice in writing to the County given within sixty (60) days of receipt of written notice from the County of any increase in the

rate for any service to be performed hereunder, and in such an event this Agreement shall terminate sixty (60) calendar days from the date of the City's notice to the County.

- 7.3 This Agreement may be terminated at anytime, with or without cause, by either party upon written notice given to the other party at least one hundred eighty (180) days before the date specified for such termination.
- 7.4 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and, except as otherwise provided herein, each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 BILLING RATES

- 8.1 The City shall pay the County for the services provided under the terms of this Agreement at the rates set forth on Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form, as established by the County Auditor-Controller.
- 8.2 The rates set forth on Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form shall be readjusted by the County Auditor-Controller annually effective July 1 of each year, and attached hereto as an Amendment to this Agreement, to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the County Board of Supervisors.
- 8.3 The City shall be billed based on the service level provided within the parameters of Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form.
- 8.4 The cost of other services requested pursuant to Section 3.5 of this Agreement and not set forth in Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel form shall be determined by the Auditor-Controller in accordance with the policies and procedures established by the County Board of Supervisors.

9.0 PAYMENT PROCEDURES

- 9.1 The County, through the Sheriff, shall render to said City within ten (10) days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within sixty (60) days after date of said invoice.
- 9.2 If such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within ten (10) days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within sixty (60) days after the dispute resolution is memorialized.
- 9.3 Interest shall be at the rate of ten percent (10%) per annum or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is memorialized.
- 9.4 Notwithstanding the provisions of California Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to the City of the County's intention to do so.

10.0 NOTICES

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties at the following addresses and to the

attention of the person named. Addresses and persons to be notified may be changed by either party by giving ten (10) calendar days prior written notice thereof to the other party.

Notices to County of Los Angeles shall be addressed as follows:

Los Angeles County Sheriffs Department
 Contract Law Enforcement Bureau
 Attn: Unit Commander
 4700 Ramona Boulevard
 Monterey Park, California 91754
 Phone #:
 Fax

Notices to City of shall be addressed as follows:

City of Palmdale
 Attn: Anne V. Ambrose
 Address: 38300 Sierra Hwy., Palmdale, CA 93550
 Phone #: (661) 267-5181
 Fax #: (661) 267-5554

11.0 AMENDMENTS

All changes, modifications, or amendments to this Agreement must be in the form of a written Amendment duly executed by the County Board of Supervisors and an authorized representative of the City. Notwithstanding, the Sheriff or his designee is hereby authorized to execute on behalf of the County any Amendments and/or supplemental agreements referenced in Sections 1.3, 3.0, 4.3, 8.2, and 9.2 of this Agreement.

12.0 AUTHORIZATION WARRANTY

12.1 The City represents and warrants that the person executing this Agreement for the

City is an authorized agent who has actual authority to bind the City to each and every term, condition, and obligation of this Agreement and that all requirements of the City have been fulfilled to provide such actual authority.

12.2 The County represents and warrants that the person executing this Agreement for

the County is an authorized agent who has actual authority to bind the

County to each and every term, condition, and obligation of this Agreement and that all requirements of the County have been fulfilled to provide such actual authority.

13.0 ENTIRE AGREEMENT

This Agreement, Attachment A, and any executed Amendments thereto constitute the complete and exclusive statement of understanding of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Section 11.0, Amendments, of this Agreement.

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**MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND CITY OF PALMDALE**

IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors, has caused this Agreement to be executed by the Chairman of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, and the City has caused this Agreement to be executed on its behalf by its duly authorized representative.

COUNTY OF LOS ANGELES

By

Don Knabe

DON KNABE

Chairman, Board of Supervisors

ATTEST:
SACHI HAMAI
Executive Officer-Clerk
Board of Supervisors



ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19

AUG 25 2009

By

Don Knabe
Deputy OCT 28 2009

CITY OF PALMDALE

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

By

James C. Ledford, Jr.
James C. Ledford, Jr., Mayor

ATTEST:

Victoria L. Hancock

Victoria L. Hancock, CMC, City Clerk

APPROVED AS TO FORM:
ROBERT E. KALUNIAN
Acting County Counsel

By

Robert E. Kalunian
Deputy County Counsel

APPROVED AS TO FORM:

Wm. Matthew Ditzhazy
Wm. Matthew Ditzhazy
City Attorney

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

Service Level Authorization

CITY: PalmdaleFISCAL YEAR: 2009 - 2010EFFECTIVE DATE: 7/1/2009

CODE #	SERVICES	TOTAL SERVICE UNITS PURCHASED			CONTRACT LAW USE ONLY
		NEW	PREVIOUS	CHANGE	
	DEPUTY SHERIFF SERVICE UNIT				
306	40 Hour	6.0000	6.0000		
307	56 Hour	36.0000	34.0000	2.0000	
308	70 Hour				
310	Non-Relief	1.0000	0.0000	1.0000	
	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
301	40 Hour				
302	56 Hour				
303	70 Hour				
305	Non-Relief	1.0000	0.0000	1.0000	
	GROWTH DEPUTY, UNITS (Non-Relief Only)				
335	Deputy	14.0000	19.0000	-5.0000	
358	Deputy (with a dedicated vehicle)				
336	Deputy, B-1	1.0000	2.0000	-1.0000	
359	Deputy, B-1 (with a dedicated vehicle)				
	GRANT UNITS (Non-Relief Only)				
383	Deputy	3.0000	3.0000		
360	Deputy (with a dedicated vehicle)				
384	Deputy B-1	2.0000	2.0000		
361	Deputy B-1 (with a dedicated vehicle)				
	SUPPLEMENTAL POSITIONS (Non-Relief Only)				
342	Lieutenant				
353	Sergeant (SAO)	2.0000	3.0000	-1.0000	
348	Sergeant (Motor)	1.0000	0.0000	1.0000	
354	Watch Deputy				
305	Motor Deputy	5.0000	6.0000	-1.0000	
325	CSA				
347	Security Officer				
340	Law Enforcement Tech				
343	Operations Asst I				
344	Operations Asst II				
345	Operations Asst III				
351	Stn Clerk II	1.0000	1.0000		
329	Crime Analyst				
331	Custody Assistant				
	Other (Need to insert cost on Pg 2)				
ATTN:	Routine City Helicopter Billing Agreement (Indicate)	YES	NO		

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale

7/1/2009

Page 2 of 3

SERVICE UNITS				LIABILITY @ 6%	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT		ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$228,392	6	1,370,352.00	82,221.12	1,452,573.12	2086	12,516	750,960	6.9960
56 Hour	\$319,749	36	11,510,964.00	690,657.84	12,201,621.84	2920	105,120	6,307,200	58.7520
70 Hour	\$395,686	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$207,829	1	207,829.00	12,457.74	220,286.74	1789	1,789	107,340	1.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$231,130	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$331,962	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$414,978	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$215,573	1	215,573.00	12,934.38	228,507.38	1789	1,789	107,340	1.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$142,446	14	1,994,244.00	119,654.64	2,113,898.64	1789	25,046	1,502,760	14.0000
Deputy (with dedicated vehicle)	\$159,838	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$150,442	1	150,442.00	9,026.52	159,468.52	1789	1,789	107,340	1.0000
Deputy B-1 (with dedicated vehicle)	\$167,834	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$142,446	3	427,338.00	25,640.28	452,978.28	1789	5,367	322,020	3.0000
Deputy (with dedicated vehicle)	\$159,838	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$150,442	2	300,884.00	18,053.04	318,937.04	1789	3,578	214,680	2.0000
Deputy B-1 (with dedicated vehicle)	\$167,834	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$223,475	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$185,881	2	371,762.00	N/A	371,762.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$196,106	1	196,106.00	11,766.36	207,872.36	1789	1,789	107,340	1.0000
Watch Deputy	\$146,739	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$215,573	5	1,077,865.00	64,671.90	1,142,536.90	1789	8,945	536,700	5.0000
CSA	\$51,713	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Officer	\$62,165	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech	\$79,191	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$70,909	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst II	\$88,083	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst III	\$100,866	0	0.00	0.00	0.00	1789	0	0	0.0000
Stn Clerk II	\$65,582	1	65,582.00	N/A	65,582.00	1789	1,789	107,340	1.0000
Crime Analyst	\$99,343	0	0.00	0.00	0.00	1789	0	0	0.0000
Custody Assistant	\$86,727	0	0.00	0.00	0.00	1789	0	0	0.0000
Other (Need to insert cost in next column)		0	0.00	N/A	0.00	1789	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$17,888,741.00						
			LIABILITY @ 6% =	\$1,047,083.82					
			TOTAL ESTIMATED COST		\$18,935,824.82				
						HOURS		MINUTES	PERSONNEL
						DEPUTY	158,783	9,526,980	88.7480
						DEPUTY, B-1	7,156	429,360	4.0000
						LT/SERGEANT	5,367	322,020	3.0000
						CSA	0	0	0.0000
						CIVILIAN	1,789	107,340	1.0000

REV 309

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

DEPLOYMENT SURVEY

EFFECTIVE DATE: 7/1/2009

City: Palmdale

SERVICE UNIT	TOTAL UNITS PURCHASED	DEPLOYMENT										TOTAL UNITS ASSIGNED
		GENERAL LAW			TRAFFIC LAW			DEP	SPECIAL	D.B.	TEAM	
		EM	DAY	PM	EM	DAY	PM	MOTOR	ASSIGN.		LDR	
DEPUTY, GENERALIST												
40 Hour	6								6			6
56 Hour	36	7	10	12	2	4	1					36
70 Hour	0											0
Non-Relief	1		1									1
Motor	5							5				5
DEPUTY, BONUS I												
40 Hour	0											0
56 Hour	0											0
70 Hour	0											0
Non-Relief	1									1		1
GROWTH DEPUTY												
Deputy	14	1	2	4	1	1	3		2			14
Deputy, Dedicated Veh.	0											0
B-1	1									1		1
B-1, Dedicated Veh.	0											0
GRANT DEPUTY												
Deputy	3				1		2					3
Deputy, Dedicated Veh.	0											0
B-1	2								2			2
B-1, Dedicated Veh.	0											0

*NOT License Detail and Crossing Guard are billed on an hourly basis and billed monthly as service is provided.

License Detail processes business license & renewal applications: Yes No

License Detail acts on violations observed within the city: Yes No

REPORT PREPARED BY:

ROSS, D. SGT

DATE:

8-18-9

APPROVED BY:

[Signature]

STATION COMMANDER

DATE:

8/19/09

CITY APPROVAL BY:

[Signature]

CITY OFFICIAL "I certify that I am authorized to make this change on behalf of the City"

DATE:

8-19-09

PROCESSED AT CLEB BY:

[Signature]

DATE:

9/3/09

BILLING MEMO REQUIRED:

"BLUE" REQUIRED:

MINUTE PROGRAM:

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

LA Sheriff

Cost Schedules

Patrol Officer Rate
FY 1999-00 Costs

Los Angeles County - Contract Cities
Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$231,560}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$231,560}{2912 \text{ hrs/year}} = \frac{\$79.52}{\text{Hour}}$$

Rate includes a county assessed 6% Liability Insurance Surcharge

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT
"A Tradition of Service"CONTRACT CITY LAW ENFORCEMENT RATES
FISCAL YEAR 1999-2000
AS PUBLISHED BY THE AUDITOR-CONTROLLER

Deputy Sheriff Service Unit	\$139,142	8,348.52	\$147,490.52
One Deputy, No-Relief	156,038	9,362.28	165,400.28
One Deputy, 40 Hour	218,453	13,107.18	231,560.18
One Deputy, 56 Hour	327,680	19,660.80	347,340.80
One Deputy, 84 Hour	312,076	18,724.56	330,800.56
Two Deputy, 40 Hour	436,906	26,214.36	463,120.36
Two Deputy, 56 Hour			
Deputy Sheriff Service Unit (Bonus 1)	148,391	8,903.46	157,294.46
One Deputy, No -Relief	166,410	9,984.60	176,394.60
One Deputy, 40 Hour	232,974	13,978.44	246,952.44
One Deputy, 56 Hour	349,461	20,967.66	370,428.66
One Deputy, 84 Hour			
Sergeant (Supplemental)	119,483	N/A	119,483.00
Supplemental Support Service Units	97,289	5,837.34	103,126.34
Watch Deputy	53,589	N/A	53,589.00
Supervising Sheriff Stn Clerk	44,444	N/A	44,444.00
Station Clerk II	36,388	N/A	36,388.00
Intermediate Clerk	51,047	3,062.82	54,109.82
Law Enforcement Technician	52,993	3,179.58	56,172.58
Law Enforcement Tech / W Vehicle	48,628	N/A	48,628.00
Operations Assistant I	60,228	N/A	60,228.00
Operations Assistant II	68,885	N/A	68,885.00
Operations Assistant III	69,908	N/A	69,908.00
Crime Analyst	58,211	3,492.66	61,703.66
Custody Assistant	42,285	2,537.10	44,822.10
Security Assistant	61,864	3,711.84	65,575.84
Security Officer			
Miscellaneous Service Units	135,758	8,145.48	143,903.48
Catalina Island Deputy	40,477	2,428.62	42,905.62
Catalina PCO	23,754	1,425.24	25,179.24
Catalina CSO	88,384	N/A	88,384.00
S.T.A.R. Deputy (formerly SANE)	9.96	0.60	10.56
Crossing Guard (hourly)	57.28	3.44	60.72
License Detail (hourly)			
Community Service Officer	30,226	1,813.56	32,039.56
With Vehicle	24,775	1,486.50	26,261.50
Without Vehicle	14.32	0.86	15.18
Hourly, with vehicle	11.71	0.70	12.41
Hourly, without vehicle			
Growth Deputy	92,790	5,567.40	98,357.40

Patrol Officer Rate

FY 2000-01 Costs

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$239,749 \text{ per patrol unit}}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$239,749}{2912 \text{ hrs/year}} = \frac{\$82.33}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

COUNTY OF LOS ANGELES

ATTACHMENT 1

SHERIFF'S DEPARTMENT

"A Tradition of Service"

Since 1820

CONTRACT CITY LAW ENFORCEMENT RATES
FISCAL YEAR 2000-2001
AS PUBLISHED BY THE AUDITOR-CONTROLLER

SERVICE UNIT	YEARLY RATE	WARRANTY	TOTAL
Deputy Sheriff Service Unit			
One Deputy, No-Relief	\$144,062	8,643.72	\$152,705.72
One Deputy, 40 Hour	161,558	9,893.36	171,451.36
One Deputy, 56 Hour	226,178	13,570.68	239,748.68
One Deputy, 70 Hour	282,722	18,963.32	299,685.32
One Deputy, 84 Hour	339,267	20,356.02	359,623.02
Two Deputy, 40 Hour	323,111	19,386.66	342,497.66
Two Deputy, 56 Hour	452,356	27,141.36	479,497.36
Deputy Sheriff Service Unit (Bonus 1)			
One Deputy, No-Relief	153,340	9,200.40	162,540.40
One Deputy, 40 Hour	171,960	10,317.60	182,277.60
One Deputy, 56 Hour	240,744	14,444.64	255,188.64
One Deputy, 70 Hour	300,930	18,055.80	318,985.80
One Deputy, 84 Hour	361,116	21,666.96	382,782.96
Supplemental Support Service Units			
Captain	173,372	N/A	173,372.00
Lieutenant	138,382	N/A	138,382.00
Sergeant (Supplemental)	122,013	N/A	122,013.00
Sergeant (Motor)	128,601	7,716.06	136,317.06
Watch Deputy	99,279	5,956.74	105,235.74
Miscellaneous Service Units			
Catalina Island Deputy	144,988	8,889.28	153,877.28
Catalina PCO	45,041	2,702.46	47,743.46
Catalina CSO	26,808	1,608.48	28,416.48
S.T.A.R. Deputy (formerly SANE)	89,507	N/A	89,507.00
Crossing Guard (hourly)	9.95	0.60	10.55
License Detail (hourly)	55.75	3.35	59.10
Growth Deputy	95,108	5,706.48	100,814.48
Growth Deputy, S-1	102,078	6,124.68	108,202.68

CLERK-02-13-00

Patrol Officer Rate

FY 2001-02 Costs

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$245,569}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$245,569}{2912 \text{ hrs/year}} = \frac{\$84.33}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

Since 1850

CONTRACT CITY LAW ENFORCEMENT RATES

FISCAL YEAR 2001-2002

AS PUBLISHED BY THE AUDITOR-CONTROLLER

Deputy Sheriff Service Unit,			
Deputy, No-Relief	\$147,560	8,853.80	\$156,413.80
Deputy, 40 Hour	165,478	9,928.68	175,406.68
Deputy, 56 Hour	231,669	13,900.14	245,569.14
Deputy, 70 Hour	289,586	17,375.16	306,961.16
Deputy, 84 Hour	347,503	20,850.18	368,353.18
Deputy Sheriff Service Unit (Bonus 1)			
Deputy, No-Relief	156,280	9,376.80	165,656.80
Deputy, 40 Hour	175,257	10,515.42	185,772.42
Deputy, 56 Hour	245,360	14,721.60	260,081.60
Deputy, 70 Hour	306,700	18,402.00	325,102.00
Deputy, 84 Hour	368,040	22,082.40	390,122.40
Supplemental Support Service Units			
Captain	187,350	N/A	187,350.00
Lieutenant	143,626	N/A	143,626.00
Sergeant (Supplemental)	127,858	N/A	127,858.00
Sergeant (Motor)	134,707	8,082.42	142,789.42
Watch Deputy	103,218	6,193.08	109,411.08
Miscellaneous Service Units			
Catalina Island Deputy	147,924	8,875.44	156,799.44
Catalina PCO	47,490	2,849.40	50,339.40
Catalina CSO	27,560	1,653.60	29,213.60
S.T.A.R. Deputy	93,760	N/A	93,760.00
Crossing Guard (hourly)	10.37	0.62	10.99
License Detail (hourly)	61.86	3.71	65.57
Growth Deputy	99,834	5,990.04	105,824.04
Growth Deputy, E-1	107,157	6,429.42	113,586.42

CLED-ER-02-03-01

Patrol Officer Rate

FY 2002-03 Costs

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$254,343}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$254,343}{2912 \text{ hrs/year}} = \frac{\$87.34}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

Since 1850

CONTRACT CITY LAW ENFORCEMENT RATES

FISCAL YEAR 2002-2003
AS PUBLISHED BY THE AUDITOR-CONTROLLER

SERVICE UNIT	YEARLY RATE	LIABILITY @ 6 %	TOTAL
Deputy Sheriff Service Unit			
One Deputy, No-Relief	\$155,809	9,348.54	\$165,157.54
One Deputy, 40 Hour	171,390	10,283.40	181,673.40
One Deputy, 56 Hour	239,946	14,396.76	254,342.76
One Deputy, 70 Hour	299,932	17,995.92	317,927.92
One Deputy, 84 Hour	359,919	21,595.14	381,514.14
Two Deputy, 40 Hour	342,780	20,566.80	363,346.80
Two Deputy, 56 Hour	479,892	28,793.52	508,685.52
Deputy Sheriff Service Unit (Bonus 1)			
One Deputy, No-Relief	165,254	9,915.24	175,169.24
One Deputy, 40 Hour	181,779	10,906.74	192,685.74
One Deputy, 56 Hour	254,491	15,269.46	269,760.46
One Deputy, 70 Hour	318,114	19,086.84	337,200.84
One Deputy, 84 Hour	381,737	22,904.22	404,641.22
Supplemental Support Service Units			
Captain	200,847	N/A	200,847.00
Lieutenant	150,055	N/A	150,055.00
Sergeant (Supplemental)	131,532	N/A	131,532.00
Sergeant (Motor)	144,165	8,649.90	152,814.90
Watch Deputy	109,112	6,546.72	115,658.72
Miscellaneous Service Units			
Catalina Island Deputy	159,807	9,588.42	169,395.42
Catalina PCO	50,594	3,035.64	53,629.64
Catalina CSO	35,547	2,132.82	37,679.82
S.T.A.R. Deputy (formerly SANE)		N/A	0.00
Crossing Guard (hourly)	10.61	0.64	11.25
License Detail (hourly)	71.08	4.26	75.34
Growth Deputy	106,496	6,389.76	112,885.76
Growth Deputy, B-1	114,511	6,870.66	121,381.66

CLEB:ER:04-15-02

ATTACHMENT 1A

COUNTY OF LOS ANGELES

Patrol Officer Rate

FY 2003-04 Costs

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$260,971 \text{ per patrol unit}}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$260,971}{2912 \text{ hrs/year}} = \frac{\$89.62}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
"A Tradition of Service"
Since 1850

CONTRACT CITY LAW ENFORCEMENT RATES

FISCAL YEAR 2003-2004
AS PUBLISHED BY THE AUDITOR-CONTROLLER

SERVICE UNIT	YEARLY RATE	LIABILITY @ 6%	TOTAL
Deputy Sheriff Service Unit			
One Deputy, No-Relief	\$159,869	9,592.14	\$169,461.14
One Deputy, 40 Hour	175,856	10,551.36	186,407.36
One Deputy, 56 Hour	246,199	14,771.94	260,970.94
One Deputy, 70 Hour	307,749	18,464.94	326,213.94
One Deputy, 84 Hour	369,298	22,157.88	391,455.88
Two Deputy, 40 Hour	351,713	21,102.78	372,815.78
Two Deputy, 56 Hour	492,398	29,543.88	521,941.88
Deputy Sheriff Service Unit (Bonus 1)			
One Deputy, No-Relief	169,047	10,142.82	179,189.82
One Deputy, 40 Hour	185,952	11,157.12	197,109.12
One Deputy, 56 Hour	260,332	15,619.92	275,951.92
One Deputy, 70 Hour	325,415	19,524.90	344,939.90
One Deputy, 84 Hour	390,498	23,429.88	413,927.88
Supplemental Support Service Units			
Captain	202,800	N/A	202,800.00
Lieutenant	149,863	N/A	149,863.00
Sergeant (Supplemental)	136,821	N/A	136,821.00
Sergeant (Motor)	144,224	8,653.44	152,877.44
Watch Deputy	111,692	6,701.52	118,393.52
Miscellaneous Service Units			
Catalina Island Deputy	163,486	9,809.16	173,295.16
Catalina PCO	52,406	3,144.36	55,550.36
Catalina CSA	36,851	2,211.06	39,062.06
S.T.A.R. Deputy (formerly SANE)*	101,153	N/A	101,153.00
Crossing Guard (hourly)	10.98	0.66	11.64
License Detail (hourly)	58.26	3.50	61.76
Growth Deputy	105,561	6,333.66	111,894.66
Growth Deputy, B-1	113,918	6,835.08	120,753.08

CLEB:JR04-10-03

Patrol Officer Rate
FY 2004-05 Costs

Los Angeles County - Contract Cities
Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$262,842}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$262,842}{2912 \text{ hrs/year}} = \frac{\$90.26}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

HOURS OF SERVICE & ESTIMATED CHARGES

04-05

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED		LIABILITY @ 6 %	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (HOURS)	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$177,117	3	531,351.00	31,861.06	563,232.06	2088	6,264	375,840	3.5010
56 Hour	\$247,984	7	1,735,748.00	104,144.88	1,839,892.88	2920	20,440	1,226,400	11.4240
70 Hour	\$309,955	0	0.00	0.00	0.00	3650	0	0	0.0000
84 Hour	\$371,946	0	0.00	0.00	0.00	4380	0	0	0.0000
Non-Relief	\$181,016	3	483,048.00	28,982.88	512,030.88	1778	5,334	320,040	3.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$187,286	0	0.00	0.00	0.00	2088	0	0	0.0000
56 Hour	\$262,200	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$327,750	0	0.00	0.00	0.00	3650	0	0	0.0000
84 Hour	\$393,300	0	0.00	0.00	0.00	4380	0	0	0.0000
Non-Relief Motor	\$170,280	2	340,520.00	20,431.20	380,951.20	1778	3,556	213,360	2.0000
Non-Relief	\$170,260	1	170,260.00	10,215.60	180,475.60	1778	1,778	106,680	1.0000
GROWTH DEPUTY Non-Relief	\$108,928	0	0.00	0.00	0.00	1778	0	0	0.0000
GROWTH DEPUTY, B-1 Non-Relief	\$117,423	0	0.00	0.00	0.00	1778	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$108,928	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy No Vehicle	\$106,390	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy B-1	\$117,423	0	0.00	0.00	0.00	1778	0	0	0.0000
Deputy B-1 No Vehicle	\$114,885	0	0.00	0.00	0.00	1778	0	0	0.0000
Sergeant	\$140,812	0	0.00	N/A	0.00	1778	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$153,516	0	0.00	N/A	0.00	1778	0	0	0.0000
Sergeant	\$140,812	1	140,812.00	N/A	140,812.00	1778	1,778	106,680	1.0000
Sergeant (Motor)	\$148,415	0	0.00	0.00	0.00	1778	0	0	0.0000
Watch Deputy	\$114,834	0	0.00	0.00	0.00	1778	0	0	0.0000
CSA With Vehicle	\$46,462	0	0.00	0.00	0.00	1778	0	0	0.0000
No Vehicle	\$38,680	0	0.00	0.00	0.00	1778	0	0	0.0000
Security Officer	\$69,445	0	0.00	0.00	0.00	1778	0	0	0.0000
Law Enforcement Tech / No Vehicle	\$59,454	1	59,454.00	3,567.24	63,021.24	1778	1,778	106,680	1.0000
Law Enforcement Tech with Veh use	\$62,042	0	0.00	0.00	0.00	1778	0	0	0.0000
Operations Asst I	\$56,628	0	0.00	N/A	0.00	1778	0	0	0.0000
Operations Asst II	\$70,174	0	0.00	N/A	0.00	1778	0	0	0.0000
Operations Asst III	\$80,357	0	0.00	N/A	0.00	1778	0	0	0.0000
Stn Clerk II	\$52,389	0	0.00	N/A	0.00	1778	0	0	0.0000
Crime Analyst	\$81,555	0	0.00	N/A	0.00	1778	0	0	0.0000
Custody Assistant	\$66,184	0	0.00	0.00	0.00	1778	0	0	0.0000
Other (Need to insert cost on Pg 2)	Unknown	0	0.00	0.00	0.00	1778	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$3,461,193.00						
			LIABILITY @ 6 % =	\$199,222.86					
			TOTAL ESTIMATED COST		\$3,660,415.86				
						HOURS	MINUTES	PERSONNEL	
						DEPUTY	32,038	1,922,280	17.9250
						DEPUTY, B-1	5,334	320,040	3.0000
						LT/SERGEANT	1,778	106,680	1.0000
						CSO	0	0	0.0000
						CIVILIAN	1,778	106,680	1.0000
** DOES NOT INCLUDE LIABILITY INSURANCE COSTS									

* DOES NOT INCLUDE LIABILITY INSURANCE COSTS

Patrol Officer Rate

FY 2005-06 Costs

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$278,119}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$278,119}{2912 \text{ hrs/year}} = \frac{\$95.51}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT*"A Tradition of Service"*
Since 1850**CONTRACT CITY LAW ENFORCEMENT RATES****Fiscal Year 2005 - 2006**

AS PUBLISHED BY THE AUDITOR-CONTROLLER

SERVICE UNIT	YEARLY RATE	LIABILITY @ 6 %	TOTAL
Deputy Sheriff Service Unit			
One Deputy, No-Relief	\$170,374	\$10,222.44	\$180,596.44
One Deputy, 40 Hour	187,412	11,244.72	198,656.72
One Deputy, 56 Hour	262,376	15,742.56	278,118.56
One Deputy, 70 Hour	327,971	19,678.26	347,649.26
One Deputy, 84 Hour	393,565	23,613.90	417,178.90
Two Deputy, 40 Hour	374,823	22,489.38	397,312.38
Two Deputy, 56 Hour	524,753	31,485.18	556,238.18
Deputy Sheriff Service Unit (Bonus 1)			
One Deputy, No-Relief	179,534	10,772.04	190,306.04
One Deputy, 40 Hour	197,488	11,849.28	209,337.28
One Deputy, 56 Hour	276,483	16,588.98	293,071.98
One Deputy, 70 Hour	345,603	20,736.18	366,339.18
One Deputy, 84 Hour	414,724	24,883.44	439,607.44
Supplemental Support Service Units			
Captain	219,001	N/A	219,001.00
Lieutenant	180,725	N/A	180,725.00
Sergeant (Supplemental)	150,591	N/A	150,591.00
Sergeant (Motor)	158,874	9,532.44	168,406.44
Watch Deputy	122,428	7,345.68	129,773.68
Miscellaneous Service Units			
Catalina Island Deputy	179,359	10,761.54	190,120.54
Catalina PCO	51,966	3,117.96	55,083.96
Catalina CSA	40,619	2,437.14	43,056.14
Crossing Guard (hourly)	11.26	0.68	11.94
License Detail (hourly)	67.01	4.02	71.03
Growth Deputy Items			
Growth Deputy	115,756	6,945.36	122,701.36
Growth Deputy (Dedicated Veh)	132,282	7,936.92	140,218.92
Growth Deputy, B-1	124,076	7,444.56	131,520.56
Growth Deputy, B-1 (Dedicated Veh)	140,602	8,436.12	149,038.12

Patrol Officer Rate
FY 2006-07 Costs

Los Angeles County - Contract Cities
Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services.
These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$292,335}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$292,335}{2912 \text{ hrs/year}} = \frac{\$100.39}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Peimide

July 1, 2006

SERVICE UNIT	YEARLY HOURS PER SERVICE UNIT	PERSONNEL REQUIRED	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT			
40 Hour	2088	0	0.0000
55 Hour	2820	50,520	50,520
70 Hour	3552	0	0.0000
Non-Relief	1776	50,520	4,7088
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)			
40 Hour	2088	0	0.0000
55 Hour	2820	0	0.0000
70 Hour	3552	0	0.0000
Non-Relief Motor	1776	213,360	2,0000
Non-Relief	1776	320,040	3,0000
GROWTH DEPUTY UNITS (Non-Relief Only)			
Deputy	1776	50,520	17,0000
Deputy (with dedicated vehicle)	1776	3,534	2,0000
Deputy B-1	1776	5,334	3,0000
Deputy B-1 (with dedicated vehicle)	1776	0	0.0000
GRANT UNITS (Non-Relief Only)			
Deputy	1776	7,112	420,720
Deputy (dedicated vehicle)	1776	1,776	1,0000
Deputy B-1	1776	3,534	2,0000
Deputy B-1 (dedicated vehicle)	1776	0	0.0000
Sergeant	1776	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)			
Unionism	1776	0	0.0000
Sergeant	1776	3,534	2,0000
Sergeant (Motor)	1776	1,776	1,0000
Unionism	1776	0	0.0000
CSA	1776	0	0.0000
Security Officer	1776	0	0.0000
Law Enforcement Tech	1776	0	0.0000
Operations Asst I	1776	0	0.0000
Operations Asst II	1776	0	0.0000
Operations Asst III	1776	1,776	1,0000
Bus Clerk II	1776	0	0.0000
Crime Analyst	1776	0	0.0000
Civilian Assistant	1776	0	0.0000
Other (Please to insert cost on Pg 2)	1776	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			
DEPUTY	141,548	8,482,946	78,2820
DEPUTY, B-1	17,780	1,066,600	10,0000
LT/SEMGANT	5,334	320,040	3,0000
CSO	0	0	0.0000
CIVILIAN	1,776	106,680	1,0000

REV 4/06

Patrol Officer Rate

FY 2007-08 Cost

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$314,189}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$314,189}{2912 \text{ hrs/year}^{**}} = \frac{\$107.89}{\text{Hour}}$$

* Rate includes a county assessed 6% Liability Insurance Surcharge

HOURS OF SERVICE & ESTIMATED CHARGES CITY: Palmdale July 1, 2007

SERVICE UNITS	EST. COST	TOTAL HRS PURCHASED	LIABILITY @ 6%	TOTAL CHARGES	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT	\$211,718	0	0.00	0.00	2085	0	0.0000
40 Hour	\$296,405	31	9,183,555.00	551,313.30	2920	90,520	5,431,200
55 Hour	\$370,507	0	0.00	0.00	3650	0	0.0000
70 Hour	\$192,471	77	1,482,026.70	88,621.60	1775	13,891	821,436
Non-Relief							7,7000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)	\$220,467	0	0.00	0.00	2085	0	0.0000
40 Hour	\$308,653	0	0.00	0.00	2920	0	0.0000
55 Hour	\$385,817	0	0.00	0.00	3650	0	0.0000
70 Hour	\$200,424	3	601,272.00	36,076.32	1775	5,334	320,040
Non-Relief Motor	\$200,424	3	601,272.00	36,076.32	1775	5,334	320,040
Non-Relief							3.0000
GROWTH DEPUTY UNITS (Non-Relief Only)	\$134,395	18	2,419,128.00	145,147.88	1775	32,004	1,520,240
Deputy	\$152,252	4	609,008.00	36,540.48	1775	7,112	425,720
Deputy (with dedicated vehicle)	\$141,887	2	283,774.00	17,026.44	1775	3,556	213,360
Deputy B-1	\$159,743	0	0.00	0.00	1775	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$173,943	0	0.00	N/A	1775	0	0.0000
GRANT UNITS (Non-Relief Only)	\$134,395	4	537,584.00	32,255.04	1775	7,112	425,720
Deputy	\$152,252	1	152,252.00	9,135.12	1775	1,775	105,680
Deputy (dedicated vehicle)	\$141,887	2	283,774.00	17,026.44	1775	3,556	213,360
Deputy B-1	\$159,743	0	0.00	0.00	1775	0	0.0000
Deputy B-1 (dedicated vehicle)	\$173,943	0	0.00	N/A	1775	0	0.0000
Sergeant							
SUPPLEMENTAL POSITIONS (Non-Relief Only)	\$209,270	0	0.00	N/A	1775	0	0.0000
Lieutenant	\$173,943	2	347,886.00	N/A	1775	3,556	213,360
Sergeant	\$183,511	1	183,511.00	11,019.66	1775	1,775	105,680
Sergeant (Motor)	\$138,862	0	0.00	0.00	1775	0	0.0000
Watch Deputy	\$49,856	0	0.00	0.00	1775	0	0.0000
CSA	\$57,808	0	0.00	0.00	1775	0	0.0000
Security Officer	\$69,296	0	0.00	0.00	1775	0	0.0000
Law Enforcement Tech	\$65,984	0	0.00	N/A	1775	0	0.0000
Operations Asst I	\$81,912	0	0.00	N/A	1775	0	0.0000
Operations Asst II	\$93,817	0	0.00	N/A	1775	0	0.0000
Operations Asst III	\$61,053	1	61,053.00	N/A	1775	1,775	105,680
Stn Clerk II	\$84,284	0	0.00	N/A	1775	0	0.0000
Crime Analyst	\$80,653	0	0.00	0.00	1775	0	0.0000
Custody Assistant		0	0.00	0.00	1775	0	0.0000
Other (Need to insert cost on Pg 2)	Unknown				1775	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **	\$18,751,095.70						
			LIABILITY @ 6% = \$550,520.40				
			TOTAL ESTIMATED COST	\$17,731,625.10			
					HOURS	MINUTES	PERSONNEL
					DEPUTY	152,217	9,132,996
					DEPUTY, B-1	17,750	1,056,800
					LIEUTENANT	5,334	320,040
					CSO	0	0.0000
					CIVILIAN	1,776	105,680

Patrol Officer Rate

FY 2008-09 Cost

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$310,657}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$310,657}{2912 \text{ hrs/year}} = \frac{\$106.68}{\text{Hour}}$$

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale 7/1/2008

SERVICE UNITS	UNIT PRICE	TOTAL UNITS PURCHASED	LIABILITY @ 1%	TOTAL LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED	
DEPUTY SHERIFF SERVICE UNIT								
40 Hour	\$221,820	0	0.00	0.00	2086	0	0.0000	
56 Hour	\$310,687	34	10,563,358.00	633,801.48	2920	99,280	54,6720	
70 Hour	\$388,359	0	0.00	0.00	3650	0	0.0000	
Non-Relief	\$201,745	7.7	1,553,436.50	93,206.19	1815	13,978	838,530	
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)								
40 Hour	\$230,858	0	0.00	0.00	2086	0	0.0000	
56 Hour	\$323,201	0	0.00	0.00	2920	0	0.0000	
70 Hour	\$404,091	0	0.00	0.00	3650	0	0.0000	
Non-Relief Motor	\$209,871	6	1,259,226.00	75,553.56	1815	10,690	653,400	
Non-Relief	\$209,871	0	0.00	0.00	1815	0	0.0000	
GROWTH DEPUTY UNITS (Non-Relief Only)								
Deputy	\$139,085	19	2,642,235.00	158,534.10	1815	34,485	2,069,100	
Deputy (with dedicated vehicle)	\$156,835	0	0.00	0.00	1815	0	0.0000	
Deputy B-1	\$146,894	2	293,788.00	17,627.28	1815	3,630	217,800	
Deputy B-1 (with dedicated vehicle)	\$164,464	0	0.00	0.00	1815	0	0.0000	
GRANT UNITS (Non-Relief Only)								
Deputy	\$139,085	3	417,195.00	25,031.70	1815	5,445	326,700	
Deputy (dedicated vehicle)	\$156,835	0	0.00	0.00	1815	0	0.0000	
Deputy B-1	\$146,894	2	293,788.00	17,627.28	1815	3,630	217,800	
Deputy B-1 (dedicated vehicle)	\$194,464	0	0.00	0.00	1815	0	0.0000	
Sergeant	\$181,978	0	0.00	N/A	1815	0	0.0000	
SUPPLEMENTAL POSITIONS (Non-Relief Only)								
Lieutenant	\$218,764	0	0.00	N/A	1815	0	0.0000	
Sergeant	\$181,978	3	\$45,534.00	\$45,534.00	1815	5,445	326,700	
Sergeant (Motor)	\$191,985	0	0.00	0.00	1815	0	0.0000	
Watch Deputy	\$144,463	0	0.00	0.00	1815	0	0.0000	
CSA	\$50,846	0	0.00	0.00	1815	0	0.0000	
Security Officer	\$61,439	0	0.00	0.00	1815	0	0.0000	
Law Enforcement Tech	\$77,079	0	0.00	0.00	1815	0	0.0000	
Operations Asst I	\$70,075	0	0.00	N/A	1815	0	0.0000	
Operations Asst II	\$87,031	0	0.00	N/A	1815	0	0.0000	
Operations Asst III	\$98,665	0	0.00	N/A	1815	0	0.0000	
Sin Clerk II	\$64,815	1	\$4,815.00	\$4,815.00	1815	1,815	108,900	
Crime Analyst	\$98,217	0	0.00	N/A	1815	0	0.0000	
Custody Assistant	\$85,684	0	0.00	0.00	1815	0	0.0000	
Other (Need to insert cost in next column)		0	0.00	N/A	1815	0	0.0000	
ESTIMATED COST FOR SERVICE UNITS **			\$17,633,775.50					
			LIABILITY @ 6% =	\$1,021,381.59				
			TOTAL ESTIMATED COST	\$18,655,157.09				
					HOURS	MINUTES	PERSONNEL	
					DEPUTY	153,186	9,191,130	84,3720
					DEPUTY, B-1	18,150	1,089,000	10,0000
					LT/SERGEANT	5,445	326,700	3,0000
					CSA	0	0	0.0000
					CIVILIAN	1,815	108,900	1,0000

Patrol Officer Rate

FY 2009-10 Cost

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$319,749}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$319,749}{2912 \text{ hrs/year}} = \frac{\$109.80}{\text{Hour}}$$

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale 7/1/2009

SERVICE UNITS			LIABILITY @ 1%		YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT							
40 Hour	6	1,370,352.00	82,221.12	1,452,573.12	2086	12,518	750,980
56 Hour	36	11,510,364.00	890,657.84	12,201,021.84	2820	105,120	6,307,200
70 Hour	0	0.00	0.00	0.00	3650	0	0.0000
Non-Relief	1	207,828.00	12,457.74	220,086.74	1789	1,789	107,340
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)							
40 Hour	0	0.00	0.00	0.00	2086	0	0.0000
56 Hour	0	0.00	0.00	0.00	2820	0	0.0000
70 Hour	0	0.00	0.00	0.00	3650	0	0.0000
Non-Relief	1	215,573.00	12,934.38	228,507.38	1789	1,789	107,340
GROWTH DEPUTY UNITS (Non-Relief Only)							
Deputy	14	1,984,244.00	119,854.84	2,113,898.84	1789	25,046	1,502,780
Deputy (with dedicated vehicle)	0	0.00	0.00	0.00	1789	0	0.0000
Deputy B-1	1	150,442.00	9,025.52	159,467.52	1789	1,789	107,340
Deputy B-1 (with dedicated vehicle)	0	0.00	0.00	0.00	1789	0	0.0000
GRANT UNITS (Non-Relief Only)							
Deputy	3	427,338.00	25,640.28	452,978.28	1789	5,367	322,020
Deputy (with dedicated vehicle)	0	0.00	0.00	0.00	1789	0	0.0000
Deputy B-1	2	300,884.00	18,053.04	318,937.04	1789	3,578	214,680
Deputy B-1 (with dedicated vehicle)	0	0.00	0.00	0.00	1789	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)							
Lieutenant	0	0.00	N/A	0.00	1789	0	0.0000
Sergeant (SAO)	2	371,762.00	N/A	371,762.00	1789	3,578	214,680
Sergeant (Motor)	1	196,108.00	11,766.36	207,874.36	1789	1,789	107,340
Watch Deputy	0	0.00	0.00	0.00	1789	0	0.0000
Motor Deputy	5	1,077,855.00	84,671.90	1,142,526.90	1789	8,945	538,700
CSA	0	0.00	0.00	0.00	1789	0	0.0000
Security Officer	0	0.00	0.00	0.00	1789	0	0.0000
Law Enforcement Tech	0	0.00	0.00	0.00	1789	0	0.0000
Operations Asst I	0	0.00	N/A	0.00	1789	0	0.0000
Operations Asst II	0	0.00	N/A	0.00	1789	0	0.0000
Operations Asst III	0	0.00	N/A	0.00	1789	0	0.0000
Stn Clerk II	1	65,582.00	N/A	65,582.00	1789	1,789	107,340
Crime Analyst	0	0.00	N/A	0.00	1789	0	0.0000
Custody Assistant	0	0.00	0.00	0.00	1789	0	0.0000
Other (Need to insert cost in next column)	0	0.00	N/A	0.00	1789	0	0.0000
ESTIMATED COST FOR SERVICE UNITS		\$17,866,741.00					
		LIABILITY @ 1% =	\$1,047,083.82				
		TOTAL ESTIMATED COST		\$18,913,824.82			
					HOURS	MINUTES	PERSONNEL
					DEPUTY	158,783	9,528,980
					DEPUTY, B-1	7,156	429,360
					LT/SERGEANT	5,367	322,020
					CSA	0	0.0000
					CIVILIAN	1,789	107,340

REV 309

Patrol Officer Rate

FY 2010-11 Cost

Los Angeles County - Contract Cities Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services. These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$338,277}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$338,277}{2912 \text{ hrs/year}} = \frac{\$116.17}{\text{Hour}}$$

Rate includes a county assessed 4% Liability Insurance Surcharge

Page 2 of 3

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale 7/1/2010

SERVICE UNITS	TOTAL HOURS PURCHASED	LIABILITY @ 4%	YEARLY HOURS PER SERVICE UNIT	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT				
40 Hour	6	1,393,868.00	2088	6,9960
56 Hour	36	11,709,578.00	2920	58,7520
70 Hour	0	0.00	3650	0.0000
Non-Relief	8	1,956,060.00	1789	5,5670
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
40 Hour	0	0.00	2086	0.0000
56 Hour	0	0.00	2920	0.0000
70 Hour	0	0.00	3650	0.0000
Non-Relief	3	659,022.00	1789	3,22,020
GROWTH DEPUTY UNITS (Non-Relief Only)				
Deputy	7	1,014,832.00	1789	7,51,390
Deputy (with dedicated vehicle)	0	0.00	1789	0.0000
Deputy B-1	1	153,094.00	1789	1,07,340
Deputy B-1 (with dedicated vehicle)	0	0.00	1789	0.0000
GRANT UNITS (Non-Relief Only)				
Deputy	3	434,828.00	1789	3,22,020
Deputy (with dedicated vehicle)	0	0.00	1789	0.0000
Deputy B-1 (MOTOR)	2	306,188.00	1789	2,14,680
Deputy B-1 (with dedicated vehicle)	0	0.00	1789	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)				
Lieutenant	0	0.00	1789	0.0000
Sergeant (SAO)	2	376,794.00	1789	2,14,680
Sergeant (Motor)	1	199,471.00	1789	1,07,340
Watch Deputy	0	0.00	1789	0.0000
Motor Deputy	3	659,022.00	1789	3,22,020
CSA	0	0.00	1789	0.0000
Security Officer	0	0.00	1789	0.0000
Law Enforcement Tech	0	0.00	1789	0.0000
Operations Asst I	0	0.00	1789	0.0000
Operations Asst II	0	0.00	1789	0.0000
Operations Asst III	0	0.00	1789	0.0000
Sin Clerk II	1	66,844.00	1789	1,07,340
Crime Analyst	0	0.00	1789	0.0000
Custody Assistant	0	0.00	1789	0.0000
Other (Need to insert cost in next column)	0	0.00	1789	0.0000
ESTIMATED COST FOR SERVICE UNITS **				
		\$18,028,624.00		
		LIABILITY @ 4% =		
		\$703,447.84		
		TOTAL ESTIMATED COST		
		\$18,732,071.84		
			HOURS	PERSONNEL
			DEPUTY	6,990,280
			DEPUTY B-1	10,734
			LT/SERGEANT	5,367
			CSA	0
			CAVLIAN	1,789

SH-AD 576 (REV. 4-10)

Patrol Officer Rate
FY 2011-12 Cost

Los Angeles County - Contract Cities
Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services.
These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$348,681}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$348,681}{2920 \text{ hrs/year}} = \frac{\$119.41}{\text{Hour}}$$

Rate includes a county assessed 4% Liability Insurance Surcharge

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale

7/1/2011

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED	TOTAL ESTIMATED UNIT COST	LIABILITY @ 4 %	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT		ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$239,478	6	1,436,868.00	57,474.72	1,494,342.72	2086	12,516	750,960	6.9960
56 Hour	\$335,270	36	12,069,720.00	482,788.80	12,552,508.80	2920	105,120	6,307,200	58.7520
70 Hour	\$419,087	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$217,708	8	1,741,664.00	69,666.56	1,811,330.56	1789	14,312	858,720	8.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$252,766	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$353,873	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$442,341	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$229,788	4	919,152.00	36,766.08	955,918.08	1789	7,156	429,360	4.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$146,732	4	586,928.00	23,477.12	610,405.12	1789	7,156	429,360	4.0000
Deputy (with dedicated vehicle)	\$166,935	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$159,355	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$179,742	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$146,732	3	440,196.00	17,607.84	457,803.84	1789	5,367	322,020	3.0000
Deputy (with dedicated vehicle)	\$166,935	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (Motor)	\$159,355	2	318,710.00	12,748.40	331,458.40	1789	3,578	214,680	2.0000
Deputy B-1 (with dedicated vehicle)	\$179,742	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$231,501	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$192,725	2	385,450.00	N/A	385,450.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$203,408	1	203,408.00	8,136.32	211,544.32	1789	1,789	107,340	1.0000
Watch Deputy	\$156,059	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$229,788	3	689,364.00	27,574.56	716,938.56	1789	5,367	322,020	3.0000
CSA	\$52,726	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Officer	\$88,245	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech (With Vehicle)	\$80,102	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$72,374	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst II	\$89,942	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst III	\$102,997	0	0.00	N/A	0.00	1789	0	0	0.0000
Stn Clerk II	\$66,936	1	66,936.00	N/A	66,936.00	1789	1,789	107,340	1.0000
Crime Analyst	\$101,721	0	0.00	N/A	0.00	1789	0	0	0.0000
Custody Assistant	\$88,618	0	0.00	0.00	0.00	1789	0	0	0.0000
Other (Need to insert cost in next column)		0	0.00	N/A	0.00	1789	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$18,858,396.00	LIABILITY @ 4% = \$736,240.40	TOTAL ESTIMATED COST \$19,594,636.40				
						HOURS	MINUTES	PERSONNEL	
						DEPUTY	149,838	8,990,280	83.7480
						DEPUTY, B-1	10,734	644,040	6.0000
						LT/SERGEANT	5,367	322,020	3.0000
						CSA	0	0	0.0000
						CIVILIAN	1,789	107,340	1.0000

SH-AD 575 (REV. 4/11)

Patrol Officer Rate
FY 2012-13 Cost

Los Angeles County - Contract Cities
Law Enforcement Services

The City contracts with the County Sheriff's Department for police patrol services.
These officers perform the mandated law enforcement activities described in this claim.

HOURLY RATE CALCULATION:

The hourly rate of a patrol unit (single officer) is calculated as follows:

$$\text{Hourly Rate} = \frac{\$356,454}{(56 \text{ hrs/week} \times 52 \text{ weeks/yr})} = \frac{\$356,454}{2920 \text{ hrs/year}} = \frac{\$122.07}{\text{Hour}}$$

Rate includes a county assessed 4% Liability Insurance Surcharge

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: PALMDALE

7/1/2012

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED	TOTAL ESTIMATED UNIT COST	LIABILITY @ 4%	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (HOURS)	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$244,817	6	1,468,902.00	58,756.08	1,527,658.08	2086	12,516	750,960	6.9960
56 Hour	\$342,744	36	12,338,784.00	493,551.36	12,832,335.36	2920	105,120	6,307,200	58.7520
70 Hour	\$428,430	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$222,561	10	2,225,610.00	89,024.40	2,314,634.40	1789	17,890	1,073,400	10.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$258,706	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$362,188	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$452,735	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$235,187	4	940,748.00	37,629.92	978,377.92	1789	7,156	429,360	4.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$148,175	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy (with dedicated vehicle)	\$168,581	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy, B-1	\$161,093	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$181,479	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$148,175	3	444,525.00	17,781.00	462,306.00	1789	5,367	322,020	3.0000
Deputy (with dedicated vehicle)	\$168,581	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$161,093	2	322,186.00	12,887.44	335,073.44	1789	3,578	214,680	2.0000
Deputy B-1 (with dedicated vehicle)	\$181,479	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$233,821	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$194,496	2	388,992.00	N/A	388,992.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$205,194	1	205,194.00	8,207.76	213,401.76	1789	1,789	107,340	1.0000
Watch Deputy	\$159,375	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$235,187	2	470,374.00	18,814.96	489,188.96	1789	3,578	214,680	2.0000
CSA	\$55,996	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Officer	\$95,568	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech	\$80,393	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$74,456	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst II	\$92,488	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst III	\$105,912	0	0.00	N/A	0.00	1789	0	0	0.0000
Sin Clerk II	\$68,863	1	68,863.00	N/A	68,863.00	1789	1,789	107,340	1.0000
Crime Analyst	\$106,441	0	0.00	N/A	0.00	1789	0	0	0.0000
Custody Assistant	\$86,318	0	0.00	0.00	0.00	1789	0	0	0.0000
Other (Need to insert cost in next column)		0	0.00	N/A	0.00	1789	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$18,874,178.00	LIABILITY @ 4% = \$736,652.92	TOTAL ESTIMATED COST \$19,610,830.92				
						HOURS	MINUTES	PERSONNEL	
						DEPUTY	144,471	8,668,260	80.7480
						DEPUTY, B-1	10,734	644,040	6.0000
						LT/SERGEANT	5,367	322,020	3.0000
						CSA	0	0	0.0000
						CIVILIAN	1,789	107,340	1.0000

SH-AD 575 (REV. 4/12)

Sample ICRPS Calculations

ICRP INPUT SCREEN

Agency: City of Palmdale

	Fiscal Year	Department	ICRP Rate	Depart. Ben Rate
Dept 1	2006-07	Sheriff	15.4%	0.0%
Dept 2	2007-08	Sheriff	14.0%	0.0%
Dept 3	2008-09	Sheriff	13.0%	0.0%
Dept 4	2009-10	Sheriff	11.9%	0.0%
Dept 5	2010-11	Sheriff	12.3%	0.0%
Dept 6	2011-12	Sheriff	12.0%	0.0%
Dept 7	2012-13	Sheriff	11.9%	0.0%
Dept 8				
Dept 9				
Dept 10				

© COST RECOVERY SYSTEMS, INC.

INDIRECT COST RATE PROPOSAL

City of Palmdale

Sheriff

Fiscal Year

2006-07

Description of Costs	Total Costs	Excludable Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Salaries & Benefits				
Salaries & Wages	\$14,575,820		\$525,641	\$14,050,179
Overtime				
Benefits				
Total	\$14,575,820		\$525,641	\$14,050,179
Services & Supplies				
Liability	\$339,144		\$339,144	
for other staff besides 56 hr deputies				
Total	\$339,144		\$339,144	
Capital Expenditures				
Total				
Total Expenditures	\$14,914,964		\$864,785	\$14,050,179

Cost Plan Costs		
CITY WIDE COSTS	\$1,001,171	\$1,001,171
Cost Allocation Plan Costs		
ALLOCATION OF LAND/FACILITY COSTS	\$300,000	\$300,000
(\$15 million / 50 yrs depreciation schedule)		
Total	\$1,301,171	\$1,301,171

Total Alloc. Indirect Costs	\$16,216,135	\$2,165,956	\$14,050,179
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ICRP RATE =	15.4%
<i>(Rate is Based on Salaries)</i>	

$$\frac{\$2,165,956}{\$14,050,179} = \frac{\text{Total Allowable Indirect Costs}}{\text{Total Direct Salaries}}$$

REV 8/04

**Fiscal Year
2007-08**

ICRP RATE = 14.0%
(Rate is Based on Salaries)

HOURS OF SERVICE & ESTIMATED CHARGES
CITY: Palmdale July 1, 2007

SERVICE UNITS	EST. COST	TOTAL UNITS PURCHASED	LIABILITY @ 6%	TOTAL LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT							
40 Hour	\$211,718	0	0.00	0.00	2085	0	0.0000
55 Hour	\$298,405	31	9,183,555.00	551,313.30	2920	50,520	5,431,200
70 Hour	\$370,507	0	0.00	0.00	3650	0	0.0000
Non-Relief	\$192,471	77	1,432,026.70	88,621.60	1778	13,591	821,436
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)							
40 Hour	\$220,467	0	0.00	0.00	2085	0	0.0000
55 Hour	\$308,653	0	0.00	0.00	2920	0	0.0000
70 Hour	\$385,817	0	0.00	0.00	3650	0	0.0000
Non-Relief Major	\$200,424	3	601,272.00	36,076.32	1778	5,334	320,040
Non-Relief	\$200,424	3	601,272.00	36,076.32	1778	5,334	320,040
GROWTH DEPUTY UNITS (Non-Relief Only)							
Deputy	\$134,395	18	2,419,128.00	145,147.88	1778	32,004	1,620,240
Deputy (with dedicated vehicle)	\$152,252	4	609,008.00	36,540.48	1778	7,112	426,720
Deputy B-1	\$141,887	2	283,774.00	17,026.44	1778	3,556	213,360
Deputy B-1 (with dedicated vehicle)	\$159,743	0	0.00	0.00	1778	0	0.0000
GRANT UNITS (Non-Relief Only)							
Deputy	\$134,395	4	537,584.00	32,255.04	1778	7,112	426,720
Deputy (dedicated vehicle)	\$152,252	1	152,252.00	9,135.12	1778	7,112	426,720
Deputy B-1	\$141,887	2	283,774.00	17,026.44	1778	3,556	213,360
Deputy B-1 (dedicated vehicle)	\$159,743	0	0.00	0.00	1778	0	0.0000
Sergeant	\$173,943	0	0.00	N/A	1778	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)							
Lieutenant	\$209,270	0	0.00	N/A	1778	0	0.0000
Sergeant	\$173,943	2	347,886.00	N/A	1778	3,556	213,360
Sergeant (Motor)	\$183,511	1	183,511.00	11,010.66	1778	1,778	105,680
Watch Deputy	\$138,862	0	0.00	0.00	1778	0	0.0000
CSA	\$49,858	0	0.00	0.00	1778	0	0.0000
Security Officer	\$57,868	0	0.00	0.00	1778	0	0.0000
Law Enforcement Tech	\$63,298	0	0.00	0.00	1778	0	0.0000
Operations Asst I	\$85,994	0	0.00	N/A	1778	0	0.0000
Operations Asst II	\$81,912	0	0.00	N/A	1778	0	0.0000
Operations Asst III	\$83,817	0	0.00	N/A	1778	0	0.0000
Stn Clerk II	\$61,053	1	61,053.00	N/A	1778	1,778	105,680
Crim Analyst	\$84,284	0	0.00	N/A	1778	0	0.0000
Custody Assistant	\$80,633	0	0.00	0.00	1778	0	0.0000
Other (Need to insert cost on Pg 2)	Unknown	0	0.00	0.00	1778	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$16,751,095.70				
			LIABILITY @ 6% =	3990,529.40			
			TOTAL ESTIMATED COST	\$17,731,625.10			
					HOURS	MINUTES	PERSONNEL
					DEPUTY	152,217	9,132,996
					DEPUTY, B-1	17,730	1,056,800
					LIEUTENANT	5,334	320,040
					CSO	0	0.0000
					CIVILIAN	1,778	105,680

**Fiscal Year
2008-09**

59

2008-09

Annual Salary

\$528,859

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale

7/1/2009

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED	LIABILITY @ 6%	LIABILITY @ 6% WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT							
40 Hour	\$221,820	0	0.00	0.00	2085	0	0.0000
56 Hour	\$310,887	34	10,563,358.00	633,801.48	2920	99,280	5,956,800
70 Hour	\$388,358	0	0.00	0.00	3650	0	0.0000
Non-Relief	\$201,745	7.7	1,553,436.50	93,206.19	1815	13,976	838,530
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)							
40 Hour	\$230,858	0	0.00	0.00	2085	0	0.0000
56 Hour	\$323,201	0	0.00	0.00	2520	0	0.0000
70 Hour	\$404,091	0	0.00	0.00	3650	0	0.0000
Non-Relief Motor	\$209,871	6	1,259,226.00	75,553.56	1815	10,890	653,400
Non-Relief	\$209,871	0	0.00	0.00	1815	0	0.0000
GROWTH DEPUTY UNITS (Non-Relief Only)							
Deputy	\$139,085	19	2,642,235.00	158,534.10	1815	34,485	2,059,100
Deputy (with dedicated vehicle)	\$156,835	0	0.00	0.00	1815	0	0.0000
Deputy B-1	\$146,894	2	293,788.00	17,627.28	1815	3,630	217,800
Deputy B-1 (with dedicated vehicle)	\$164,464	0	0.00	0.00	1815	0	0.0000
GRANT UNITS (Non-Relief Only)							
Deputy	\$139,085	3	417,195.00	25,031.70	1815	5,445	325,700
Deputy (dedicated vehicle)	\$156,835	0	0.00	0.00	1815	0	0.0000
Deputy B-1	\$146,894	2	293,788.00	17,627.28	1815	3,630	217,800
Deputy B-1 (dedicated vehicle)	\$164,464	0	0.00	0.00	1815	0	0.0000
Sergeant	\$181,978	0	0.00	N/A	1815	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)							
Lieutenant	\$218,784	0	0.00	N/A	1815	0	0.0000
Sergeant	\$181,978	3	545,934.00	N/A	1815	5,445	325,700
Sergeant (Motor)	\$191,985	0	0.00	0.00	1815	0	0.0000
Watch Deputy	\$144,453	0	0.00	0.00	1815	0	0.0000
CSA	\$50,846	0	0.00	0.00	1815	0	0.0000
Security Officer	\$61,439	0	0.00	0.00	1815	0	0.0000
Law Enforcement Tech	\$77,075	0	0.00	0.00	1815	0	0.0000
Operations Asst I	\$70,075	0	0.00	N/A	1815	0	0.0000
Operations Asst II	\$67,031	0	0.00	N/A	1815	0	0.0000
Operations Asst III	\$69,665	0	0.00	N/A	1815	0	0.0000
S/A Clerk II	\$64,815	1	64,815.00	N/A	1815	1,815	108,900
Crime Analyst	\$98,217	0	0.00	N/A	1815	0	0.0000
Custody Assistant	\$85,694	0	0.00	0.00	1815	0	0.0000
Other (Need to insert cost in next column)		0	0.00	N/A	1815	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$17,633,775.50	\$1,021,381.59			
			LIABILITY @ 6% =	TOTAL ESTIMATED COST			
				\$18,655,157.09			
					HOURS	MINUTES	PERSONNEL
					DEPUTY	153,186	9,191,130
					DEPUTY, B-1	18,150	1,089,000
					LIEUTENANT	5,445	325,700
					CSA	0	0
					CIVILIAN	1,815	108,900

**Fiscal Year
2009-10**

ICRP RATE = 11.9%
(Rate is Based on Salaries)

2009-10

Annual Salary

\$604,037

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale 7/1/2009

SERVICE UNITS				LIABILITY @ 6%		YEARLY HOURS PER SERVICE UNIT		ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$228,692	6	1,370,352.00	82,221.12	1,452,573.12	2086	12,518	750,980	6.9950
56 Hour	\$319,749	36	11,510,964.00	690,657.84	12,201,621.84	2920	105,120	6,307,200	58.7520
70 Hour	\$399,806	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$207,628	1	207,628.00	12,457.74	220,085.74	1789	1,789	107,340	1.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$217,130	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$331,982	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$414,978	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$215,573	1	215,573.00	12,934.38	228,507.38	1789	1,789	107,340	1.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$142,246	14	1,984,244.00	119,654.64	2,113,898.64	1789	25,046	1,502,760	14.0000
Deputy (with dedicated vehicle)	\$169,838	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$150,442	1	150,442.00	9,025.52	159,467.52	1789	1,789	107,340	1.0000
Deputy B-1 (with dedicated vehicle)	\$169,838	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$142,246	3	427,338.00	25,640.28	452,978.28	1789	5,367	322,020	3.0000
Deputy (with dedicated vehicle)	\$169,838	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$150,442	2	300,884.00	18,053.04	318,937.04	1789	3,578	214,680	2.0000
Deputy B-1 (with dedicated vehicle)	\$169,838	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$228,692	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$185,885	2	371,762.00	N/A	371,762.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$498,106	1	198,106.00	11,786.36	209,892.36	1789	1,789	107,340	1.0000
Watch Deputy	\$149,739	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$246,578	5	1,077,855.00	64,671.80	1,142,526.80	1789	8,945	538,700	5.0000
CSA	\$54,713	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Officer	\$62,165	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech	\$19,191	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$70,909	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst II	\$85,083	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst III	\$100,868	0	0.00	N/A	0.00	1789	0	0	0.0000
Stn Clerk II	\$65,582	1	65,582.00	N/A	65,582.00	1789	1,789	107,340	1.0000
Crime Analyst	\$80,243	0	0.00	N/A	0.00	1789	0	0	0.0000
Custody Assistant	\$80,243	0	0.00	0.00	0.00	1789	0	0	0.0000
Other (Need to insert cost in next column)	\$1,111	0	0.00	N/A	0.00	1789	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS			\$17,888,741.00	LIABILITY @ 6% = \$1,047,083.82					
				TOTAL ESTIMATED COST	\$18,935,824.82				
						HOURS	MINUTES	PERSONNEL	
						DEPUTY	158,783	9,526,980	38,7480
						DEPUTY B-1	7,156	429,360	4.0000
						LIEUTENANT	5,367	322,020	3.0000
						CSA	0	0	0.0000
						CIVILIAN	1,789	107,340	1.0000

**Fiscal Year
2010-11**

Page 2 of 3

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale 7/1/2010

SERVICE UNITS	TOTAL HOURS PERSONNEL	LIABILITY @ 4%	YEARLY HOURS PER SERVICE UNIT	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT				
40 Hour	8	1,393,998.00	2086	6.9980
56 Hour	36	11,709,576.00	2920	58.7520
70 Hour	0	0.00	3650	0.0000
Non-Relief	5	1,056,060.00	1789	5.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
40 Hour	0	0.00	2086	0.0000
56 Hour	0	0.00	2920	0.0000
70 Hour	0	0.00	3650	0.0000
Non-Relief	3	859,022.00	1789	3.0000
GROWTH DEPUTY UNITS (Non-Relief Only)				
Deputy	7	1,014,632.00	1789	7.0000
Deputy (with dedicated vehicle)	0	0.00	1789	0.0000
Deputy B-1	1	153,094.00	1789	1.0000
Deputy B-1 (with dedicated vehicle)	0	0.00	1789	0.0000
GRANT UNITS (Non-Relief Only)				
Deputy	3	434,928.00	1789	3.0000
Deputy (with dedicated vehicle)	0	0.00	1789	0.0000
Deputy B-1 (MOTOR)	2	308,188.00	1789	2.0000
Deputy B-1 (with dedicated vehicle)	0	0.00	1789	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)				
Lieutenant	0	0.00	1789	0.0000
Sergeant (SAO)	2	376,794.00	1789	2.0000
Sergeant (Motor)	1	199,471.00	1789	1.0000
Watch Deputy	0	0.00	1789	0.0000
Motor Deputy	3	859,022.00	1789	3.0000
CSA	0	0.00	1789	0.0000
Security Officer	0	0.00	1789	0.0000
Law Enforcement Tech	0	0.00	1789	0.0000
Operations Asst I	0	0.00	1789	0.0000
Operations Asst II	0	0.00	1789	0.0000
Operations Asst III	0	0.00	1789	0.0000
Sin Clerk II	1	66,844.00	1789	1.0000
Crime Analyst	0	0.00	1789	0.0000
Custody Assistant	0	0.00	1789	0.0000
Other (Need to insert cost in next column)	0	0.00	1789	0.0000
ESTIMATED COST FOR SERVICE UNITS **				
	\$15,029,624.00	LIABILITY @ 4% = \$703,447.84		
		TOTAL ESTIMATED COST		
			HOURS	PERSONNEL
			DEPUTY 149,838	83,7480
			DEPUTY, B-1 10,734	8.0000
			LT/SERGEANT 5,367	3.0000
			CBA 0	0.0000
			CIVILIAN 1,789	1.0000

SH-AD 575 (REV. 4/10)

Fiscal Year
2011-12

ICRP RATE =	12.0%
(Rate is Based on Salaries)	

2011-12

Annual Salary

\$625,283

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Palmdale

7/1/2011

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED	UNIT ESTIMATED CHARGES	LIABILITY @ 4%	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	MINUTES	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$299,478	6	1,436,868.00	57,474.72	1,494,342.72	2086	12,516	750,960	6.9960
56 Hour	\$335,270	36	12,069,720.00	482,788.80	12,552,508.80	2920	105,120	6,307,200	58.7520
70 Hour	\$419,087	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$217,708	8	1,741,664.00	69,666.56	1,811,330.56	1789	14,312	858,720	8.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$252,766	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$353,873	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$442,341	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$229,788	4	919,152.00	36,766.08	955,918.08	1789	7,156	429,360	4.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$146,732	4	586,928.00	23,477.12	610,405.12	1789	7,156	429,360	4.0000
Deputy (with dedicated vehicle)	\$166,935	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$159,355	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$179,742	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$146,732	3	440,196.00	17,607.84	457,803.84	1789	5,367	322,020	3.0000
Deputy (with dedicated vehicle)	\$166,935	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (Motor)	\$159,355	2	318,710.00	12,748.40	331,458.40	1789	3,578	214,680	2.0000
Deputy B-1 (with dedicated vehicle)	\$179,742	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$231,501	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$192,725	2	385,450.00	N/A	385,450.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$203,408	1	203,408.00	8,136.32	211,544.32	1789	1,789	107,340	1.0000
Watch Deputy	\$156,059	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$229,788	3	689,364.00	27,574.56	716,938.56	1789	5,367	322,020	3.0000
CSA	\$52,726	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Officer	\$88,245	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech (With Vehicle)	\$80,102	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$72,374	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst II	\$89,942	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst III	\$102,997	0	0.00	N/A	0.00	1789	0	0	0.0000
Sin Clerk II	\$66,936	1	66,936.00	N/A	66,936.00	1789	1,789	107,340	1.0000
Crime Analyst	\$101,721	0	0.00	N/A	0.00	1789	0	0	0.0000
Custody Assistant	\$88,518	0	0.00	0.00	0.00	1789	0	0	0.0000
Other (Need to insert cost in next column)		0	0.00	N/A	0.00	1789	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **			\$18,858,396.00						
			LIABILITY @ 4% =	\$736,240.40					
			TOTAL ESTIMATED COST		\$19,594,636.40				
						HOURS	MINUTES	PERSONNEL	
						DEPUTY	149,838	8,990,280	83.7480
						DEPUTY, B-1	10,734	644,040	6.0000
						LT/SERGEANT	5,367	322,020	3.0000
						CSA	0	0	0.0000
						CIVILIAN	1,789	107,340	1.0000

SH-AD 575 (REV. 4/11)

**Fiscal Year
2012-13**

71

2012-13

Annual Salary

\$632,270

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: PALMDALE

7/1/2012

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED	TOTAL ESTIMATED UNIT COST	LIABILITY @ 4 %	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (HOURS)	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$244,817	6	1,468,902.00	58,756.08	1,527,658.08	2086	12,516	750,960	6.9960
56 Hour	\$342,744	36	12,338,784.00	493,551.36	12,832,335.36	2920	105,120	6,307,200	58.7520
70 Hour	\$428,430	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$222,561	10	2,225,610.00	89,024.40	2,314,634.40	1789	17,890	1,073,400	10.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$258,708	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$362,188	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$452,735	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$235,187	4	940,748.00	37,629.92	978,377.92	1789	7,156	429,360	4.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$148,175	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy (with dedicated vehicle)	\$168,561	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$161,093	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$181,479	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$148,175	3	444,525.00	17,781.00	462,306.00	1789	5,367	322,020	3.0000
Deputy (with dedicated vehicle)	\$168,561	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$161,093	2	322,186.00	12,887.44	335,073.44	1789	3,578	214,680	2.0000
Deputy B-1 (with dedicated vehicle)	\$181,479	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$233,821	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$194,496	2	388,992.00	N/A	388,992.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$205,194	1	205,194.00	8,207.76	213,401.76	1789	1,789	107,340	1.0000
Watch Deputy	\$159,375	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$235,187	2	470,374.00	18,814.96	489,188.96	1789	3,578	214,680	2.0000
CSA	\$55,996	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Officer	\$95,568	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech	\$80,393	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$74,456	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst II	\$92,488	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst III	\$105,912	0	0.00	N/A	0.00	1789	0	0	0.0000
Stn Clerk II	\$68,863	1	68,863.00	N/A	68,863.00	1789	1,789	107,340	1.0000
Crime Analyst	\$106,441	0	0.00	0.00	0.00	1789	0	0	0.0000
Custody Assistant	\$86,318	0	0.00	0.00	0.00	1789	0	0	0.0000
Other (Need to insert cost in next column)		0	0.00	N/A	0.00	1789	0	0	0.0000
ESTIMATED COST FOR SERVICE UNITS **									

SH-AD 575 (REV. 4/12)

PROOF OF ADDITIONAL OVERHEAD COSTS INCURRED –

COST ALLOCATION PLAN

(excerpts)



City of Palmdale

Full Cost Allocation Plan for Use Fiscal Year 2013-14

- **Based on Fiscal Year 2013-14 Budgeted Expenditures**
- **Full Cost Iteration**

January 3, 2014

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Temecula, CA 92592
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 Exhibits		
A.	Full Cost Allocation Plan Detail	Exhibit A

City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
Source Cost Data from Fiscal Year 2013-2014

TOTAL ALLOCATION OF CITYWIDE ADMINISTRATIVE AND SUPPORT SERVICES

FUND/ DEPT ACCOUNT NUMBER	NAME	1012100- PLANNING	1012110- PLANNING COMMISSION	1012200- BUILDING AND SAFETY	1012300- ANIMAL CONTROL	1012500- PUBLIC SAFETY	1012510- LAW ENFORCEMENT GRANTS	1012520- FORFEITURE
BLDG	Building Use	\$ 122,439	\$ -	\$ -	\$ -	\$ 13,317	\$ -	\$ -
EQUIP	Equipment Use	3,641	19	2,287	1,298	137,136	1,788	23
1011000	City Council	8,020	8	959	544	19,451	750	10
1011100	City Manager	48,697	30	28,155	2,063	109,521	2,843	36
1011200	City Clerk	111,770	8	33,732	585	34,613	806	10
1011300	Human Resources	76,816	-	43,895	-	71,329	-	-
1011400	City Attorney	103,989	-	-	-	17,331	-	-
1011410	Risk Management	-	-	12,795	-	38,386	-	-
1011500	Finance	73,339	1,399	38,647	2,690	136,976	5,102	794
1011600	Information Services	58,741	-	35,217	-	107,100	-	-
1011700	Communications	55,180	-	31,531	-	51,239	-	-
1011800	General City	16,472	84	10,346	5,869	198,245	8,090	103
1013100	Public Works - Administration	-	-	-	-	-	-	-
1013230	Geographic Information Systems	2,356	12	1,480	840	28,357	1,157	15
1013400	Government Facilities	108,351	-	108,351	-	38,171	-	-
Allocated Costs		\$ 789,811	\$ 1,559	\$ 347,394	\$ 13,889	\$ 1,001,171	\$ 20,536	\$ 990



PURPOSE

A Cost Allocation Plan is an analytical tool through which a city can apportion administrative or indirect services costs to individual departments or cost centers within its organization. Allocated costs are typically termed “city-wide overhead”. Most overhead/indirect service costs are those expenditures which provide support services or oversight to each department city-wide and typically include: legislative, managerial, financial, administrative, legal, personnel, technology, building and equipment use, and risk management activities. Allocated costs may also include services within non-administrative/support services departments that provide targeted benefit to specific departments. A general example of this would be specific skill sets from one department that actually exist to provide support to a department outside its own.

The methods for allocating costs within this analysis are described briefly below:

- An organizational analysis is conducted to identify entire departments or functions within departments city-wide which provide either overhead or indirect services broadly or specifically to departments outside their own. In addition to evaluating published data sources, NBS conferred with City staff on multiple occasions to identify and consider allocable overhead and indirect services across all City departments.
- Line-item expenditures in each support service department are reviewed for their inclusion. For example, large one-time expenditures for capital outlay, transfers between funds, debt service, or special contract services would be excluded. The resulting “allocable” expenditures are then linked to each overhead/indirect service identified through the organizational analysis to create allocable cost pools.
- An allocation factor is assigned to each cost pool. An allocation factor is a data set used as the basis for distributing overhead/indirect service costs to departments receiving support or benefit from the cost pool. Allocation factors can include general data sets, such as employee count or budgeted expenditures in each department or estimates of how time is spent across departments and programs. Ultimately, the allocation factor should represent the actual or estimated workload of the function allocated or a reasonable and generally accepted means of apportioning benefit for the function allocated.
- Cost allocations are performed. Each cost pool is distributed across departments following the distribution inherent in the selected allocation factor for each pool. This results in a total share of overhead/indirect service costs for each department.
- Various outcomes are generated based on the total share of overhead/indirect service costs identified for each department.

Data Sources

The Cost Allocation Plan was developed based on operations and costs from FY 2013-14.

The following data sources were used to support the development of this Cost Allocation Plan for the City of Palmdale:

- Budget expenditure statements for FY 2013-14
- Various correspondences with City staff to support the nature and purposes of line item expenditures, estimation of labor efforts across various support and administrative service categories, and allocation statistic data reflecting FY 2012-13 and FY 13-14.
- A complete listing of all City personnel and their forecasted salary and benefit expenditures for FY 2013-14

The City's FY 2013-14 budget expenditure information is the most significant source of information affecting the Cost Allocation Plan's results. It should be noted that consultants did not conduct separate efforts to audit or validate the City's financial management or support services practices, nor was cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This study has accepted the City's expenditure reports and staff input as the most appropriate and reasonable basis for development of the Plan.

Beyond expenditure information provided by the City, original data sets were also developed to support the work of this study, including: estimated staff time at various levels of detail, and allocation statistics. To develop these data sets, consultants prepared questionnaires and conducted meetings and in-person and telephone interviews with individual departments. Consultants and departmental management reviewed and questioned all responses to ensure the best possible set of data for the Plan.

Versions of the Cost Allocation Plan

The City requested development of a professionally prepared Cost Allocation Plan. The goal of this effort was to define the total cost of applicable administrative or "support services" overhead costs to various departments, revenue funds, and grant funded programs. The key deliverables for this project include two versions of the plan:

Full Cost Allocation Plan

Exhibit A to this report presents a version of the Cost Allocation Plan which allocates all reasonably identifiable administrative overhead costs to receivers of these services within the organization. All costs, whether acceptable for federal reimbursement purposes or not, are considered in the results of this Plan. This version of the plan is typically applied as the internal budgeting tool for establishing overhead support costs at the department level.

OMB A-87 Annual Cost Allocation Plan

This version of the Cost Allocation Plan complies with the stipulations of *Title 2, Code of Federal Regulations, Part 225, Cost Principles for State, Local, and Indian Tribal Governments (formerly known as OMB A-87)*. Because the primary goal of this Plan is to obtain reimbursement of overhead costs associated with State and Federal grants, only costs which are considered allocable for these purposes are considered in the results of this Plan. The results for this version of the Cost Allocation plan are provided separately from this report.

It should be noted, however, that both a Full and OMB A-87 version of a Cost Allocation Plan are developed utilizing guidelines for cost allocation set forth by the original OMB A-87 Circular, as well as Generally Accepted Accounting Principles (GAAP).

SUPPORT SERVICE DEPARTMENT NARRATIVES

The full cost allocation plan allocates 13 General Fund central service units based on a variety of factors to operating units, along with Building Use and Equipment Use. The plan identified total allocable costs of approximately \$15.2 million from the following central service units to other City operating units:

Allocable Budget Unit		Total Expense
BLDG	Building Use	\$ 1,051,720
EQUIP	Equipment Use	1,153,464
1011000	City Council	164,300
1011100	City Manager	698,960
1011200	City Clerk	692,290
1011300	Human Resources	543,650
1011400	City Attorney	2,107,480
1011410	Risk Management	1,162,080
1011500	Finance	1,336,800
1011600	Information Services	1,228,380
1011700	Communications	640,620
1011800	General City	1,422,480
1013100	Public Works - Administration	489,320
1013230	Geographic Information Systems	178,670
1013400	Government Facilities	2,333,290
Grand Total		\$15,203,504

Note: Although Building Use and Equipment Use are not formal departments/organizational units within the City, allowances for building and equipment use can be allocated through the Cost Allocation Plan.

A description of each support service unit is provided below, along with a general explanation of how functional costs of each unit were allocated in the Plan:

Building Use

A calculation is utilized to charge depreciation to departments that are housed in buildings owned by the General Fund. Each building's original acquisition and improvement costs are identified and the annual depreciation amount is allocated to the departments housed in the building. Where there are multiple occupants, the cost is allocated to the departments or divisions housed there based on square footage. This methodology follows OMB-A 87 guidelines and generally accepted accounting principles. Building use allowance expenditures are assigned amongst two different cost pools and allocated to each department presumed to benefit from use of identified buildings and improvements. The cost pools and allocation factors are:

- All City Hall Departments – Costs are allocated based on the square footage per department occupying City Hall.
- Other General Government Buildings – Costs are allocated directly to the operating units that benefit from building use.

Equipment Use

Similar to the Building Use Charge, a calculation is utilized to charge depreciation to departments and their divisions that have purchased equipment. Original acquisition costs are identified and the annual depreciation amount is allocated to the departments utilizing the equipment. This methodology follows OMB-A 87 guidelines and generally accepted accounting principles. Equipment Use allowance costs are derived from the FY 2011-12 Citywide fixed asset reports maintained by the Finance department. Equipment use allowance expenditures are assigned amongst two different cost pools and allocated to each department presumed to benefit from use of identified equipment. The cost pools and allocation factors are:

- General Government Equipment Use – Costs are allocated on FY 2013/14 Expenditures per department.
- Department Equipment Use – Costs are allocated directly to the operating units that benefit from equipment use.

City Council (1011000)

The City Council is the five-member legislative body of the City of Palmdale. The Mayor is separately elected, and four Council members are elected at-large for four-year terms. The City Council also sits as the governing board for the Palmdale Redevelopment Agency and the Palmdale Civic. The Council establishes City policies, which staff implements under the City Manager's direction. The City Council is also advised by various commissions, committees and boards comprised of citizens appointed by the City Council. The City Council appoints the City Manager and the City Attorney.

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst two different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- City-wide Support Legislative – 50% of allocable costs are allocated based on the number of agenda items per department.
- City-wide Support Fiscal Administrative – 50% of allocable costs are allocated based on FY 2013-14 departmental expenditures.

City Manager (1011100)

The City Manager's Department provides overall leadership and direction for carrying out the policy directives of the City Council and setting the standards for delivering excellent public services to the Citizens of Palmdale. It establishes the goals and objectives for operational performance of all City departments and functions including the City's fiscal policies and establishment of the City's annual budget. The Manager's Department provides strategic guidance to the City Council on intergovernmental affairs that affect the region and carries out negotiations and essential communication on important matters affecting fiscal stability, public safety, and securing fundamental public resources for the City.

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst two different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- City-wide Support Leadership – 50% of allocable costs are allocated based on the number of full time equivalent (FTE) employees per department.
- City-wide Support Fiscal Administrative – 50% of allocable costs are allocated based on FY 2013-14 departmental expenditures.

City Clerk (1011200)

The Clerk Department performs all municipal clerk functions mandated under the Federal and State Constitutions, the California Government and Election Codes. The Clerk Department supports the City Council by recording and maintaining the official records and legislative history of the City. Department staff provides access to a wide range of public information to elected officials, appointed bodies, the public and City staff. Clerk staff manages the appointment and term expiration process for commissioners serving on City commissions and other advisory bodies, and administers municipal elections as the City's Election official. The City Clerk also manages the records management function.

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst five different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- General City-wide Clerk Support – costs are allocated based on the number of full time equivalent (FTE) employees per department.
- City Council Support – costs are allocated based on the FY 2012-13 number of agenda items per department.
- General City-wide Clerk Fiscal Support – costs are allocated based on FY 2013-14 departmental expenditures.
- Records Management – FY 2012-13 Records County by Department.
- Elections Support – Not Allocated.

Human Resources (1011300)

The Human Resources Department provides the City with professional human resources support by recruiting and assessing new employees; conducting classification and compensation studies; administering staff training and development programs; performing employee relations activities, including new employee orientation; overseeing the performance program and providing advice and guidance to managers and supervisors on grievance and discipline issues; and assisting the City Manager's Office with labor relations.

100% of the allocable costs of support services provided by this organizational unit are allocated based on the number of FY 2013-14 FTE per department.

City Attorney (1011400)

The City Attorney represents and defends the interests of the City and related entities in judicial and administrative proceedings; advises the City Council, the boards of related City entities, appointed commissions, and staff related to the establishment of City laws, policies, and procedures; and prepares legal documents to implement and enforce City laws and policies, including ordinances, resolutions, regulations, and contracts.

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst three different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- Citywide Support – costs are allocated based on FY 2012-13 number of agenda items per department.
- Code Enforcement Support – not allocated.
- Direct Support - Costs are allocated directly to the operating units that benefit from the City Attorney's office support.

Risk Management (1011410)

100% of the allocable costs of risk management general liability function provided by the department are allocated based on a five year claims history per department.

Finance (1011500)

The Finance Department is responsible for providing financial expertise and guidance to the City Council and City Departments, managing the City's daily financial operations, and maintaining the financial integrity of the City.

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst seven different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- General Accounting – costs are allocated based on the FY 2012-13 total transactions per Fund/Department.

- Procurement – costs are allocated based on the FY 2012-13 purchase order transaction count per department.
- Accounts Payable – costs are allocated based on the FY 2012-13 accounts payable transactions per Fund/Department.
- Budget Administration – costs are allocated based on FY 2013-14 departmental expenditures per Fund/Department.
- Treasury – costs are allocated based on FY 2013-14 departmental expenditures per Fund/Department.
- Payroll Services – costs are allocated based on FY 2013-14 FTE per Fund/Department.
- Debt Management Administration – costs are allocated based on FY 2011-12 Debt Transactions per Fund/Department.

Information Services (1011600)

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst six different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- Citywide Support – costs are allocated based on the FY 2011-12 PC Count by Fund/Department.
- Helpdesk Support – costs are allocated based on the FY 2012-13 Helpdesk Work Order Count by Fund/Department.
- Disaster Recovery – costs are allocated based on the FY 2011-12 PC Count by Fund/Department.
- Web Programs – costs are allocated based on the FY 2011-12 PC Count by Fund/Department.

Communications (1011700)

100% of the allocable costs of Communications provided by this organizational unit are allocated based on the number of FY 2013-14 FTE per department.

General City (1011800)

100% of the allocable costs of the General City budget unit are allocated based on the FY 2013-14 expenditures per Fund/Department.

Public Works Administration (1013100)

100% of the allocable costs of Public Works Administration provided by this organizational unit are allocated based on the 2013-14 Public Works expenditures per Division.

Geographic Information Systems (1013230)

100% of the allocable costs of the Geographic Information System budget unit are allocated based on the FY 2013-14 expenditures per Fund/Department.

Government Facilities (1013400)

100% of the allocable Fiscal Year 2013-14 operating expenditures for this department have been assigned amongst six different cost pools and allocated to each department presumed to benefit from the services provided by each cost pool. The cost pools and allocation factors are:

- Citywide Building Maintenance – costs are allocated based on square footage occupied of City Owned Buildings.
- Custodial Services Support – costs are allocated based on FY 2012-13 Monthly Invoice Amount per Fund/Department.
- Playhouse Support – costs are allocated Direct to the Playhouse.
- Library Support – costs are allocated Direct to the Library.
- Aero Institute Support – costs are allocated Direct to the Aero Institute.
- Supplies- Pool Chemicals – costs are allocated Direct to Aquatics.

NAVIGATING THE COST ALLOCATION PLAN

The schedules showing the complete Cost Allocation Plan are attached to this report and are organized as follows:

- Table of Contents
- Allocation 1 – Summary of Allocable Budget Units: This worksheet identifies each support service department and the costs allocated to each identified cost pool.
- Allocation 2 – Allocation Inventory: This worksheet identifies each support service department, the costs allocated to each identified cost pool, and the factor chosen for allocating costs to budget units that benefit from the support services provided.
- Allocation 3 – Total Allocation of City-wide Administrative & Support Services: This worksheet summarizes the total city-wide overhead and indirect costs allocated to each budget unit.
- Schedules 1.1 through 15.6 – Allocation of Each Cost Pool – These worksheets detail the allocation of each cost pool to budget units that benefit from the support services provided. Per OMB A-87 guidelines, the allocations are performed as a “two-step” process. A first pass of allocation calculations allows all support service departments to send costs to both themselves and all benefitting departments. A final second pass of allocation calculations sends all resulting allocations to support service departments from the first pass to benefitting departments based on the same approaches described in the Support Service Department Narratives section of this report.
- Workspace Costs 1-15 – Derivation of Cost Pools – These worksheets detail the allocation of city-wide overhead and indirect costs to each cost pool for each support service budget unit.
- Workspace Expense 1-15 – Allocable Budget Unit Detail – These worksheets detail the budgets for each support service department. Total amounts to be allocated, and adjustments for non-allocable items, are identified in these worksheets.
- Workspace Allocations 1-15 – Derivation of Allocations – These worksheets detail the allocation factor data detail.
- Workspace Summary 1-15 – Summary – These worksheets detail the summary of allocated costs by Central Service budget unit.
- Workspace C – Factor Data – This worksheet provides statistical information for each factor used to allocate costs to individual budget units.
- Workspace D – Labels, and Chart of Accounts – The information contained in this worksheet provides an updateable list of budget units that exist primarily to provide city-wide support services. Finally, it identifies a chart of accounts for the City that may be updated to account for future changes in the organization. This worksheet does not contain any modeling outcomes, but it does inform the outcomes generated throughout the cost allocation model.

EXHIBIT A

Full Cost Allocation Plan Detail



**Draft Cost Allocation Plan for
Fiscal Year 2013-2014**

Prepared for the

City of Palmdale

January 3, 2014

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City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
Source Cost Data from Fiscal Year 2013-2014

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9.2	Finance - Procurement
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9.4	Finance - Budget Administration
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City of Palmdale
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SUMMARY OF ALLOCABLE BUDGET UNITS

Allocable Budget Unit	Total Allocable Expense [a]	1	2	3	4	5	6	7
BLDG	\$ 1,051,720	\$ 47,740	\$ 1,003,980	\$ -	\$ -	\$ -	\$ -	\$ -
EQUIP	1,153,464	351,326	802,138	-	-	-	-	-
1011000	164,300	82,150	82,150	-	-	-	-	-
1011100	698,960	349,480	349,480	-	-	-	-	-
1011200	692,290	93,247	93,247	93,527	251,180	161,090	-	-
1011300	543,650	543,650	-	-	-	-	-	-
1011400	2,107,480	2,007,480	-	100,000	-	-	-	-
1011410	1,162,080	1,162,080	-	-	-	-	-	-
1011500	1,336,800	442,710	197,260	149,440	152,810	167,300	30,020	-
1011600	1,228,380	383,190	795,190	35,000	15,000	-	-	-
1011700	640,620	640,620	-	-	-	-	-	-
1011800	1,422,480	1,422,480	-	-	-	-	-	-
1013100	489,320	489,320	-	-	-	-	-	-
1013230	178,670	178,670	-	-	-	-	-	-
1013400	2,333,290	1,942,590	284,000	20,600	11,000	15,100	60,000	-
Grand Total	\$ 15,203,504	\$ 10,136,733	\$ 3,607,444	\$ 446,387	\$ 426,620	\$ 329,000	\$ 227,300	\$ 30,020

Notes

[a] Total Allocable Expense is FY 13/14 Expenditures less any unallocable costs and adjustments. Does not exclude unallocable functions / "cost pools". Expenditures sourced from City of Palmdale "FY 13-14 Adopted Budget.xls". Reference Workspaces 1-15 EXP for determination of Allocable Expense, and Allocation 3 Schedule for any unallocable cost pools

[b] In cases where more than one cost pool is listed, time records and/or time estimates were used to derive the allocation of the budget unit's total expense. Reference Workspaces 1-15 EXP.

City of Palmdale
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ALLOCATION INVENTORY

Allocable Budget Unit		Allocable Cost Pool	Total Expense [a]	Allocation Basis
BLDG	Building Use	1.1 City Hall	\$ 47,740	Square Footage per City Hall Occupant Dept.
BLDG	Building Use	1.2 Other GG Bldgs.	\$ 1,003,980	Share of Building Use Allocation - GG Bldg.
		Subtotal Building Use	\$ 1,051,720	
EQUIP	Equipment Use	2.1 General Government Equipment Use	\$ 351,326	FY 13/14 Budget Expenditures per Fund/Dept
EQUIP	Equipment Use	2.2 Equipment Use Per Department	\$ 802,138	Direct to Fund/Dept Identified on Fixed Asset Sch.
		Subtotal Equipment Use	\$ 1,153,464	
1011000	City Council	3.1 Citywide Support - Legislative	\$ 82,150	FY 12/13 Agenda Items per Dept
1011000	City Council	3.2 Citywide Support - Fiscal Administrative	\$ 82,150	FY 13/14 Budget Expenditures per Fund/Dept
		Subtotal City Council	\$ 164,300	
1011100	City Manager	4.1 Citywide Support - Leadership	\$ 349,480	FY 13/14 FTE per Fund/Dept
1011100	City Manager	4.2 Citywide Support - Fiscal Administrative	\$ 349,480	FY 13/14 Budget Expenditures per Fund/Dept
		Subtotal City Manager	\$ 698,960	
1011200	City Clerk	5.1 General Citywide Clerk Support	\$ 93,247	FY 13/14 FTE per Fund/Dept
1011200	City Clerk	5.2 City Council Support	\$ 93,247	FY 12/13 Agenda Items per Dept
1011200	City Clerk	5.3 General Citywide Clerk Fiscal Support	\$ 93,527	FY 13/14 Budget Expenditures per Fund/Dept
1011200	City Clerk	5.4 Records Management	\$ 251,180	FY 12/13 Records Count by Fund/Dept
1011200	City Clerk	5.5 Elections Support	\$ 161,090	Not Allocated
		Subtotal City Clerk	\$ 692,290	
1011300	Human Resources	6.1 Citywide HR Support	\$ 543,650	FY 13/14 FTE per Fund/Dept
		Subtotal Human Resources	\$ 543,650	
1011400	City Attorney	7.1 Citywide Support	\$ 2,007,480	FY 12/13 Agenda Items per Dept
1011400	City Attorney	7.2 Code Enforcement Support	\$ -	Not Allocated
1011400	City Attorney	7.3 Direct Fund/Department Support	\$ 100,000	Direct to Fund/Dept Supported
		Subtotal City Attorney	\$ 2,107,480	
1011410	Risk Management	8.1 Risk Management - General Liability	\$ 1,162,080	5 Year Claims History by Fund/Department
		Subtotal Risk Management	\$ 1,162,080	
1011500	Finance	9.1 General Accounting	\$ 442,710	FY 12/13 Total Transactions per Fund/Dept
1011500	Finance	9.2 Procurement	\$ 197,260	FY 12/13 P.O. Count per Fund/Dept
1011500	Finance	9.3 Accounts Payable	\$ 197,260	FY 12/13 AP Transactions per Fund/Dept

City of Palmdale
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ALLOCATION INVENTORY

Allocable Budget Unit	Allocable Cost Pool	Total Expense [a]	Allocation Basis
1011500 Finance	9.4 Budget Administration	\$ 149,440	FY 13/14 Budget Expenditures per Fund/Dept
1011500 Finance	9.5 Treasury	\$ 152,810	FY 13/14 Budget Expenditures per Fund/Dept
1011500 Finance	9.6 Payroll	\$ 167,300	FY 13/14 FTE per Fund/Dept
1011500 Finance	9.7 Debt Management Administration	\$ 30,020	FY 11/12 Debt Transactions per Fund/Dept
	Subtotal Finance	\$ 1,336,800	
1011600 Information Services	10.1 Citywide Support	\$ 383,190	PC Count by Fund/Dept
1011600 Information Services	10.2 Helpdesk Support	\$ 795,190	Helpdesk Work Order Count by Fund/Dept
1011600 Information Services	10.3 Disaster Recovery	\$ 35,000	PC Count by Fund/Dept
1011600 Information Services	10.4 Web Programs	\$ 15,000	PC Count by Fund/Dept
	Subtotal Information Services	\$ 1,228,380	
1011700 Communications	11.1 Citywide Support	\$ 640,620	FY 13/14 FTE per Fund/Dept
	Subtotal Communications	\$ 640,620	
1011800 General City	12.1 Citywide Support	\$ 1,422,480	FY 13/14 Budget Expenditures per Fund/Dept
	Subtotal General City	\$ 1,422,480	
1013100 Public Works - Administration	13.1 Public Works Department Support	\$ 489,320	FY 13/14 Public Works Expenditures per Div
	Subtotal Public Works - Administration	\$ 489,320	
1013230 Geographic Information Systems	14.1 Direct Department Support	\$ 178,670	FY 13/14 Budget Expenditures per Fund/Dept
	Subtotal Geographic Information Systems	\$ 178,670	
1013400 Government Facilities	15.1 Citywide Building Maintenance	\$ 1,942,590	Square Footage of City Owned Buildings
1013400 Government Facilities	15.2 Custodial Svcs Support (Contract)	\$ 284,000	Contract Monthly Invoice Amount per Fund/Dept
1013400 Government Facilities	15.3 Playhouse Support	\$ 20,600	Direct to Playhouse
1013400 Government Facilities	15.4 Library Support	\$ 11,000	Direct to Library
1013400 Government Facilities	15.5 Aero Institute Support	\$ 15,100	Direct to Aero Institute
1013400 Government Facilities	15.6 Supplies - Pool Chemicals	\$ 60,000	Direct to Aquatics
	Subtotal Government Facilities	\$ 2,333,290	
Grand Total		\$ 15,203,504	

Notes

[a] Reference Schedule Allocation 1

City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
Source Cost Data from Fiscal Year 2013-2014

ALLOCATION SUMMARY

1011400- City Attorney	Citywide Support	Code Enforcement Support	Direct Fund/Department Support	Total
BLDG- Building Use	\$ -	\$ -	\$ -	\$ -
EQUIP- Equipment Use	\$ -	\$ -	\$ -	\$ -
1011000- City Council	\$ -	\$ -	\$ -	\$ -
1011100- City Manager	\$ 100,638	\$ -	\$ -	\$ 100,638
1011200- City Clerk	\$ 296,882	\$ -	\$ -	\$ 296,882
1011300- Human Resources	\$ 55,351	\$ -	\$ -	\$ 55,351
1011400- City Attorney	\$ 100,638	\$ -	\$ -	\$ 100,638
1011410- Risk Management	\$ -	\$ -	\$ -	\$ -
1011500- Finance	\$ 785,693	\$ -	\$ -	\$ 785,693
1011600- Information Services	\$ 11,554	\$ -	\$ -	\$ 11,554
1011700- Communications	\$ 5,777	\$ -	\$ -	\$ 5,777
1011800- General City	\$ -	\$ -	\$ -	\$ -
1013100- Public Works - Administration	\$ 589,269	\$ -	\$ -	\$ 589,269
1013230- Geographic Information Systems	\$ -	\$ -	\$ -	\$ -
1013400- Government Facilities	\$ -	\$ -	\$ -	\$ -
1012100- PLANNING	\$ 103,989	\$ -	\$ -	\$ 103,989
1012110- PLANNING COMMISSION	\$ -	\$ -	\$ -	\$ -
1012200- BUILDING AND SAFETY	\$ -	\$ -	\$ -	\$ -
1012300- ANIMAL CONTROL	\$ -	\$ -	\$ -	\$ -
1012500- PUBLIC SAFETY	\$ 17,331	\$ -	\$ -	\$ 17,331
1012510- LAW ENFORCEMENT GRANTS	\$ -	\$ -	\$ -	\$ -
1012520- FORFEITURE	\$ -	\$ -	\$ -	\$ -
1012530- YOUTH AND FAMILY SERVICES	\$ -	\$ -	\$ -	\$ -
1012540- PUBLIC SECURITY	\$ -	\$ -	\$ -	\$ -
1012550- EMERGENCY PREPAREDNESS	\$ -	\$ -	\$ -	\$ -
1012560- PARKING ENFORCEMENT	\$ -	\$ -	\$ -	\$ -
1012570- DO NOT USE-PS-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012575- DO NOT USE-FIA-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012580- COMMUNITY SERVICE OFFICERS	\$ -	\$ -	\$ -	\$ -
1013101- AVIATION & AEROSPACE COMM	\$ -	\$ -	\$ -	\$ -
1013200- ENGINEERING	\$ -	\$ -	\$ -	\$ -
1013210- DRAINAGE ADMINISTRATION	\$ -	\$ -	\$ -	\$ -
1013211- REGIONAL BASIN MAINTENANCE	\$ -	\$ -	\$ -	\$ -
1013220- TRAFFIC ENGINEERING	\$ -	\$ -	\$ -	\$ -
1013231- SCAG GRANT	\$ -	\$ -	\$ -	\$ -
1013300- STREET MAINTENANCE	\$ -	\$ -	\$ -	\$ -
1013410- TRANSIT SERVICES	\$ -	\$ -	\$ -	\$ -
1013411- PARK-N-RIDE	\$ -	\$ -	\$ -	\$ -

ALLOCATION SUMMARY

Prepared by NBS for the City of Palmdale
Fiscal Year 2013-2014

City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
Source Cost Data from Fiscal Year 2013-2014

ALLOCATION SUMMARY

1011500- Finance	General Accounting	Procurement	Accounts Payable	Budget Administration
BLDG- Building Use	\$ -	\$ -	\$ -	\$ -
EQUIP- Equipment Use	\$ -	\$ -	\$ -	\$ -
1011000- City Council	\$ 68,055	\$ -	\$ 1,339	\$ 253
1011100- City Manager	\$ 3,139	\$ 510	\$ 2,848	\$ 1,076
1011200- City Clerk	\$ 4,565	\$ 3,083	\$ 3,043	\$ 1,143
1011300- Human Resources	\$ 8,361	\$ 3,109	\$ 2,921	\$ 837
1011400- City Attorney	\$ 25,464	\$ 459	\$ 6,232	\$ 3,293
1011410- Risk Management	\$ 633	\$ 51	\$ 341	\$ 1,789
1011500- Finance	\$ 19,520	\$ 3,822	\$ 3,359	\$ 2,058
1011600- Information Services	\$ 3,984	\$ 7,471	\$ 2,994	\$ 3,897
1011700- Communications	\$ 8,720	\$ 1,235	\$ 2,105	\$ 1,197
1011800- General City	\$ 4,557	\$ 2,532	\$ 7,678	\$ 12,204
1013100- Public Works - Administration	\$ 23,025	\$ 36,121	\$ 5,840	\$ 1,310
1013230- Geographic Information Systems	\$ 2,443	\$ 432	\$ 326	\$ 334
1013400- Government Facilities	\$ 27,605	\$ 52,299	\$ 33,616	\$ 4,359
1012100- PLANNING	\$ 31,299	\$ 2,840	\$ 6,344	\$ 3,146
1012110- PLANNING COMMISSION	\$ 1,273	\$ 93	\$ -	\$ 16
1012200- BUILDING AND SAFETY	\$ 15,124	\$ 1,482	\$ 2,905	\$ 1,976
1012300- ANIMAL CONTROL	\$ 216	\$ -	\$ 208	\$ 1,121
1012500- PUBLIC SAFETY	\$ 24,358	\$ 5,341	\$ 6,107	\$ 37,857
1012510- LAW ENFORCEMENT GRANTS	\$ 544	\$ 1,019	\$ 415	\$ 1,545
1012520- FORFEITURE	\$ 216	\$ 123	\$ 415	\$ 20
1012530- YOUTH AND FAMILY SERVICES	\$ 15	\$ -	\$ 30	\$ -
1012540- PUBLIC SECURITY	\$ 8,556	\$ 432	\$ 3,320	\$ 1,025
1012550- EMERGENCY PREPAREDNESS	\$ 819	\$ 1,173	\$ 504	\$ 210
1012560- PARKING ENFORCEMENT	\$ 8,162	\$ 2,717	\$ 3,794	\$ 773
1012570- DO NOT USE-PS-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012575- DO NOT USE-FIA-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012580- COMMUNITY SERVICE OFFICERS	\$ 2,279	\$ -	\$ 1,690	\$ 451
1013101- AVIATION & AEROSPACE COMM	\$ -	\$ -	\$ -	\$ -
1013200- ENGINEERING	\$ 7,089	\$ 895	\$ 1,334	\$ 539
1013210- DRAINAGE ADMINISTRATION	\$ 804	\$ 123	\$ 949	\$ 53
1013211- REGIONAL BASIN MAINTENANCE	\$ 343	\$ 278	\$ 534	\$ 67
1013220- TRAFFIC ENGINEERING	\$ 15,050	\$ 7,379	\$ 21,284	\$ 3,366
1013231- SCAG GRANT	\$ -	\$ -	\$ -	\$ -
1013300- STREET MAINTENANCE	\$ 16,986	\$ 19,172	\$ 25,078	\$ 8,196
1013410- TRANSIT SERVICES	\$ 6,546	\$ 4,106	\$ 5,781	\$ 4,430
1013411- PARK-N-RIDE	\$ 916	\$ 1,297	\$ 1,304	\$ 135

City of Palmdale
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ALLOCATION SUMMARY

101500- Finance	Treasury	Payroll	Debt Management Administration	Total
BLDG- Building Use	\$ -	\$ -	\$ -	\$ -
EQUIP- Equipment Use	\$ -	\$ -	\$ -	\$ -
1011000- City Council	\$ 259	\$ -	\$ -	\$ 69,906
1011100- City Manager	\$ 1,100	\$ 4,590	\$ -	\$ 13,264
1011200- City Clerk	\$ 1,169	\$ 4,590	\$ -	\$ 17,593
1011300- Human Resources	\$ 856	\$ 4,590	\$ -	\$ 20,674
1011400- City Attorney	\$ 3,367	\$ 6,120	\$ -	\$ 44,936
1011410- Risk Management	\$ 1,829	\$ -	\$ -	\$ 4,643
1011500- Finance	\$ 2,105	\$ 18,361	\$ -	\$ 49,226
1011600- Information Services	\$ 3,985	\$ -	\$ -	\$ 22,331
1011700- Communications	\$ 1,224	\$ 3,785	\$ -	\$ 18,265
1011800- General City	\$ 12,479	\$ -	\$ -	\$ 39,450
1013100- Public Works - Administration	\$ 1,340	\$ 7,570	\$ -	\$ 75,206
1013230- Geographic Information Systems	\$ 341	\$ 1,892	\$ -	\$ 5,768
1013400- Government Facilities	\$ 4,457	\$ 22,709	\$ -	\$ 145,045
1012100- PLANNING	\$ 3,217	\$ 26,494	\$ -	\$ 73,339
1012110- PLANNING COMMISSION	\$ 16	\$ -	\$ -	\$ 1,399
1012200- BUILDING AND SAFETY	\$ 2,020	\$ 15,140	\$ -	\$ 38,647
1012300- ANIMAL CONTROL	\$ 1,146	\$ -	\$ -	\$ 2,690
1012500- PUBLIC SAFETY	\$ 38,711	\$ 24,602	\$ -	\$ 136,976
1012510- LAW ENFORCEMENT GRANTS	\$ 1,580	\$ -	\$ -	\$ 5,102
1012520- FORFEITURE	\$ 20	\$ -	\$ -	\$ 794
1012530- YOUTH AND FAMILY SERVICES	\$ -	\$ -	\$ -	\$ 45
1012540- PUBLIC SECURITY	\$ 1,048	\$ 1,892	\$ -	\$ 16,273
1012550- EMERGENCY PREPAREDNESS	\$ 215	\$ -	\$ -	\$ 2,921
1012560- PARKING ENFORCEMENT	\$ 790	\$ -	\$ -	\$ 16,235
1012570- DO NOT USE-PS-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012575- DO NOT USE-FIA-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012580- COMMUNITY SERVICE OFFICERS	\$ 461	\$ -	\$ -	\$ 4,881
1013101- AVIATION & AEROSPACE COMM	\$ -	\$ -	\$ -	\$ -
1013200- ENGINEERING	\$ 551	\$ 3,785	\$ -	\$ 14,194
1013210- DRAINAGE ADMINISTRATION	\$ 55	\$ -	\$ -	\$ 1,985
1013211- REGIONAL BASIN MAINTENANCE	\$ 69	\$ -	\$ -	\$ 1,290
1013220- TRAFFIC ENGINEERING	\$ 3,442	\$ 13,247	\$ -	\$ 63,767
1013231- SCAG GRANT	\$ -	\$ -	\$ -	\$ -
1013300- STREET MAINTENANCE	\$ 8,381	\$ 51,096	\$ -	\$ 128,910
1013410- TRANSIT SERVICES	\$ 4,530	\$ 1,892	\$ -	\$ 27,285
1013411- PARK-N-RIDE	\$ 138	\$ -	\$ -	\$ 3,790

City of Palmdale
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ALLOCATION SUMMARY

1011600- Information Services	Citywide Support	Helpdesk Support	Disaster Recovery	Web Programs	Total
BLDG- Building Use	\$ -	\$ -	\$ -	\$ -	\$ -
EQUIP- Equipment Use	\$ -	\$ -	\$ -	\$ -	\$ -
1011000- City Council	\$ 1,809	\$ 254	\$ 165	\$ 71	\$ 2,299
1011100- City Manager	\$ 12,662	\$ 200,604	\$ 1,157	\$ 496	\$ 214,918
1011200- City Clerk	\$ 7,236	\$ 16,505	\$ 661	\$ 283	\$ 24,685
1011300- Human Resources	\$ 10,853	\$ 95,477	\$ 991	\$ 425	\$ 107,747
1011400- City Attorney	\$ 9,044	\$ 8,634	\$ 826	\$ 354	\$ 18,858
1011410- Risk Management	\$ -	\$ -	\$ -	\$ -	\$ -
1011500- Finance	\$ 19,898	\$ 70,592	\$ 1,817	\$ 779	\$ 93,086
1011600- Information Services	\$ 23,516	\$ 19,045	\$ 2,148	\$ 921	\$ 45,629
1011700- Communications	\$ -	\$ -	\$ -	\$ -	\$ -
1011800- General City	\$ -	\$ -	\$ -	\$ -	\$ -
1013100- Public Works - Administration	\$ 94,736	\$ 114,905	\$ 8,653	\$ 3,708	\$ 222,003
1013230- Geographic Information Systems	\$ 4,031	\$ -	\$ 368	\$ 158	\$ 4,557
1013400- Government Facilities	\$ -	\$ -	\$ -	\$ -	\$ -
1012100- PLANNING	\$ 14,110	\$ 42,790	\$ 1,289	\$ 552	\$ 58,741
1012110- PLANNING COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ -
1012200- BUILDING AND SAFETY	\$ 12,094	\$ 21,545	\$ 1,105	\$ 473	\$ 35,217
1012300- ANIMAL CONTROL	\$ -	\$ -	\$ -	\$ -	\$ -
1012500- PUBLIC SAFETY	\$ 42,329	\$ 59,248	\$ 3,866	\$ 1,657	\$ 107,100
1012510- LAW ENFORCEMENT GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
1012520- FORFEITURE	\$ -	\$ -	\$ -	\$ -	\$ -
1012530- YOUTH AND FAMILY SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
1012540- PUBLIC SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -
1012550- EMERGENCY PREPAREDNESS	\$ -	\$ -	\$ -	\$ -	\$ -
1012560- PARKING ENFORCEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
1012570- DO NOT USE-PS-PARTNERS...	\$ -	\$ -	\$ -	\$ -	\$ -
1012575- DO NOT USE-FIA-PARTNERS...	\$ -	\$ -	\$ -	\$ -	\$ -
1012580- COMMUNITY SERVICE OFFICERS	\$ -	\$ -	\$ -	\$ -	\$ -
1013101- AVIATION & AEROSPACE COMM	\$ -	\$ -	\$ -	\$ -	\$ -
1013200- ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -
1013210- DRAINAGE ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -
1013211- REGIONAL BASIN MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
1013220- TRAFFIC ENGINEERING	\$ 4,031	\$ -	\$ 368	\$ 158	\$ 4,557
1013231- SCAG GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
1013300- STREET MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
1013410- TRANSIT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
1013411- PARK-N-RIDE	\$ -	\$ -	\$ -	\$ -	\$ -

City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
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ALLOCATION SUMMARY

1011700- Communications		Citywide Support	Total
BLDG- Building Use	\$	-	-
EQUIP- Equipment Use	\$	-	-
1011000- City Council	\$	-	-
1011100- City Manager	\$	11,122	11,122
1011200- City Clerk	\$	11,122	11,122
1011300- Human Resources	\$	11,122	11,122
1011400- City Attorney	\$	14,829	14,829
1011410- Risk Management	\$	-	-
1011500- Finance	\$	44,487	44,487
1011600- Information Services	\$	-	-
1011700- Communications	\$	7,415	7,415
1011800- General City	\$	-	-
1013100- Public Works - Administration	\$	15,766	15,766
1013230- Geographic Information Systems	\$	3,941	3,941
1013400- Government Facilities	\$	47,297	47,297
1012100- PLANNING	\$	55,180	55,180
1012110- PLANNING COMMISSION	\$	-	-
1012200- BUILDING AND SAFETY	\$	31,531	31,531
1012300- ANIMAL CONTROL	\$	-	-
1012500- PUBLIC SAFETY	\$	51,239	51,239
1012510- LAW ENFORCEMENT GRANTS	\$	-	-
1012520- FORFEITURE	\$	-	-
1012530- YOUTH AND FAMILY SERVICES	\$	-	-
1012540- PUBLIC SECURITY	\$	3,941	3,941
1012550- EMERGENCY PREPAREDNESS	\$	-	-
1012560- PARKING ENFORCEMENT	\$	-	-
1012570- DO NOT USE-PS-PARTNERS...	\$	-	-
1012575- DO NOT USE-FIA-PARTNERS...	\$	-	-
1012580- COMMUNITY SERVICE OFFICERS	\$	-	-
1013101- AVIATION & AEROSPACE COMM	\$	-	-
1013200- ENGINEERING	\$	7,883	7,883
1013210- DRAINAGE ADMINISTRATION	\$	-	-
1013211- REGIONAL BASIN MAINTENANCE	\$	-	-
1013220- TRAFFIC ENGINEERING	\$	27,590	27,590
1013231- SCAG GRANT	\$	-	-
1013300- STREET MAINTENANCE	\$	106,419	106,419
1013410- TRANSIT SERVICES	\$	3,941	3,941
1013411- PARK-N-RIDE	\$	-	-

ALLOCATION SUMMARY

Prepared by NBS for the City of Palmdale
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City of Palmdale
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ALLOCATION SUMMARY

1013230- Geographic Information Systems		Direct Department Support		Total
BLDG- Building Use		\$ -	\$ -	\$ -
EQUIP- Equipment Use		\$ -	\$ -	\$ -
1011000- City Council		\$ 221	\$ 221	\$ 221
1011100- City Manager		\$ 939	\$ 939	\$ 939
1011200- City Clerk		\$ 997	\$ 997	\$ 997
1011300- Human Resources		\$ 730	\$ 730	\$ 730
1011400- City Attorney		\$ 2,872	\$ 2,872	\$ 2,872
1011410- Risk Management		\$ 1,561	\$ 1,561	\$ 1,561
1011500- Finance		\$ 1,795	\$ 1,795	\$ 1,795
1011600- Information Services		\$ 2,801	\$ 2,801	\$ 2,801
1011700- Communications		\$ 860	\$ 860	\$ 860
1011800- General City		\$ 8,773	\$ 8,773	\$ 8,773
1013100- Public Works - Administration		\$ 942	\$ 942	\$ 942
1013230- Geographic Information Systems		\$ 240	\$ 240	\$ 240
1013400- Government Facilities		\$ 3,265	\$ 3,265	\$ 3,265
1012100- PLANNING		\$ 2,356	\$ 2,356	\$ 2,356
1012110- PLANNING COMMISSION		\$ 12	\$ 12	\$ 12
1012200- BUILDING AND SAFETY		\$ 1,480	\$ 1,480	\$ 1,480
1012300- ANIMAL CONTROL		\$ 840	\$ 840	\$ 840
1012500- PUBLIC SAFETY		\$ 28,357	\$ 28,357	\$ 28,357
1012510- LAW ENFORCEMENT GRANTS		\$ 1,157	\$ 1,157	\$ 1,157
1012520- FORFEITURE		\$ 15	\$ 15	\$ 15
1012530- YOUTH AND FAMILY SERVICES		\$ -	\$ -	\$ -
1012540- PUBLIC SECURITY		\$ 767	\$ 767	\$ 767
1012550- EMERGENCY PREPAREDNESS		\$ 157	\$ 157	\$ 157
1012560- PARKING ENFORCEMENT		\$ 579	\$ 579	\$ 579
1012570- DO NOT USE-PS-PARTNERS...		\$ -	\$ -	\$ -
1012575- DO NOT USE-FIA-PARTNERS...		\$ -	\$ -	\$ -
1012580- COMMUNITY SERVICE OFFICERS		\$ 338	\$ 338	\$ 338
1013101- AVIATION & AEROSPACE COMM		\$ -	\$ -	\$ -
1013200- ENGINEERING		\$ 404	\$ 404	\$ 404
1013210- DRAINAGE ADMINISTRATION		\$ 40	\$ 40	\$ 40
1013211- REGIONAL BASIN MAINTENANCE		\$ 50	\$ 50	\$ 50
1013220- TRAFFIC ENGINEERING		\$ 2,521	\$ 2,521	\$ 2,521
1013231- SCAG GRANT		\$ -	\$ -	\$ -
1013300- STREET MAINTENANCE		\$ 6,140	\$ 6,140	\$ 6,140
1013410- TRANSIT SERVICES		\$ 3,318	\$ 3,318	\$ 3,318
1013411- PARK-N-RIDE		\$ 101	\$ 101	\$ 101

City of Palmdale
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ALLOCATION SUMMARY

1013400- Government Facilities	Citywide Building Maintenance	Custodial Svcs Support (Contract)	Playhouse Support	Library Support
BLDG- Building Use	\$ -	\$ -	\$ -	\$ -
EQUIP- Equipment Use	\$ -	\$ -	\$ -	\$ -
1011000- City Council	\$ 32,378	\$ -	\$ -	\$ -
1011100- City Manager	\$ 27,324	\$ -	\$ -	\$ -
1011200- City Clerk	\$ 31,767	\$ -	\$ -	\$ -
1011300- Human Resources	\$ 44,208	\$ -	\$ -	\$ -
1011400- City Attorney	\$ 4,276	\$ -	\$ -	\$ -
1011410- Risk Management	\$ -	\$ -	\$ -	\$ -
1011500- Finance	\$ 37,571	\$ -	\$ -	\$ -
1011600- Information Services	\$ 37,571	\$ -	\$ -	\$ -
1011700- Communications	\$ 9,108	\$ -	\$ -	\$ -
1011800- General City	\$ -	\$ -	\$ -	\$ -
1013100- Public Works - Administration	\$ 76,975	\$ -	\$ -	\$ -
1013230- Geographic Information Systems	\$ -	\$ -	\$ -	\$ -
1013400- Government Facilities	\$ -	\$ -	\$ -	\$ -
1012100- PLANNING	\$ 108,351	\$ -	\$ -	\$ -
1012110- PLANNING COMMISSION	\$ -	\$ -	\$ -	\$ -
1012200- BUILDING AND SAFETY	\$ 108,351	\$ -	\$ -	\$ -
1012300- ANIMAL CONTROL	\$ -	\$ -	\$ -	\$ -
1012500- PUBLIC SAFETY	\$ 31,868	\$ 6,303	\$ -	\$ -
1012510- LAW ENFORCEMENT GRANTS	\$ -	\$ -	\$ -	\$ -
1012520- FORFEITURE	\$ -	\$ -	\$ -	\$ -
1012530- YOUTH AND FAMILY SERVICES	\$ -	\$ -	\$ -	\$ -
1012540- PUBLIC SECURITY	\$ -	\$ -	\$ -	\$ -
1012550- EMERGENCY PREPAREDNESS	\$ -	\$ -	\$ -	\$ -
1012560- PARKING ENFORCEMENT	\$ -	\$ -	\$ -	\$ -
1012570- DO NOT USE-PS-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012575- DO NOT USE-FIA-PARTNERS...	\$ -	\$ -	\$ -	\$ -
1012580- COMMUNITY SERVICE OFFICERS	\$ -	\$ -	\$ -	\$ -
1013101- AVIATION & AEROSPACE COMM	\$ -	\$ 26,471	\$ -	\$ -
1013200- ENGINEERING	\$ -	\$ -	\$ -	\$ -
1013210- DRAINAGE ADMINISTRATION	\$ -	\$ -	\$ -	\$ -
1013211- REGIONAL BASIN MAINTENANCE	\$ -	\$ -	\$ -	\$ -
1013220- TRAFFIC ENGINEERING	\$ -	\$ -	\$ -	\$ -
1013231- SCAG GRANT	\$ -	\$ -	\$ -	\$ -
1013300- STREET MAINTENANCE	\$ 20,873	\$ 22,437	\$ -	\$ -
1013410- TRANSIT SERVICES	\$ 20,332	\$ 25,967	\$ -	\$ -
1013411- PARK-N-RIDE	\$ -	\$ -	\$ -	\$ -

City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
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Workspace C - Factor Data

Budget Unit	Square Footage per City Hall Occupant Dept.	Share of Building Use Allocation - GG Bldg.	FY 13/14 Budget Expenditures per Fund/Dept	Direct to Fund/Dept Identified on Fixed Asset Sch.	FY 12/13 Agenda Items per Dept	FY 13/14 FTE per Fund/Dept	FY 12/13 Records Count by Fund/Dept
BLDG	-	-	-	-	-	-	-
EQUIP	-	-	-	-	-	-	-
1011000	5,300	13,569	164,300	-	-	-	-
1011100	4,473	-	698,960	-	-	-	-
1011200	700	7,735	742,290	-	20	3	184
1011300	2,236	7,115	543,650	-	59	3	6,324
1011400	700	-	2,138,980	-	11	3	5,959
1011410	-	-	1,162,080	-	20	4	1,071
1011500	8,204	20,173	1,336,800	-	-	-	4
1011600	4,096	5,076	2,085,990	-	136	12	17,192
1011700	1,491	-	640,620	-	2	-	-
1011800	-	-	6,532,910	-	1	2	-
1013100	-	21,820	701,460	389,458	-	-	-
1013230	-	-	178,670	-	102	4	8,695
1013400	-	-	2,333,290	-	-	1	-
1012100	-	122,439	1,683,880	-	-	12	1,016
1012110	-	-	8,600	-	18	14	22,195
1012200	-	-	1,057,630	-	-	-	-
1012300	-	-	600,000	-	-	8	6,321
1012500	-	13,317	20,265,490	93,310	3	13	560
1012510	-	-	826,970	-	-	-	-
1012520	-	-	10,500	-	-	-	-
1012530	-	-	548,470	-	-	-	362
1012540	-	-	112,530	-	-	1	-
1012550	-	-	413,540	-	-	-	-
1012560	-	-	-	-	-	-	259
1012570	-	-	-	-	-	-	-
1012575	-	-	-	-	-	-	-
1012580	-	-	241,530	-	-	-	-
1013101	-	-	288,690	-	-	-	-
1013200	-	-	28,630	-	-	2	12,309
1013210	-	-	36,000	-	-	-	-
1013211	-	-	1,801,820	-	-	-	-
1013220	-	-	-	-	-	7	1,566
1013231	-	-	4,387,660	-	-	-	-
1013300	-	-	2,371,570	-	-	27	1,016
1013410	-	49,236	72,150	-	-	1	-
1013411	-	-	3,114,440	-	-	-	-
1013500	-	-	-	-	-	7	-

City of Palmdale
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Source Cost Data from Fiscal Year 2013-2014

Workspace C - Factor Data

Budget Unit		5 Year Claims History by Fund/Department		FY 12/13 Total Transactions per Fund/Dept		FY 12/13 P.O. Count per Fund/Dept		FY 12/13 AP Transactions per Fund/Dept		FY 11/12 Debt Transactions per Fund/Dept		PC Count by Fund/Dept		Helpdesk Work Order Count by Fund/Dept	
BLDG	Building Use	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EQUIP	Equipment Use	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1011000	City Council	-	-	11,404	-	-	-	-	-	-	-	-	-	1	1
1011100	City Manager	-	-	526	-	20	-	117	-	-	-	-	-	7	790
1011200	City Clerk	-	-	765	-	121	-	125	-	-	-	-	-	4	65
1011300	Human Resources	-	-	1,401	-	122	-	120	-	-	-	-	-	6	376
1011400	City Attorney	10	-	4,267	-	18	-	256	-	-	-	-	-	5	34
1011410	Risk Management	-	-	106	-	2	-	14	-	-	-	-	-	-	-
1011500	Finance	-	-	3,271	-	150	-	138	-	-	-	-	-	11	278
1011600	Information Services	-	-	535	-	242	-	101	-	-	-	-	-	13	75
1011700	Communications	-	-	1,171	-	40	-	71	-	-	-	-	-	-	-
1011800	General City	-	-	612	-	82	-	259	-	-	-	-	-	-	-
1013100	Public Works - Administration	66	-	3,092	-	1,170	-	197	-	-	-	-	-	47	384
1013230	Geographic Information Systems	-	-	328	-	14	-	11	-	-	-	-	-	2	-
1013400	Government Facilities	-	-	3,707	-	1,694	-	1,134	-	-	-	-	-	-	-
1012100	PLANNING	-	-	4,203	-	92	-	214	-	-	-	-	-	7	143
1012110	PLANNING COMMISSION	-	-	171	-	3	-	-	-	-	-	-	-	-	-
1012200	BUILDING AND SAFETY	1	-	2,031	-	48	-	98	-	-	-	-	-	6	72
1012300	ANIMAL CONTROL	-	-	29	-	-	-	7	-	-	-	-	-	-	-
1012500	PUBLIC SAFETY	3	-	3,271	-	173	-	206	-	-	-	-	-	21	198
1012510	LAW ENFORCEMENT GRANTS	-	-	73	-	33	-	14	-	-	-	-	-	-	-
1012520	FORFEITURE	-	-	29	-	4	-	14	-	-	-	-	-	-	-
1012530	YOUTH AND FAMILY SERVICES	-	-	2	-	-	-	1	-	-	-	-	-	-	-
1012540	PUBLIC SECURITY	-	-	1,149	-	14	-	112	-	-	-	-	-	-	-
1012550	EMERGENCY PREPAREDNESS	-	-	110	-	38	-	17	-	-	-	-	-	-	-
1012560	PARKING ENFORCEMENT	-	-	1,096	-	88	-	128	-	-	-	-	-	-	-
1012570	DO NOT USE-PS-PARTNERS...	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1012575	DO NOT USE-FIA-PARTNERS...	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1012580	COMMUNITY SERVICE OFFICERS	-	-	306	-	-	-	57	-	-	-	-	-	-	-
1013101	AVIATION & AEROSPACE COMM	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1013200	ENGINEERING	-	-	952	-	29	-	45	-	-	-	-	-	-	-
1013210	DRAINAGE ADMINISTRATION	-	-	108	-	4	-	32	-	-	-	-	-	-	-
1013211	REGIONAL BASIN MAINTENANCE	-	-	46	-	9	-	18	-	-	-	-	-	-	-
1013220	TRAFFIC ENGINEERING	-	-	2,021	-	239	-	718	-	-	-	-	-	2	-
1013231	SCAG GRANT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1013300	STREET MAINTENANCE	-	-	2,281	-	621	-	846	-	-	-	-	-	-	-
1013410	TRANSIT SERVICES	2	-	879	-	133	-	195	-	-	-	-	-	-	-
1013411	PARK-N-RIDE	-	-	123	-	42	-	44	-	-	-	-	-	-	-
1013500	PARK MAINTENANCE	-	-	2,290	-	433	-	876	-	-	-	-	-	-	-

City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
Source Cost Data from Fiscal Year 2013-2014

Workspace C - Factor Data

Budget Unit		FY 13/14 Public Works Expenditures per Div	Square Footage of City Owned Buildings	Contract Monthly Invoice Amount per Fund/Dept
BLDG	Building Use	-	-	-
EQUIP	Equipment Use	-	-	-
1011000	City Council	-	5,300	-
1011100	City Manager	-	4,473	-
1011200	City Clerk	-	5,200	-
1011300	Human Resources	-	7,236	-
1011400	City Attorney	-	700	-
1011410	Risk Management	-	-	-
1011500	Finance	-	6,150	-
1011600	Information Services	-	6,150	-
1011700	Communications	-	1,491	-
1011800	General City	-	-	-
1013100	Public Works - Administration	-	12,600	-
1013230	Geographic Information Systems	178,670	-	-
1013400	Government Facilities	2,333,290	-	-
1012100	PLANNING	-	17,000	-
1012110	PLANNING COMMISSION	-	-	-
1012200	BUILDING AND SAFETY	-	17,000	-
1012300	ANIMAL CONTROL	-	-	-
1012500	PUBLIC SAFETY	-	5,000	3,000
1012510	LAW ENFORCEMENT GRANTS	-	-	-
1012520	FORFEITURE	-	-	-
1012530	YOUTH AND FAMILY SERVICES	-	-	-
1012540	PUBLIC SECURITY	-	-	-
1012550	EMERGENCY PREPAREDNESS	-	-	-
1012560	PARKING ENFORCEMENT	-	-	-
1012570	DO NOT USE-PS-PARTNERS...	-	-	-
1012575	DO NOT USE-FIA-PARTNERS...	-	-	-
1012580	COMMUNITY SERVICE OFFICERS	-	-	-
1013101	AVIATION & AEROSPACE COMM	-	-	12,600
1013200	ENGINEERING	288,690	-	-
1013210	DRAINAGE ADMINISTRATION	28,630	-	-
1013211	REGIONAL BASIN MAINTENANCE	36,000	-	-
1013220	TRAFFIC ENGINEERING	1,801,820	-	-
1013231	SCAG GRANT	-	-	-
1013300	STREET MAINTENANCE	4,387,660	3,275	10,680
1013410	TRANSIT SERVICES	2,371,570	3,190	12,360
1013411	PARK-N-RIDE	72,150	-	-
1013500	PARK MAINTENANCE	3,114,440	3,275	-

City of Palmdale
 Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
 Source Cost Data from Fiscal Year 2013-2014
 Workspace D - Labels and Chart of Accounts

LIST OF RECEIVING BUDGET UNITS

100 - General Fund	
1012100	PLANNING
1012110	PLANNING COMMISSION
1012200	BUILDING AND SAFETY
1012300	ANIMAL CONTROL
1012500	PUBLIC SAFETY
1012510	LAW ENFORCEMENT GRANTS
1012520	FORFEITURE
1012530	YOUTH AND FAMILY SERVICES
1012540	PUBLIC SECURITY
1012550	EMERGENCY PREPAREDNESS
1012560	PARKING ENFORCEMENT
1012570	DO NOT USE-PS-PARTNERS...
1012575	DO NOT USE-FIA-PARTNERS...
1012580	COMMUNITY SERVICE OFFICERS
1013101	AVIATION & AEROSPACE COMM
1013200	ENGINEERING
1013210	DRAINAGE ADMINISTRATION
01013211	REGIONAL BASIN MAINTENANCE
1013220	TRAFFIC ENGINEERING
1013231	SCAG GRANT
1013300	STREET MAINTENANCE
1013410	TRANSIT SERVICES
1013411	PARK-N-RIDE
1013500	PARK MAINTENANCE
1013600	LANDSCAPE MAINT-GEN BENEFIT
1014100	PARKS AND RECREATION ADMIN
1014200	SPECIAL EVENTS
1014310	LARRY CHIMBOLE CENTER
1014320	SENIOR CENTER
1014330	HAMMACK ACTIVITY CENTER
1014340	PALMDALE PLAYHOUSE
1014341	LOCAL THEATRE ORGANIZATIONS
1014350	PLMD PLANT 42 HERITAGE AIR PK

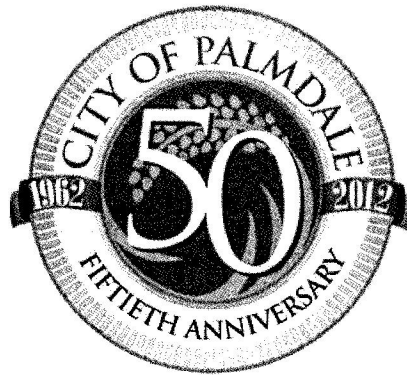
City of Palmdale
Cost Allocation Plan for Fiscal Year 2013-2014, Full Cost Iteration
Source Cost Data from Fiscal Year 2013-2014

INDIRECT COST RATES

Receiving Departments	Central Service Cost ^[1]	Indirect Cost Rate Base ^[2]	Indirect Cost Rates
1012100- PLANNING	\$ 789,811		0.00%
1012110- PLANNING COMMISSION	\$ 1,559		0.00%
1012200- BUILDING AND SAFETY	\$ 347,394		0.00%
1012300- ANIMAL CONTROL	\$ 13,889		0.00%
1012500- PUBLIC SAFETY	\$ 1,001,171		0.00%
1012510- LAW ENFORCEMENT GRANTS	\$ 20,536		0.00%
1012520- FORFEITURE	\$ 990		0.00%
1012530- YOUTH AND FAMILY SERVICES	\$ 1,518		0.00%
1012540- PUBLIC SECURITY	\$ 39,873		0.00%
1012550- EMERGENCY PREPAREDNESS	\$ 5,022		0.00%
1012560- PARKING ENFORCEMENT	\$ 25,008		0.00%
1012570- DO NOT USE-PS-PARTNERS...	\$ -		0.00%
1012575- DO NOT USE-FIA-PARTNERS...	\$ -		0.00%
1012580- COMMUNITY SERVICE OFFICERS	\$ 9,389		0.00%
1013101- AVIATION & AEROSPACE COMM	\$ 45,605		0.00%
1013200- ENGINEERING	\$ 129,853		0.00%
1013210- DRAINAGE ADMINISTRATION	\$ 5,834		0.00%
1013211- REGIONAL BASIN MAINTENANCE	\$ 6,130		0.00%
1013220- TRAFFIC ENGINEERING	\$ 410,503		0.00%
1013231- SCAG GRANT	\$ -		0.00%
1013300- STREET MAINTENANCE	\$ 1,127,100		0.00%
1013410- TRANSIT SERVICES	\$ 480,634		0.00%
1013411- PARK-N-RIDE	\$ 13,490		0.00%
1013500- PARK MAINTENANCE	\$ 614,562		0.00%
1013600- LANDSCAPE MAINT-GEN BENEFIT	\$ 188,869		0.00%
1014100- PARKS AND RECREATION ADMIN	\$ 1,570,307		0.00%
1014200- SPECIAL EVENTS	\$ 68,233		0.00%
1014310- LARRY CHIMBOLE CENTER	\$ 200,182		0.00%
1014320- SENIOR CENTER	\$ 207,881		0.00%
1014330- HAMMACK ACTIVITY CENTER	\$ 264,484		0.00%
1014340- PALMDALE PLAYHOUSE	\$ 274,721		0.00%
1014341- LOCAL THEATRE ORGANIZATIONS	\$ -		0.00%
1014350- PLMD PLANT 42 HERITAGE AIR PK	\$ 25,068		0.00%
1014360- OASIS PARK RECREATION CENTER	\$ 186,905		0.00%
1014370- MARIE KERR PARK RECREATION CTR	\$ 446,309		0.00%
1014380- AMPHITHEATRE	\$ 37		0.00%

PUBLIC SAFETY BUDGET –

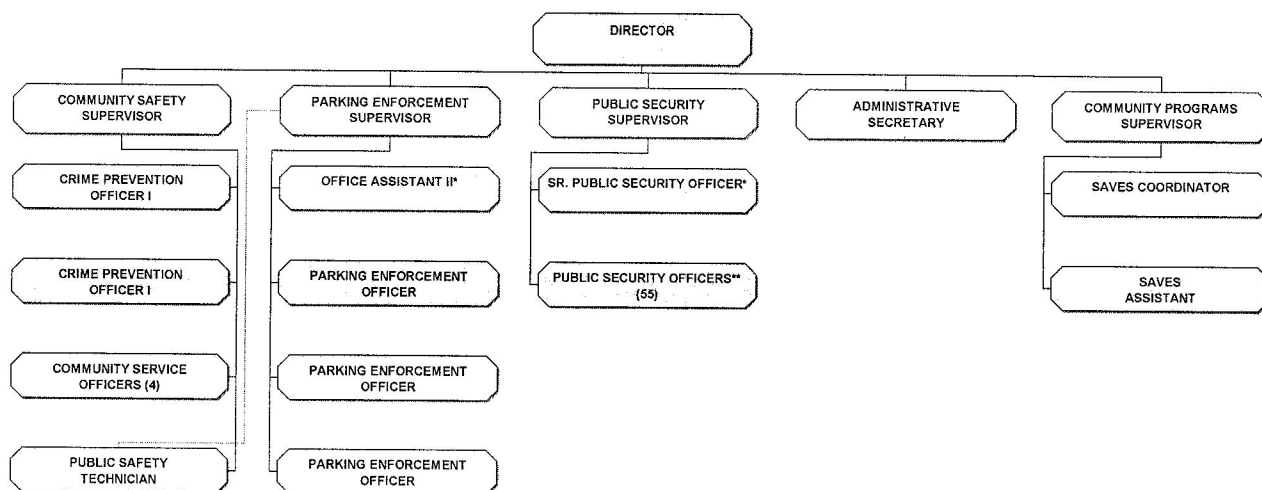
PUBLIC SAFETY AND COMMUNITY RELATIONS



CITY OF PALMDALE, CALIFORNIA

Annual Budget Fiscal Year 2012-2013

PUBLIC SAFETY AND COMMUNITY RELATIONS



*REGULAR PART TIME

**UNBENEFITED

Figure 21: Public Safety and Community Relations Organization Chart

DEPARTMENT SUMMARY

Public Safety and Community Relations

The Public Safety and Community Relations Department creates and maintains a safe community where people can live in peace without the fear of crime.

About Public Safety and Community Relations

Public safety is the number one priority of the City. The Public Safety and Community Relations Department is responsible for the implementation of the City's public safety and community engagement strategies. Law enforcement services are provided by contract with the Los Angeles County Sheriff's Department.

The Department manages the Law Enforcement program, Public Security Officers, Parking Enforcement, Emergency Preparedness program, the Community Participation and Volunteer program, and Animal Control. The department also manages the South Antelope Valley Emergency Services, which is reported in the Community Programs budget section.

The Law Enforcement program consists of services done through contract with the Los Angeles County Sheriff's Department, the Los Angeles County Housing Authority, Los Angeles County Animal Care and Control, civilian public safety programs, and the administration of all administrative citations and graffiti restitution.

The Public Security Officers patrol the grounds and buildings of park and City sites with the City of Palmdale.

The Parking Enforcement program administers all parking citations issued within the City of Palmdale by City officers, Los Angeles County Sheriff's deputies, and California Highway Patrol Officers.

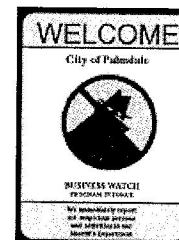
The Emergency Management program is responsible for the development and implementation of disaster mitigation, preparedness, and recovery policies and procedures for the City.

The City Contracts with the Los Angeles Department of Animal Care and Control for animal control services, which include animal licensing, animal pickup, and care a boarding at the local animal shelter. The Public Safety Department manages the contract.

The Community Participation and Volunteer program provides residents with links to City resources and educational opportunities as well as the opportunity to directly serve the City and Community. It also provides resident youth with opportunities to engage in positive activities and learning experiences.

Fiscal Year 2012-13 Budget Highlights

- ✓ Provide quality law enforcement services.
- ✓ Maintain Part I Crime Rate below 300.
- ✓ Adopt an updated Emergency Operations Plan.
- ✓ Implement new information management system for Parking Enforcement.
- ✓ Expand Neighborhood House program.
- ✓ Continue to engage the community through the Neighborhood Watch program.



DEPARTMENT SUMMARY

Public Safety and Community Relations (2300, 2500, 2510, 2520, 2530, 2540, 2550, 2560, 2580)

Department Expenditures and Staffing Summary

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	33.99	32.87	32.87	33.77
Expenditures				
Personnel	1,778,506	2,005,170	1,966,940	1,940,690
Training and Meetings	110	100	100	200
Operating Expenditures	19,269,095	20,332,560	19,968,900	20,826,270
Capital	-	-	-	-
Total Department Expenditures	21,047,711	22,337,830	21,935,940	22,767,160

The Public Safety and Community Relations Department is budgeted in the General Fund, Public Safety Fund, State and Federal Grants.

Summary of Law Enforcement Contract:

Los Angeles County Law Enforcement Contract Cost:

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Reported in Public Safety Budget	18,096,248	19,008,330	18,595,550	19,610,850
Reported in Redevelopment Agency	159,920	164,720	93,830	-
Reported in Housing Authority	384,230	407,380	228,450	-
Total Contract Cost	18,640,398	19,580,430	18,917,830	19,610,850

PROGRAMS AND SERVICES

Animal Control (23001)

Mission Statement

To provide animal control services that promote public safety, provide humane sheltering and disposal of stray and unwanted animals, and encourage responsible pet ownership.

Program Activities

- Manage the contract with Los Angeles County Department of Animal Care and Control for animal control services.

Key Goals & Objectives for Fiscal Year 2012-13

- Ensure that calls for animal control services are handled promptly according to the guidelines established by the County of Los Angeles Department of Animal Care and Control.

PUBLIC SAFETY AND COMMUNITY RELATIONS PROGRAMS

- **Animal Control**
 - Law Enforcement
 - Community Participation / Volunteer Program
 - Public Security Officers
 - Emergency Preparedness
 - Parking Enforcement

RECENT PROGRAM ACHIEVEMENTS

- ✧ Identified future site for a new Animal Shelter in Palmdale.
- ✧ Meeting with County to review proposed Shelter plans.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	-	-	-	
Expenditures				
Personnel	-	-	-	
Training and Meetings	-	-	-	
Operating Expenditures	765,327	800,000	800,000	800,000
Capital	-	-	-	
Total Department Expenditures	765,327	800,000	800,000	800,000

	<u>Actual 2010-11</u>	<u>5-Year Target</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Program Performance Measures				
Licenses issued	9,642	7,240	9,644	9,650
Animals returned to owner	377	200	363	395
Animals placed in new home	1,702	800	1,702	1,702

PROGRAMS AND SERVICES

Law Enforcement (2500, 2510, 2520, 2580)

Mission Statement

To provide a safe community through appropriate enforcement, investigation, and prevention efforts.

Program Activities

- Manage the law enforcement contract with the Los Angeles County Sheriff's Department to provide general patrol, traffic enforcement, graffiti investigation specialized enforcement, and community relations activities. Provide Sheriff's overtime for City special events, holiday patrols of the City's retail areas, and specialized enforcement as needed
- Crime Prevention: provide community safety programs to help maintain residents' and businesses' sense of safety by empowering them to take a proactive approach in solving community problems.
- Community Service Officers: provide support services to the Palmdale Sheriff's Station by responding to citizen calls for service, taking reports, conducting focused enforcement, conducting latent print investigations and collection of DNA evidence and issuing parking citations.
- Graffiti Abatement: process all claims for restitution and represent the city in court proceedings, coordinate the Adopt-a-Wall program, conduct community graffiti clean-up activities.
- Administrative Citations: process all administrative citations issued and provide for adjudication of appeals.
- Manage State and Federal grants to further the public safety missions of the City.

Key Objectives for Fiscal Year 2012-13

- Maintain a crime rate below 300.
- Provide quality law enforcement services.
- Promote community participation, partnerships, and mutual responsibility for crime prevention.
- Continue to maintain active participation in the neighborhood watch program promoting healthy, vibrant and engaged neighborhoods.
- Revise noticing and collection procedures for unpaid court ordered graffiti restitution.
- Partner with Palmdale Sheriff Station to provide pedestrian safety education at the annual Public Safety Expo.
- Create an on-line contest process for Administrative Citation program.

PUBLIC SAFETY AND COMMUNITY RELATIONS PROGRAMS

Animal Control

➤ Law Enforcement

Community Participation /
Volunteer Program

Public Security Officers

Emergency Preparedness

Parking Enforcement

RECENT PROGRAM ACHIEVEMENT

- ✧ Total number of Part I crimes down 2.95%.
- ✧ Property crime down 2.88%.
- ✧ Part I crime rate down 3.84%.
- ✧ Part I crime rate at 267 crimes per 10,000
- ✧ Created and implemented the Park Watch program in all City parks.
- ✧ Implemented on-line payment processing for Administrative Citations.
- ✧ Created a webpage for the Administrative Citation program.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	9.60	9.60	9.60	9.70
Expenditures				
Personnel	983,266	1,029,320	1,031,080	969,740
Training and Meetings	-	-	-	100
Operating Expenditures	18,312,600	19,287,880	18,829,910	19,783,530
Capital	-	-	-	-
Total Department Expenditures	19,295,866	20,317,200	19,860,990	20,753,370

	<u>Actual 2010-11</u>	<u>5-Year Target</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Program Performance Measures				
Crime rate below 300 crimes per 10,000 population	275	Less than 300	267	Less than 300
Number of Crimes	4,201	4,400	4,084	4,350
Number of Arrests	10,737	11,500	10,146	10,200
Emergency Response Time	5.1 Min	Less than 5 Min	5.7 Min	5.5 Min
Priority Response Time	13.5	Less than 10 Min	14.1 Min	14 Min
DUI Index (# of DUI injury/fatal collisions)	16:7	10:1	18:1	15:1
Traffic Collision Index (# of non-injury collisions to injury/fatal collisions)	2.2:1	2.5:1	1.8:1	2:1
Enforcement Index (# of hazardous citations & DUI arrests made to injury/fatal collisions)	23:1	20:1	18.4:1	18:1
Expand Active Neighborhood Watch groups	426	500	426	435
Conduct Crime Prevention Campaigns	6	6	6	6
Conduct Safe Moves School Programs	2	6	0	0
Increase Adopt-A-Wall Participants	69	100	70	75
Conduct Graffiti Clean-up projects	1	2	1	1

PROGRAMS AND SERVICES

Community Participation / Volunteer Program (25014)

Mission Statement

To provide City residents links to City resources and educational opportunities as well as the opportunity to directly serve the City and Community.

Program Activities

- Conduct the Partners Academy and Community Engagement programs for residents and City employees.
- Recruit, screen, and place community volunteers.
- Provide youth residents with opportunities to volunteer within the City and community programs.
- Collaborate with community work resources and conduct Youth Job Academy Classes.
- Link youth with City and community resources and activities.
- Supervise Neighborhood House programming

Key Goals & Objectives for Fiscal Year 2012-13

- Conclude Youth Master Plan process
- Expand youth volunteer opportunities within the city and community
- Continue expansion of youth and community programming at Neighborhood Houses
- Continue volunteer recognition program.
- Collaborate with Volunteer Los Angeles micro-volunteering project

PUBLIC SAFETY AND COMMUNITY RELATIONS PROGRAMS

Animal Control
Law Enforcement
➤ **Community
Participation / Volunteer
Program**
Public Security Officers
Emergency Preparedness
Parking Enforcement

RECENT PROGRAM ACHIEVEMENT

- ✧ Commenced *Commitment to Youth* Master Plan Project
- ✧ Hosted 2012 Global Youth Day Event
- ✧ Hosted Celebrate Youth 2011 Youth Summit
- ✧ Conducted three Palmdale Works! Youth Job Academies
- ✧ Collaborated with Planning Department for Illegal Dumping Clean-up Day
- ✧ Expanded Service Learning opportunities in collaboration with local high schools



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	1.00	1.00	1.00	1.00
Expenditures				
Personnel	96,425	106,890	114,190	116,820
Training and Meetings	110	100	100	100
Operating Expenditures	17,954	34,170	39,660	31,170
Capital	-	-	-	-
Total Program Expenditures	114,489	141,160	153,950	148,090

	<u>Actual 2010-11</u>	<u>5-Year Target</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Program Performance Measures				
Quarterly enhancement: Youth Guide	100%	Continue	Continuous	Continuous
Plan/Host one youth event/training per quarter	4	Maintain	5	5
Conduct Quarterly Job Training	4	Continue	3	4
Central resource for community volunteer opportunities	Maintain	Maintain	Maintain	Maintain
Develop Centralized Training System for volunteers	50%	Maintain	100%	Maintain

PROGRAMS AND SERVICES

Public Security Officers (2540)

Mission Statement

To promote public safety and positive awareness of City codes and policies and serve as a deterrent of possible crime and vandalism.

Program Activities

- To provide evening and night surveillance of the City's office buildings, Library, Cultural Center, parks, recreation facilities, Drytown and transportation facilities.
- Maintain high visibility at City parks, transportation facilities, and other City property.
- Communicate with the Sheriff's Department in the event of an emergency at the City parks or transportation facilities.
- Observe and report suspicious activity or behavior.
- Enforce park rules.
- Provide information of City codes, park rules and regulations for the safety of all patrons.
- Patrol park sites and transportation center to enforce violations of the vehicle code.

Key Goals & Objectives for Fiscal Year 2012-13

- Maintain security at the Palmdale Transportation Center and City Park and Ride lots.
- Maintain current level of security of City buildings and Park sites.
- Engage community partners in crime prevention.
- Reduce graffiti and incidents of vandalism to park and facilities.
- Heighten public awareness of City rules and regulations regarding parks usage.
- Train current staff and hire seasonal staff to meet the needs of the City.
- Deploy hand held ticket writers.

PUBLIC SAFETY AND COMMUNITY RELATIONS PROGRAMS

Animal Control

Law Enforcement

Community Participation /
Volunteer Program

- **Public Security Officers**
- Emergency Preparedness
- Parking Enforcement

RECENT PROGRAM ACHIEVEMENTS

- ✧ Provided security for Palmdale Transportation Center and Park and Ride lots.
- ✧ Provided security for all City special events.
- ✧ Provided security for City Library, Playhouse, Airpark and Water Park.
- ✧ Conducted security patrol of all park sites and at all City facilities.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	17.97	17.83	17.83	17.83
Expenditures				
Personnel	435,227	537,290	490,000	518,850
Training and Meetings	-	-	-	-
Operating Expenditures	21,603	24,950	29,950	30,450
Capital	-	-	-	-
Total Department Expenditures	456,830	562,240	519,950	549,300

	<u>Actual 2010-11</u>	<u>5-Year Target</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Program Performance Measures				
Increase positive public contacts	70,000	77,000	80,000	82,000
Reduce graffiti incidents and vandalism at Parks	97	Less Than 2010/11	85	Less than 2011-12

PROGRAMS AND SERVICES

Emergency Preparedness (25501)

Mission Statement

To ensure the City is able to prepare for, respond to, and recover from all manner of disasters. To provide for the development and execution of the City's emergency operations plan, coordination with all relevant public safety and community agencies responsible for disaster response, and providing education to staff and community members.

Program Activities

- Ensure readiness to respond to and recover from disasters.
- Develop and maintain emergency operations plans.
- Provide staff training to ensure understanding of their role in the City's emergency response activities.
- Participate in emergency preparedness exercises.
- Coordinate with local, regional and State agencies.

Key Goals & Objectives for Fiscal Year 2012-13

- Improve emergency preparedness efforts by developing communications with businesses to improve earthquake readiness, developing relationships with CERT groups to better coordinate their role in response plan and developing MOU's with businesses and other agencies.
- Continue to outreach to local residents and businesses to ensure their disaster readiness.

PUBLIC SAFETY AND COMMUNITY RELATIONS PROGRAMS

Animal Control
Law Enforcement
Community Participation /
Volunteer Program
Public Security Officers
➤ **Emergency Preparedness**
Parking Enforcement

RECENT PROGRAM ACHIEVEMENTS

- ✧ Council adoption of revised Emergency Operations Plan.
- ✧ Conducted annual emergency preparedness workshop for the public.
- ✧ Signed MOU's with American Red Cross to use City facilities for shelters.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	0.02	0.04	0.04	0.04
Expenditures				
Personnel	611	1,540	1,540	1,040
Training and Meetings	-	-	-	-
Operating Expenditures	106,258	114,040	121,920	113,540
Capital	-	-	79,570	-
Total Department Expenditures	106,869	115,580	203,030	114,580

	<u>Actual 2010-11</u>	<u>5-Year Target</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Program Performance Measures				
Participate in emergency response exercises	-	annually	annually	annually
MOU's developed with businesses	-	as needed	1	as needed
Staff Training Exercises	-	3	2	3

PROGRAMS AND SERVICES

Parking Enforcement (25601)

Mission Statement

Improving the quality of life for all by providing quality service with integrity and empathy through diligent enforcement of vehicular regulations.

Program Activities

- Patrol within the City limits to enforce violations of municipal ordinances and vehicle codes.
- Respond to citizen concerns and address referrals from other City personnel, outside agencies, and Sheriff's Department.
- Identify vehicles with the potential of being stolen, abandoned, inoperative, and unregistered on public streets and take appropriate enforcement action by storing or impounding those vehicles.
- Report suspicious activities to the Sheriff's department to help prevent crime.

Key Goals & Objectives for Fiscal-Year 2012-13

- Respond to service calls for parking related concerns within 36 hours.
- Enforce City municipal codes and California vehicle code laws.
- Be visible while on patrol to be accessible to the members of our community.
- Report any suspicious activities to help reduce crime.
- Educate parents, encourage safe parking practices, and increase parking enforcement at schools to maintain the safety of children.
- Remind residents of their upcoming street cleaning day through the Connect CTY to improve the cleanliness of our community.

PUBLIC SAFETY AND COMMUNITY RELATIONS PROGRAMS

Animal Control
Law Enforcement
Community Participation
Volunteer Program
Public Security Officers
Emergency Preparedness

➤ Parking Enforcement

RECENT PROGRAM ACHIEVEMENTS

- ✧ Responded to 825 calls for service.
- ✧ Impounded 275 vehicles.
- ✧ Contracted noticing and collection services.



OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>
Authorized Positions (FTE)	5.40	4.40	4.40	5.20
Expenditures				
Personnel	262,978	330,130	330,130	334,240
Training and Meetings	-	-	-	-
Operating Expenditures	45,352	71,520	67,890	67,580
Capital	-	-	-	-
Total Department Expenditures	308,330	401,650	398,020	401,820

	<u>Actual 2010-11</u>	<u>5-Year Target</u>	<u>Estimated 2011-12</u>	<u>Projected 2012-13</u>
Program Performance Measures				
48 hour response rate	85%	85%	85%	85%
Parking vehicle impounds	403	450	325	400
Parking calls for service	835	850	785	825
Vehicle storage/impound releases	1,308	1,100	1,000	1,000

FACILITY AND LAND COSTS INCURRED BY THE CITY

74805

**AGREEMENT BETWEEN THE CITY OF PALMDALE, THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE, AND THE COUNTY OF
LOS ANGELES FOR THE PLANNING AND DEVELOPMENT OF THE PALMDALE
SHERIFF STATION**

This Agreement is made and entered into by and between the CITY OF PALMDALE, hereinafter referred to as the "City", the CITY OF PALMDALE COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as the "Agency", and the COUNTY OF LOS ANGELES hereinafter referred to as the "County" to set forth their respective rights and obligations to build the Palmdale Sheriff Station. For convenience and clarity, the City and the Agency are referred to collectively as the "City"; furthermore, the parties to this Agreement may be referred to individually as a "Party" and collectively as the "Parties".

WITNESSETH:

WHEREAS, the City desires to establish a permanent and adequate Sheriff Station facility in the City of Palmdale; and,

WHEREAS, the City has invested approximately \$15 Million in improvements in the vicinity of the proposed Palmdale Sheriff Station site located on the southeast corner of Sierra Highway and Avenue Q in the City of Palmdale including: the purchase of approximately 11.5- acres of land, the major portion of which will be conveyed to the County for the construction of the proposed station; construction of curb, gutter, sidewalk, landscaping and street improvements to Sierra Highway; demolition of buildings in a blighted area west of Sierra Highway and construction of a linear greenbelt in place of the blighted area; building and parking improvements to the

adjacent Hammack Activity Center; construction of two roller hockey rinks; and construction of the Palmdale Youth Library with associated parking (see Exhibit C); and,

WHEREAS, the County currently operates a Sheriff's Station within very tight leased quarters within the City limits which provide police protection and emergency services to the City and surrounding areas; and,

WHEREAS, the County is planning, in cooperation and participation with the City, to build a new approximately 47,000 square-foot Sheriff Station building and a separate 6,000 square-foot automotive maintenance building to serve the City of Palmdale and the surrounding community; and,

WHEREAS, pursuant to its contractual obligation to the County under Section 6 of the Amended and Restated Agreement for Allocation of Tax Increment Funds, hereinto attached and incorporated herein by this reference as Exhibit "A", the City desires to assist and support the County in constructing a permanent Palmdale Sheriff Station to address police protection and emergency service requirements within the City and pursuant to ,

NOW, THEREFORE, IN CONSIDERATION of the premises, covenants, representations and agreements set forth herein, the parties mutually agree as follows:

ARTICLE 1. DEFINITIONS

1.1. "Palmdale Sheriff Station Construction Project" or, alternatively, "Project", shall be defined to include land acquisition, certain off-site infrastructure improvements, on-site utilities improvements, sheriff station design and construction, and the acquisition and installation of certain fixed equipment for the Palmdale Sheriff Station.

1.2. "Off-site infrastructure" shall mean off-site street improvements, such as street, curb, gutter, sidewalk, street lights, and off-site utility improvements for water and sewer lines, to the property line and fire hydrant. Any off-site improvements, which may be necessary to provide cable, electrical, gas, telecommunications, or fiber optic facilities to the Project, are excluded.

1.3. "On-site utility improvements" shall include improvements to provide water and sewer from the property line to the building. Onsite utility improvements shall also include improvements to provide service for cable, electrical, gas, and telecommunications from the building to the service designation connection point whether such point is off-site or on-site.

ARTICLE 2. PROJECT SCOPE

2.1 The City and the County propose the following location for the Project, subject to environmental assessment(s):

Approximately 11-acre site on the southeast corner of Avenue Q and Sierra Highway as set forth in Exhibit "B" hereinto attached and incorporated herein by this reference.

2.2 The County will be responsible for the costs to design and construct the Project as defined herein below. While the County shall allow the City to review and comment throughout the design and construction processes, the County shall have final approval of all County expenditures.

2.3 The City and/or the Agency own the real property in Exhibit B ("City Parcels"). The City and/or the Agency will take all actions necessary to transfer

ownership of the real property described in Exhibit B, at no cost to the County, for the Palmdale Sheriff Station.

2.4 The City will provide at its cost, the Off-site Infrastructure for the Project set forth in this Agreement.

2.5 The City will waive all City permit and development fees associated with the design and construction of the Sheriff station. The County shall be responsible for all "non-City" permit and development fees.

2.6 It is the intent of both the City and the County to commence construction of the permanent Palmdale Sheriff Station on or before April 30, 2004. Both parties will work in good faith to complete the Palmdale Sheriff Station within two years of that date.

2.7 The County will own all on-site facilities built pursuant to this Agreement. Maintenance and repair shall be the responsibility of the County. Staffing levels for the Palmdale Sheriff Station are not affected by this Agreement; the County will continue to determine staffing based upon the City's approved Public Safety budget and as mutually agreed between the County and the City pursuant to the annual Law Enforcement Services Agreement.

2.8. On-site utility improvements related to service for electrical, cable, electronic communications, and telecommunications are not required to be undergrounded at the time of construction. They may be undergrounded at a future date subject to mutual written agreement of the City and County.

ARTICLE 3. SPECIFIC REQUIREMENTS

3.1 Land Acquisition

1. Conveyance: The City shall convey title of the City Parcels to County by Grant Deed upon approval by the County Board of Supervisors of this Agreement, subject to: (a) the City's right of first refusal as set forth in subsection 2, below; and (b) the City conveying marketable title to the City Parcels pursuant to subsection 3, below. The Grant Deed shall be in a form substantially similar to the Grant Deed attached hereto as Exhibit "D", County agrees that prior to the recordation of the Grant Deed it shall execute a "Certificate of Acceptance" for attachment to the deed and have it recorded by the County Recorder.

2. If at any time the City terminates its contract with the County for law enforcement services, the City shall have a right of first refusal to purchase the City Parcels and Palmdale Sheriff Station for a purchase price equal to the then current fair market value, excluding the then current fair market value of the City Parcels donated by this Agreement (the "right of first refusal purchase price"). The right of first refusal purchase price, as defined in the preceding sentence, shall be determined by an independent qualified appraiser mutually acceptable to the City and County. The term "independent qualified appraiser" shall mean a professional independent appraiser licensed in the State with experience in appraising public facilities and who is a Member of the Appraise Institute (MAI) and/or a Member of the Society of Real Estate Appraisers (SREA) or another recognized association of appraisers. The City and County will chose an independent qualified appraiser within fifteen (15) days of the City's notification to the County that it will terminate its contract and intends to exercise its right

of first refusal. The appraisal shall be prepared within thirty (30) days of the appraiser's selection, unless the parties agree otherwise. If the City and County cannot agree on an independent qualified appraiser, an independent qualified appraiser shall be appointed in accordance with the provisions of California Code of Civil Procedure Section 1281.6, or any successor statute, and in such event the right of first refusal purchase price shall be determined by an appraisal prepared by the appointed appraiser. This procedure shall be the exclusive procedure for determining the right of first refusal purchase price and shall be final, binding and nonappealable unless expressly waived by both parties in writing. The City and County shall share equally in the cost of the appraisal.

3. County, in its sole discretion, may terminate this Agreement, without incurring any liability to City, if there is any cloud on title to the City Parcels that prevents the City from conveying to County marketable title to the City Parcels, free and clear of any encumbrances.

4. Conveyance by the City of the City Parcels shall constitute fulfillment of the City and Agency's contractual obligations under Section 6 of the Amended and Restated Agreement for Allocation of Tax Increment Funds.

3.2. Design and Construction. The City and the County desire that the Palmdale Sheriff Station comply with the City's development and engineering standards and that it preserve consistency of appearance with nearby City facilities to the fullest extent possible. To that end, the County and the City have met repeatedly to plan the design of the Project site and structures and negotiate their respective responsibilities under this Agreement. The design and bid documents approved by the County Board of Supervisors at its meeting of December 16, 2003, had been agreed to by both

parties. The County and City's responsibilities for design and construction shall be as follows:

1. The selection, contracting and payment of the Architect/Engineer for the Project will be the responsibility of the County. Notwithstanding anything to the contrary in this Agreement, the facility exterior for the Palmdale Sheriff Station, including but not limited to elevation design, color, architectural detailing, as well as traffic, drainage and safety issues shall be subject to final and mutual approval by the City and the County. The City desires to have consistency of appearance among the Project and other nearby City facilities; the County will make a good faith effort to achieve the City's desire in this regard.
2. The County will have final approval of the orientation of each Project's buildings and access roadways to the extent that such final approval does not violate any provisions of the Palmdale Municipal Code, Zoning Ordinance and/or General Plan.
3. The County shall have final approval of the final construction designs produced by the Architect/Engineer; however, such designs shall not violate any provisions of the Palmdale Municipal Code, Zoning Ordinance, General Plan and engineering standards, except upon mutual written agreement. The County Building Code and other technical codes shall apply to the Project, and the County Building Official shall be responsible for inspecting and approving construction. The City designates Planning Director Laurie Lile as its liaison to advise the County and the Architect/Engineer of the City's preferences concerning the exterior design for the Project.

4. The County is responsible for issuing a request for bids for the Project and for selecting, contracting, and paying the Construction Contractor ("Contractor") for the construction of the Project.

5. The County will have the responsibility of contracting for the Architect/Engineer's construction administration services during the construction of the Project, as well as project management and any professional services needed relevant to on-site Sheriff station construction.

6. The final design and construction of all County related telecommunications facilities for the Project will be the responsibility of the County. At present, the proposed telecommunications tower exceeds in height the standards set forth in the Zoning Ordinance. If in the future the County proceeds with a technological upgrade in its telecommunications capabilities at the site, such that the tower is no longer required, the County shall, subject to agreement with the City, remove the tower.

3.3. Off-site infrastructure. The City will cause to be constructed, at its expense, Off-site infrastructure for the Project as follows, and the City will ensure that the Off-site infrastructure improvements comply with CEQA and the terms and conditions of approval of each Project, except that provision of temporary utilities shall be the responsibility of the County as set forth in paragraph 3.3.4, below. Once the Off-site infrastructure for the Project is approved, the County shall be responsible for any costs necessitated by County changes.

1. Street Improvements: The City will design and construct full street improvements, including sidewalks and curbs, fronting the properties and necessary widening and transitions adjoining the properties. The parties will guarantee appropriate

access for construction, and the City and/or its contractors will coordinate its efforts with the work of the County's contractor(s).

2. Off-Site Utility Improvements: The City will design and construct sanitary sewer and water service laterals that will terminate at the property line (right-of-way). There is an existing 12-inch water main located approximately 35 feet south of the centerline of Avenue Q, and an existing 16-inch water main located approximately 16 feet east of the center line of Sierra Highway. There is also an existing 8-inch sanitary sewer line located approximately 37 feet east of the centerline of Sierra Highway. The City will also design and construct a total of five fire hydrants along Avenue Q and Sierra Highway. The City's off-site water improvement plans will require an on-site compound water meter and box, the construction of which shall be the responsibility of the County. The County will be responsible for the design and construction of fire flow requirements (on-site and off-site), including a fire sprinkler system and fire protection lines. The County will be responsible for any applicable impact or connection fees charged by non-City agencies. The County will also be responsible for providing electrical, gas, cable, telecommunications, compound water meter and box, and electronic communications services or any other services to serve the Sheriff Station site.

3. Design Responsibility: The City will have the design responsibility for off-site work related to grading, street improvements, streetlights, sewer and water mains and laterals, at City expense. The County shall be responsible for the design of fire flow requirements, including a fire sprinkler system and fire protection lines. The

City and the County will coordinate their plans with the County's on-site design plans to ensure compatibility with the construction design plans for the Project.

4. Temporary Utilities: The County will be responsible for providing the temporary utilities the County requires to fulfill its responsibilities during the construction phase for the Off-site infrastructure as well as On-site utility improvements during the construction phase of the Project.

5. Construction Responsibility: The City will provide construction of Off-site infrastructure improvements.

ARTICLE 4. CORRESPONDENCE

4.1. Correspondence to the County, shall be sent to Jan Takata, Assistant Division Chief, Chief Administrative Office, 754 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012.

4.2 Correspondence to the City, shall be sent to City Manager Robert W. Toone at 38300 Sierra Highway, Palmdale, CA 93550.

4.3 Either party may direct correspondence to a different addressee and address than listed herein by the City Manager notifying the Chief Administrative Office, or vice versa, of the change in writing.

ARTICLE 5. INDEMNIFICATIONS

5.1 Environmental Indemnification. City shall defend, indemnify, and hold the County and their elected and appointed officers, agents and employees free and harmless from and against any and all liabilities, damages, claims, costs and expenses (including without limitation, attorneys' fees, legal expenses and consultants' fees) arising in whole or in part from the existence of Hazardous Substances, Hazardous

Substance Conditions, or pollutants, as such terms may be defined herein or in the Comprehensive Environmental Response Compensation and Liability Act or Resource Conservation and Recovery Act in effect at the Close of Escrow, in, on or under the City Parcels. This provision shall survive the Close of Escrow and is intended to comply with the provisions of 42 U.S.C. Section 96079(e).

1. Hazardous Substance. "Hazardous Substance" shall mean any substance whose nature and/or quantity or existence, use, manufacture, disposal or effect, render it subject to federal, state, or local regulation, investigation, remediation or removal as potentially injurious to public health or welfare.

2. Hazardous Substance. "Hazardous Condition" shall mean the existence on, under, or relevantly adjacent to, the City Parcels of a Hazardous Substance that requires remediation and/or removal and/or be or to be otherwise mitigated pursuant to applicable law.

5.2 Chain of Title Indemnity. The City and the Agency agree to indemnify, defend and hold County harmless from and against any and all claims, demands, liabilities and/or damages in connection with the remediation and/or disposal of hazardous materials which are located on the City Parcels prior to the Closing Date(s). This indemnify is limited to that liability for which the County may be responsible arising solely out of its mere ownership of the City Parcels, i.e., "chain of title" liability. This indemnity is personal to the County and may not be assigned or otherwise transferred to any other person or entity. The City and the Agency are not, by the provisions of this paragraph, released from any liability which would otherwise be imposed by law.

5.3 The County shall indemnify, defend and hold the City harmless from and against any and all claims, demands, liabilities and/or damages in connection with the landing or taking-off of County helicopters onto the site of the Palmdale Sheriff Station.

5.4 In contemplation of the provisions of Section 895.2 of the California Code imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an Agreement as defined in Section 895 of said code, the parties hereto, as between themselves pursuant to the authorization contained in Sections 895.2 and 895.6 of said code, will each assume the full liability imposed upon it or any of its officers, agents or employees by law for personal injury, property damage or loss to third parties caused by a negligent or wrongful act or omission occurring in the performance of this Agreement. To achieve the above stated purpose, each party indemnifies and holds harmless the other party for any damage, loss, cost or expense arising out of its own negligent or wrongful acts or omissions.

ARTICLE 6. GENERAL PROVISIONS

6.1 Delegation of Authority. The County hereby delegates to its Chief Administrative Officer or his designee, the authority to issue any and all approvals required by this Agreement and to execute any and all instruments necessary to consummate this transaction.

6.2 Full Agreement. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the subject matter hereof.

6.3 Effective Date. This Agreement shall take effect on the date it is executed by the last Party.

6.4 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same Agreement.

6.5 California Law. This Agreement has been made and entered into in the State of California, and shall be construed in accordance with the laws thereof.

6.6 Waivers. No waiver by either party of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by either party of the same or any other provision.

6.7 Captions. The section and paragraph numbers and captions appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such sections or paragraphs of this Agreement nor in any way affect this Agreement.

6.8 Interpretation. Unless the context of this Agreement clearly requires otherwise: (i) the plural and singular numbers shall be deemed to include the other; (ii) the masculine, feminine and neuter genders shall be deemed to include the others; (iii) "or" is not exclusive; and (iv) "includes" and "including" are not limiting.

6.9 Severability. This Agreement shall not be deemed severable. In the event any portion of this Agreement shall be declared by any court of competent jurisdiction to be invalid, illegal or unenforceable, this Agreement shall be void and of no further effect.

6.10 Binding Effect. The provisions of this Agreement shall be binding upon the parties hereto and their respective successors-in-interest.

6.11 No Presumption Re: Drafter. The parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties and their attorneys, and this Agreement reflects their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement, and therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

6.12 Assistance of Counsel. Each party hereto either had the assistance of counsel or had counsel available to it, in the negotiation for, and the execution of, this Agreement, and all related documents.

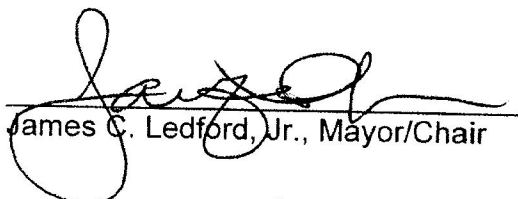
IN WITNESS WHEREOF, the City of Palmdale and the Palmdale
Redevelopment Agency have caused this Agreement to be executed by their duly

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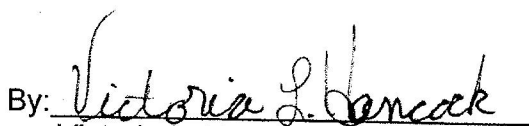
authorized officers; and the Board of Supervisors of the County of Los Angeles, has caused this Agreement to be executed by its Chairman and attested by its Clerk, on the day, month and year noted herein below.

CITY OF PALMDALE/
PALMDALE REDEVELOPMENT
AGENCY


James C. Ledford, Jr., Mayor/Chair

3-25-04
Date

ATTEST:

By: 
Victoria L. Hancock, CMC
City Clerk

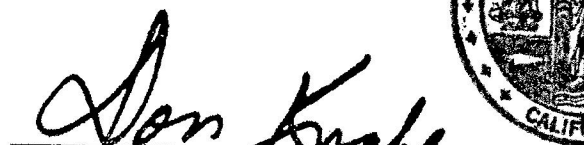
APPROVED AS TO FORM:

By: 
Wm. Matthew Ditzhazy
City/Agency Attorney

Palmdale Sheriff Station 9

LOS ANGELES COUNTY

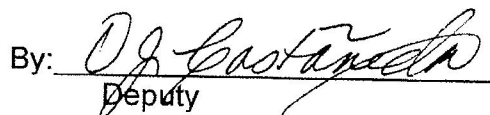



CHAIRMAN, BOARD OF SUPERVISORS

4-13-04
Date

ATTEST:

VIOLET VARONA-LUKENS, Executive
Officer; Clerk of the Board of Supervisors

By: 
Deputy

APPROVED AS TO FORM:

LLOYD W. PELLMAN, County Counsel

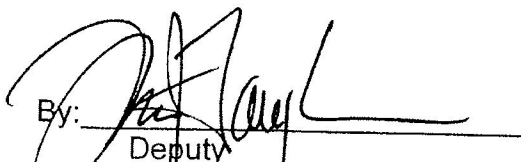
By: 
Deputy

Exhibit A

66868

AMENDED AND RESTATED AGREEMENT FOR ALLOCATION OF TAX INCREMENT FUNDS

(Redevelopment Plans for the
Palmdale Redevelopment Project No. 1-A,
Palmdale Redevelopment Project No. 2,
Palmdale Redevelopment Project No. 3, and
Palmdale Redevelopment Project No. 4
in the City of Palmdale)

THIS AMENDED AND RESTATED AGREEMENT, is made and entered into this 30th day of June, 1993, by and between the Palmdale Redevelopment Agency ("Agency"), the City of Palmdale ("City"), the Consolidated Fire Protection District of Los Angeles County ("Fire District") and the County of Los Angeles ("County").

WITNESSETH

WHEREAS, on February 12, 1981, the City adopted Ordinance No. 396, approving and adopting certain amendments to the Redevelopment Plan for the Palmdale Redevelopment Project No. 1-A ("Plan 1-A"); and,

WHEREAS, the Agency and County have entered into an agreement entitled "Agreement Between the Community Redevelopment Agency of the City of Palmdale, City of Palmdale and the County of Los Angeles" ("Project No. 1-A Agreement"), as evidenced by an Agency resolution adopted April 9, 1981 (Agency Resolution No. 81-3); and,

WHEREAS, the Project 1-A Agreement establishes forty million dollars (\$40,000,000) as the limitation on the number of dollars of taxes which may be divided and allocated to the Agency, pursuant to Health and Safety Code Section 33670; and,

WHEREAS, on July 25, 1978, the City adopted Ordinance No. 337, approving and adopting the Redevelopment Plan for the Palmdale Redevelopment Project No. 2 ("Plan 2"); and,

WHEREAS, the Agency, Fire, and County have entered into an agreement entitled "Agreement Between the Community Redevelopment Agency of the City of Palmdale, City of Palmdale and the County of Los Angeles" ("Project No. 2 Agreement"), dated October 31, 1978 (County Agreement No. 33496); and,

WHEREAS, the Project No. 2 Agreement was entered into, in part, to resolve litigation challenging the validity of Plan 2; and,

WHEREAS, the Project No. 2 Agreement establishes thirteen million five hundred thousand dollars (\$13,500,000) as the limitation on the total number of dollars of taxes which may be divided and allocated to the Agency pursuant to Health and Safety Code Section 33670; and,

WHEREAS, the Project No. 2 Agreement also establishes seven hundred thousand dollars (\$700,000) as the limitation on the total number of dollars of taxes which may be annually divided and allocated to the Agency pursuant to Health and Safety Code Section 33670; and,

Post-It™ brand fax transmittal memo 7871		# of pages > 10
To <u>D Robert</u>	From <u>D Uyemogama</u>	
Co. <u>Palmdale</u>	Co. <u>CAB</u>	
Dept. <u></u>	Phone # <u>(813) 974-2390</u>	
Fax # <u>(805) 267-5122</u>	Fax # <u>(813) 687-4822</u>	

WHEREAS, on March 10, 1983, the City adopted Ordinance No. 491, approving and adopting the Redevelopment Plan for the Palmdale Redevelopment Project No. 3 ("Plan 3"); and,

WHEREAS, the Agency, City, County (including the Los Angeles County Public Library, and the Los Angeles County Flood Control District), and Fire District have entered into an agreement entitled "Agreement for Reimbursement of Tax Increment Funds (Redevelopment Plan for the City of Palmdale-Redevelopment Project No. 3)" ("Project No. 3 Agreement"), dated February 22, 1983 (County Agreement No. 43731); and,

WHEREAS, the Plan No. 3 Agreement establishes twenty-eight million dollars (\$28,000,000) as the limitation on the total number of dollars of taxes which may be divided and allocated to the Agency pursuant to Health and Safety Code Section 33670; and,

WHEREAS, on November 10, 1983, the City adopted Ordinance No. 515, approving and adopting the Redevelopment Plan for the Palmdale Redevelopment Project No. 4 ("Plan 4"); and,

WHEREAS, the Agency, City, Fire, and County have entered into an agreement entitled "Agreement for Reimbursement of Tax Increment Funds (Redevelopment Plan for the Palmdale Redevelopment Project No. 4)" ("Project No. 4 Agreement"), dated November 1, 1983 (County Agreement No. 46012); and,

WHEREAS, pursuant to Health and Safety Code Section 33333.2, Plan 4 establishes forty-five million dollars (\$45,000,000) as the limitation on the total number of dollars of taxes which may be divided and allocated to the Agency, pursuant to Health and Safety Code Section 33670, without an amendment to the Plan; and,

WHEREAS, the Project No. 1-A Agreement, the Project No. 2 Agreement, the Project No. 3 Agreement, and the Project No. 4 Agreement (collectively, the "Prior Agreements") were entered into to address the financial detriment caused by Palmdale Redevelopment Project No. 1-A ("Project 1-A"), Palmdale Redevelopment Project No. 2 ("Project 2"), Palmdale Redevelopment Project No. 3 ("Project 3") and Palmdale Redevelopment Project No. 4 ("Project 4") (collectively, the "Projects"), respectively; and,

WHEREAS, the Agency has consulted with representatives of the County and Fire District to determine the continued fiscal impact of the Redevelopment Plans for Redevelopment Project Nos. 1-A, 2, 3 and 4 (collectively, the "Plans"); and,

WHEREAS, the County and Fire District have found, and the Agency and City concurrently hereby find that implementation of the Plans continue to cause financial detriment to the County and Fire District as defined in Health and Safety Code Section 33012; and,

WHEREAS, the County and Fire District have found, and the Agency and City concurrently hereby find, that certain public safety facilities which will be of benefit to the areas covered by the Plans, are needed to more effectively serve the City; and

WHEREAS, the County and Fire District have also found that their respective budgets and other financial resources are insufficient to acquire requisite property on which the public safety facilities can be constructed; and,

WHEREAS, the parties desire to amend and restate the Prior Agreements to assist the Agency in financing the Projects, and to address the continued financial burden or detriment caused to the County and Fire District; and,

WHEREAS, this AMENDED AND RESTATED AGREEMENT is entered into upon the authority of Health and Safety Code Sections 33401 and 33445, and the provisions of the Plans required by Health and Safety Code Section 33338.1; and,

WHEREAS, by approval of this AMENDED AND RESTATED AGREEMENT, the parties hereto find and determine that any continued financial effects described in Health and Safety Code Sections 33012 and 33401 relating to the Projects are thereby alleviated; and,

WHEREAS, the parties deem it appropriate to agree upon an allocation and distribution of tax increment monies to alleviate any continued financial burden which is caused by the implementation of the Plans and it is for this reason, and to amicably resolve any differences regarding the Plans that the parties enter into this AMENDED AND RESTATED AGREEMENT.

NOW THEREFORE, for and in consideration of the foregoing, the parties do hereby agree as follows:

SECTION 1. Effect of Amended and Restated Agreement. (a) As of the date of this AMENDED AND RESTATED AGREEMENT the Prior Agreements, as set forth herein, shall be deemed rescinded and superseded and of no force and effect.

(b) For purposes of any revisions to the allocations of Tax Increment Revenues for the Projects, any adjustments shall be made effective July 1, 1993, and shall be reflected in the fiscal year 1993-94 tax allocations.

SECTION 2. Definitions. (a) "Assessment Rolls" shall mean the rolls last equalized prior to the effective date of the ordinances adopting the Plans. The Assessment Rolls shall be utilized as the base year assessment roll for computation and allocation of the payments to be made by the Agency to the County and Fire District under the provisions of this AMENDED AND RESTATED AGREEMENT. For purposes of this AMENDED AND RESTATED AGREEMENT, the following Assessment Rolls shall be used for each of the Projects:

- (1) Project 1-A: 1980-81 assessment roll.
- (2) Project 2: 1978-79 assessment roll.
- (3) Project 3: 1982-83 assessment roll.
- (4) Project 4: 1983-84 assessment roll.

(b) "Tax Increment Revenues" shall mean that portion of tax revenues generated by application of the basic one percent tax levy to any increases in the respective assessed valuation within the areas covered by the Projects which are allocated to the Agency pursuant to Health and Safety Code Section 33670.

(c) "County Share" of Tax Increment Revenues shall mean that portion of property taxes generated from the basic one percent tax levy within the areas covered by the Projects which would be

allocated to the County in the absence of a division of taxes pursuant to Health and Safety Code Section 33670. For purposes of this AMENDED AND RESTATED AGREEMENT, the County Share shall be:

- (1) Project 1-A: Forty-nine percent (49%).
- (2) Project 2: Forty-nine percent (49%).
- (3) Project 3: Forty-nine percent (49%).
- (4) Project 4: Forty-nine and seven tenths percent (49.7%).

(d) "Fire District Share" of Tax Increment Revenues shall mean that portion of property taxes generated from the basic one percent tax levy within the areas covered by the Projects which would be allocated to the Fire District in the absence of a division of taxes pursuant to Health and Safety Code Section 33670. For purposes of this AMENDED AND RESTATED AGREEMENT, the Fire District Share shall be:

- (1) Project 1-A: Seventeen and five-tenths percent (17.5%).
- (2) Project 2: Seventeen and five-tenths percent (17.5%).
- (3) Project 3: Eighteen and seven-tenths percent (18.7%).
- (4) Project 4: Seventeen and five-tenths percent (17.5%).

(e) "Agency Share" of Tax Increment Revenues shall mean that respective portion of property taxes generated from the basic one percent tax levy within the areas covered by the Projects which are allocated to the Agency as a result of a division of taxes pursuant to Health and Safety Code Section 33670, less the respective County Share and Fire District Share. For the purpose of this AMENDED AND RESTATED AGREEMENT, the Agency Share shall be:

- (1) Project 1-A: Thirty-three and five tenths percent (33.5%).
- (2) Project 2: Thirty-three and five tenths percent (33.5%).
- (3) Project 3: Thirty-two and three tenths percent (32.3%).
- (4) Project 4: Thirty-two and eight tenths percent (32.8%).

SECTION 3. Allocation of Tax Increment Revenues. The Tax Increment Revenues for the Project shall annually be distributed as follows:

(a) Subject to the provisions of SECTION 5 herein, the County shall annually be allocated the County Share as defined in SECTION 2(c) of this AMENDED AND RESTATED AGREEMENT.

(b) The Fire District shall annually be allocated the Fire District Share as defined in SECTION 2(d) of this AMENDED AND RESTATED AGREEMENT.

(c) The Agency shall annually be allocated the Agency Share as defined in SECTION 2(e) herein.

SECTION 4. Tax Rate Increases. (a) In addition to the portion of taxes allocated to the County and Fire District pursuant to Health and Safety Code Section 33670(a) and any payments made pursuant to SECTION 3 herein, an amount equal to all that portion of the Tax Increment Revenues allocable to the Agency pursuant to Health and Safety Code Section 33670(b) attributable to increases in the rate of tax levied or imposed for the benefit of the County and Fire District for the purpose of producing revenues in an amount sufficient to make annual repayments of principal and interest on any bonded indebtedness for the acquisition or improvement of real property, which increase in the tax rate was approved by the voters of the County or Fire District on or after January 1, 1989, shall be allocated to the County and Fire District pursuant to Health and Safety Code Section 33670 (e).

(b) In the event there is any change in the ability of the County or Fire District to increase their respective rates of taxation of real property above the aggregate one percent basic tax rate level currently authorized under Article XIII A of the California Constitution, whether by judicial decision, vote of the electorate or otherwise, the County and Fire District shall be allocated those amounts generated from such increased tax rates.

SECTION 5. Housing Fund. The parties recognize the mutual benefits of providing low- and moderate-income housing. Moreover, Health and Safety Code Section 33334.2 requires that twenty percent (20%) of the Tax Increment Revenues allocated to and received by the Agency for redevelopment purposes shall be paid into a fund to be used for low- and moderate-income housing unless certain findings are made. Therefore, during the term of this AMENDED AND RESTATED AGREEMENT, the parties agree that, in any year in which the Agency contributes Tax Increment Revenues to the Agency's low- and moderate- income housing fund ("Housing Fund"), such contribution shall be governed by allocation set forth in this SECTION 5. For illustrative purposes only, the tables set forth in Exhibit A to this AMENDED AND RESTATED AGREEMENT, which exhibit is incorporated herein by this reference, shall be used by the Auditor-Controller in making contributions pursuant to this SECTION 5.

(a) The County shall contribute to the Housing Fund on a pro rata basis. Pro rata shares of such contributions shall equal the percentage and amounts of Tax Increment Revenues to be contributed pursuant to Health and Safety Code Section 33334.2, and successor statutes, not to exceed the statutory requirement as applied to the amounts the County is allocated pursuant to SECTION 2 of this AMENDED AND RESTATED AGREEMENT. If the Agency determines that less than the statutory percentage of the Tax Increment Revenues generated in the Project area are to be contributed to the Housing Fund, the County's contributions shall be reduced accordingly.

(b) Monies deposited into the Housing Fund pursuant to this SECTION 4, shall be held by the Agency for use in accordance with the requirements of Health and Safety Code Section 33334.2 or other applicable statutes and law. The Agency, in making any expenditures from the Housing Fund, shall give due recognition that a proportionate share of such expenditures and of the improvement of the supply of low- and moderate-income housing is a result of the County's cooperation in the Agency's redevelopment efforts.

(c) The Agency shall notify, in writing, the County Auditor-Controller by October 1 of any year in which the Agency makes a finding pursuant to Health and Safety Code Section 33334.2 that less than the statutorily mandated amount of Tax Increment Revenues will be contributed to the Housing Fund and the percentage that is to be contributed in that year.

(d) Accumulated deposits, investment earnings, and itemized expenditures of balances in the Housing Fund shall be accounted for separately from all other Agency funds. The County's pro rata shares of any uncommitted balance remaining in the Housing Fund on termination of this AMENDED AND RESTATED AGREEMENT, if any, shall be repaid to the County, subject to the limitations of Health and Safety Code Section 33334.12 and any other limitations of the Community Redevelopment Law (*Cal. Health & Safety Code §§ 33000 et seq.*).

SECTION 6. Public Safety Improvements. The parties recognize the need for certain public safety related improvements to be constructed within the City of Palmdale and the necessity for identifying property upon which such improvements can be constructed. In order to address this need, the parties agree to the following:

(a) The Agency shall make all requisite findings which would authorize the payment of up to three million dollars (\$3,000,000) towards the acquisition of property which will facilitate the purchase by the County and/or Fire District of the requisite property for the public safety improvements.

(b) The Agency shall pay to the Fire District five hundred thousand dollars (\$500,000) for the acquisition of property and/or construction costs for the purpose of construction of a new fire station within the territorial jurisdiction of the City or provide a suitable site which meets the needs and approval of the Fire District. The Agency shall also pay to the County two million five hundred thousand dollars (\$2,500,000) for the acquisition of property within the territorial jurisdiction of the City for the purpose of construction of a new Sheriff's station and/or other public safety improvements or provide a suitable site which meets the needs and approval of the County. Said payments or transfer of property shall be made at such time the County or Fire District determines is necessary to meet demands for development which has been approved by the Board of Supervisors.

(c) Failure by the Agency to make the requisite payment or transfer of property at such time the County is prepared to proceed with development shall constitute a material breach of this AMENDED AND RESTATED AGREEMENT. Upon such breach, the County may undertake any and all avenues available to it to recover said amounts due, including but not limited to withholding said amounts from the County's contributions to the Housing Fund as authorized under SECTION 5 herein.

SECTION 7. County-Owned/Leased Property. The development by the County or Fire District of any real property owned or leased by such entities within the Project area shall not be subject to the approval or control of the City or Agency beyond that available to the City prior to the date of execution of this AMENDED AND RESTATED AGREEMENT, except with the written consent of the County or Fire District, as applicable.

SECTION 8. Redevelopment Plan Amendments. (a) Except as provided in this SECTION 8, the parties agree that the Agency and City shall not further amend the Plan for this amended project any of the purposes described in Health and Safety Code Section 33354.6 which will adversely affect the allocation and distribution of Tax Increment Revenues to the County or Fire District under the terms of this AMENDED AND RESTATED AGREEMENT, without the prior written approval of the County and Fire District.

(b) The parties hereby agree that the Agency and City may amend the Plans for the sole purposes set forth herein, including merging the project areas, adding new Capital projects and increasing the respective tax increment limitations required by Health and Safety Code Section 33333.2, and extend the duration for receiving such taxes provided however, the amounts for each project shall not exceed the following proposed tax increment use limits:

(1) Project 1-A limitation of forty million dollars (\$40,000,000) shall not change.

(2) Project 2: from thirteen million five hundred thousand dollars (\$13,500,000) to five hundred thirty million dollars (\$530,000,000).

(3) Project 3: from twenty-eight million dollars (\$28,000,000) to two hundred ninety-six million dollars (\$296,000,000).

(4) Project 4: from forty-five million dollars (\$45,000,000) to one billion forty-five million dollars (\$1,045,000,000).

(c) The parties hereby further agree that the Agency and City may amend the Plans for the purpose of increasing the respective bonded indebtedness limitations required by Health and Safety Code Section 33334.1, provided however, the amounts for each project shall not exceed the following limits:

(1) Project 1-A limitation of forty million dollars (\$40,000,000) shall not change.

(2) Project 2: from twenty-five million dollars (\$25,000,000) to four hundred twenty-four million dollars (\$424,000,000).

(3) Project 3: from eleven million dollars (\$11,000,000) to two hundred twenty-five million dollars (\$225,000,000).

(4) Project 4: from forty-five million dollars (\$45,000,000) to eight hundred million dollars (\$800,000,000).

(d) The parties further agree that the Agency and City may amend the Plans for the purpose of extending the time in which the Agency may commence eminent domain proceedings within each of the areas covered by the Plans and time in which to incur indebtedness.

(e) The terms of this AMENDED AND RESTATED AGREEMENT regarding distribution of Tax Increment Revenues as set forth in SECTION 3 shall govern any amounts included in the amendments authorized by this SECTION 8.

(f) The County and Fire District agree to waive their statutory right to call for the creation of a fiscal review committee for any amendments which strictly comply with this SECTION 8.

SECTION 9. Administration. (a) County's Auditor-Controller shall annually determine, document and distribute Tax Increment Revenues in accordance with this AMENDED AND RESTATED AGREEMENT, as follows:

(a) The Auditor-Controller shall annually determine, as provided by law: (1) The total amount of Tax Increment Revenues generated by the Projects; (2) the total amount of Tax Increment Revenues allocated to the Agency; (3) the amount of Tax Increment Revenues allocated to the County and Fire District based on the distribution established by this AMENDED AND RESTATED AGREEMENT; and (4) the total amount of Tax Increment Revenues allocated to the Housing Fund by the County.

(b) The County Auditor-Controller shall allocate and distribute the property tax revenues generated from within the areas covered by the Projects in the manner described in Health and Safety Code Sections 33670 (a) and (b) and in accordance with the requirements of this AMENDED AND RESTATED AGREEMENT.

(c) Upon the written request of the Agency, the Auditor-Controller shall provide to the Agency a written accounting of distribution of the Tax Increment Revenues in sufficient detail to allow the Agency to determine the accuracy of tax revenue distributions. The Auditor-Controller shall recover any and all costs associated with preparation of such accounting in accordance with applicable law.

SECTION 10. Miscellaneous. (a) Nothing in this AMENDED AND RESTATED AGREEMENT shall relieve the Agency from the obligation of filing a Statement of Indebtedness pursuant to Health and Safety Code Section 33675.

(b) If this AMENDED AND RESTATED AGREEMENT is held invalid, in whole or in part, in order to carry out the purposes of expressed herein, the parties agree that each will take all necessary steps, including formal action and execution of documents, to accomplish the provisions of this AMENDED AND RESTATED AGREEMENT (including the payment of Tax Increment Revenues in the manner and in accord with the terms contemplated herein) by legal means.

(c) For audit purposes, each party shall have the right to review the other parties' calculations required in SECTION 9 herein.

SECTION 11. Term. The effective date of this AMENDED AND RESTATED AGREEMENT shall be the date of approval by the Board of Supervisors of the County of Los Angeles and, unless previously terminated by mutual agreement of the parties, all rights and obligations in this AMENDED AND RESTATED AGREEMENT shall terminate when the Agency's legal right to claim and receive Tax Increment Revenues from the Projects cease.

SECTION 12. Severability. If any portion of this AMENDED AND RESTATED AGREEMENT is held invalid, the remaining provisions shall maintain their full force and effect.

Palmdale Redevelopment Agency

EXHIBIT A

Project Area 1-A	Consolidated Fire Protection District	County Taxing Entities	Agency	Total
Reimbursement	17.50%	37.12%		54.62%
Project Activities			25.38%	25.38%
Housing Trust Fund		11.88%	8.12%	20.00%
Total	17.50%	49.00%	33.50%	100.00%

Project Area 2	Consolidated Fire Protection District	County Taxing Entities	Agency	Total
Reimbursement	17.50%	37.12%		54.62%
Project Activities			25.38%	25.38%
Housing Trust Fund		11.88%	8.12%	20.00%
Total	17.50%	49.00%	33.50%	100.00%

Project Area 3	Consolidated Fire Protection District	County Taxing Entities	Agency	Total
Reimbursement	18.70%	36.95%		55.65%
Project Activities			24.35%	24.35%
Housing Trust Fund		12.05%	7.95%	20.00%
Total	18.70%	49.00%	32.30%	100.00%

Project Area 4	Consolidated Fire Protection District	County Taxing Entities	Agency	Total
Reimbursement	17.50%	37.65%		55.15%
Project Activities			24.85%	24.85%
Housing Trust Fund		12.05%	7.95%	20.00%
Total	17.50%	49.70%	32.80%	100.00%

IN WITNESS THEREOF, the Palmdale Redevelopment Agency, the City of Palmdale, the Consolidated Fire Protection District of Los Angeles County, and the County of Los Angeles have caused this AMENDED AND RESTATED AGREEMENT to be executed on their behalf by their duly authorized representatives.

COUNTY OF LOS ANGELES and
CONSOLIDATED FIRE PROTECTION DISTRICT
OF LOS ANGELES COUNTY

By: Edmund D. Edelman
Chairman,
Board of Supervisors

ATTEST TO:

LARRY J. MONTEILH,
Executive Officer -
Clerk of the
Board of Supervisors

By: Jeanette M. Leuthe
Deputy



Approved as to Form:

DE WITT W. CLINTON
County Counsel

By: [Signature]
Deputy

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

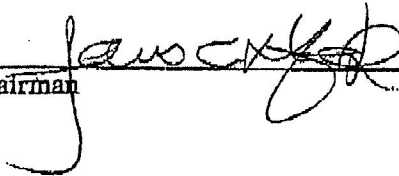
41

FEB 02 1993

[Signature]

LARRY J. MONTEILH
EXECUTIVE OFFICER

PALMDALE REDEVELOPMENT AGENCY

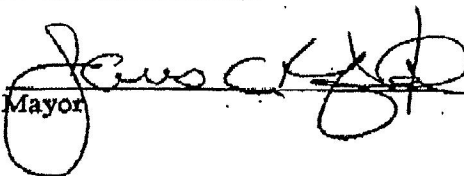
By: 
Chairman

Approved as to Form:

Agency Counsel

By: William B. Ruddle

CITY OF PALMDALE

By: 
Mayor

Attest to:

City Clerk

By: Victoria L. Denham

Approved as to Form:

Agency Counsel

By: William B. Ruddle

29mv:palmdale\plmdle1.sgr
06/02/93

Exhibit B

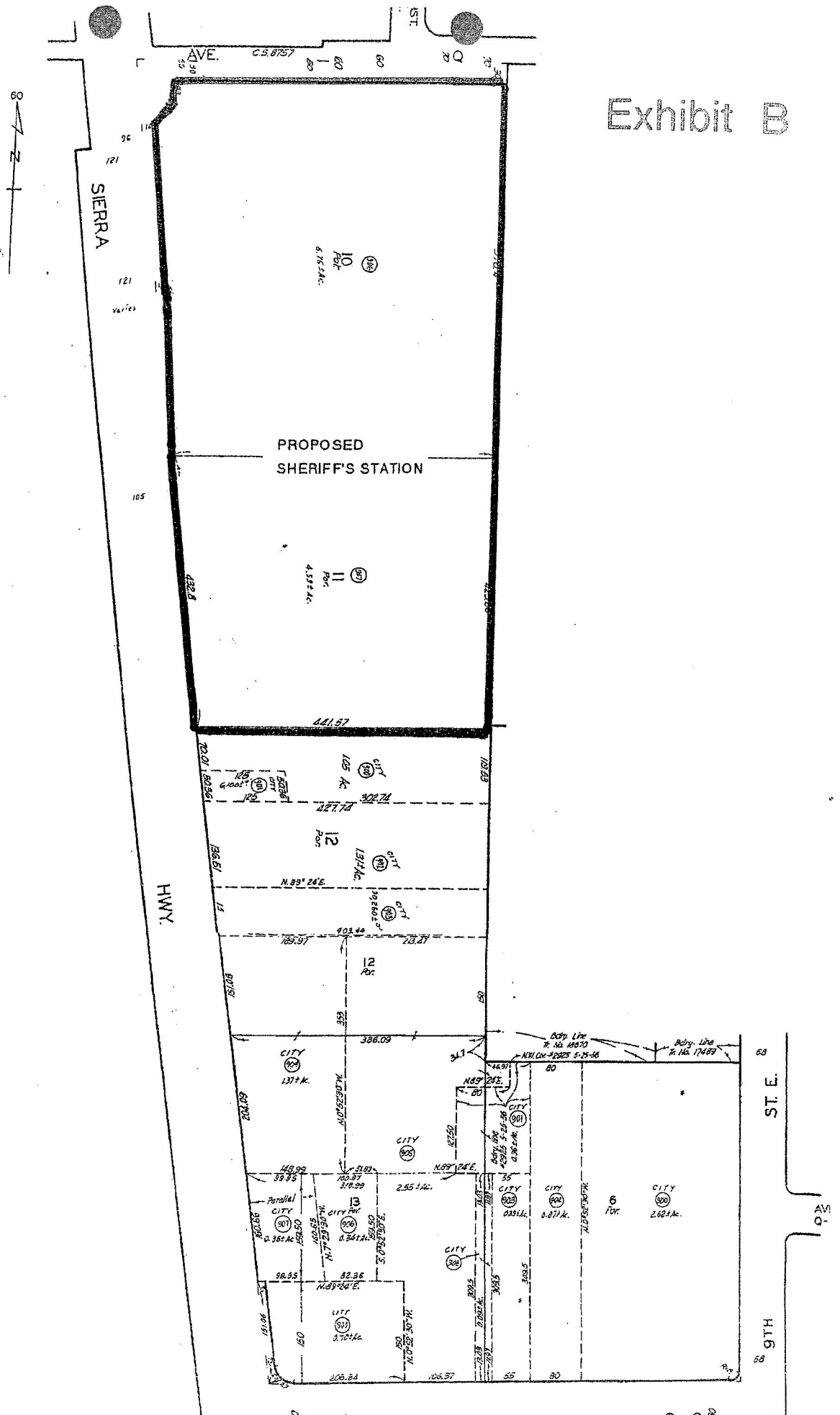
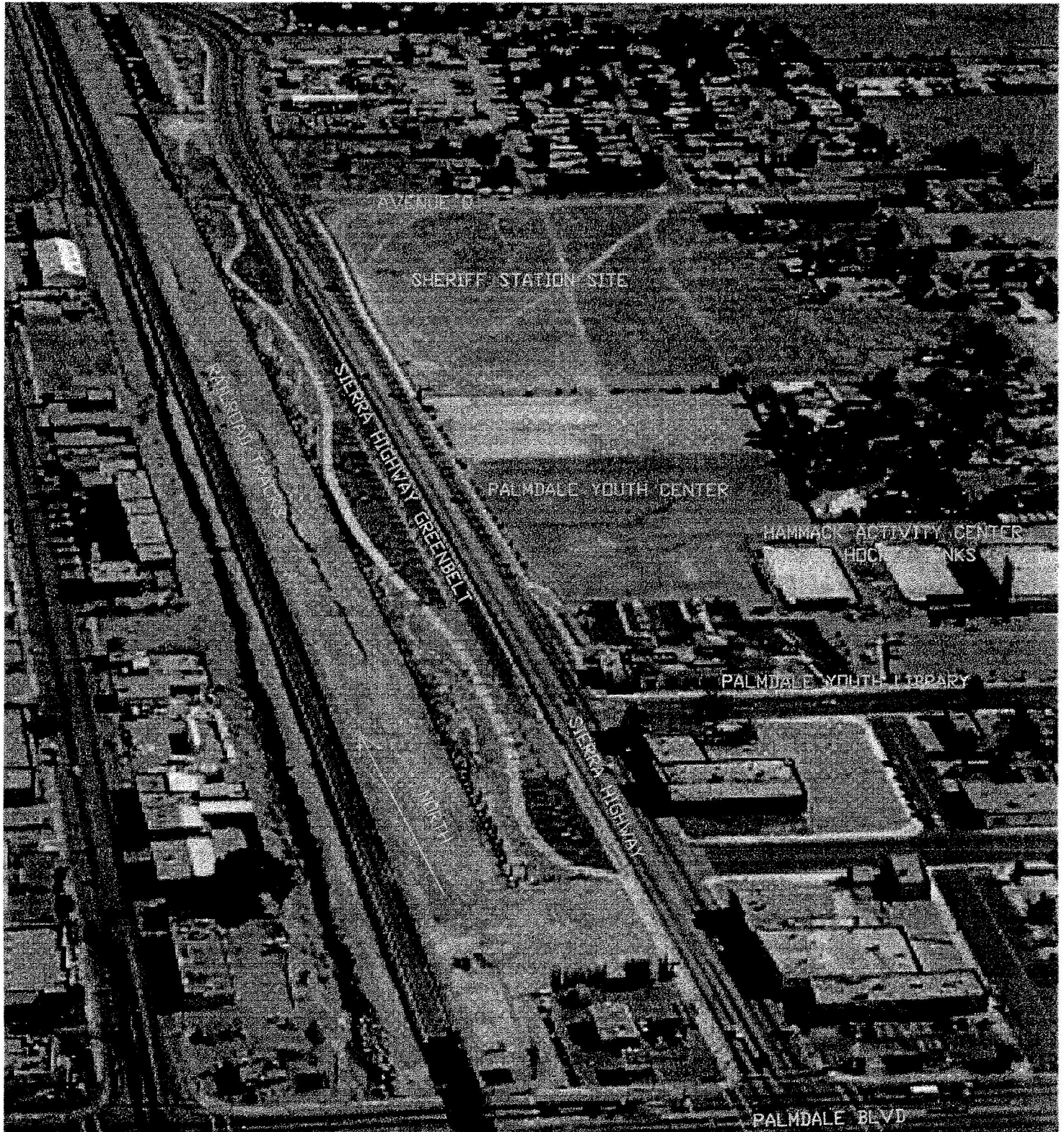


Exhibit C



PALMDALE SHERIFF STATION SITE

EXHIBIT "D"

Per City Attorney's Office:

The Los Angeles County Deed to be placed
here upon receipt.

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

County of Los Angeles
Address?
Department?

DRAFT

DOCUMENTARY TRANSFER TAX \$ None

SPACE ABOVE THIS LINE FOR RECORDER'S USE

.....Computed on the consideration or value of property conveyed; OR
.....Computed on the consideration or value less liens or encumbrances
remaining at time of sale.

APN: 3008-030-904 and 905
Project: Palmdale Sheriff Station

GRANT DEED

FREE RECORDING REQUESTED
Essential to acquisition by County of
Los Angeles -- See Gov't Code 6103

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE,

A PUBLIC BODY, CORPORATE AND POLITIC

hereby GRANT(S) to

COUNTY OF LOS ANGELES,

A POLITIC SUBDIVISION OF THE STATE OF CALIFORNIA

the following described real property in the City of Palmdale, County of Los Angeles, State of California:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE

Dated

STATE OF CALIFORNIA
COUNTY OF _____

On _____ before me,
personally appeared _____

personally known to me (or proved to me on the basis of
satisfactory evidence) to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s) or the entity upon behalf of which the
person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature _____

Signature

}
} ss
}

Robert W. Toone, Jr.

Printed Name

Executive Director

Title/Position

(This area for official notarial seal)

EXHIBIT "A"
LEGAL DESCRIPTION

DRAFT

BLOCKS 10 AND 11 OF THE TOWN OF SUBURBS OF PALMDALE AS
PER MAP RECORDED IN BOOK 52, PAGES 55 & 56 OF
MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY
RECORDER OF SAID COUNTY



A handwritten signature in cursive script, appearing to read "Michael Mischel".

Michael Mischel

L7758

Exp. 12-31-05

March 18, 2004

Date

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

County of Los Angeles
Chief Administrative Office
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 754
Los Angeles, CA 90012
Attention: Jan Takata

MAY 05 2004
COPY of Document Recorded
04 1130731

Has not been compared with original.
Original will be returned when
processing has been completed.
LOS ANGELES COUNTY REGISTRAR - RECORDER

MAY 05 2004

DOCUMENTARY TRANSFER TAX \$ None

SPACE ABOVE THIS LINE FOR RECORDER'S USE

..... Computed on the consideration or value of property conveyed; OR

..... Computed on the consideration or value less liens or encumbrances
remaining at time of sale.

APN: 3008-030-904 and 905
Project: Palmdale Sheriff Station

GRANT DEED

FREE RECORDING REQUESTED
Essential to acquisition by County of
Los Angeles - See Gov't Code 6103

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE,

A PUBLIC BODY, CORPORATE AND POLITIC

hereby GRANT(S) to

COUNTY OF LOS ANGELES,

A POLITIC SUBDIVISION OF THE STATE OF CALIFORNIA

the following described real property in the City of Palmdale, County of Los Angeles, State of California:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Dated APRIL 20, 2004

REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE

Signature

} ss Robert W. Toone, Jr.

} Printed Name

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On APRIL 20, 2004 before me,
MERCEDES MOREHEAD SMITH
personally appeared ROBERT W. TOONE, JR.

Executive Director

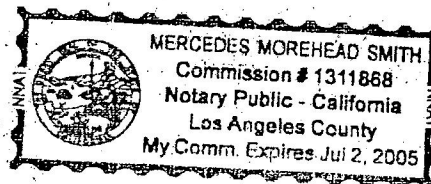
Title/Position

personally known to me (or proved to me on the basis of
satisfactory evidence) to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me
that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s) or the entity upon behalf of which the
person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature

Mercedes Morehead Smith



(This area for official notarial seal)

EXHIBIT "A"
LEGAL DESCRIPTION

BLOCKS 10 AND 11 OF THE TOWN OF SUBURBS OF PALMDALE AS
PER MAP RECORDED IN BOOK 52, PAGES 55 & 56 OF
MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY
RECORDER OF SAID COUNTY





Michael Mischel L7758
Exp. 12-31-05

March 18, 2004
Date

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the attached document is hereby accepted by the County of Los Angeles under the authority delegated to the County of Los Angeles' Chief Administrative Office pursuant to Section 2.08.168 of the County Code and consents to the recordation thereof by its duly authorized officer. This is to further certify that this document covers County business within the meaning of Section 6103 of the Government Code.

By



SHARON R. HARPER
Chief Deputy
Chief Administrative Office



**COMMUNITY REDEVELOPMENT AGENCY
CITY OF PALMDALE, CALIFORNIA
RESOLUTION NO. CRA 2004-007**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF
PALMDALE APPROVING THE AGREEMENT BETWEEN THE CITY OF PALMDALE, THE
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE, AND THE
COUNTY OF LOS ANGELES FOR THE PLANNING AND DEVELOPMENT OF THE
PALMDALE SHERIFF'S STATION**

WHEREAS, the Community Redevelopment Agency of the City of Palmdale ("Agency") is engaged in activities necessary to carry out and implement the Redevelopment Plan for the Merged Redevelopment Project Area of the City of Palmdale ("Redevelopment Plan"); and

WHEREAS, in order to carry out and implement the Redevelopment Plan, the Agency proposes to enter into an Agreement between the City of Palmdale ("City"), the Agency, and the County of Los Angeles for the Planning and Development of the Palmdale Sheriff Station ("Agreement"), whereby the Agency will transfer Agency-owned land to the County of Los Angeles for the Palmdale Sheriff Station, and authorize expenditures of up to \$1.01 million for the construction of off-site infrastructure improvements for the Palmdale Sheriff Station; and

WHEREAS, the land proposed to be transferred as part of the Agreement is an approximately 11-acre parcel located at the southeast corner of Avenue Q and Sierra Highway, within the Merged Redevelopment Project Area of the City of Palmdale, and was purchased in 1997, as part of a series of related purchases of contiguous and adjacent parcels on both the west and east sides of Sierra Highway, which parcels were a mix of vacant and blighted commercial properties; and

WHEREAS, the parcels hereinbefore described, in the Project Area were blighted by abnormally high business vacancies, abnormally low lease rates, abandoned buildings, and an excessive number of vacant lots within an area developed for urban use and served by utilities as well as a concentration and excess of bars, liquor stores, or other businesses that catered exclusively to adults, leading to problems of public safety and welfare; and

WHEREAS, the immediate neighborhood to the Project Area to this day contains a concentration and excess of bars, liquor stores and other businesses catering to adults, which has led to continuing problems of public safety and welfare ; and

WHEREAS, the current Palmdale Sheriff Station is undersized and lacks necessary booking and custodial facilities, as well as state-of-the-art communications capabilities, and other necessary components of a fully operational Sheriff Station, resulting in recurring delays in law enforcement response time for the residents of the

CB: CRA 2004-007

City of Palmdale; and

WHEREAS, the Agency and City have for many years attempted to negotiate with the County of Los Angeles Sheriff Department for the development of new Sheriff Station capable of housing adequate law enforcement personnel and programs to meet the needs of the rapidly developing and growing City of Palmdale, but because of worsening budget constraints, the County has been desirous but unable to provide the necessary financing for such a Station; and

WHEREAS, pursuant to the California Community Redevelopment law (California Health and Safety Code Section 33000 *et seq.*, the Agency and the City Council of the City of Palmdale have held a joint public hearing on the Agreement, having duly published notice of such public hearing and having made copies of the proposed Agreement and other reports and documents (including the summary referred to in Section 33433) available for public inspection; and

WHEREAS, the Agency has duly considered all terms and condition of the proposed transaction, and believes that it is in the best interests of the Project Area and the City and the health, safety, morals, and welfare of its residents, and in accord with the public purposes and provisions of applicable State and local law and requirements;

NOW, THEREFORE BE IT RESOLVED by the Community Redevelopment Agency of the City of Palmdale as follows:

1. That the buildings, facilities, and infrastructure improvements for the Palmdale Sheriff Station set forth in the Agreement are of benefit to the Project Area and the immediate neighborhood in which the project is located, in that they will provide much needed law enforcement personnel and capabilities necessary for the protection of the Project Area and the City as a whole; and
2. That no other reasonable means of financing the buildings, facilities, structures, and other improvements, are available to the community, in that a worsening state and county budget crisis has prevented the development of the Palmdale Sheriff Station and without the implementation of the Agreement, the County has estimated no other station could be built in the foreseeable future; and
3. That the payment of funds for the acquisition of land and the cost of buildings, facilities, structures, and other infrastructure improvements has assisted and will continue to assist in the elimination of one or more blighting conditions inside the project area and the

immediate neighborhood, in that it will locate there much needed law enforcement resources, thereby increasing law enforcement presence and availability to more effectively and efficiently combat and reduce crime in the area, and is consistent with the implementation plan adopted pursuant to Health and Safety Code Section 33490.

4. The Agreement is approved in substantially the form presented at this meeting, or with such minor changes as may be approved by the Executive Director of the Agency.

5. The Agency Chair is hereby authorized to execute the Agreement on behalf of the Agency, in substantially the form presented at this meeting. The Executive Director are hereby authorized on behalf of the Agency to execute and sign all necessary documents, including, but not limited to a grant deed, necessary and appropriate to carry out and implement the Agreement, and to administer the Agency's obligations, responsibilities, and duties to be performed thereunder.

PASSED, APPROVED and ADOPTED this 24th day of March, 2004 by the following vote:

AYES: Mayor Ledford and Councilmembers Loa, Root, Hofbauer, and
Dispenza

NOES: None

ABSTAIN: None ABSENT: None

ATTEST:

Victoria L. Hancock
Victoria L. Hancock, CMC, Secretary

James C. Ledford, Jr.
James C. Ledford, Jr., Chairman

Approved as to form:

Agency Attorney
Agency Attorney

**CITY OF PALMDALE
COUNTY OF LOS ANGELES, CALIFORNIA
RESOLUTION NO. CC 2004-059**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALMDALE
APPROVING THE AGREEMENT BETWEEN THE CITY OF PALMDALE,
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE , AND
THE COUNTY OF LOS ANGELES FOR THE PLANNING AND DEVELOPMENT OF
THE PALMDALE SHERIFF'S STATION**

WHEREAS, the Community Redevelopment Agency of the City of Palmdale ("Agency") is engaged in activities necessary to carry out and implement the Redevelopment Plan for the Merged Redevelopment Project Area of the City of Palmdale ("Redevelopment Plan"); and

WHEREAS, in order to carry out and implement the Redevelopment Plan, the Agency and the City of Palmdale ("City") propose to enter into an Agreement between the City, the Agency, and the County of Los Angeles for the Planning and Development of the Palmdale Sheriff Station ("Agreement"), whereby the Agency will transfer Agency-owned land to the County of Los Angeles for the Palmdale Sheriff Station, and authorize expenditures of up to \$1.01 million for the construction of off-site infrastructure improvements for the Palmdale Sheriff Station; and

WHEREAS, the land proposed to be transferred as part of the Agreement is an approximately 11-acre parcel located at the southeast corner of Avenue Q and Sierra Highway, within the Merged Redevelopment Project Area of the City of Palmdale, and was purchased in 1997, as part of a series of related purchases of contiguous and adjacent parcels on both the west and east sides of Sierra Highway, which parcels were a mix of vacant and blighted commercial properties; and

WHEREAS, the parcels hereinbefore described, in the Project Area were blighted by abnormally high business vacancies, abnormally low lease rates, abandoned buildings, and an excessive number of vacant lots within an area developed for urban use and served by utilities as well as a concentration and excess of bars, liquor stores, or other businesses that catered exclusively to adults, leading to problems of public safety and welfare; and

WHEREAS, the immediate neighborhood to the Project Area to this day contains a concentration and excess of bars, liquor stores and other businesses catering to adults, which has led to continuing problems of public safety and welfare ; and

WHEREAS, the current Palmdale Sheriff Station is undersized and lacks necessary booking and custodial facilities, as well as state-of-the-art communications capabilities, and other necessary components of a fully operational Sheriff Station,

resulting in recurring delays in law enforcement response time for the residents of the City of Palmdale; and

WHEREAS, the Agency and City have for many years attempted to negotiate with the County of Los Angeles Sheriff Department for the development of new Sheriff Station capable of housing adequate law enforcement personnel and programs to meet the needs of the rapidly developing and growing City of Palmdale, but because of worsening budget constraints, the County has been desirous but unable to provide the necessary financing for such a Station; and

WHEREAS, pursuant to the California Community Redevelopment law (California Health and Safety Code Section 33000 *et seq.*, the Agency and the City Council of the City of Palmdale have held a joint public hearing on the Agreement, having duly published notice of such public hearing and having made copies of the proposed Agreement and other reports and documents (including the summary referred to in Section 33433) available for public inspection; and

WHEREAS, the Agency has duly considered all terms and condition of the proposed transaction, and believes that it is in the best interests of the Project Area and the City and the health, safety, morals, and welfare of its residents, and in accord with the public purposes and provisions of applicable State and local law and requirements;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Palmdale as follows:

1. That the buildings, facilities, and infrastructure improvements for the Palmdale Sheriff Station set forth in the Agreement are of benefit to the Project Area and the immediate neighborhood in which the project is located, in that they will provide much needed law enforcement personnel and capabilities necessary for the protection of the Project Area and the City as a whole; and

2. That no other reasonable means of financing the buildings, facilities, structures, and other improvements, are available to the community, in that a worsening state and county budget crisis has prevented the development of the Palmdale Sheriff Station and without the implementation of the Agreement, the County has estimated no other station could be built in the foreseeable future; and

3. That the payment of funds for the acquisition of land and the cost of buildings, facilities, structures, and other infrastructure improvements has assisted and will continue to assist in the elimination of one or more blighting conditions inside the project area and the immediate neighborhood, in that it will locate there much needed law enforcement resources, thereby increasing law enforcement presence and availability to more effectively and efficiently combat and reduce crime in the area, and

is consistent with the implementation plan adopted pursuant to Health and Safety Code Section 33490.

4. The Agreement is approved in substantially the form presented at this meeting, or with such minor changes as may be approved by the City Manager.

5. The Mayor is hereby authorized to execute the Agreement on behalf of the Agency, in substantially the form presented at this meeting. The City Manager is hereby authorized on behalf of the City to execute and sign all necessary documents, including, but not limited to a grant deed, necessary and appropriate to carry out and implement the Agreement, and to administer the City's obligations, responsibilities, and duties to be performed thereunder.

SECTION 2. The Mayor is authorized to execute the Agreement for the City in substantially the form presented at this Meeting.

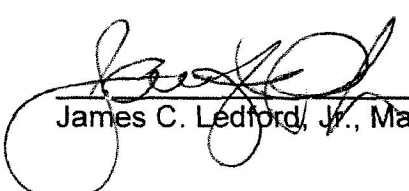
SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED and ADOPTED this 24th day of March, 2004, by the following vote:

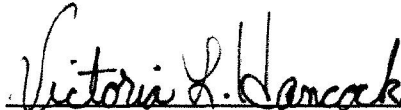
AYES: Mayor Ledford, Councilmembers Loa, Root, Hofbauer and Dispenza

NOES: None

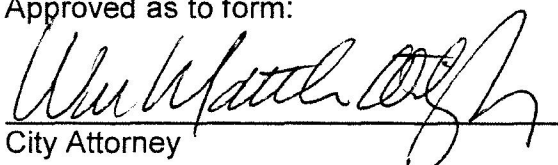
ABSENT: None ABSTAIN: None


James C. Ledford, Jr., Mayor

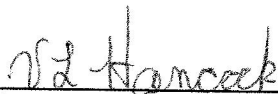
ATTEST:


Victoria L. Hancock, CMC, City Clerk

Approved as to form:


City Attorney

The Joint Public Hearing was opened, testimony was received, and the hearing was closed with no objections. A motion was made and carried unanimously to adopt Resolution Nos. CC 2004-059 and CRA 2004-007.


Victoria L. Hancock, CMC
City Clerk

DATE: March 24, 2004

SUBJECT: Joint Public Hearing and Adopt Joint City Council and Community Redevelopment Agency Resolutions CC 2004-059 and CRA 2004-007 for the purpose of 1) considering the approval of the Agreement between the City of Palmdale, the Community Redevelopment Agency of Palmdale and the County of Los Angeles for Planning and Development of the Palmdale Sheriff Station; 2) the transfer of CRA-owned land to the County of Los Angeles for the Palmdale Sheriff Station; and 3) authorize expenditures of up to \$1.01 million for the construction of off-site infrastructure improvements for the Palmdale Sheriff Station.

ISSUING DEPARTMENT: Public Works and Community Redevelopment Agency

SUMMARY

Issue:

Shall the City Council and the Community Redevelopment Agency hold a joint public hearing and adopt Joint Resolutions CC 2004-059 and CRA 2004-007 for the purpose of 1) considering the approval of the Agreement between the City of Palmdale, the Community Redevelopment Agency of Palmdale and the County of Los Angeles for Planning and Development of the Palmdale Sheriff Station; 2) the transfer of CRA-owned land to the County of Los Angeles for the Palmdale Sheriff Station; and 3) authorize expenditures of up to \$1.01 million for the construction of off-site infrastructure improvements for the Palmdale Sheriff Station?

Recommendation:

Staff recommends that the City Council and the Community Redevelopment Agency hold a joint public hearing and adopt Joint Resolutions CC 2004-059 and CRA 2004-007 for the purpose of 1) considering the approval of an agreement between the City of Palmdale, the Community Redevelopment Agency of Palmdale and the County of Los Angeles for planning and development of the Palmdale Sheriff Station; 2) the transfer of CRA-owned land to the County of Los Angeles for the Palmdale Sheriff Station; and 3) authorize expenditures of up to

\$1.01 million for the construction of off-site infrastructure improvements for the Palmdale Sheriff Station.

Fiscal Impact:

Funds for the construction of off-site infrastructure improvements are budgeted in Capital Improvement Account No. 450-4700-424525-5034, Sheriff Station Off-site Improvements, currently at \$1.01 million with the following funding breakdown:

Gas Tax	\$ 34,460
Prop C	\$813,520
Traffic Impact	\$187,920

BACKGROUND

In accordance with Section 33679 of the California Community Redevelopment Law, the City of Palmdale and the Community Redevelopment Agency (CRA), hereinafter referred to as the "Agency ", will hold a joint public hearing and adopt a joint resolution for the purpose of 1) considering the approval of an agreement between the Agency and the County of Los Angeles for planning and development of the Palmdale Sheriff Station; 2) the transfer of CRA-owned land to the County of Los Angeles for the Palmdale Sheriff Station; and 3) authorize expenditures of up to \$1.01 million for the construction of off-site infrastructure improvements for the Palmdale Sheriff Station.

The project is defined to include land transfer, certain off-site infrastructure improvements, on-site utility improvements, sheriff station design and construction of a building (approximately 47,000 sf), and the acquisition and installation of certain fixed equipment for the Palmdale Sheriff Station.

The off-site infrastructure improvements include street widening and right-turn pockets on Avenue Q and Sierra Highway; installation and relocation of street lights on Avenue Q and Sierra Highway; modification to an existing traffic signal system. Under the terms of the agreement, the City/Agency will provide at its cost, the off-site Infrastructure improvements for the Project. The Agency will also take all actions necessary to transfer ownership of the CRA-owned real property (11-acre vacant land) to the County, at no cost to the County, for the Project.

The Project is located at the southeast corner of Avenue Q and Sierra Highway (the "Site") within the Merged Redevelopment Project Area of the City of Palmdale (the "Project area"). The 11-acre vacant land was purchased by the CRA in April 1997 for approximately \$1.3 million.

The County is responsible for the costs to design and construct a building (approximately 47,000 square feet), including on-site utility improvements, such as gas, electrical, cable, on-site water, telephone, electronic communications, and telecommunications.

In order to adopt Joint Resolutions CC 2004-059 and CRA 2004-007 the Agency must find and determine the following:

- 1) That the improvements are of benefit to the project area or the immediate neighborhood in which the project is located;
- 2) That no other reasonable means of financing the site improvements, is available to the community;
- 3) That the payment of funds for the acquisition of land and improvements will assist the elimination of one or more blighting conditions inside the project area, and is consistent with the implementation plan adopted pursuant to Section 33490 of the California Community Redevelopment Law.

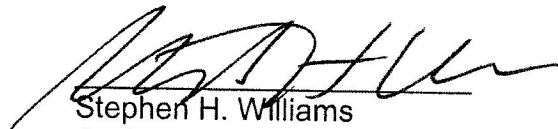
Staff recommends that the City Council and the Redevelopment Agency hold a public hearing and adopt the proposed joint resolutions.

Respectfully submitted by,



Danny R. Roberts
Assistant Executive Director/CRA

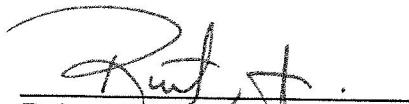
Reviewed by,



Stephen H. Williams
Assistant City Manager



Leon E. Swain
Director of Public Works



Robert W. Toone
City Manager/Executive Director



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

April 28, 2014

TO: CITY FISCAL OFFICERS
COUNTY AUDITORS

RE: Interagency Child Abuse and Neglect (ICAN) Investigation Reports
Claiming Instructions Number 2014-03R – Revised Forms

Forms for the Interagency Child Abuse and Neglect (ICAN) Investigation Reports program for fiscal years 1999-00 through 2012-13 have been revised and are now available online at the State Controller's Office's (SCO) website: http://www.sco.ca.gov/ard_mancost.html.

Due to the revision, here are two options to file the reimbursement claims:

1. If reimbursement claims are not yet submitted, please use the revised forms.
2. If reimbursement claims were already submitted using the old forms, claimants may resubmit using the revised forms. If claimants choose not to resubmit, the SCO will make the necessary corrections on the submitted reimbursement claims.

Costs incurred for compliance with this mandate are reimbursable for fiscal years **1999-00** through **2012-13** and must be filed with the SCO by **July 15, 2014**. Claims filed after July 15, 2014 are subject to a 10% late penalty without limitation. **Claims filed more than one year after the filing date will not be accepted.**

Please forward this notice to the person in your Business Office responsible for filing SB-90 claims. Questions regarding this program may be e-mailed to LRSDAR@sco.ca.gov or you may call the Local Reimbursements Section at (916) 324-5729.

Sincerely,

(Original Signed By)

JAY LAL, Manager
Local Reimbursements Section

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2014-03R
INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS
LOCAL AGENCIES
MARCH 17, 2014
REVISED APRIL 28, 2014

In accordance with Government Code (GC) sections 17560 and 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state-mandated cost programs. This document contains claiming instructions and forms that eligible claimants must use for filing claims for the Interagency Child Abuse and Neglect (ICAN) Investigation Reports program. The Parameters and Guidelines (P's & G's) are included as an integral part of the claiming instructions.

On December 19, 2007, the Commission on State Mandates (Commission) adopted a statement of decision finding that the test claim statute imposes a partially reimbursable state-mandated program upon local agencies within the meaning of Article XIII B, section 6 of the California Constitution and GC section 17514.

Exception

There will be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

Eligible Claimants

Any city or county, as defined in GC sections 17511 and 17515, that incurs increased costs as a result of this mandate is eligible to claim for reimbursement.

Reimbursement Claim Deadline

Initial reimbursement claims must be filed within 120 days from the issuance date of the claiming instructions. Costs incurred for compliance with this mandate are reimbursable for the period **1999-00** through **2012-13** and must be filed with the SCO by **July 15, 2014**. **Claims filed more than one year after the filing date will not be accepted.**

Penalty

- **Initial Claims**

When filed within one year of the initial filing deadline, claims are assessed a late penalty of 10% of the total amount of the initial claim without limitation pursuant to GC section 17561, subdivision (d)(3).

- **Annual Reimbursement Claim**

When filed within one year of the annual filing deadline, claims are assessed a late penalty of 10% of the claim amount; \$10,000 maximum penalty, pursuant to GC section 17568.

Minimum Claim Cost

GC section 17564, subdivision (a), provides that no claim may be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds one thousand dollars (**\$1,000**).

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating: “I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct,” and must further comply with the requirements of Code of Civil Procedure section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, these documents cannot be substituted for source documents.

Audit of Costs

All claims submitted to the SCO are subject to review to determine if costs are related to the mandate, are reasonable and not excessive, and if the claim was prepared in accordance with the SCO’s claiming instructions and the P’s & G’s adopted by the CSM. If any adjustments are made to a claim, the claimant will be notified of the amount adjusted, and the reason for the adjustment.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a claimant is subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit will commence to run from the date of initial payment of the claim.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be made available to the SCO on request.

Record Retention

All documentation to support actual costs claimed must be retained for a period of three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the Controller to initiate an audit will be from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and must be made available to the SCO on request.

Claim Submission

Submit a signed original Form FAM-27 and one copy with required documents. **Please sign the Form FAM-27 in blue ink and attach the copy to the top of the claim package.**

Mandated costs claiming instructions and forms are available online at the SCO's website: **www.sco.ca.gov/ard_mancost.html**

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816

If you have any questions, you may e-mail **LRS DAR@sco.ca.gov** or call the Local Reimbursements Section at (916) 324-5729.

PARAMETERS AND GUIDELINES

Penal Code Sections 11165.9, 11166, 11166.2, 11166.9¹, 11168 (formerly 11161.7), 11169, 11170, and 11174.34 (formerly 11166.9) as added or amended by Statutes 1977, Chapter 958; Statutes 1980, Chapter 1071; Statutes 1981, Chapter 435; Statutes 1982, Chapters 162 and 905; Statutes 1984, Chapters 1423 and 1613; Statutes 1985, Chapter 1598; Statutes 1986, Chapters 1289 and 1496; Statutes 1987, Chapters 82, 531, and 1459; Statutes 1988, Chapters 269, 1497, and 1580; Statutes 1989, Chapter 153; Statutes 1990, Chapters 650, 1330, 1363, and 1603; Statutes 1992, Chapters 163, 459, and 1338; Statutes 1993, Chapters 219 and 510; Statutes 1996, Chapters 1080 and 1081; Statutes 1997, Chapters 842, 843, and 844; Statutes 1999, Chapters 475 and 1012; and Statutes 2000, Chapter 916

California Code of Regulations, Title 11, Section 903 (Register 98, Number 29)

“Child Abuse Investigation Report” Form SS 8583 (Rev. 3/91)

Interagency Child Abuse and Neglect Investigation Reports
00-TC-22

Period of reimbursement begins July 1, 1999,
or later for specified activities added by subsequent statutes.

I. SUMMARY OF THE MANDATE

This program addresses statutory amendments to California’s mandatory child abuse reporting laws commonly referred to as ICAN. A child abuse reporting law was first added to the Penal Code in 1963, and initially required medical professionals to report suspected child abuse to local law enforcement or child welfare authorities. The law was regularly expanded to include more professions required to report suspected child abuse (now termed “mandated reporters”), and in 1980, California reenacted and amended the law, entitling it the “Child Abuse and Neglect Reporting Act,” or CANRA. As part of this program, the Department of Justice (DOJ) maintains a Child Abuse Centralized Index, which, since 1965, maintains reports of child abuse statewide. A number of changes to the law have occurred, particularly with a reenactment in 1980, and substantive amendments in 1997 and 2000.

The act, as amended, provides for reporting of suspected child abuse or neglect by certain individuals, identified by their profession as having frequent contact with children. The act provides rules and procedures for local agencies, including law enforcement, receiving such reports. The act provides for cross-reporting among law enforcement and other child protective agencies, and to licensing agencies and district attorneys’ offices. The act requires reporting to the DOJ when a report of suspected child abuse is “not unfounded.” The act requires an active investigation before a report can be forwarded to the DOJ. As of January 1, 2012, the act no longer requires law enforcement agencies to report to the DOJ, and now requires reporting only of “substantiated” reports by other agencies. The act imposes additional cross-reporting and recordkeeping duties in the event of a child’s death from abuse or neglect. The act requires agencies and the DOJ to keep records of investigations for a minimum of 10 years, and to notify

¹ Renumbered at Penal Code section 11174.34 (Stats. 2004, ch. 842 (SB 1313)).

suspected child abusers that they have been listed in the Child Abuse Central Index. The act imposes certain due process protections owed to persons listed in the index, and provides certain other situations in which a person would be notified of his or her listing in the index.

On December 19, 2007, the Commission on State Mandates (Commission) adopted a statement of decision finding that the test claim statutes impose a partially reimbursable state-mandated program upon local agencies within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514. The Commission approved this test claim for the reimbursable activities described in section IV., as they are performed by city and county police or sheriff's departments, county welfare departments, county probation departments designated by the county to receive mandated reports, district attorneys' offices, and county licensing agencies.

II. ELIGIBLE CLAIMANTS

Any city, county, and city and county that incurs increased costs as a result of this mandate is eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557(e) states that a test claim shall be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The County of Los Angeles filed the test claim on June 29, 2001, establishing eligibility for reimbursement for the 1999-2000 fiscal year. Therefore, costs incurred on or after July 1, 1999 are reimbursable under this test claim, for statutes in effect before July 1, 1999, or later periods as specified for statutes effective after July 1, 1999.

However, Penal Code section 11169 was amended in Statutes 2011, chapter 468 (AB 717), effective January 1, 2012, to repeal the mandate for law enforcement agencies to report to DOJ, and to require that all other affected departments in the local agencies report to DOJ only "substantiated" reports of suspected child abuse, and not "inconclusive" reports. Thus, law enforcement agencies are eligible for reimbursement for the costs of completing investigations of suspected child abuse in order to determine whether a report of suspected child abuse is unfounded, inconclusive, or substantiated, for the purpose of forwarding those reports to DOJ from July 1, 1999 until December 31, 2011, when the mandate was repealed. In addition, law enforcement agencies are eligible for reimbursement for the costs of notifying suspected abusers that they have been listed in the Child Abuse Central Index at the time that a report is submitted to DOJ from July 1, 1999 until December 31, 2011, when the mandate to forward reports to DOJ was repealed.

For all other affected departments in the local agencies, the reimbursement period for forwarding reports that are "inconclusive" to DOJ is from July 1, 1999 until December 31, 2011, due to a subsequent change in Penal Code section 11169 by Statutes 2011, chapter 468 (AB 717). On and after January 1, 2012, only forwarding reports to DOJ that are "substantiated" is reimbursable.

Reimbursement for state-mandated costs may be claimed as follows:

1. Actual costs for one fiscal year shall be included in each claim.
2. Pursuant to Government Code section 17561(d)(1)(A), all claims for reimbursement of initial fiscal year costs shall be submitted to the State Controller within 120 days of the issuance date for the claiming instructions.
3. Pursuant to Government Code section 17560(a), a local agency may, by February 15 following the fiscal year in which costs were incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.
4. If revised claiming instructions are issued by the Controller pursuant to Government Code section 17558(c), between November 15 and February 15, a local agency filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim. (Government Code section 17560(b).)
5. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed except as otherwise allowed by Government Code section 17564(a).
6. There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed.

Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

Claimants may use time studies to support salary and benefit costs when an activity is task-repetitive. Activities that require varying levels of effort are not appropriate for time studies. Claimants wishing to use time studies to support salary and benefit costs are required to comply with the State Controller's Time-Study Guidelines before a time study is conducted. Time study usage is subject to the review and audit conducted by the State Controller's Office.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant that incurs increased costs, the following activities are reimbursable:

A. One-Time Activities

1. Policies and Procedures

City and county police or sheriff's departments, county welfare departments, and county probation departments where designated by the county to receive mandated reports, may claim reimbursement for the increased costs to:

- a. Update Departmental policies and procedures necessary to comply with the reimbursable activities identified in IV B. (One-time costs only)
- b. Develop ICAN due process procedures reasonably necessary to comply with federal due process procedural protections under the 14th Amendment which need to be afforded suspects reported to the DOJ's Child Abuse Central Index [CACI]. (One-time costs only)

2. Training

City and county police or sheriff's departments, county welfare departments, and county probation departments where designated by the county to receive mandated reports, may claim reimbursement for the increased costs to:

Develop and implement training for ICAN staff to implement State Department of Justice (DOJ) ICAN requirements. Reimbursable specialized ICAN training costs include those incurred to compensate instructors for their time in participating in training sessions and to provide necessary facilities, training materials and audio visual presentations. (One time per employee whose job responsibilities involve ICAN mandated activities)

B. On-going Activities

1. Distributing the Suspected Child Abuse Report Form

City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:

- a. Distribute the child abuse reporting form adopted by DOJ (currently known as the "Suspected Child Abuse Report" Form SS 8572) to mandated reporters.²

2. Reporting Between Local Departments

- a. Accepting and Referring Initial Child Abuse Reports when a Department Lacks Jurisdiction:

City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:

Transfer a call electronically or immediately refer the case by telephone, fax, or electronic transmission, to an agency with proper jurisdiction, whenever the

² Penal Code section 11168, as added by Statutes 1980, chapter 1071 and amended by Statutes 2000, chapter 916.

department lacks subject matter or geographical jurisdiction over an incoming report of suspected child abuse or neglect.³

b. Cross-Reporting of Suspected Child Abuse or Neglect from County Welfare and Probation Departments to the Law Enforcement Agency with Jurisdiction and the District Attorney's Office:

1) County probation departments shall:

- i. Report by telephone immediately, or as soon as practically possible, to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department.
- ii. Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under Penal Code section 11166.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.⁴

2) County welfare departments shall:

- i. Report by telephone immediately, or as soon as practically possible, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse, as defined in Penal Code section 11165.6, except acts or omissions coming within subdivision (b) of section 11165.2, or reports made pursuant to section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare department.

Reimbursement is not required for making an initial report of child abuse and neglect from a county welfare department to the law enforcement

³ Penal Code sections 11165.9 (Stats. 2000, ch. 916, § 8 (AB 1241)).

⁴ Penal Code section 11166 (h) (As added by Stats. 1980, ch. 1071; amended by Stats. 1981, ch. 435; Stats. 1982, ch. 905; Stats. 1984, ch. 1423; Stats. 1986, ch. 1289; Stats. 1987, ch. 1459; Stats. 1988, chs. 269 and 1580; Stats. 1990, ch. 1603; Stats. 1992, ch. 459; Stats. 1993, ch. 510; Stats. 1996, chs. 1080 and 1081; and Stats. 2000, ch. 916 (AB 1241)). Renumbered at subdivision (i) by Statutes 2004, chapter 842 (SB 1313), and renumbered again at subdivision (j) by Statutes 2005, chapter 42 (AB 299).

agency having jurisdiction over the case, which was required under prior law to be made “without delay.”

- ii. Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency, including the law enforcement agency having jurisdiction over the case, to which it is required to make a telephone report under Penal Code section 11166.

As of January 1, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.⁵

c. Cross-Reporting of Suspected Child Abuse or Neglect from the Law Enforcement Agency to the County Welfare and Institutions Code Section 300 Agency, County Welfare, and the District Attorney’s Office:

City and county police or sheriff’s departments shall:

- 1) Report by telephone immediately, or as soon as practically possible, to the agency given responsibility for investigation of cases under Welfare and Institutions Code section 300 and to the district attorney’s office every known or suspected instance of child abuse reported to it, except acts or omissions coming within Penal Code section 11165.2(b), which shall be reported only to the county welfare department.⁶
- 2) Report to the county welfare department every known or suspected instance of child abuse reported to it which is alleged to have occurred as a result of the action of a person responsible for the child’s welfare, or as the result of the failure of a person responsible for the child’s welfare to adequately protect the minor from abuse when the person responsible for the child’s welfare knew or reasonably should have known that the minor was in danger of abuse.
- 3) Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under Penal Code section 11166.

⁵ Penal Code section 11166(h) (As added by Stats. 1980, ch. 1071; amended by Stats. 1981, ch. 435; Stats. 1982, ch. 905; Stats. 1984, ch. 1423; Stats. 1986, ch. 1289; Stats. 1987, ch. 1459; Stats. 1988, chs. 269 and 1580; Stats. 1990, ch. 1603; Stats. 1992, ch. 459; Stats. 1993, ch. 510; Stats. 1996, chs. 1080 and 1081; and Stats. 2000, ch. 916 (AB 1241)). Renumbered at subdivision (i) by Statutes 2004, chapter 842 (SB 1313), and renumbered again at subdivision (j) by Statutes 2005, chapter 42 (AB 299).

⁶ Penal Code section 11166(i) (As added by Stats. 1980, ch. 1071; amended by Stats. 1981, ch. 435; Stats. 1982, ch. 905; Stats. 1984, ch. 1423; Stats. 1986, ch. 1289; Stats. 1987, ch. 1459; Stats. 1988, chs. 269 and 1580; Stats. 1990, ch. 1603; Stats. 1992, ch. 459; Stats. 1993, ch. 510; Stats. 1996, chs. 1080 and 1081; and Stats. 2000, ch. 916 (AB 1241)). Renumbered at subdivision (j) by Statutes 2004, chapter 842 (SB 1313), and renumbered again at subdivision (k) by Statutes 2005, chapter 42 (AB 299).

As of January 1, 2006, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.⁷

d. Receipt of Cross-Reports by District Attorney's Office:

District attorneys' offices shall:

Receive reports of every known or suspected instance of child abuse reported to law enforcement, county probation or county welfare departments, except acts or omissions of general neglect coming within Penal Code section 11165.2(b).⁸

e. Reporting to Licensing Agencies:

City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:

- 1) Report by telephone immediately or as soon as practically possible to the appropriate licensing agency every known or suspected instance of child abuse or neglect when the instance of abuse or neglect occurs while the child is being cared for in a child day care facility, involves a child day care licensed staff person, or occurs while the child is under the supervision of a community care facility or involves a community care facility licensee or staff person.
- 2) Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under Penal Code section 11166.2. The agency shall send the licensing agency a copy of its investigation report and any other pertinent materials.

As of July 31, 2001, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours.⁹

f. Additional Cross-Reporting in Cases of Child Death:

- 1) City and county police or sheriff's departments shall:

Cross-report all cases of child death suspected to be related to child abuse or neglect to the county child welfare agency.¹⁰

⁷ *Ibid.*

⁸ Penal Code section 11166 (As added by Stats. 1980, ch. 1071; amended by Stats. 1981, ch. 435; Stats. 1982, ch. 905; Stats. 1984, ch. 1423; Stats. 1986, ch. 1289; Stats. 1987, ch. 1459; Stats. 1988, chs. 269 and 1580; Stats. 1990, ch. 1603; Stats. 1992, ch. 459; Stats. 1993, ch. 510; Stats. 1996, chs. 1080 and 1081; and Stats. 2000, ch. 916 (AB 1241)).

⁹ Penal Code section 11166.2 (Added by Stats. 1985, ch. 1598 § 4; amended by Stats. 1987, ch. 531 § 5; Stats. 1988, ch. 269 § 3; Stats. 1990, ch. 650 § 1 (AB 2423); Stats. 2000, ch. 916 § 18 (AB 1241)).

¹⁰ Penal Code section 11166.9 (Stats. 2000, ch. 916, § 23 (AB 1241)); Renumbered at Penal Code section 11174.34 (Stats. 2004, ch. 842 § 13 (SB 1313)).

- 2) County welfare departments shall:
 - i. Cross-report all cases of child death suspected to be related to child abuse or neglect to law enforcement.¹¹
 - ii. Create a record in the Child Welfare Services/Case Management System (CWS/CMS) on all cases of child death suspected to be related to child abuse or neglect.¹²
 - iii. Enter information into the CWS/CMS upon notification that the death was subsequently determined not to be related to child abuse or neglect.¹³

3. Reporting to the State Department of Justice

- a. **From July 1, 1999 to December 31, 2011**, city and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:¹⁴

- 1) Complete an investigation for purposes of preparing the report

Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated or inconclusive, as defined in Penal Code section 11165.12, for purposes of preparing and submitting the state "Child Abuse Investigation Report" Form SS 8583, or subsequent designated form, to the Department of Justice.¹⁵ Except as provided in paragraph below, this activity includes review of the initial Suspected Child Abuse Report (Form 8572), conducting initial interviews with parents, victims, suspects, or witnesses, where applicable, and making a report of the findings of those interviews, which may be reviewed by a supervisor.

¹¹ Penal Code section 11166.9 (Stats. 2000, ch. 916, § 23 (AB 1241)); Renumbered at Penal Code section 11174.34 (Stats. 2004, ch. 842 § 13 (SB 1313)).

¹² Penal Code section 11166.9 (Stats. 2000, ch. 916, § 23 (AB 1241)); Renumbered at Penal Code section 11174.34 (Stats. 2004, ch. 842 § 13 (SB 1313); Stats. 2010, ch. 618, § 10 (AB 2791)).

¹³ Penal Code section 11166.9 (Stats. 2000, ch. 916, § 23 (AB 1241)); Renumbered at Penal Code section 11174.34 (Stats. 2004, ch. 842 § 13 (SB 1313)).

¹⁴ Pursuant to amendments to Penal Code section 11169(b) enacted by Statutes 2011, chapter 468 (AB 717), the mandate to report to DOJ *for law enforcement agencies only* ends on January 1, 2012. In addition, the duty for all other affected agencies is modified to exclude an "inconclusive" report.

¹⁵ Penal Code section 11169(a) (Stats. 1997, ch. 842, § 5 (SB 644); Stats. 2000, ch. 916 (AB 1241); Stats. 2011, ch. 468, § 2 (AB 717)); Code of Regulations, Title 11, section 903; "Child Abuse Investigation Report" Form SS 8583.

Reimbursement is not required in the following circumstances:

- i. Investigative activities conducted by a mandated reporter to complete the Suspected Child Abuse Report (Form SS 8572) pursuant to Penal Code section 11166(a).
- ii. In the event that the mandated reporter is employed by the same child protective agency required to investigate and submit the “Child Abuse Investigation Report” Form SS 8583 or subsequent designated form to the Department of Justice, pursuant to Penal Code section 11169(a), reimbursement is not required if the investigation required to complete the Form SS 8572 is also sufficient to make the determination required under section 11169(a), and sufficient to complete the essential information items required on the Form SS 8583, pursuant to Code of Regulations, title 11, section 903 (Register 98, No. 29).
- iii. Investigative activities undertaken subsequent to the determination whether a report of suspected child abuse is substantiated, inconclusive, or unfounded, as defined in Penal Code section 11165.12, for purposes of preparing the Form SS 8583, including the collection of physical evidence, the referral to a child abuse investigator, and the conduct of follow-up interviews.

2) Forward reports to the Department of Justice

Prepare and submit to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse or severe neglect which is determined to be substantiated or inconclusive, as defined in Penal Code section 11165.12. Unfounded reports, as defined in Penal Code section 11165.12, shall not be filed with the Department of Justice. If a report has previously been filed which subsequently proves to be unfounded, the Department of Justice shall be notified in writing of that fact. The reports required by this section shall be in a form approved by the Department of Justice (currently form 8583) and may be sent by fax or electronic transmission.¹⁶

This activity includes costs of preparing and submitting an amended report to DOJ, when the submitting agency changes a prior finding of substantiated or inconclusive to a finding of unfounded or from inconclusive or unfounded to substantiated.

Reimbursement is not required for the costs of the investigation required to make the determination to file an amended report.

- b. **Beginning January 1, 2012**, county welfare departments, or county probation departments where designated by the county to receive mandated reports shall:

¹⁶ Penal Code section 11169(a) (Stats. 1997, ch. 842, § 5 (SB 644); Stats. 2000, ch. 916 (AB 1241); Stats. 2011, ch. 468, § 2 (AB 717)); Code of Regulations, Title 11, section 903; “Child Abuse Investigation Report” Form SS 8583.

1) Complete an investigation

Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated or inconclusive, as defined in Penal Code section 11165.12, for purposes of preparing and submitting the state “Child Abuse Investigation Report” Form SS 8583, or subsequent designated form, to the Department of Justice.¹⁷ Except as provided in paragraph below, this activity includes review of the initial Suspected Child Abuse Report (Form 8572), conducting initial interviews with parents, victims, suspects, or witnesses, where applicable, and making a report of the findings of those interviews, which may be reviewed by a supervisor.

Reimbursement is not required in the following circumstances:

- i. Investigative activities conducted by a mandated reporter to complete the Suspected Child Abuse Report (Form SS 8572) pursuant to Penal Code section 11166(a).
- ii. In the event that the mandated reporter is employed by the same child protective agency required to investigate and submit the “Child Abuse Investigation Report” Form SS 8583, or subsequent designated form, to the Department of Justice, pursuant to Penal Code section 11169(a), reimbursement is not required if the investigation required to complete the Form SS 8572 is also sufficient to make the determination required under section 11169(a), and sufficient to complete the essential information items required on the Form SS 8583, pursuant to Code of Regulations, title 11, section 903 (Register 98, No. 29).
- iii. Investigative activities undertaken subsequent to the determination whether a report of suspected child abuse is substantiated, inconclusive, or unfounded, as defined in Penal Code section 11165.12, for purposes of preparing the Form SS 8583.

2) Forward reports to the Department of Justice

Prepare and submit to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse or severe neglect which is determined to be substantiated, as defined in Penal Code section 11165.12. Unfounded or inconclusive reports, as defined in Penal Code section 11165.12, shall not be filed with the Department of Justice. If a report has previously been filed which subsequently proves to be unfounded, the Department of Justice shall be notified in writing of that fact. The reports required by this section shall be in a

¹⁷ Penal Code section 11169(a) (Stats. 1997, ch. 842, § 5 (SB 644); Stats. 2000, ch. 916, § 27 (AB 1241); Stats. 2011, ch. 468, § 2 (AB 717)); Code of Regulations, Title 11, section 903; “Child Abuse Investigation Report” Form SS 8583.

form approved by the Department of Justice and may be sent by fax or electronic transmission.¹⁸

This activity includes costs of preparing and submitting an amended report to DOJ, when the submitting agency changes a prior finding of substantiated to a finding of inconclusive or unfounded, or from inconclusive or unfounded to substantiated, or when other information is necessary to maintain accuracy of the CACI.

Reimbursement is not required for the costs of the investigation required to make the determination to file an amended report.

4. Notifications Following Reports to the Child Abuse Central Index

- a. City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:
 - 1) Notify in writing the known or suspected child abuser that he or she has been reported to the Child Abuse Central Index, in any form approved by the Department of Justice, at the time the "Child Abuse Investigation Report" is filed with the Department of Justice.¹⁹

This activity includes, where applicable, completion of the Notice of Child Abuse Central Index Listing form (SOC 832), or subsequent designated form.

For law enforcement agencies only, this activity is eligible for reimbursement from July 1, 1999 until December 31, 2011, pursuant to Penal Code section 11169(b), as amended by Statutes 2011, chapter 468 (AB 717), which ends the mandate to report to DOJ for law enforcement agencies.

- 2) Make relevant information available, when received from the Department of Justice, to the child custodian, guardian ad litem appointed under section 326, or counsel appointed under section 317 or 318 of the Welfare and Institutions Code, or the appropriate licensing agency, if he or she is treating or investigating a case of known or suspected child abuse or severe neglect.²⁰

¹⁸ Penal Code section 11169(a) (Stats. 1997, ch. 842, § 5 (SB 644); Stats. 2000, ch. 916, § 27 (AB 1241); Stats. 2011, ch. 468, § 2 (AB 717)); Code of Regulations, Title 11, section 903; "Child Abuse Investigation Report" Form SS 8583.

¹⁹ Penal Code section 11169(c) (Stats. 1997, ch. 842, § 5 (SB 644); Stats. 2000, ch. 916 (AB 1241)).

²⁰ Penal Code section 11170 (Added by Stats. 1980, ch. 1071 § 4; amended by Stats. 1981, ch. 435, § 5; Stats. 1982, ch. 162, § 3; Stats. 1984, ch. 1613, § 3; Stats. 1985, ch. 1598, § 8.5; Stats. 1986, ch. 1496, § 3; Stats. 1987, ch. 82, § 4; Stats. 1989, ch. 153, § 2; Stats. 1990, ch. 1330 § 2 (SB 2788); Stats. 1990, ch. 1363, § 15.7 (AB 3532); Stats. 1992, ch. 163, § 113 (AB 2641); Stats. 1992, ch. 1338, § 2 (SB 1184); Stats. 1993, ch. 219, § 221.1 (AB 1500); Stats. 1996, ch. 1081, § 5 (AB 3354); Stats. 1997, ch. 842, § 6 (SB 644); Stats. 1997, ch. 843, § 5 (AB 753); Stats. 1997, ch. 844, § 2.5 (AB 1065); Stats. 1999, ch. 475, § 8 (SB 654); Stats. 2000, ch. 916, 28 (AB 1241)).

- 3) Inform the mandated reporter of the results of the investigation and of any action the agency is taking with regard to the child or family, upon completion of the child abuse investigation or after there has been a final disposition in the matter.²¹
 - 4) Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect investigation reports contained in the index from the Department of Justice when investigating a home for the placement of dependent children. The notification shall include the name of the reporting agency and the date of the report.²²
- b. City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, county welfare departments, county licensing agencies, and district attorney offices shall:

Obtain the original investigative report from the agency that submitted the information to the CACI pursuant to Penal Code section 11169(a), and objectively review the report, when information regarding an individual suspected of child abuse or neglect, or an instance of suspected child abuse or neglect, is received from the CACI while performing existing duties pertaining to criminal investigation or prosecution, or licensing, or placement of a child.²³

Reimbursement for this activity does not include investigative activities conducted by the agency, either prior to or subsequent to receipt of the information that necessitates obtaining and reviewing the investigative report.

- c. City and county police or sheriff's departments, county probation departments, and county welfare departments shall:

Notify, in writing, the person listed in the Child Abuse Central Index that he or she is in the index, upon receipt of relevant information concerning child abuse or neglect reports contained in the index from the Department of Justice regarding placement with a responsible relative pursuant to Welfare and Institutions Code sections 281.5, 305, and 361.3. The notification shall include the location of the original investigative report and the submitting agency. The notification shall be

²¹ Penal Code section 11170(b) (Added by Stats. 1980, ch. 1071 § 4; amended by Stats. 1981, ch. 435, § 5; Stats. 1982, ch. 162, § 3; Stats. 1984, ch. 1613, § 3; Stats. 1985, ch. 1598, § 8.5; Stats. 1986, ch. 1496, § 3; Stats. 1987, ch. 82, § 4; Stats. 1989, ch. 153, § 2; Stats. 1990, ch. 1330 § 2 (SB 2788); Stats. 1990, ch. 1363, § 15.7 (AB 3532); Stats. 1992, ch. 163, § 113 (AB 2641); Stats. 1992, ch. 1338, § 2 (SB 1184); Stats. 1993, ch. 219, § 221.1 (AB 1500); Stats. 1996, ch. 1081, § 5 (AB 3354); Stats. 1997, ch. 842, § 6 (SB 644); Stats. 1997, ch. 843, § 5 (AB 753); Stats. 1997, ch. 844, § 2.5 (AB 1065); Stats. 1999, ch. 475, § 8 (SB 654); Stats. 2000, ch. 916, 28 (AB 1241)).

²² *Ibid.*

²³ Penal Code section 11170(b)(6) (Stats. 2000, ch. 916 (AB 1241)); now subdivision (b)(10), as amended by Statutes 2012, chapter 848 (AB 1707).

submitted to the person listed at the same time that all other parties are notified of the information, and no later than the actual judicial proceeding that determines placement.²⁴

5. Record Retention

- a. City and county police or sheriff's departments, and county probation departments if designated by the county to receive mandated reports shall:

Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of eight years (a higher level of service above the two-year record retention requirement pursuant to Gov. Code §§ 26202 (cities) and 34090 (counties).) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years.²⁵

This activity includes retaining copies of the Suspected Child Abuse Report form SS 8572, received from a mandated reporter, and the Child Abuse Summary Report form SS 8583, with the original investigative report.

Reimbursement is not required for the first two years of record retention required under prior law, but only for the eight years following.

- b. County welfare departments shall:

Retain child abuse or neglect investigative reports that result in a report filed with the Department of Justice for a minimum of seven years (a higher level of service above the three-year record retention requirement pursuant to Welf. & Inst. Code, § 10851.) If a subsequent report on the same suspected child abuser is received within the first 10-year period, the report shall be maintained for an additional 10 years.²⁶

This activity includes retaining copies of the Suspected Child Abuse Report form SS 8572, received from a mandated reporter, and the Child Abuse Summary Report form SS 8583, with the original investigative report.

Reimbursement is not required for the first three years of record retention required under prior law, but only for the seven years following.

²⁴ Penal Code section 11170(c) (Added by Stats. 1980, ch. 1071 § 4; amended by Stats. 1981, ch. 435, § 5; Stats. 1982, ch. 162, § 3; Stats. 1984, ch. 1613, § 3; Stats. 1985, ch. 1598, § 8.5; Stats. 1986, ch. 1496, § 3; Stats. 1987, ch. 82, § 4; Stats. 1989, ch. 153, § 2; Stats. 1990, ch. 1330 § 2 (SB 2788); Stats. 1990, ch. 1363, § 15.7 (AB 3532); Stats. 1992, ch. 163, § 113 (AB 2641); Stats. 1992, ch. 1338, § 2 (SB 1184); Stats. 1993, ch. 219, § 221.1 (AB 1500); Stats. 1996, ch. 1081, § 5 (AB 3354); Stats. 1997, ch. 842, § 6 (SB 644); Stats. 1997, ch. 843, § 5 (AB 753); Stats. 1997, ch. 844, § 2.5 (AB 1065); Stats. 1999, ch. 475, § 8 (SB 654); Stats. 2000, ch. 916, 28 (AB 1241)).

²⁵ (Penal Code section 11169(h) (Stats. 1997, ch. 842 (SB 644); Stats. 2000, ch. 916 (AB 1241); Stats. 2001, ch. 133 (AB 102); Stats. 2004, ch. 842 (SB 1313); Stats. 2011, ch. 468 (AB 717)).

²⁶ (Penal Code section 11169(h) (Stats. 1997, ch. 842 (SB 644); Stats. 2000, ch. 916 (AB 1241)).

6. Due Process Procedures Offered to Person Listed in CACI

City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:

Provide due process reasonably necessary to comply with federal due process procedural protections under the 14th Amendment that must be afforded to individuals reported to the DOJ's Child Abuse Central Index. This activity includes a hearing before the agency that submitted the individual's name to CACI. This activity includes any due process procedures available to persons listed in the CACI prior to the enactment of Statutes 2011, chapter 468.

Reimbursement is not required for a hearing meeting the requirements of due process if a court of competent jurisdiction has determined that child abuse has occurred, or while the allegation is pending before a court.²⁷

V. CLAIM PREPARATION AND SUBMISSION

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent

²⁷ (Penal Code section 11169(h) (Stats. 1997, ch. 842 (SB 644); Stats. 2000, ch. 916 (AB 1241); Stats. 2011, ch. 468 (AB 717)); *Humphries v. County of Los Angeles* (9th Cir. 2009) 554 F.3d 1170; *San Diego Unified School District v. Commission on State Mandates* (2004) 33 Cal.4th 859.

on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

4. Fixed Assets

Report the purchase price paid for fixed assets (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element A.1., Salaries and Benefits, for each applicable reimbursable activity.

B. Indirect Cost Rates

Indirect costs are costs that are incurred for a common or joint purpose, benefiting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both: (1) overhead costs of the unit performing the mandate; and (2) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in 2 CFR Part 225 (Office of Management and Budget (OMB) Circular A-87). Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds 10%.

If the claimant chooses to prepare an ICRP, both the direct costs (as defined and described in 2 CFR Part 225, Appendix A and B (OMB Circular A-87 Attachments A and B) and the indirect costs shall exclude capital expenditures and unallowable costs (as defined and described in 2 CFR Part 225, Appendix A and B (OMB Circular A-87 Attachments A and B)). However, unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable. The distribution base may be: (1) total direct costs (excluding capital expenditures and other distorting items, such as pass-through funds, major subcontracts, etc.); (2) direct salaries and wages; or (3) another base which results in an equitable distribution.

In calculating an ICRP, the claimant shall have the choice of one of the following methodologies:

1. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by: (1) classifying a department's total costs for the base period as either direct or indirect; and (2) dividing the total

allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate which is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount of allowable indirect costs bears to the base selected; or

2. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by: (1) separating a department into groups, such as divisions or sections, and then classifying the division's or section's total costs for the base period as either direct or indirect; and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate that is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount of allowable indirect costs bears to the base selected.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5(a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter²⁸ is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV., must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Any offsetting revenue the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate from any source, including but not limited to, service fees collected, federal funds, and other state funds, shall be identified and deducted from this claim.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558(b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than 90 days after receiving the adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The claiming instructions shall be derived from the test claim decision and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561(d)(1), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

²⁸ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557(d), and California Code of Regulations, title 2, section 1183.2.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The statements of decision adopted for the test claim and parameters and guidelines are legally binding on all parties and provide the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record. The administrative record is on file with the Commission.

INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM FOR PAYMENT			For State Controller Use Only (19) Program Number 00358 (20) Date Filed (21) LRS Input	PROGRAM 358
(01) Claimant Identification Number			Reimbursement Claim Data	
(02) Claimant Name			(22) FORM 1, (04) A. 1. (g)	
County of Location			(23) FORM 1, (04) A. 2. (g)	
Street Address or P.O. Box		Suite	(24) FORM 1, (04) B. 1. (g)	
City	State	Zip Code	(25) FORM 1, (04.1) (g)	
	(03) (04) (05)	Type of Claim	(26) FORM 1, (04) B. 2. f. 1) (g)	
		(09) Reimbursement <input type="checkbox"/>	(27) FORM 1, (04.2) (g)	
		(10) Combined <input type="checkbox"/>	(28) FORM 1, (04) B. 3. a. (g)	
		(11) Amended <input type="checkbox"/>	(29) FORM 1, (04) B. 3. b. (g)	
Fiscal Year of Cost		(06)	(12)	(30) FORM 1, (04) B. 4. (g)
Total Claimed Amount		(07)	(13)	(31) FORM 1, (04) B. 5. (g)
Less: 10% Late Penalty (refer to attached Instructions)			(14)	(32) FORM 1, (04) B. 6. (g)
Less: Prior Claim Payment Received			(15)	(33) FORM 1, (06)
Net Claimed Amount			(16)	(34) FORM 1, (07)
Due from State	(08)	(17)	(35) FORM 1, (09)	
Due to State		(18)	(36) FORM 1, (10)	
(37) CERTIFICATION OF CLAIM In accordance with the provisions of Government Code Sections 17560 and 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code. I further certify that there was no application other than from the claimant, nor any grants or payments received for reimbursement of costs claimed herein and claimed costs are for a new program or increased level of services of an existing program. All offsetting revenues and reimbursements set forth in the parameters and guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant. The amount for this reimbursement is hereby claimed from the State for payment of actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Signature of Authorized Officer _____ _____ Type or Print Name and Title of Authorized Signatory </div> <div style="width: 45%;"> Date Signed _____ Telephone Number _____ E-Mail Address _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> (38) Name of Agency Contact Person for Claim _____ Name of Consulting Firm/Claim Preparer _____ </div> <div style="width: 45%;"> Telephone Number _____ E-mail Address _____ Telephone Number _____ E-mail Address _____ </div> </div>				

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM FOR PAYMENT INSTRUCTIONS	FORM FAM-27
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- (01) Enter the claimant identification number assigned by the State Controller's Office.
- (02) Enter claimant official name, county of location, street or postal office box address, city, State, and zip code.
- (03) to (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) Not applicable
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate Form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim as shown on Form 1 line (11). The total claimed amount must exceed \$1,000; minimum claim must be \$1,001.
- (14) Initial claims must be filed as specified in the claiming instructions. Annual reimbursement claims must be filed by **February 15**, or otherwise specified in the claiming instructions, following the fiscal year in which costs were incurred. Claims filed after the specified date must be reduced by a late penalty. Enter zero if the claim was filed on time. Otherwise, enter the penalty amount as a result of the calculation formula as follows:
- Late Initial Claims: Form FAM-27 line (13) multiplied by 10%, without limitation; or
 - Late Annual Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, late penalty not to exceed \$10,000.
- (15) Enter the amount of payment, if any, received for the claim. If no payment was received, enter zero.
- (16) Enter the net claimed amount by subtracting the sum of lines (14) and (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., Form 1, (04) A.1.(g), means the information is located on Form 1, line (04) A.1., column (g). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 35.19% should be shown as 35. **Completion of this data block will expedite the process.**
- (37) Read the statement of Certification of Claim. The claim must be dated, signed by the agency's authorized officer, and must type or print name, title, date signed, telephone number, and e-mail address. **Claims cannot be paid unless accompanied by an original signed certification. (Please sign the Form FAM-27 in blue ink and attach the copy to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the agency contact person for the claim. If the claim was prepared by a consultant, type or print the name of the consulting firm, the claim preparer, telephone number, and e-mail address.

SUBMIT A SIGNED ORIGINAL FORM FAM-27 AND ONE COPY WITH ALL OTHER FORMS TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 700
 Sacramento, CA 95816**

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY	FORM 1
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(01) Claimant	(02) Fiscal Year 20____/20____														
(03) Department															
Direct Costs	Object Accounts														
(04) Reimbursable Activities	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">(a)</td> <td style="width: 12.5%; text-align: center;">(b)</td> <td style="width: 12.5%; text-align: center;">(c)</td> <td style="width: 12.5%; text-align: center;">(d)</td> <td style="width: 12.5%; text-align: center;">(e)</td> <td style="width: 12.5%; text-align: center;">(f)</td> <td style="width: 12.5%; text-align: center;">(g)</td> </tr> <tr> <td style="text-align: center;">Salaries</td> <td style="text-align: center;">Benefits</td> <td style="text-align: center;">Materials and Supplies</td> <td style="text-align: center;">Contract Services</td> <td style="text-align: center;">Fixed Assets</td> <td style="text-align: center;">Travel</td> <td style="text-align: center;">Total</td> </tr> </table>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	Salaries	Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel	Total
(a)	(b)	(c)	(d)	(e)	(f)	(g)									
Salaries	Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel	Total									
A. One-Time Activities															
1. Update departmental policies & procedures and develop ICAN due process procedures to comply with federal procedural protections under the 14 th Amendment.															
2. Develop training to implement Department of Justice (DOJ) ICAN requirements.															
B. Ongoing Activities															
1. Distribute the Suspected Child Abuse Report Form (SS8572) to mandated reporters.															
2. Reporting Between Local Departments															
a. Accept and refer initial child abuse reports when a department lacks jurisdiction.															
b. Cross-reporting from County Welfare and Probation Departments to Law Enforcement Agency and District Attorney's Office (DA).															
c. Cross-reporting from Law Enforcement Agency to the County Welfare and Institutions Code Section 300 Agency, County Welfare and the DA's office.															
d. Receipt of cross-reports by DA's office.															
e. Report by phone and send a written report to licensing agencies.															
(04.1) Subtotal B. 2. (a. through e.)															
f. Additional cross-reporting in cases of child death.															
1) City and county police or sheriff's department cross-report all cases of child death to county child welfare agency.															
2) County welfare department															
i. Cross-report all cases of child death to law enforcement.															
ii. Create a record in the Child Welfare Services/Case Management System (CWS/CMS).															
iii. Enter information in CWS/CMS if child death is not related to child abuse or neglect.															
(04.2) Subtotal B. 2. f. 2) (i. through iii.)															

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY	FORM 1
(01) Claimant		(02) Fiscal Year 20____/20____
(03) Department		
Direct Costs	Object Accounts	
	(a)	(b)
	(c)	(d)
	(e)	(f)
	(g)	
(04) Reimbursable Activities <i>(Continued)</i>	Salaries	Benefits
	Materials and Supplies	Contract Services
	Fixed Assets	Travel
	Total	
B. Ongoing Activities <i>(Continued)</i>		
3. Reporting to DOJ – see <i>Claim Summary Instructions, Item (4)</i> , for eligible claimants and period of reimbursements		
a. Complete an investigation for purposes of preparing a report.		
b. Prepare, submit, and/or amend report of every investigated case which is determined to be substantiated.		
4. Notify suspected child abuser that he or she has been reported to the Child Abuse Central Index (CACI) – see <i>Claim Summary Instructions, Item (4) 3.a.</i> for period of reimbursements of law enforcement agencies		
5. After required retention period, record retention is reimbursable for eight years for City and County Police or Sheriff's Dept. and County Probation Dept. and seven years for County Welfare Dept.		
6. Provide due process procedures to persons reported to the DOJ CACI.		
(05) Total Direct Cost – see <i>Claim Summary Instructions, Item (05)</i> , for additional instructions		
Indirect Costs		
(06) Indirect Cost Rate	[From ICRP or 10%]	%
(07) Total Indirect Costs	[Refer to Claim Summary Instructions]	
(08) Total Direct and Indirect Costs	[Line (05)(g) + line (07)]	
Cost Reduction		
(09) Less: Offsetting Revenues		
(10) Less: Other Reimbursements		
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]	

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY INSTRUCTIONS	FORM 1
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) If more than one department has incurred costs for this mandate, give the name of each department. A separate Form 1 should be completed for each department.
- (04) For each reimbursable activity, enter the totals from Form 2, line (05), columns (d) through (i), to Form 1, block (04), columns (a) through (f), in the appropriate row. Total each row.

Eligible Claimants and Period of Reimbursements:

3.a. From July 1, 1999 to December 31, 2011 – City & County Police or Sheriff's Department, County Probation & Welfare Departments submit Child Abuse Investigation Report Form (SS8572) to DOJ.

3.b. Beginning January 1, 2012 – County Welfare & Probation Departments submit Form SS8583 to DOJ.

Note: For activities (04) B. 3. a & b and (04) B. 6, please see the Parameter's and Guidelines for non-reimbursable activities.

- (04.1) Enter the sum of lines B. 2. a. through B. 2. e. columns (a) through (g).
- (04.2) Enter the sum of lines B. 2. f. 2) i. through B. 2. f. 2) iii. columns (a) through (g).
- (05) Total columns (a) through (g), do **NOT** include line (04.1), columns (a) through (g) and line (04.2), columns (a) through (g).
- (06) Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits, without preparing an Indirect Cost Rate Proposal (ICRP). If an indirect cost rate of greater than 10% is used, include the ICRP with the claim.
- (07) Local agencies have the option of using the flat rate of 10% of direct labor costs or using a department's ICRP in accordance with the Office of Management and Budget OMB Circular A-87 (Title 2 CFR Part 225). If the flat rate is used for indirect costs, multiply Total Salaries, line (05)(a), by 10%. If an ICRP is submitted, multiply applicable costs used in the distribution base for the computation of the indirect cost rate, by the Indirect Cost Rate, line (06). If more than one department is reporting costs, each must have its own ICRP for the program.
- (08) Enter the sum of Total Direct Costs, line (05) (g), and Total Indirect Costs, line (07).
- (09) If applicable, enter any revenue received by the claimant for this mandate from any state or federal source.
- (10) If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Revenues, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to Form FAM-27, line (13) for the Reimbursement Claim.

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS ACTIVITY COST DETAIL	FORM 2
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(01) Claimant	(02) Fiscal Year 20____/20____
---------------	-----------------------------------

(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

A. One-time Activities

- | | |
|---|--|
| <input type="checkbox"/> 1. Update departmental policies & procedures and develop ICAN due process procedures to comply with federal procedural protections under the 14 th Amendment. | <input type="checkbox"/> 2. Develop training to implement Department of Justice (DOJ) ICAN requirements. |
|---|--|

B. Ongoing Activities

- | | |
|---|---|
| <input type="checkbox"/> 1. Distribute the Suspected Child Abuse Report Form (SS8572) to mandated reporters. | f. Additional cross-reporting in cases of child death. |
| 2. Reporting Between Local Departments | 2) County welfare department: |
| <input type="checkbox"/> a. Accept and refer initial child abuse reports when a department lacks jurisdiction. | <input type="checkbox"/> i. Cross-report all cases of child death to law enforcement. |
| <input type="checkbox"/> b. Cross-reporting from County Welfare and Probation Departments to Law Enforcement Agency and District Attorney's Office (DA). | <input type="checkbox"/> ii. Create a record in the Child Welfare Services/Case Management System (CWS/CMS). |
| <input type="checkbox"/> c. Cross-reporting from Law Enforcement Agency to the County Welfare and Institutions Code Section 300 Agency, County Welfare and the DA's office. | <input type="checkbox"/> iii. Enter information in CWS/CMS if child death not related to child abuse or neglect. |
| <input type="checkbox"/> d. Receipt of cross-reports by the DA's Office. | 3. Reporting to DOJ |
| <input type="checkbox"/> e. Report by phone and send a written report to licensing agencies. | <input type="checkbox"/> a. Complete an investigation for purposes of preparing a report. |
| f. Additional cross-reporting in cases of child death. | <input type="checkbox"/> b. Prepare, submit, and/or amend report of every investigated case which is determined to be substantiated. |
| <input type="checkbox"/> 1) City and county police or sheriff's department cross-report all cases of child death to county child welfare agency. | <input type="checkbox"/> 4. Notify suspected child abuser that he or she has been reported to the Child Abuse Central Index (CACI). |
| | <input type="checkbox"/> 5. After required retention period, record retention is reimbursable for eight years for City and County Police or Sheriff's Dept. and County Probation Dept. and seven years for County Welfare Dept. |
| | <input type="checkbox"/> 6. Provide due process procedures to persons reported to the DOJ CACI. |

(04) Description of Expenses	Object Accounts							
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS ACTIVITY COST DETAIL	FORM 2
------------------------------	--	-------------------------

(01) Claimant	(02) Fiscal Year 20____/20____
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(04) Description of Expenses <i>(Continued)</i>	Object Accounts							
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel
(05) Total <input type="text"/> Subtotal <input type="text"/> Page: ____ of ____								

PROGRAM 358	INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs were incurred.
- (03) Check the box which indicates the activity being claimed. Check only one box per form. A separate Form 2 must be prepared for each applicable activity.
- (04) The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box checked in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, and travel expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents must be made available to the SCO on request.

Object/ Sub object Accounts	Columns									Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked						
Benefits	Activities Performed	Benefit Rate			Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used			Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service				Cost = Hourly Rate x Hours Worked			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage					Cost = Unit Cost x Usage		
Travel	Name of Employee Purpose of Travel	Hourly Rate	Travel Time						Cost = Hourly Rate x Travel Time + Travel Expenses	

- (05) Total line (04), columns (d) through (i) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (05), columns (d) through (i) to Form 1, block (04), columns (a) through (f) in the appropriate row.

CITY OF PALMDALE

Audit Report

INTERAGENCY CHILD ABUSE AND NEGLECT INVESTIGATION REPORTS PROGRAM

Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168
(formerly 11161.7), 11169, 11170, and 11174.34 (formerly
11166.9) as added and/or amended by various legislations

July 1, 1999, through June 30, 2013



BETTY T. YEE
California State Controller

May 2016



BETTY T. YEE
California State Controller

May 19, 2016

The Honorable James C. Ledford, Jr., Mayor
City of Palmdale
38300 Sierra Highway, Suite A
Palmdale, CA 93550

Dear Mayor Ledford:

The State Controller's Office audited the costs claimed by the City of Palmdale for the legislatively mandated Interagency Child Abuse and Neglect Investigation Reports Program (Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168 [formerly 11161.7], 11169, 11170, and 11174.34 [formerly 11166.9] as added and/or amended by various legislations) for the period of July 1, 1999, through June 30, 2013.

The city claimed \$5,600,497 for the mandated program. Our audit found that \$2,961,652 is allowable and \$2,638,845 is unallowable. The costs are unallowable primarily because the city overstated the number of suspected child abuse reports (SCARs) investigated, overstated time increments for each fiscal year, and claimed ineligible indirect costs. The State made no payments to the city. The State will pay allowable costs claimed that exceed the amount paid, totaling \$2,961,652, contingent upon available appropriations.

This final audit report contains an adjustment to costs previously claimed by the city. If you disagree with the audit finding(s), you may file an Incorrect Reduction Claim (IRC) with the Commission on the State Mandates (Commission). Pursuant to Section 1185, subdivision (c), of the Commission's regulations (*California Code of Regulations*, Title 3), an IRC challenging this adjustment must be filed with the Commission no later than three years following the date of this report, regardless of whether this report is subsequently supplemented, superseded, or otherwise amended. You may obtain IRC information on the Commission's website at www.csm.ca.gov/forms/IRCFrm.pdf.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, by telephone at (916) 323-5849.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

JVB/rg

cc: Karen Johnston, CPA, Finance Manager/City Treasurer
City of Palmdale
Mary Halterman, Principal Program Budget Analyst
Local Government Unit, Department of Finance
Danielle Brandon, Staff Finance Budget Analyst
Local Government Unit, Department of Finance
Jay Lal, Manager
Division of Accounting and Reporting
State Controller's Office

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Audit Report

Summary

The State Controller's Office (SCO) audited the costs claimed by the City of Palmdale for the legislatively mandated Interagency Child Abuse and Neglect (ICAN) Investigation Reports Program (Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168 [formerly 11161.7], 11169, 11170, and 11174.34 [formerly 11166.9] as added and/or amended by various legislations) for the period of July 1, 1999, through June 30, 2013.

The city claimed \$5,600,497 for the mandated program. Our audit found that \$2,961,652 is allowable and \$2,638,845 is unallowable. The costs are unallowable primarily because the city overstated the number of suspected child abuse reports (SCARs) investigated, overstated time increments for each fiscal year, and claimed ineligible indirect costs. The State made no payments to the city. The State will pay allowable costs claimed that exceed the amount paid, totaling \$2,961,652, contingent upon available appropriations.

Background

Various statutory provisions, Title 11, *California Code of Regulations* Section 903, and the Child Abuse Investigation Report (Form SS 8583) require cities and counties to perform specific duties for reporting child abuse to the state, as well as record-keeping and notification activities that were not required by prior law, thus mandating a new program or higher level of service.

Penal Code sections 11165.9, 11166, 11166.2, 11166.9, 11168 (formerly 11161.7), 11169, 11170, and 11174.34 (formerly 11166.9) were added and/or amended by:

- Statutes of 1977, Chapter 958
- Statutes of 1980, Chapter 1071
- Statutes of 1981, Chapter 435
- Statutes of 1982, Chapters 162 and 905
- Statutes of 1984, Chapters 1423 and 1613
- Statutes of 1985, Chapter 1598
- Statutes of 1986, Chapters 1289 and 1496
- Statutes of 1987, Chapters 82, 531, and 1459
- Statutes of 1988, Chapters 269, 1497, and 1580
- Statutes of 1989, Chapter 153
- Statutes of 1990, Chapters 650, 1330, 1363, and 1603
- Statutes of 1992, Chapters 163, 459, and 1338
- Statutes of 1993, Chapters 219 and 510
- Statutes of 1996, Chapters 1080 and 1081
- Statutes of 1997, Chapters 842, 843, and 844
- Statutes of 1999, Chapters 475 and 1012
- Statutes of 2000, Chapter 916

This program addresses statutory amendments to California's mandatory child abuse reporting laws commonly referred to as ICAN. A child abuse reporting law was first added to the Penal Code in 1963, and initially required medical professionals to report suspected child abuse to local law

enforcement or child welfare authorities. The law was regularly expanded to include more professions required to report suspected child abuse (now termed "mandated reporters"), and in 1980, California reenacted and amended the law, entitling it the "Child Abuse and Neglect Reporting Act," (CANRA). As part of this program, the California Department of Justice (DOJ) maintains a Child Abuse Centralized Index (CACI), which, since 1965, maintains reports of child abuse statewide. A number of changes to the law have occurred, particularly with a reenactment in 1980, and substantive amendments in 1997 and 2000.

The act, as amended, provides for reporting by certain individuals of suspected child abuse or neglect; these individuals are identified by their profession as having frequent contact with children. The act provides rules and procedures for local agencies, including law enforcement, receiving such reports. The act provides for cross-reporting among law enforcement and other child protective agencies, and to licensing agencies and district attorneys' offices. The act requires reporting to the DOJ when a report of suspected child abuse is "not unfounded." The act requires an active investigation before a report can be forwarded to the DOJ. As of January 1, 2012, the act no longer requires law enforcement agencies to report to the DOJ, and now requires reporting only of "substantiated" reports by other agencies. The act imposes additional cross-reporting and recordkeeping duties in the event of a child's death from abuse or neglect. The act requires agencies and the DOJ to keep records of investigations for a minimum of ten years, and to notify suspected child abusers that they have been listed in the CACI. The act imposes certain due process protections owed to persons listed in the index, and provides certain other situations in which a person would be notified of his or her listing in the index.

On December 19, 2007, the Commission on State Mandates (Commission) adopted a statement of decision finding that the test claim statutes impose a partially reimbursable state-mandated program upon local agencies within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514. The Commission approved the test claim for the reimbursable activities described in program's parameters and guidelines, section IV, performed by city and county police or sheriff's departments, county welfare departments, county probation departments designated by the county to receive mandated reports, district attorneys' offices, and county licensing agencies. The Commission outlined reimbursable activities relating to the following categories:

- Distributing the suspected child abuse report form;
- Reporting between local departments;
- Reporting to the DOJ;
- Providing notifications following reports to the CACI;
- Retaining records; and
- Complying with due process procedures offered to person listed in CACI.

The program's parameters and guidelines establish the State mandate and define the reimbursement criteria. The Commission adopted the parameters and guidelines on December 6, 2013. In compliance with Government Code section 17558, the SCO issues claiming instructions to assist local agencies in claiming mandated program reimbursable costs.

Objectives, Scope, and Methodology

We conducted this performance audit to determine whether costs claimed represent increased costs resulting from the ICAN Investigation Reports Program for the period of July 1, 1999, through June 30, 2013.

The legal authority to conduct this audit is provided by Government Code sections 12410, 17558.5, and 17561. We did not audit the city's financial statements. We conducted this audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We limited our review of the city's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures. Our audit scope did not assess the efficiency or effectiveness of program operations. We did not audit the city's financial statements.

The objectives of our audit were to determine whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

To achieve our audit objectives, we performed the following procedures:

- Reviewed claims to identify the material cost components of each claim, any errors, and any unusual or unexpected variances from year-to-year.
- Completed an internal control questionnaire and performed a walk-through of the claim preparation process to determine what information was used, who obtained it, and how it was obtained.
- Reviewed the city's contract provisions with the agency performing reimbursable activities.
- Interviewed the contracted agency's staff to determine the employee classifications involved in performing the reimbursable activities during the audit period.
- Reviewed and analyzed the SCARs summary reports in each fiscal year and reconciled the reports to claimed information.

- Reviewed the contracted agency's time study documentation to assess whether average time increments claimed to perform the reimbursable activities were reasonable per the requirements of the program.
- Traced contracted hourly rates claimed to supporting worksheets in the city's contract.
- Determined whether indirect costs claimed were properly computed and applied.
- Recalculated allowable costs claimed using audited data.

Conclusion

Our audit found instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Schedule (Summary of Program Costs) and in the Findings and Recommendations section of this report.

For the audit period, the City of Palmdale claimed \$5,600,497 for costs of the ICAN Investigation Reports Program. Our audit found that \$2,961,652 is allowable and \$2,638,845 is unallowable. The State made no payments to the city. The State will pay allowable costs claimed that exceed the amount paid, totaling \$2,961,652, contingent upon available appropriations.

**Views of
Responsible
Officials**

We issued a draft audit report on March 30, 2016. Karen Johnston, CPA, Finance Director/City Treasurer responded by letter dated April 11, 2016 (Attachment), disagreeing with the audit results. This final audit report includes the city's response.

Restricted Use

This report is solely for the information and use of the City of Palmdale, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

May 19, 2016

Schedule—

Summary of Program Costs

July 1, 1999, through June 30, 2013

Cost Elements	Actual Costs Claimed	Allowable Per Audit	Audit Adjustment	Reference ¹
<u>July 1, 1999, through June 30, 2000</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 363	\$ 363	\$ -	
Cross-reporting from Law Enforcement	2,126	1,778	(348)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	252,063	144,104	(107,959)	Finding 2
Total direct costs	254,552	146,245	(108,307)	
Indirect costs	25,455	-	(25,455)	Finding 3
Total program costs	<u>\$ 280,007</u>	146,245	<u>\$ (133,762)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 146,245</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 396	\$ 396	\$ -	
Cross-reporting from Law Enforcement	2,303	1,929	(374)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	274,584	156,811	(117,773)	Finding 2
Total direct costs	277,283	159,136	(118,147)	
Indirect costs	27,728	-	(27,728)	Finding 3
Total program costs	<u>\$ 305,011</u>	159,136	<u>\$ (145,875)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 159,136</u>		
<u>July 1, 2001, through June 30, 2002</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 427	\$ 427	\$ -	
Cross-reporting from Law Enforcement	2,509	2,101	(408)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	296,302	169,221	(127,081)	Finding 2
Forward reports to the Department of Justice	1,013	-	(1,013)	Finding 2
Total direct costs	300,251	171,749	(128,502)	
Indirect costs	30,025	-	(30,025)	Finding 3
Total program costs	<u>\$ 330,276</u>	171,749	<u>\$ (158,527)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 171,749</u>		

Schedule (continued)

Cost Elements	Actual Costs Claimed	Allowable Per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2002, through June 30, 2003</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 465	\$ 465	\$ -	
Cross-reporting from Law Enforcement	2,726	2,276	(450)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	322,938	184,533	(138,405)	Finding 2
Total direct costs	326,129	187,274	(138,855)	
Indirect costs	32,614	-	(32,614)	Finding 3
Total program costs	<u>\$ 358,743</u>	<u>187,274</u>	<u>\$ (171,469)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 187,274</u>		
<u>July 1, 2003, through June 30, 2004</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 503	\$ 503	\$ -	
Cross-reporting from Law Enforcement	2,963	2,461	(502)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	348,981	199,583	(149,398)	Finding 2
Total direct costs	352,447	202,547	(149,900)	
Indirect costs	35,244	-	(35,244)	Finding 3
Total program costs	<u>\$ 387,691</u>	<u>202,547</u>	<u>\$ (185,144)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 202,547</u>		
<u>July 1, 2004, through June 30, 2005</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 542	\$ 542	\$ -	
Cross-reporting from Law Enforcement	3,225	2,840	(385)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	376,392	226,107	(150,285)	Finding 2
Total direct costs	380,159	229,489	(150,670)	
Indirect costs	38,016	-	(38,016)	Finding 3
Total program costs	<u>\$ 418,175</u>	<u>229,489</u>	<u>\$ (188,686)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 229,489</u>		

Schedule (continued)

Cost Elements	Actual Costs Claimed	Allowable Per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2005, through June 30, 2006</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 597	\$ 597	\$ -	
Cross-reporting from Law Enforcement	3,570	3,170	(400)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	414,802	253,952	(160,850)	Finding 2
Total direct costs	418,969	257,719	(161,250)	
Indirect costs	41,897	-	(41,897)	Finding 3
Total program costs	<u>\$ 460,866</u>	<u>257,719</u>	<u>\$ (203,147)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 257,719</u>		
<u>July 1, 2006, through June 30, 2007</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 684	\$ 684	\$ -	
Cross-reporting from Law Enforcement	4,136	3,588	(548)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	476,175	283,619	(192,556)	Finding 2
Total direct costs	480,995	287,891	(193,104)	
Indirect costs	48,100	-	(48,100)	Finding 3
Total program costs	<u>\$ 529,095</u>	<u>287,891</u>	<u>\$ (241,204)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 287,891</u>		
<u>July 1, 2007, through June 30, 2008</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 770	\$ 770	\$ -	
Cross-reporting from Law Enforcement	4,653	3,893	(760)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	535,393	308,542	(226,851)	Finding 2
Total direct costs	540,816	313,205	(227,611)	
Indirect costs	54,081	-	(54,081)	Finding 3
Total program costs	<u>\$ 594,897</u>	<u>313,205</u>	<u>\$ (281,692)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 313,205</u>		

Schedule (continued)

Cost Elements	Actual Costs Claimed	Allowable Per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2008, through June 30, 2009</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 705	\$ 705	\$ -	
Cross-reporting from Law Enforcement	4,261	3,540	(721)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	490,727	280,339	(210,388)	Finding 2
Total direct costs	495,693	284,584	(211,109)	
Indirect costs	49,570	-	(49,570)	Finding 3
Total program costs	<u>\$ 545,263</u>	<u>284,584</u>	<u>\$ (260,679)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 284,584</u>		
<u>July 1, 2009, through June 30, 2010</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 811	\$ 811	\$ -	
Cross-reporting from Law Enforcement	4,880	4,290	(590)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	563,760	338,718	(225,042)	Finding 2
Total direct costs	569,451	343,819	(225,632)	
Indirect costs	56,945	-	(56,945)	Finding 3
Total program costs	<u>\$ 626,396</u>	<u>343,819</u>	<u>\$ (282,577)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 343,819</u>		
<u>July 1, 2010, through June 30, 2011</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 602	\$ 602	\$ -	
Cross-reporting from Law Enforcement	3,653	3,281	(372)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	419,220	257,026	(162,194)	Finding 2
Total direct costs	423,475	260,909	(162,566)	
Indirect costs	42,347	-	(42,347)	Finding 3
Total program costs	<u>\$ 465,822</u>	<u>260,909</u>	<u>\$ (204,913)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 260,909</u>		

Schedule (continued)

Cost Elements	Actual Costs Claimed	Allowable Per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2011, through June 30, 2012</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 596	\$ 596	\$ -	
Cross-reporting from Law Enforcement	3,600	3,143	(457)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	183,946	110,563	(73,383)	Finding 2
Total direct costs	188,142	114,302	(73,840)	
Indirect costs	18,814	-	(18,814)	Finding 3
Total program costs	<u>\$ 206,956</u>	<u>114,302</u>	<u>\$ (92,654)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 114,302</u>		
<u>July 1, 2012, through June 30, 2013</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 469	\$ 469	\$ -	
Cross-reporting from Law Enforcement	82,530	2,314	(80,216)	Finding 1
Total direct costs	82,999	2,783	(80,216)	
Indirect costs	8,300	-	(8,300)	Finding 3
Total program costs	<u>\$ 91,299</u>	<u>2,783</u>	<u>\$ (88,516)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 2,783</u>		
<u>Summary: July 1, 1999, through June 30, 2013</u>				
Direct costs - contract services:				
Reporting between local departments:				
Referring initial child abuse reports	\$ 7,930	\$ 7,930	\$ -	
Cross-reporting from Law Enforcement	127,135	40,604	(86,531)	Finding 1
Reporting to the State Department of Justice:				
Complete an investigation	4,955,283	2,913,118	(2,042,165)	Finding 2
Forward reports to the Department of Justice	1,013	-	(1,013)	Finding 2
Total direct costs	5,091,361	2,961,652	(2,129,709)	
Indirect costs	509,136	-	(509,136)	Finding 3
Total program costs	<u>\$ 5,600,497</u>	<u>2,961,652</u>	<u>\$ (2,638,845)</u>	
Less amount paid by the State		-		
Allowable costs claimed in excess of (less than) amount paid		<u>\$2,961,652</u>		

¹ See the Findings and Recommendations section.

Findings and Recommendations

FINDING 1— Unallowable contract service costs – Reporting between Local Departments

The city claimed \$135,065 for contract services for the Reporting between Local Departments cost component during the audit period. Of the total amount claimed within this cost component, \$127,135 was claimed within the Cross-Reporting from Law Enforcement Agency component activity and \$7,930 was claimed within the Accept and Refer Initial Child Abuse Reports component activity.

Of the \$135,065 claimed, we found that \$48,534 is allowable and \$86,531 is unallowable. Costs claimed are unallowable because the city overstated the number of Suspected Child Abuse Reports (SCAR) it cross-reported from the law enforcement agency for each fiscal year and misstated the time increment per SCAR cross-reported in fiscal year (FY) 2012-13. All costs within the Accept and Refer Initial Child Abuse Reports component activity totaling \$7,930 were allowable.

The following table summarizes the claimed, allowable, and audit adjustment for the ongoing costs related to the Reporting between Local Departments cost component:

Fiscal Year	Amount Claimed	Amount Allowable	Audit Adjustment
1999-2000	\$ 2,489	\$ 2,141	\$ (348)
2000-01	2,699	2,325	(374)
2001-02	2,936	2,528	(408)
2002-03	3,191	2,741	(450)
2003-04	3,466	2,964	(502)
2004-05	3,767	3,382	(385)
2005-06	4,167	3,767	(400)
2006-07	4,820	4,272	(548)
2007-08	5,423	4,663	(760)
2008-09	4,966	4,245	(721)
2009-10	5,691	5,101	(590)
2010-11	4,255	3,883	(372)
2011-12	4,196	3,739	(457)
2012-13	82,999	2,783	(80,216)
Total	<u>\$ 135,065</u>	<u>\$ 48,534</u>	<u>\$ (86,531)</u>

Contract Service Costs

The city contracts with the Los Angeles County Sheriff's Department (LASD) to perform all law enforcement duties for the city. These duties include ICAN investigation and cross-reporting activities that are allowable under this program. The city purchases various LASD staff positions (i.e. Deputy and Sergeant) each fiscal period and pays the LASD annual contract rates for the purchased positions. None of the city staff members performed any of the reimbursable activities under this program.

The city determined hours claimed by multiplying the number of SCARs cross-reported by the LASD by the estimated time taken to perform the activity. The city determined total costs claimed by multiplying total hours by the respective LASD contract hourly rates.

Number of SCARs Cross-Reported from LASD

Claimed

We found that the city estimated the number of SCARs cross-reported for each fiscal year claimed. The city estimated the number of SCARs cross-reported for FY 1999-2000 through FY 2011-12 by multiplying the number of total SCARs found within the child abuse investigation summary reports provided by the LASD by a flat 10% rate. The 10% rate was applied to estimate the total number of law enforcement agency (LEA) generated SCARs. For FY 2012-13, the city used the entire amount of SCAR investigations found within the LASD summary reports to claim costs.

Allowable

Based on the procedures in place during the audit period, we found that the LASD did not cross-report every SCAR received during the audit period. Furthermore, we found that the only cross-reporting activities eligible for reimbursement were the cross-reporting of LEA-generated SCARs to County Welfare and the District Attorney's Office. We reviewed the LASD summary reports and the city's estimated LEA generated rate of 10% to determine the accuracy of the claimed number of SCARs cross-reported.

Our audit found that the city did not provide sufficient documentation to support the LASD summary reports. As a result, we requested that the city have the LASD re-run the reports and provide sufficient detail in a testable format. The LASD provided updated summary reports from its Los Angeles Regional Crime Information System (LARCIS). We reconciled the updated summary reports to the reports used within the claim and found that the city overstated the number of total SCARs for each fiscal year. Furthermore, we determined that the city overstated the rate of LEA generated SCARs. Using the county's Electronic Suspected Child Abuse Report System (E-SCARS), we determined the annual rate of LEA generated SCARs to be 9.5%.

We determined the allowable number of SCARs cross-reported by multiplying the number of SCARs within the updated LASD summary reports by the audited 9.5% rate for each fiscal year.

The following table summarizes the number of cross-reported SCARs claimed, allowable, and unallowable by fiscal year:

Fiscal Year	SCARs Claimed	SCARs Allowable	Audit Adjustment
1999-2000	87.30	73.00	(14.30)
2000-01	91.90	77.00	(14.90)
2001-02	96.70	81.00	(15.70)
2002-03	101.80	85.00	(16.80)
2003-04	107.20	89.00	(18.20)
2004-05	114.70	101.00	(13.70)
2005-06	119.40	106.00	(13.40)
2006-07	130.30	113.00	(17.30)
2007-08	136.30	114.00	(22.30)
2008-09	119.20	99.00	(20.20)
2009-10	133.10	117.00	(16.10)
2010-11	99.10	89.00	(10.10)
2011-12	52.90	83.00	30.10
2012-13	72.30	60.00	(12.30)

Time Increment per SCAR Cross-Reported

Claimed

For each fiscal year, the city estimated the time needed to cross-report child abuse reports to County Welfare and the District Attorney's Office. For FY 1999-2000 through FY 2011-12, the city estimated it took 20 minutes (0.33 hours) to cross-report each SCAR. The 20 minutes were divided evenly between the 56-hour deputy and sergeant classifications. For FY 2012-13, the city estimated it took 56 minutes (0.94 hours) to cross-report each SCAR.

Allowable

We determined that the city did not provide sufficient documentation to support the 0.33 or 0.94 hour time increments claimed. However, after discussions with LASD staff responsible for cross-reporting SCARs, we found the 0.33 time increment to be a reasonable representation of the actual time needed to perform the allowable cross-reporting duties. As a result, we determined that the 0.33 time increment was allowable.

The following table summarizes the time increments claimed, allowable, and unallowable by fiscal year:

Classification	Time Increment Claimed	Time Increment Allowable	Audit Adjustment
<u>FY 99-00 through FY 11-12</u>			
56-Hour Deputy	0.165	0.165	-
Sergeant	0.165	0.165	-
Sub-Total	0.330	0.330	-
<u>FY 2012-13</u>			
56-Hour Deputy	0.74	0.165	(0.58)
Sergeant	0.20	0.165	(0.03)
Sub-Total	0.94	0.330	(0.61)

Summary of Audit Adjustment

We calculated the allowable hours by multiplying the allowable number of SCARs cross-reported by the allowable time increment per SCAR. We then applied the audited hourly contract rates to the allowable hours of each classification. After our recalculation of allowable costs, we found that the city overstated contract service costs totaling \$86,531 for the audit period.

Criteria

The parameters and guidelines (section IV-Reimbursable Activities) state that, for salaries and benefits, claimed costs must be supported by source documents. The parameters and guidelines state, in part, that:

Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

The parameters and guidelines (section V.A.3 – Claim Preparation and Submission) state that, for contracted services costs the claimant must report the name of the contractor and services performed to implement the reimbursable activities. The parameters and guidelines state, in part, that:

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

The parameters and guidelines (section IV.B.2.a) allow ongoing activities related to costs for accepting and referring initial child abuse reports, as follows:

a. Accepting and Referring Initial Child Abuse Reports when a Department Lacks Jurisdiction:

City and county police or sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall:

Transfer a call electronically or immediately refer the case by telephone, fax, or electronic transmission, to an agency with proper jurisdiction, whenever the department lacks subject matter or geographical jurisdiction over an incoming report of suspected child abuse or neglect.

The parameters and guidelines (section IV.B.2.c) allow ongoing activities related to costs for reporting between local departments, as follows:

c. Cross-reporting of suspected child abuse report from the Law Enforcement agency to the County Welfare and Institutions Code Section 300 Agency, County Welfare, and District Attorney's Office:

City and county police or sheriff's departments shall:

- 1) Report by telephone immediately, or as soon as practically possible, to the agency given responsibility for investigation of cases under Welfare and Institutions Code section 300 and to the district attorney's office every known or suspected child abuse reported to it, except acts or omissions coming within Penal Code section 11165.2(b), which shall be reported only to the county welfare department (Penal Code section 11166(i) (As added by Stats. 1980, ch. 1071; amended by Stats. 1981, ch. 435; Stats. 1982, ch. 905; Stats. 1984, ch. 1423; Stats. 1986, ch. 1289; Stats. 1987, ch. 1459; Stats. 1988, chs. 269 and 1580; Stats. 1990, ch. 1603; Stats. 1992, ch. 459; Stats. 1993, ch. 510; Stats. 1996, chs. 1080 and 1081; and Stats. 2000, ch. 916 (AB 1241)). Renumbered at subdivision (j) by Statutes 2004, chapter 842 (SB 1313), and renumbered again at subdivision (k) by Statutes 2005, chapter 42 (AB 299)).
- 2) Report to the county welfare department every known or suspected instance of child abuse reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse.
- 3) Send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under Penal Code section 11166.

As of January 1, 2006, initial reports may be made by fax or electronic transmission, instead of by telephone, and will satisfy the requirement for a written report within 36 hours (Ibid).

Recommendation

We recommend that the city ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The city did not comment on this finding.

SCO's Comment

The finding and recommendation remain unchanged.

FINDING 2— Unallowable contract service costs – Reporting to the State Department of Justice

The city claimed \$4,956,296 for contract services costs under the Reporting to the California Department of Justice (DOJ) cost component. Of the total amount claimed within this cost component, \$4,955,283 was claimed within the Complete an Investigation component activity and \$1,013 was claimed within the Forward Reports to the DOJ component activity.

Of the \$4,956,296 claimed, we found that \$2,913,118 is allowable and \$2,043,178 is unallowable. Costs claimed are unallowable primarily because the city overstated the number of SCAR investigations and misstated the time increment per SCAR investigation for the Complete an Investigation component activity for each fiscal year. Furthermore, the city erroneously claimed costs under the Forward Reports to the DOJ component activity in FY 2001-02.

The following table summarizes the claimed, allowable, and audit adjustment for the ongoing costs related to the Reporting to the State DOJ cost component by fiscal year:

<u>Fiscal Year</u>	<u>Amount Claimed</u>	<u>Amount Allowable</u>	<u>Audit Adjustment</u>
1999-2000	\$ 252,063	\$ 144,104	\$ (107,959)
2000-01	274,584	156,811	(117,773)
2001-02	297,315	169,221	(128,094)
2002-03	322,938	184,533	(138,405)
2003-04	348,981	199,583	(149,398)
2004-05	376,392	226,107	(150,285)
2005-06	414,802	253,952	(160,850)
2006-07	476,175	283,619	(192,556)
2007-08	535,393	308,542	(226,851)
2008-09	490,727	280,339	(210,388)
2009-10	563,760	338,718	(225,042)
2010-11	419,220	257,026	(162,194)
2011-12	183,946	110,563	(73,383)
2012-13	-	-	-
Total	<u>\$ 4,956,296</u>	<u>\$ 2,913,118</u>	<u>\$ (2,043,178)</u>

Contract Service Costs

The city contracts with the LASD to perform all law enforcement duties for the city. These duties include ICAN investigation and cross-reporting activities that are allowable under this program. The city purchases various LASD staff positions (i.e. Deputy and Sergeant) each fiscal year and pays the LASD contract rates for the purchased positions. None of the city staff members performed any of the reimbursable activities under this program.

The city determined claimed hours by multiplying the number of SCARs investigations performed by the LASD by the estimated time increment to perform the activity. The city determined total costs claimed by multiplying total hours by the respective LASD contract hourly rates.

Number of SCARs Investigated

Claimed

The city determined the total number of SCAR investigations per fiscal year from summary reports created by the LASD. The city claimed all SCAR investigations reported within the LASD summary reports that occurred within the city limits. The city did not exclude SCARs initiated by the LASD as the mandated reporter.

Allowable

We found that the city did not provide sufficient documentation to support the LASD summary reports used within the claim. As a result, we requested that the city have the LASD re-run the reports and provide sufficient detail concerning each SCAR in a testable format. The LASD provided updated summary reports from LARCIS. Once we obtained the updated report detail, we reconciled the updated summary reports to the initial reports used within the claim and found that the city overstated the number of total SCAR investigations for each fiscal year. Furthermore, the city did not exclude unallowable law enforcement agency (LEA)–generated SCARs where an LASD deputy was the mandated reporter.

The city did not provide sufficient documentation to support the number of LEA–generated cases for each fiscal year under audit. To determine the number of LEA–generated SCARs unallowable for reimbursement, we used summary reports generated from the county’s E-SCARS database. We calculated an average annual LEA percentage of 9.5% by dividing the total number of LEA–generated SCARs by the total number of SCARs reported within the E-SCARS system. We then applied this rate to the total number of SCARs within the LARCIS summary reports to determine the number of unallowable LEA–generated SCARs for each fiscal year. We then deducted the unallowable SCARs from the total number of supported SCARs to determine the amount of total allowable SCARs for each fiscal year.

The following table summarizes the number of SCAR investigations claimed, allowable and unallowable by fiscal year:

Fiscal Year	SCARs Claimed	SCARs Supported	Unallowable LEA SCARs	SCARs Allowed	Difference
	(a)	(b)	(c) = (b) * 9.5%	(d) = (b) - (c)	(e) = (d) - (a)
1999-2000	873	767	73	694	(179)
2000-01	919	807	77	730	(189)
2001-02	967	849	81	768	(199)
2002-03	1,018	894	85	809	(209)
2003-04	1,072	941	89	852	(220)
2004-05	1,147	1,058	101	957	(190)
2005-06	1,194	1,121	106	1,015	(179)
2006-07	1,303	1,190	113	1,077	(226)
2007-08	1,363	1,204	114	1,090	(273)
2008-09	1,192	1,044	99	945	(247)
2009-10	1,331	1,227	117	1,110	(221)
2010-11	991	932	89	843	(148)
2011-12	422	389	37	352	(70)
2012-13	-	-	-	-	-

Time Increments

Claimed

For purposes of preparing its claim, the city requested that staff at the LASD Palmdale Station conduct a time study to record the amount of time needed to perform each SCAR investigation. The city established the guidelines for the time study and the LASD performed two time studies recording the activities performed. The time studies recorded time within three main activities: investigation, report writing, and supervisor review. The city analyzed both time studies and determined that 3.67 hours were needed to perform the claimed activities under this cost component.

Allowable

We discussed the city's claim procedures with key personnel within the LASD to determine the reasonableness and accuracy of the time studies performed. Upon completion of our discussions and a review of the supporting documentation, we found that the first time study was not appropriate to support claimed costs. The first time study was not performed contemporaneously as the activities were completed. The time study also was not performed by staff members who completed the actual activities. Moreover, it included time estimates rather than actual time and used a sample of cases that were not representative of the total population of SCAR investigations.

Furthermore, during our discussions with the city and the LASD staff, we determined that the second time study performed included one SCAR investigation with unallowable investigation activities. We determined the results of the second time study would be appropriate to use with the exception of the one investigation which included unallowable activities. We removed the time of the unallowable investigation and calculated a new average time increment of 2.65 hours.

To verify the reasonableness of the 2.65 hour time increment, we conducted a time survey including both LASD deputies who are assigned to SCAR investigations within the Palmdale Station. Our time survey resulted in a range of 2.29 hours to 2.71 hours to complete eligible investigation activities. As the 2.65 hours determined from the second time study fell within the survey range, we determined that the time documented within the second time study (less the unallowable investigation) was a reasonable representation of the time needed to perform allowable activities for this component.

The following table summarizes the claimed, allowable, and unallowable time increments:

Classification	Time Increment Claimed	Time Increment Allowable	Audit Adjustment
56-Hour Deputy	3.50	2.45	(1.05)
Sergeant	0.17	0.20	0.03
Total	3.67	2.65	(1.02)

Summary of Audit Adjustment

We calculated the allowable hours by multiplying the allowable number of SCAR investigations by the allowable time increment per SCAR. We then applied the audited hourly contract rates to the allowable hours of each classification to determine allowable costs. We found that the city overstated contract service costs by \$2,042,165 under the Complete an Investigation component for the audit period. Furthermore, we found that in FY 2001-02, the city erroneously claimed costs totaling \$1,013 within the Forward Reports to the DOJ component that were unallowable.

Of the \$4,956,196 for contract services claimed for the Reporting to the State DOJ cost component, we found that \$2,913,118 is allowable and \$2,043,178 is unallowable for the audit period.

Criteria

The parameters and guidelines (section IV-Reimbursable Activities) state that, for contract service costs the claimed costs must be supported by source documents. The parameters and guidelines state, in part, that:

Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

The parameters and guidelines (section V.A.3 – Claim Preparation and Submission) state that, for contracted services costs, the claimant must report the name of the contractor and services performed to implement the reimbursable activities. The parameters and guidelines state, in part, that:

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

The parameters and guidelines (section IV.B.3.a.1) allow ongoing activities related to costs for reporting to the State DOJ for the following reimbursable activities:

From July 1, 1999 to December 31, 2011, city and county police and sheriff's departments, county probation departments if designated by the county to receive mandated reports, and county welfare departments shall: (Pursuant to amendments to Penal Code section 11169(b) enacted by Statutes 2011, chapter 468 (AB 717), the mandate to report to DOJ for law enforcement agencies only ends on January 1, 2012. In addition, the duty for all other affected agencies is modified to exclude an "inconclusive" report.)

1. Complete an investigation for purposes of preparing the report

Complete an investigation to determine whether a report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive, as defined in Penal Code section 11165.12, for purposes of preparing and submitting the state "Child Abuse Investigation Report" Form SS 8583, or subsequent designated form, to the Department of Justice. (Penal Code section 11169(a) (Stats. 1997, ch 842, § 5 (SB 644); Stats. 2000, ch. 916 (AB 1241); Stats. 2011, ch. 468, § 2 (AB 717)); Code of Regulations, Title 11, section 903; "Child Abuse Investigation Report" Form SS 8583.) Except as provided in paragraph below, this activity includes review of the initial Suspected Child Abuse Report (Form 8572), conducting initial interviews with parents, victims, suspects, or witnesses, where applicable, and making a report of the findings of those interviews, which may be reviewed by a supervisor.

Reimbursement is not requested in the following circumstances:

i. Investigate activities conducted by a mandated reporter to complete the Suspected Child Abuse Report (Form SS 8572) pursuant to Penal Code section 11166(a).

ii. In the event that the mandated reporter is employed by the same child protective agency required to investigate and submit the "Child Abuse Investigation Report" Form SS 8583 or subsequent designated form to the Department of Justice, pursuant to Penal Code section 11169(a), reimbursement is not required if the investigation required to complete the form SS 8572 is also

sufficient to make the determination required under section 11169(a), and sufficient to complete the essential information items required on the Form SS 8583, pursuant to Code of Regulations, title 11, section 903 (Register 98, No. 29).

iii. Investigate activities undertaken subsequent to the determination whether a report of suspected child abuse is substantiated, inconclusive, or unfounded, as defined in Penal Code section 11165.12, for purposes of preparing the Form SS 8583, including the collection of physical evidence, the referral to a child abuse investigator, and the conduct of follow-up interviews.

The parameters and guidelines (section IV.B.3.a.2) allow ongoing activities related to costs for reporting to the State DOJ for the following reimbursable activities:

Prepare and submit to the Department of Justice a report in writing of every case it investigates of known or suspected child abuse or severe neglect which is determined to be substantiated or inconclusive, as defined in Penal Code section 11165.12. Unfounded reports, as defined in Penal Code section 11165.12, shall not be filed with the Department of Justice. If a report has previously been filed which subsequently proves to be unfounded, the Department of Justice shall be notified in writing of that fact. The reports required by this section shall be in a form approved by the Department of Justice (currently form 8583) and may be sent by fax or electronic transmission.

This activity includes costs of preparing and submitting an amended report to DOJ, when the submitting agency changes a prior finding of substantiated or inconclusive to a finding of unfounded or from inconclusive or unfounded to substantiated.

Reimbursement is not required for the costs of the investigation required to make the determination to file an amended report.

Recommendation

We recommend that the city ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The City of Palmdale disagrees with the State Controller's Office (SCO) contention that the "time increment per SCAR investigation was misstated."

The Sheriff staff at the City of Palmdale conducted two time studies over a two year time period in order to prepare the claims for the State reimbursement. The first time study was not contemporaneous, but the time records were actuals derived from actual CAD logs and case files to determine the time spent as accurately as possible. To ensure the times were accurate, the following year, the City conducted a second, contemporaneous time study. Both time studies yielded similar results, however, the second time study did not detail each activity separately and we believe it did not include report writing time which should have added an additional hour per case for a total of 3.67 hours to complete the investigation as mandated and write the report. The State is allowing 2.65 hours per case for the preliminary investigation and report writing.

The City offered to conduct another time study to support their time requested, however the SCO declined to consider this option stating that they believed that the difference in time was due to a disagreement regarding allowing activities, which would not be remedied by conducting another time study.

Specifically, the SCO and City disagree on the eligibility of certain activities the Deputy performs in the course of their preliminary investigation to determine if the case is Founded, Unfounded, or Inconclusive as mandated. The City believes that the following activities fall within the scope of what is reimbursable:

- 1) The Palmdale Sheriff office takes cases of child abuse very seriously and is very thorough in their investigation of these types of cases, particularly since there have been a number of cases of child death in the city.

Prior to the Deputy going out on scene to conduct interviews, the Deputy will typically review prior call history (such as prior child abuse reports, suspect background checks, etc.) to determine if there were prior allegations of abuse made against that child, and if so, to review and familiarize themselves with the history of the case. In some cases they will call talk to the Department of Children and Family Services (DCFS). These activities were found to take an average of approximately 15 minutes per case.

The Department finds this step critical to understanding the circumstances of the case. This improves the overall efficiency and effectiveness in conducting the child abuse investigation. This is a part of the Palmdale Sheriff station's actual process for conducting their preliminary investigation to properly determine if the case is founded, unfounded, or inconclusive.

The SCO found that this activity was not eligible. We disagree and request restoration of this activity for an additional 15 minutes per case.

- 2) The Deputy will often call to schedule the interviews with required parties. This activity appears to be unique to Palmdale and believe the reason for this is that the incorporated city area covers over 20 square miles in the high desert. Driving to and from locations can be very time consuming and wasteful of Deputy time and resources. Therefore the Deputy often calls the school to see if the child is present before driving to the location to conduct the interview(s). The same applies to many of the other witnesses and suspects the deputy must interview.

This activity is part of their actual preliminary investigative process and therefore should be reimbursed as the State Mandate instructions required the reimbursement of actual costs. This activity was found to take an average of 5-10 minutes to call and schedule interviews per individual. On average, 5 individuals are interviewed in an investigation. Approximately 40 minutes per case was claimed and disallowed for this activity. We disagree with this reduction and believe that it should be reimbursed as it is a part of the standard procedure of the Palmdale Sheriff's office to conduct their preliminary investigation in order to determine if the cases is founded, unfounded, or inconclusive. State Instructions required the reimbursement of actual costs.

It is important to note that drive time to interviews was NOT claimed by the City. This time alone would have added substantial costs to the claim given the geography of the city. The time to make phone calls to verify the location of the parties minimize driving and deputy hours is much more efficient then driving repeatedly to locations in hopes that the individuals are available at the time of the deputy's visit. This is a part of their actual process, is reasonable, and should be reimbursed.

We disagree with the disallowance of this activity and request the restoration of approximately 40 minutes per case of time for this activity.

- 3) A final item of dispute is whether or not the time for the Deputy to inspect the home of the alleged victim of child abuse to determine if this child is being neglected is an eligible activity. The Sheriff's Office contends that for many cases, particularly those alleging child neglect, inspecting the home is a necessary activity in the investigative process to determine if the report is founded or unfounded. An investigator cannot rely on the word of others to assess the living conditions of the child when their health and safety is in question. The officer has the duty to perform an inspection to ascertain appropriate living conditions, such as the availability of food in the home, running water, proper sanitation, etc.

It is estimated that this brief inspected added approximately 6 minutes to the time claimed per case. This time does NOT include the gathering or collection of evidence or other documentation for criminal prosecution, but is simply to determine if the case was founded or unfounded.

We request the 6 minutes per case claimed for this activity be restored.

Mandate guidelines require the State reimburse local agencies for the actual costs of complying with the mandated statutes. Agencies are allowed some latitude in determining how to best comply with the mandate as State mandate law requires the payment of actual costs incurred. Each agency much have some flexibility to determine how to comply with mandates in the most effective and efficient manner. We believe our procedure is reasonable and minimized deputy time spent per case, while maximizing the efficient and accurately outcome of these investigations.

The Statement of Decision provides an explanation of the Commissions reasoning that their intent was to clarify that activities performed **after** the determination of whether the child abuse case was founded, unfounded, or inconclusive were **not** reimbursable. Conversely, the preliminary investigation activities performed to make the determination of founded, unfounded, or inconclusive **were eligible** for reimbursement.

All the activities discussed above and claimed by Palmdale took place in the preliminary investigative process, were necessary steps in determining if the case was founded, unfounded, or inconclusive, and were not performed after that determination was made. As such, we believe these activities fall within the scope of what is reimbursable and request reinstatement of these costs.

SCO's Comment

The finding and recommendation remain unchanged.

The city's comments address three key areas: time study, report writing activity, and additional preliminary investigation activities for which the city requests reimbursement. Our comments will address these three areas.

Time Study

During audit fieldwork, we reviewed both time studies performed by the city. The first time study was not performed contemporaneously nor was it performed by the deputies who performed the allowable activities. The second time study was performed contemporaneously by deputies who performed the eligible activities. However, the time study included one case with unallowable hours that accounted for activities following the determination of a substantiated status of child abuse. We did accept the second time study results, less the one case that included the unallowable time. The average time per case, using the second time study results (less the unallowable hours of one case), totaled 2.65 hours.

To verify this time increment, we interviewed the deputies responsible for performing ICAN investigations. We conducted time surveys with the deputies. The deputies' answers on the time survey questionnaires resulted in time increments ranging from 2.29 hours to 2.71 hours. As the average 2.65 hours determined from the second time study fell within this range, we accepted the 2.65 hour time increment from the second time study.

In its response to the draft report, the city stated that it offered to perform a third time study during the audit process and that the SCO declined to consider this option. We disagree with this statement. The city suggested that it perform the third time study after all fieldwork was completed and the allowable costs were identified. Audit fieldwork already included the review of activities recorded in the first two time studies and a time survey questionnaire given to the deputies who performed the activities. Apart from the city requesting the time study to include activities already determined to be unallowable, we declined the third time study request because the results would be redundant.

Report Writing Activity

In its response, the city stated that "the second time study did not detail each activity separately and we believe it did not include report writing time which should have added an additional hour per case..." We disagree.

The second time study recorded time spent performing four activities. It did not separately identify the time for each activity. The time study noted total hours per case and listed which activities were performed for each case. For each investigation included in the time study, the deputies would mark which of the following four activities were performed:

1. Initial response to begin documentation of case and to contact County Welfare.

2. Complete an investigation to determine whether a report is unfounded, substantiated, or inconclusive.
3. Prepare a written report for every case investigated of known or suspected child abuse.
4. Review and approval of report.

The city's statement that the report writing time was not included in the second time study is incorrect. Activity 3 above, prepare a written report, was in fact recorded by the deputies in a number of investigations within the time study. The report writing time is part of the 2.65 hour average time increment allowable in this audit.

Additional Preliminary Investigation Activities Requested

Within its response, the city believes that the time needed to perform the following three additional activities is allowable for reimbursement under the mandated program:

1. Reviewing of prior case history, reports, and background checks (15 minutes)
2. Making calls to schedule interviews (40 minutes)
3. Inspecting home and living conditions during preliminary interview time (6 minutes)

Our responses will discuss only the first two activities detailed above, as the time for deputies to inspect the home (6.25 minutes, based on deputy interviews) was included within the time survey questionnaire results.

We agree that the deputies perform many additional activities necessary to complete their investigations. However, not all activities within the investigation process are allowable for reimbursement, even when they appear reasonably necessary. We believe that the preliminary investigation activities described above in items 1 and 2 go beyond the scope of the reimbursable component and therefore are unallowable.

The program's parameters and guidelines (section IV.B.3.1) allow reimbursement of the actual costs incurred to review the initial SCARs, conduct initial interviews with involved parties, and make a report of the findings of those interviews. All of these activities are already allowable within the 2.65 hour average calculated during audit fieldwork.

The Commission on State Mandates (Commission) clarified multiple times in its statement of decision that the activities outside of those listed in the parameters and guidelines are not reimbursable.

The Commission states in its statement of decision (page 35):

...interviews with suspect(s), victim(s), and witness(es) conducted by county welfare departments are sufficient to comply with the mandated, and that law enforcement activities are reimbursable only to the same extent. The claimant has requested reimbursement, as discussed above, for much more extensive investigation normally pursued by law enforcement agencies, whether the investigation results in a finding of no child abuse, or a finding that the suspected child abuse is substantiated.....the Commission finds that a patrol officer's (or county probation or county welfare employee's) interview with the child, parents, siblings, witnesses, and/or suspect(s), are preliminary report of the findings, including supervisory review, constitute the maximum extent of investigation necessary to make the determination whether to forward the report to DOJ, and to make the report retainable.

The Commission also states in its statement of decision (page 33):

....the scope of investigation is limited to the degree of investigation that DOJ has allowed to constitute a 'retainable report;' in other words, the *minimum* degree of investigation that is sufficient to complete the reporting requirement is the *maximum* degree of investigation reimbursable under the test claim statute...

The city is partially correct that the "mandate guidelines require the State reimburse local agencies for the actual costs of complying with the mandated statutes." The city can claim reimbursement of only those actual costs that were incurred to perform reimbursable activities. However, the city is requesting reimbursement for costs that go beyond allowable activities listed in the program's criteria.

Neither the statement of decision nor parameters and guidelines include as reimbursable costs any other additional investigative activities aside from the ones already allowable in the audit. We have no doubt that the Palmdale Sheriff's Station takes cases of suspected child abuse very seriously, as the city states in its response. However, the additional investigative and preliminary planning activities requested by the city are unallowable.

The Commission stated on page 30 of its statement of decision that the investigation approved in the test claim is limited to the extent required to complete the Child Abuse Investigation Report (Form SS 8583). All other activities not pled in the original test claim would require a new test claim decision. If the city believes the additional preliminary investigation activities are reasonably necessary, the city would need to file a new test claim or an amendment to the current program with the Commission.

**FINDING 3—
Unallowable indirect
costs**

The city claimed \$509,136 for indirect costs during the audit period. We found that the entire \$509,136 claimed is unallowable. Indirect costs claimed are unallowable because the city inappropriately applied its indirect cost rate to contract service costs.

The parameters and guidelines allow claimants to use either a flat 10% indirect cost rate against direct labor or prepare an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate exceeds 10%. For each fiscal year, the city elected to claim the flat 10% rate. However, the city did not incur any direct labor costs in any fiscal year.

As discussed in Findings 1 and 2, the city staff does not perform any of the eligible activities listed within the parameters and guidelines. The city contracts with the LASD to perform all law enforcement activities including allowable activities for this mandated program. We determined the entire amount of costs claimed by the city were contract service costs and not direct labor costs. As a result, the city inappropriately applied the 10% indirect cost rate against the direct contract service costs and the entire amount of indirect costs claimed were determined to be unallowable for reimbursement.

The following table summarizes the claimed, allowable, and unallowable indirect costs by fiscal year:

Fiscal Year	Amount Claimed	Amount Allowable	Audit Adjustment
1999-2000	\$ 25,455	\$ -	\$ (25,455)
2000-01	27,728	-	(27,728)
2001-02	30,025	-	(30,025)
2002-03	32,614	-	(32,614)
2003-04	35,244	-	(35,244)
2004-05	38,016	-	(38,016)
2005-06	41,897	-	(41,897)
2006-07	48,100	-	(48,100)
2007-08	54,081	-	(54,081)
2008-09	49,570	-	(49,570)
2009-10	56,945	-	(56,945)
2010-11	42,347	-	(42,347)
2011-12	18,814	-	(18,814)
2012-13	8,300	-	(8,300)
Total	<u>\$ 509,136</u>	<u>\$ -</u>	<u>\$ (509,136)</u>

Criteria

The parameters and guidelines (section V-Claim Preparation and Submission) state that claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an ICRP if the indirect cost rate claimed exceeds 10%. The parameters and guidelines (section V.B – Indirect Cost Rates) state, in part, that:

Indirect costs are costs that are incurred for a common or joint purpose, benefitting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both: (1) overhead costs of the unit performing the mandate; and (2) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedures provided in 2 CFR Part 225 (Office of Management and Budget (OMB) Circular A-87). Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds 10%.

Recommendation

We recommend that the city ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The SCO denied the inclusion of the default 10% overhead costs to the City's claim for reimbursement allowed by the claiming instructions. The SCO auditor stated that there is already adequate overhead included in the contracted county billed hourly rates of the Deputy and Sergeant. They also contend that direct labor costs are not claimed – only contract costs, which are not subject to the ICRP.

The City disagrees with the SCO's contention that direct labor costs were not claimed. Direct labor costs were claimed, as can be seen in our claim forms. The hourly rate charged, includes benefits and some (not all) overhead as billed by the County for the Deputy and Sergeant positions.

Whether it is a contract deputy or an in-house police officer performing the mandated activities, actual overhead costs incurred by the local agency must be reimbursed as required by State Mandate guidelines. The SCO allowed some, but not all overhead incurred.

Additional Overhead incurred within the contract:

Every county has different methods for charging for their services. Most bill overhead separately as each city has some flexibility as to what and how many positions of each type they wish to purchase each fiscal year. Los Angeles County has a hybrid method of billing for their services. Most of the overhead charges are included in the cost of each Deputy contract rate. This overhead includes services such as dispatch, special unit services (homicide, sexual crimes, forensics, etc.), equipment, and other overhead positions such as a base level of administrative and clerical support.

In addition to this minimum level of overhead built into the sworn staff rates, each city has the option of purchasing additional supplemental overhead positions to their contract if they require additional support. Each fiscal year, the City purchased additional supplemental overhead positions through the contract, including Station Clerks, Administrative and Motor Sergeants (in addition to the Sergeants who were already built into the standard billing rates). These positions provide an added level of administrative support dedicated specifically to the City of Palmdale.

In some years the cities may be able to afford more direct staff and more overhead items and others years they cannot. In the lean years, response times and customer service may decline due to limited fiscal resources. When the actual overhead rates were calculated, they were found to range between 6% - 13%. In most of the examples provided, city wide overhead from a cost plan were not factored into the rates. If they had been, the rates would be substantially higher. The 10% State allowed default rates is a reasonable approximation of actual overhead costs

incurred by the City. This 10% rate is not duplicative of any other overhead billed within the Deputy hourly rate, but is in addition to that and is calculated based on the same unit – dollar of actual weighted contract hourly labor rate.

Additional Overhead incurred outside of the contract:

In addition to the County billed overhead, the City also contributed additional funds to support the law enforcement services contract. For example, there are City wide overhead costs documented in their FY 13-14 Cost Allocation Plan (\$1,001,171) including administrative time from the City Attorney, City Manager's Office, Finance, Human Resources, and the Public Safety Department.

Then there are additional city costs incurred to contract the Palmdale Sheriff's Station in 2004 including the donation of 11 acres of land estimated (estimated value of \$1.3 million) as well as for city provided infrastructure improvements of (approximately \$1.01 million).

All these are valid examples of additional overhead costs not captured by the LA Sheriff's Deputy billing rate and denied for reimbursement in the SCO audit. The city provided many examples and documents supporting that it is actually incurring overhead costs over and above that which was included in the Deputy's standard billing rate. These types of city wide overhead items are eligible for reimbursement under the instruction and OMB A-87 and should be allowed for inclusion in our claims. (See attached examples).

The rates calculated are based on dollar of actual weighed direct labor rates charged, so we can prove the rates are justified and properly applied to direct costs. We are happy to calculate the fully loaded ICRP rates with City Wide overhead if the SCO desires. However, we believe that we have already provided more than enough support to justify the inclusion of the default 10% rate allowed in the State Instructions.

Not allowing contract cities to be reimbursed for all actual overhead costs is punitive and in violation of the State Mandate guidelines which require the State to pay for all actual, eligible, and properly supported costs. An example of an ICRP is provided, however more are available upon request.

We request the restoration of the additional 10% default overhead/ICRP costs in the claims.

SCO's Comment

The finding and recommendation remain unchanged.

The City of Palmdale contracts with the LASD to perform all law enforcement activities. The contracted services provided by the LASD include each of the activities claimed by the city for this mandate program. The city's staff did not perform any of the allowable activities claimed during the audit period and the city did not incur any payroll costs for this program. The city calculated claimed costs by multiplying the contract rate (found within the city's contract rate sheets) of each contracted position by the time increment of each activity. All allowable activities claimed for this program were performed by the deputies of the local station of the LASD.

The city stated that “direct labor costs were claimed, as can be seen in our claim forms.” Though this statement is true, the city inappropriately claimed all costs as salaries and benefits within its claims. The city did not incur any salary and/or benefit costs for any of the city’s staff, because all allowable activities claimed were performed by staff of another agency. Moreover, the city did not follow the SCO claiming instructions for this program and used an out-of-date claim form that did not have a contract services expense column. If the city followed the claiming instructions properly, the city would have filed the entire amount of claimed costs under the contract services category. During the audit, the auditors correctly categorized the claimed costs as contract services costs.

The parameters and guidelines (section V-Claim Preparation and Submission) state that claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an ICRP if the indirect cost rate claimed exceeds 10%. The city incorrectly elected to use the option of claiming 10% of direct labor, excluding fringe benefits, to determine the amount of indirect costs. The city applied the 10% rate to all costs claimed for each fiscal year. However, as stated above, the 10% indirect cost rate is to be applied to the amount of direct labor costs. The city did not incur any payroll or direct labor costs. All direct costs claimed by the city were, in fact, contract services costs. Therefore, the indirect costs claimed by the city are unallowable for reimbursement.

The city agrees that some overhead is already included within the contract rates. Consequently, overhead directly related to the performance of mandated activities is already reimbursed through the contract rates.

**Attachment—
City's Response to
Draft Audit Report**



PALMDALE

a place to call home

JAMES C. LEDFORD, JR.
Mayor

STEVEN D. HOFBAUER
Mayor Pro Tem

MIKE DISPENZA
Councilmember

ROXANA MARTINEZ
Councilmember

FREDERICK THOMPSON
Councilmember

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Auxiliary aids provided for

communication accessibility

upon 72 hours notice and request

Mr. James Spano
Chief, Mandated Cost Audits Bureau
State Controller's Office
P.O. Box 942850
Sacramento, CA 94250-5874

**RE: RESPONSE TO SCO DRAFT AUDIT OF CITY OF PALMDALE'S
INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION
REPORTS PROGRAM CLAIMS
(FY 99-00 through FY 2012-13)**

April 11 2016

Dear Mr. Spano,

Attached are the City of Palmdale's responses to the Draft Audit issued by your office. Though we disagree with a couple of the findings, we found the overall audit process very professionally and promptly conducted by Mr. Doug Brejnak.

The following is a list of the findings we disagree with and request that your office reconsider:

FINDING 2 – REPORTING TO THE STATE DEPARTMENT OF JUSTICE

**ISSUE 1: TIME TO CONDUCT PRELIMINARY INVESTIGATION TO THE
POINT OF DETERMINING IF THE CASE IS FOUNDED/UNFOUNDED
/INCONCLUSIVE AND WRITING THE REPORT**

The City of Palmdale disagrees with the State Controller's Office's (SCO) contention that the "time increment per SCAR investigation was misstated".

The Sheriff staff at the City of Palmdale conducted two time studies over a two year time period in order to prepare the claims for State reimbursement. The first time study was not contemporaneous, but the time records were actuals derived from actual CAD logs and case files to determine the time spent as accurately as possible. To ensure the times

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were accurate, the following year, the City conducted a second, contemporaneous time study. Both time studies yielded similar results, however, the second time study did not detail each activity separately and we believe it did not include report writing time which should have added an additional hour per case for a total of 3.67 hours to complete the investigation as mandated and write the report. The State is allowing 2.65 hours per case for the preliminary investigation and report writing.

The City offered to conduct another time study to support their time requested, however the SCO declined to consider this option stating that they believed that the difference in time was due to a disagreement regarding allowable activities, which would not be remedied by conducting another time study.

Specifically, the SCO and City disagree on the eligibility of certain activities the Deputy performs in the course of their preliminary investigation to determine if the case is Founded, Unfounded or Inconclusive as mandated. The City believes that the following activities fall within the scope of what is reimbursable:

- 1) The Palmdale Sheriff office takes cases of child abuse very seriously and is very thorough in their investigation of these types of cases, particularly since there have been a number of cases of child death in the city.

Prior to the Deputy going out on scene to conduct interviews, the Deputy will typically review prior call history (such as prior child abuse reports, suspect background checks, etc.) to determine if there were prior allegations of abuse made against that child, and if so, to review and familiarize themselves with the history of the case. In some cases they will call talk to the Department of Children and Family Services (DCFS). These activities were found to take an average of approximately 15 minutes per case.

The Department finds this step critical to understanding the circumstances of the case. This improves the overall efficiency and effectiveness in conducting the child abuse investigation. This is a part of the Palmdale Sheriff station's actual process for conducting their preliminary investigation to properly determine if the case is founded, unfounded, or inconclusive

The SCO found that this activity was not eligible. We disagree and request restoration of this activity for an additional 15 minutes per case.

- 2) The Deputy will often call to schedule the interviews with required parties. This activity appears to be unique to Palmdale and believe the reason for this is that the incorporated city area covers over 20 square miles in the high desert. Driving to and from locations can

be very time consuming and wasteful of Deputy time and resources. Therefore the Deputy often calls the school to see if the child is present before driving to the location to conduct the interview(s). The same applies to many of the other witnesses and suspects the deputy must interview.

This activity is part of their actual preliminary investigative process and therefore should be reimbursed as the State Mandate instructions required the reimbursement of actual costs. This activity was found to take an average of 5-10 minutes to call and schedule interviews per individual. On average, 5 individuals are interviewed in an investigation. Approximately 40 minutes per case was claimed and disallowed for this activity. We disagree with this reduction and believe that it should be reimbursed as it is a part of the standard procedure of the Palmdale Sheriff's office to conduct their preliminary investigation in order to determine if the cases is founded/unfounded/inconclusive. State Instructions required the reimbursement of actual costs.

It is important to note that drive time to interviews was NOT claimed by the City. This time alone would have added substantial costs to the claim given the geography of the city. The time to make phone calls to verify the location of the parties minimize driving and deputy hours is much more efficient then driving repeatedly to locations in hopes that the individuals are available at the time of the deputy's visit. This is a part of their actual process, is reasonable, and should be reimbursed.

We disagree with the disallowance of this activity and request the restoration of approximately 40 minutes per case of time for this activity.

- 3) A final item of dispute is whether or not the time for the Deputy to inspect the home of the alleged victim of child abuse to determine if the child is being neglected is an eligible activity. The Sheriff's Office contends that for many cases, particularly those alleging child neglect, inspecting the home is a necessary activity in the investigative process to determine if the report is founded or unfounded. An investigator cannot rely on the word of others to assess the living conditions of the child when their health and safety is in question. The officer has the duty to perform an inspection to ascertain appropriate living conditions, such as the availability of food in the home, running water, proper sanitation, etc.

It is estimated that this brief inspection added approximately 6 minutes to the time claimed per case. This time does NOT include the gathering or collection of evidence or other documentation for

criminal prosecution, but is simply to determine if the case was founded or unfounded.

We request the 6 minutes per case claimed for this activity be restored.

Mandate guidelines require the State reimburse local agencies for the actual costs of complying with the mandated statutes. Agencies are allowed some latitude in determining how to best comply with the mandate as State mandate law requires the payment of actual costs incurred. Each agency much have some flexibility to determine how to comply with mandates in the most effective and efficient manner. We believe our procedure is reasonable and minimized deputy time spent per case, while maximizing the efficient and accurately outcome of these investigations.

The Statement of Decision provides an explanation of the Commissions reasoning that their intent was to clarify that activities performed **after** the determination of whether the child abuse case was founded, unfounded or inconclusive were **not** reimbursable. Conversely, the preliminary investigation activities performed to make the determination of founded, unfounded or inconclusive **were eligible** for reimbursement.

All the activities discussed above and claimed by Palmdale took place in the preliminary investigative process, were necessary steps in determining if the case was founded, unfounded or inconclusive, and were not performed after that determination was made. As such, we believe these activities fall within the scope of what is reimbursable and request reinstatement of these costs.

FINDING 3 – SCO REJECTION OF ICRP/OVERHEAD RATES

The SCO denied the inclusion of the default 10% overhead costs to the City's claim for reimbursement allowed by the claiming instructions. The SCO auditor stated that there is already adequate overhead included in the contracted county billed hourly rates of the Deputy and Sergeant. They also contend that direct labor costs are not claimed – only contract costs, which are not subject to the ICRP.

The City disagrees with the SCO's contention that direct labor costs were not claimed. Direct labor costs were claimed, as can be seen in our claim forms. The hourly rate charged, includes benefits and some (not all) overhead as billed by the County for the Deputy and Sergeant positions.

Whether it is a contract deputy or an in-house police officer performing the mandated activities, actual overhead costs incurred by the local agency must be reimbursed as required by State Mandate guidelines. The SCO allowed some, but not all overhead incurred.

Additional Overhead incurred within the contract:

Every county has different methods for charging for their services. Most bill overhead separately as each city has some flexibility as to what and how many positions of each type they wish to purchase each fiscal year. Los Angeles County has a hybrid method of billing for their services. Most of the overhead charges are included in the cost of each Deputy contract rate. This overhead includes services such as dispatch, special unit services (homicide, sexual crimes, forensics, etc.), equipment, and other overhead positions such as a base level of administrative and clerical support.

In addition to this minimum level of overhead built into the sworn staff rates, each city has the option of purchasing additional supplemental overhead positions to their contract if they require additional support. Each fiscal year, the City purchased additional supplemental overhead positions through the contract, including Station Clerks, Administrative and Motor Sergeants (in addition to the Sergeants who were already built into the standard billing rates). These positions provide an added level of administrative support dedicated specifically to the City of Palmdale.

In some years the cities may be able to afford more direct staff and more overhead items and others years they cannot. In the lean years, response times and customer service may decline due to limited fiscal resources. When the actual overhead rates were calculated, they were found to range between 6% - 13%. In most of the examples provided, city wide overhead from a cost plan were not factored into the rates. If they had been, the rates would be substantially higher. The 10% State allowed default rates is a reasonable approximation of actual overhead costs incurred by the City. This 10% rate is not duplicative of any other overhead already billed within the Deputy hourly rate, but is in addition to that and is calculated based on the same unit - dollar of actual weighted contract hourly labor rate.

Additional Overhead incurred outside of the contract:

In addition to the County billed overhead, the City also contributed additional funds to support the law enforcement services contract. For example, there are City wide overhead costs documented in their FY 13-14 Cost Allocation Plan (\$1,001,171) including administrative time from the City Attorney, City Manager's Office, Finance, Human Resources, and the Public Safety Department.

Then there are additional city costs incurred to construct the Palmdale Sheriff's Station in 2004 including the donation of 11 acres of land estimated (estimated value of \$1.3 million) as well as for city provided infrastructure improvements of (approximately \$1.01 million).

All these are valid examples of additional overhead costs not captured by the LA Sheriff's Deputy billing rate and denied for reimbursement in the SCO audit. The city provided many examples and documents supporting that it is actually incurring overhead costs over and above that which was included in the Deputy's standard billing rate. These types of city wide overhead items are eligible for reimbursement under the instruction and OMB A-87 and should be allowed for inclusion in our claims. (See attached examples).

The rates calculated are based on dollar of actual weighed direct labor rates charged, so we can prove the rates are justified and properly applied to direct costs. We are happy to calculate the fully loaded ICRP rates, with City Wide overhead if the SCO desires. However, we believe that we have already provided more than enough support to justify the inclusion of the default 10% rate allowed in the State Instructions.

Not allowing contract cities to be reimbursed for all actual overhead costs is punitive and in violation of the State Mandate guidelines which require the State to pay for all actual, eligible, and properly supported costs. An example of an ICRP is provided, however more are available upon request.

We request the restoration of the additional 10% default overhead/ICRP costs in the claims.

CONCLUSION:

In summary, we believe that the claims submitted by Palmdale were prepared in accordance with the claiming instruction, Statement of Decision, and the Parameters and Guidelines adopted by the Commission. We are willing to provide additional documentation upon request.

Thank you for the opportunity to respond to your findings in the Draft Audit Report. Please contact me at (661) 267-5411 or our consultant Annette Chinn at (916) 939-7901 with any questions.


Sincerely,

Karen Johnston, C.P.A.

Karen Johnston, C.P.A.
Finance Director/City Treasurer

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874**

<http://www.sco.ca.gov>

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program 358
(01) Claimant Identification Number 9819620			(22) FORM 1, (04) A.1.g	
(02) Claimant Name City of Palmdale			(23) FORM 1, (04) A.2.g	
Mailing Address 38300 N Sierra			(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g	4821
City Palmdale			(26) FORM 1, (04) B.2.f.1) g	
State CA Zip Code 93550			(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g	476175
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
Fiscal Year of Cost	(06)	(12) 2006-07	(33) FORM 1, (06)	10
Total Claimed	(07)	(13) \$529,095	(34) FORM 1, (07)	48100
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$12,340	(35) FORM 1, (09)	
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$516,756		
Due from State	(08)	(17) \$516,756		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
			Date Signed <u>7/15/2015</u>	
Karen Johnston			Telephone Number (661) 267-5411	
Finance Manager			Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim			Telephone Number	E-Mail Address
Annette S. Chinn (CRS)			(916) 939-7901	AChinnCRS@aol.com

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS				For State Controller Use Only	
<div style="display: flex; justify-content: space-between;"> <div> (01) Claimant Identification Number 9819620 (02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550 </div> <div style="text-align: right;"> (19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____ </div> </div>				Program <div style="font-size: 2em; font-weight: bold;">358</div>	
				(22) FORM 1, (04) A.1.g	
				(23) FORM 1, (04) A.2.g	
				(24) FORM 1, (04) B.1.g	
(25) FORM 1, (04.1) g 4821				(26) FORM 1, (04) B.2.f.1) g	
(27) FORM 1, (04.2) g				(28) FORM 1, (04) B.3.a. g 476175	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Type of Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/> </div> <div style="width: 30%;"> Estimated Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/> </div> <div style="width: 30%;"> Reimbursement Claim (12) 2006-07 (13) \$529,095 (14) \$12,340 (15) (16) \$516,756 (17) \$516,756 (18) </div> </div>				(29) FORM 1, (04) B.3.b. g	
(30) FORM 1, (04) B.4. g				(31) FORM 1, (04) B.5. g	
(32) FORM 1, (04) B.6. g				(33) FORM 1, (06) 10	
(34) FORM 1, (07) 48100				(35) FORM 1, (09)	
(36) FORM 1, (10)				(37) FORM 1, (11)	
Fiscal Year of Cost (06)				(12) 2006-07	
Total Claimed (07)				(13) \$529,095	
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)				(14) \$12,340	
Less: Estimated Claim Payment Received				(15)	
Net Claimed Amount				(16) \$516,756	
Due from State (08)				(17) \$516,756	
Due to State (09)				(18)	
<div> (38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Signature of Authorized Representative <div style="border-bottom: 1px solid black; width: 300px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 300px; margin-bottom: 5px;"></div> <div> Karen Johnston Finance Manager </div> </div> <div> Date <div style="border-bottom: 1px solid black; width: 150px; margin-bottom: 5px;"></div> <div> Date Signed Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Name of Contact Person for Claim Annette S. Chinn (CRS) </div> <div> Telephone Number (916) 939-7901 </div> <div> E-Mail Address ACHinnCRS@aol.com </div> </div>					

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2006-07
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 1303
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$684					\$684
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$4,136					\$4,136
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$4,821					\$4,821
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$476,175					\$476,175
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$480,996					\$480,996

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$48,100
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$529,095

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10)) \$529,095

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Develop training to implement ICAN requirements

☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$100.11		6.84	\$684					\$684
(05) Total			6.84	\$684					\$684

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2006-07**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
- ☐ 2. Reporting Between Local Departments ☐ 2. County welfare department
- ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☒ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
- ☐ e. Report by phone & send written report to licensing agency ☐ a. Complete investigation to prepare a report
- ☐ f. Additional cross reporting in cases of child death ☐ b. Prepare/submit report for substantiated cases
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$100.11 \$90.36		21.72 21.72	\$2,174 \$1,962					\$2,174 \$1,962
(05) Total			43.43	\$4,136					\$4,136


FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
 - ☐ 2. Reporting to County Welfare Department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse
 - ☐ 3. Reporting to DOJ
 - ☒ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
 - ☐ 4. Notify abuser they are reported to CACI
 - ☐ 5. Mandated 8 yr record retention
 - ☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$90.36		217.17	\$19,623					\$19,623
Deputy	\$100.11		4,560.50	\$456,552					\$456,552
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			4,777.67	\$476,175					\$476,175

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program 358
(01) Claimant Identification Number		9819620	(22) FORM 1, (04) A.1.g	
(02) Claimant Name		City of Palmdale	(23) FORM 1, (04) A.2.g	
Mailing Address		38300 N Sierra	(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g	5423
City		Palmdale	(26) FORM 1, (04) B.2.f.1) g	
State CA		Zip Code 93550	(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g	535393
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
Fiscal Year of Cost	(06)	(12) 2007-08	(33) FORM 1, (06)	10
Total Claimed	(07)	(13) \$594,897	(34) FORM 1, (07)	54082
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$14,351	(35) FORM 1, (09)	
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$580,547		
Due from State	(08)	(17) \$580,547		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative		Date		
		Date Signed	7/15/2015	
Karen Johnston		Telephone Number (661) 267-5411		
Finance Manager		Email Address	kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim		Telephone Number	E-Mail Address	
Annette S. Chinn (CRS)		(916) 939-7901	AChinnCRS@aol.com	

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS				For State Controller Use Only	
(01) Claimant Identification Number 9819620				(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550				Program <div style="font-size: 24pt; font-weight: bold; text-align: center;">358</div>	
(03) Estimated <input type="checkbox"/>				(22) FORM 1, (04) A.1.g	
(04) Combined <input type="checkbox"/>				(23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g	
(05) Amended <input type="checkbox"/>				(25) FORM 1, (04.1) g 5423 (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g 535393 (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) 10 (34) FORM 1, (07) 54082 (35) FORM 1, (09)		
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>			
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>			
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>			
Fiscal Year of Cost	(06)	(12) 2007-08	(36) FORM 1, (10)		
Total Claimed	(07)	(13) \$594,897			
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$14,351			
Less: Estimated Claim Payment Received		(15)			
Net Claimed Amount		(16) \$580,547			
Due from State	(08)	(17) \$580,547			
Due to State	(09)	(18)			
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>					
Signature of Authorized Representative				Date	
Karen Johnston Finance Manager				Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim				Telephone Number	
Annette S. Chinn (CRS)				(916) 939-7901	
				E-Mail Address AChinnCRS@aol.com	

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2007-08
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 1363
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$770					\$770
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$4,653					\$4,653
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$5,423					\$5,423
2.f. Addnt cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$535,393					\$535,393
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$540,816					\$540,816

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$54,082
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$594,897

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08) - (line(09) + Line(10)) \$594,897

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2007-08**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
- ☐ 2. Reporting Between Local Departments ☐ 2. County welfare department
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
- ☐ e. Report by phone & send written report to licensing agency ☐ a. Complete investigation to prepare a report
- ☐ f. Additional cross reporting in cases of child death ☐ b. Prepare/submit report for substantiated cases
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$107.60		7.15	\$770					\$770
(05) Total			7.15	\$770					\$770

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Develop training to implement ICAN requirements

☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u>	\$107.60		22.72	\$2,444					\$2,444
<u>Sergeant</u>	\$97.23		22.72	\$2,209					\$2,209
Report to the appropriate County Department and/or the District Attorney's Office as mandated.									
(05) Total			45.43	\$4,653					\$4,653


FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
- ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
- ☐ f. Additional cross-reporting in cases of death
 - ☐ 2. County welfare department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
 - ☒ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$97.23		227.17	\$22,087					\$22,087
Deputy	\$107.60		4,770.50	\$513,306					\$513,306
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			4,997.67	\$535,393					\$535,393

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358	Program 358
			(20) Date Filed ____/____/____	
			(21) LRS Input ____/____/____	
(01) Claimant Identification Number		9819620	(22) FORM 1, (04) A.1.g	
(02) Claimant Name		City of Palmdale	(23) FORM 1, (04) A.2.g	
Mailing Address		38300 N Sierra	(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g	4967
City		Palmdale	(26) FORM 1, (04) B.2.f.1) g	
State CA		Zip Code 93550	(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim		(28) FORM 1, (04) B.3.a. g	490727
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
			(33) FORM 1, (06)	10
			(34) FORM 1, (07)	49569
Fiscal Year of Cost		(06)	(12) 2008-09	(35) FORM 1, (09)
Total Claimed		(07)	(13) \$545,263	(36) FORM 1, (10)
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)			(14) \$15,057	
Less: Estimated Claim Payment Received			(15)	
Net Claimed Amount			(16) \$530,205	
Due from State		(08)	(17) \$530,205	
Due to State		(09)	(18)	
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
			Date Signed <u>7/15/2015</u>	
Karen Johnston			Telephone Number (661) 267-5411	
Finance Manager			Email Address <u>kjohnston@cityofpalmdale.org</u>	
Name of Contact Person for Claim			Telephone Number	E-Mail Address
Annette S. Chinn (CRS)			(916) 939-7901	ACHinnCRS@aol.com

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(22) FORM 1, (04) A.1.g (23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	4967
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) (34) FORM 1, (07) (35) FORM 1, (09)	490727 10 49569
Fiscal Year of Cost	(06)	(12) 2008-09	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$545,263		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$15,057		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$530,205		
Due from State	(08)	(17) \$530,205		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
Karen Johnston Finance Manager			Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim Annette S. Chinn (CRS)			Telephone Number (916) 939-7901	
			E-Mail Address ACHinnCRS@aol.com	

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2008-09
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 1192
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Direct Costs	Object Accounts					
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$705					\$705
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$4,261					\$4,261
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$4,967					\$4,967
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$490,727					\$490,727
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$495,693					\$495,693

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (05) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$49,569
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$545,263

Cost Reductions

(09) Less: Offsetting Savings, if applicable		
(10) Less: Other Reimbursements, if applicable		
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10))	\$545,263

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2008-09**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input checked="" type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$112.78		6.25	\$705					\$705
(05) Total			6.25	\$705					\$705

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)

☐ 2. Reporting Between Local Departments

☐ a. Accept & refer abuse report when a dept. lacks jurisdiction

☐ b. Cross-rept from Co. Welfare to law enforcement

☒ c. Cross-report from Law Enforcement to Co Welfare & DA

☐ d. Receipt of cross report by DA

☐ e. Report by phone & send written report to licensing agency

☐ f. Additional cross reporting in cases of child death

☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare

☐ f. Additional cross-reporting in cases of death

☐ 2. County welfare department

☐ i. Cross report death cases to law enforcement

☐ ii. Create a record in the CWS/CMS system

☐ iii. Enter info in CWS/CMS if death not abuse

☐ 3. Reporting to DOJ

☐ a. Complete investigation to prepare a report

☐ b. Prepare/submit report for substantiated cases

☐ 4. Notify abuser they are reported to CACI

☐ 5. Mandated 8 yr record retention

☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u>	\$112.78		19.87	\$2,241					\$2,241
<u>Sergeant</u>	\$101.72		19.87	\$2,021					\$2,021
Report to the appropriate County Department and/or the District Attorney's Office as mandated.									
(05) Total			39.73	\$4,261					\$4,261


FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
 - ☐ 2. Reporting to DOJ
 - ☒ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
 - ☐ 3. Reporting to DOJ
 - ☐ 4. Notify abuser they are reported to CACI
 - ☐ 5. Mandated 8 yr record retention
 - ☐ 6. Provide due process procedures to CACI
- ☐ f. Additional cross-reporting in cases of death
 - ☐ 2. County welfare department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$101.72		198.67	\$20,208					\$20,208
Deputy	\$112.78		4,172.00	\$470,518					\$470,518
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			4,370.67	\$490,727					\$490,727

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program 358
(01) Claimant Identification Number		9819620	(22) FORM 1, (04) A.1.g	
(02) Claimant Name		City of Palmdale	(23) FORM 1, (04) A.2.g	
Mailing Address		38300 N Sierra	(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g	5690
City		Palmdale	(26) FORM 1, (04) B.2.f.1) g	
State CA		Zip Code 93550	(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g	563761
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
Fiscal Year of Cost	(06)	(12) 2009-10	(33) FORM 1, (06)	10
Total Claimed	(07)	(13) \$626,396	(34) FORM 1, (07)	56945
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$17,177	(35) FORM 1, (09)	
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$609,219		
Due from State	(08)	(17) \$609,219		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative		Date		
		Date Signed	7/15/2015	
Karen Johnston		Telephone Number	(661) 267-5411	
Finance Manager		Email Address	kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim		Telephone Number	E-Mail Address	
Annette S. Chinn (CRS)		(916) 939-7901	AChinnCRS@aol.com	

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS				For State Controller Use Only	
				(19) Program Number: 00358	Program 358
				(20) Date Filed ____/____/____	
				(21) LRS Input ____/____/____	
(01) Claimant Identification Number		9819620		(22) FORM 1, (04) A.1.g	
(02) Claimant Name		City of Palmdale		(23) FORM 1, (04) A.2.g	
Mailing Address		38300 N Sierra		(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box		Palmdale		(25) FORM 1, (04.1) g	
City				5690	
State CA				(26) FORM 1, (04) B.2.f.1) g	
Zip Code		93550		(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim		Reimbursement Claim		(28) FORM 1, (04) B.3.a. g
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g		563761
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g		
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g		
			(32) FORM 1, (04) B.6. g		
			(33) FORM 1, (06)		10
Fiscal Year of Cost		(06) 2009-10		(34) FORM 1, (07)	
Total Claimed		(07) \$626,396		(35) FORM 1, (09)	
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(12) \$17,177		(36) FORM 1, (10)	
Less: Estimated Claim Payment Received		(13)			
Net Claimed Amount		(14) \$609,219			
Due from State		(15) \$609,219			
Due to State		(16)			
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>					
Signature of Authorized Representative				Date	
Karen Johnston				Date Signed _____	
Finance Manager				Telephone Number (661) 267-5411	
				Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim		Telephone Number		E-Mail Address	
Annette S. Chinn (CRS)		(916) 939-7901		AChinnCRS@aol.com	

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2009-10
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 1331
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$811					\$811
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$4,880					\$4,880
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$5,690					\$5,690
2.f. Addnl cross-reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$563,761					\$563,761
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$569,451					\$569,451

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$56,945
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$626,396

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08) - [(line(09) + Line(10))] \$626,396

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2009-10**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input checked="" type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$116.07		6.98	\$811					\$811
(05) Total			6.98	\$811					\$811

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed


- Develop training to implement ICAN requirements

☐ 6. Provide due process procedures to CAC!

[illegible]

FORM
AA-2

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$103.90		221.83	\$23,048					\$23,048
Deputy	\$116.07		4,658.50	\$540,712					\$540,712
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			4,880.33	\$563,761					\$563,761

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only		
			(19) Program Number 00358	Program 358	
			(20) Date Filed		
			(21) LRS Input		
(01) Claimant Identification Number	9819620		(22) FORM 1, (04) A.1.g		
(02) Claimant Name	City of Palmdale		(23) FORM 1, (04) A.2.g		
Mailing Address	38300 N Sierra		(24) FORM 1, (04) B.1.g		
Street Address or P.O. Box			(25) FORM 1, (04.1) g	4255	
City	Palmdale		(26) FORM 1, (04) B.2.f.1) g		
State	CA	Zip Code	(27) FORM 1, (04.2) g		
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a.g	419219	
			(29) FORM 1, (04) B.3.b.g		
			(30) FORM 1, (04) B.4.g		
			(31) FORM 1, (04) B.5.g		
			(32) FORM 1, (04) B.6.g		
			(33) FORM 1, (06)	10	
(03) Estimated	<input type="checkbox"/>	(09) Reimbursement	<input type="checkbox"/>	(34) FORM 1, (07)	42347
(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>	(35) FORM 1, (09)	
(05) Amended	<input type="checkbox"/>	(11) Amended	<input checked="" type="checkbox"/>		
Fiscal Year of Cost	(06)	(12)	2010-11	(36) FORM 1, (10)	
Total Claimed	(07)	(13)	\$465,822		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14)	\$10,903		
Less: Estimated Claim Payment Received		(15)			
Net Claimed Amount		(16)	\$454,919		
Due from State	(08)	(17)	\$454,919		
Due to State	(09)	(18)			
(38) CERTIFICATION OF CLAIM					
<p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>					
Signature of Authorized Representative			Date		
			7/15/2015		
Karen Johnston			Date Signed		
Finance Manager			Telephone Number (661) 267-5411		
			Email Address kjohnston@cityofpalmdale.org		
Name of Contact Person for Claim			E-Mail Address		
Annette S. Chinn (CRS)			ACHinnCRS@aol.com		
			Telephone Number (916) 939-7901		

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(22) FORM 1, (04) A.1.g (23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	4255 419219
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) (34) FORM 1, (07) (35) FORM 1, (09)	10 42347
Fiscal Year of Cost	(06)	(12) 2010-11	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$465,822		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$10,903		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$454,919		
Due from State	(08)	(17) \$454,919		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
Karen Johnston Finance Manager			Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim Annette S. Chinn (CRS)			Telephone Number (916) 939-7901	
			E-Mail Address ACHinnCRS@aol.com	

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2010-11
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 991
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Direct Costs	Object Accounts
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(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$602					\$602
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$3,653					\$3,653
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$4,255					\$4,255
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$419,219					\$419,219
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$423,475					\$423,475

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$42,347
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$465,822

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	\$465,822 Line (08)- (line(09) + Line(10))

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2010-11**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
2. Reporting Between Local Departments ☐ 2. County welfare department
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
- ☐ e. Report by phone & send written report to licensing agency ☐ a. Complete investigation to prepare a report
- ☐ f. Additional cross reporting in cases of child death ☐ b. Prepare/submit report for substantiated cases
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Deputy Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$115.85		5.20	\$602					\$602
(05) Total			5.20	\$602					\$602

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2010-11**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
- ☐ 2. Reporting Between Local Departments ☐ 2. County welfare department
- ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☒ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
- ☐ e. Report by phone & send written report to licensing agency ☐ a. Complete investigation to prepare a report
- ☐ f. Additional cross reporting in cases of child death ☐ b. Prepare/submit report for substantiated cases
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$115.85 \$105.31		16.52 16.52	\$1,913 \$1,739					\$1,913 \$1,739
(05) Total			33.03	\$3,653					\$3,653


FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

<p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p>	<p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input checked="" type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p>
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(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Deputy Sergeant Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)	\$115.85 \$105.31		3,468.50 165.17	\$401,826 \$17,394					\$401,826 \$17,394
(05) Total			3,633.67	\$419,219					\$419,219

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number 100358 (20) Date Filed (21) LRS Input	Program 358
(01) Claimant Identification Number		9819620	(22) FORM 1, (04) A.1.g	
(02) Claimant Name		City of Palmdale	(23) FORM 1, (04) A.2.g	
Mailing Address		38300 N Sierra	(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g	4196
City		Palmdale	(26) FORM 1, (04) B.2.f.1) g	
State CA		Zip Code 93550	(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g	183946
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
			(33) FORM 1, (06)	10
Fiscal Year of Cost		(06)	(12) 2011-12	(34) FORM 1, (07)
Total Claimed		(07)	(13) \$206,956	(35) FORM 1, (09)
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14)	\$3,745	(36) FORM 1, (10)
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16)	\$203,211	
Due from State		(08)	(17) \$203,211	
Due to State		(09)	(18)	
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
			7/15/2015	
Karen Johnston			Date Signed	
Finance Manager			Telephone Number (661) 267-5411	
			Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim			E-Mail Address	
Annette S. Chinn (CRS)			ACHinnCRS@aol.com	

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS				For State Controller Use Only	
(01) Claimant Identification Number 9819620				(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550				Program 358	
(03) Estimated <input type="checkbox"/>				(22) FORM 1, (04) A.1.g	
(04) Combined <input type="checkbox"/>				(23) FORM 1, (04) A.2.g	
(05) Amended <input type="checkbox"/>				(24) FORM 1, (04) B.1.g	
(09) Reimbursement <input type="checkbox"/>				(25) FORM 1, (04.1) g 4196	
(10) Combined <input type="checkbox"/>				(26) FORM 1, (04) B.2.f.1) g	
(11) Amended <input checked="" type="checkbox"/>				(27) FORM 1, (04.2) g	
(12) 2011-12				(28) FORM 1, (04) B.3.a. g 183946	
(13) \$206,956				(29) FORM 1, (04) B.3.b. g	
(14) \$3,745				(30) FORM 1, (04) B.4. g	
(15)				(31) FORM 1, (04) B.5. g	
(16) \$203,211				(32) FORM 1, (04) B.6. g	
(17) \$203,211				(33) FORM 1, (06) 10	
(18)				(34) FORM 1, (07) 18814	
(19)				(35) FORM 1, (09)	
(20)				(36) FORM 1, (10)	
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Signature of Authorized Representative				Date	
Karen Johnston				Date Signed	
Finance Manager				Telephone Number (661) 267-5411	
Name of Contact Person for Claim				Email Address kjohnston@cityofpalmdale.org	
Annette S. Chinn (CRS)				(916) 939-7901	
Telephone Number				E-Mail Address	
(916) 939-7901				ACHinnCRS@aol.com	

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2011-12
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 951
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$596					\$596
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$3,600					\$3,600
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$4,196					\$4,196
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$183,946					\$183,946
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$188,142					\$188,142

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$18,814
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$206,956

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10))

\$206,956

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: City of Palmdale (02) Fiscal Year Costs Were Incurred: 2011-12

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
- ☐ 2. Reporting Between Local Departments ☐ 2. County welfare department
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
- ☐ e. Report by phone & send written report to licensing agency ☐ a. Complete investigation to prepare a report
- ☐ f. Additional cross reporting in cases of child death ☐ b. Prepare/submit report for substantiated cases
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$119.41		4.99	\$596					\$596
(05) Total			4.99	\$596					\$596

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2011-12**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
2. Reporting Between Local Departments ☐ 2. County welfare department
- ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
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- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
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(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$119.41 \$107.73		15.85 15.85	\$1,893 \$1,708					\$1,893 \$1,708
(05) Total			31.70	\$3,600					\$3,600

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: City of Palmdale **(02) Fiscal Year Costs Were Incurred:** 2011-12

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs


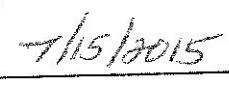
- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
- ☐ 2. Reporting Between Local Departments ☐ 2. County welfare department
- ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
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(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)	\$119.41 \$107.73		1,477.00 70.33	\$176,369 \$7,577					\$176,369 \$7,577
(05) Total			1,547.33	\$183,946					\$183,946

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358 (20) Date Filed: ____/____/____ (21) LRS Input: ____/____/____	Program 358
(01) Claimant Identification Number		9819620	(22) FORM 1, (04) A.1.g	
(02) Claimant Name		City of Palmdale	(23) FORM 1, (04) A.2.g	
Mailing Address		38300 N Sierra	(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g	2489
City		Palmdale	(26) FORM 1, (04) B.2.f.1) g	
State CA		Zip Code 93550	(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim		(28) FORM 1, (04) B.3.a. g	252063
	(03) Estimated	<input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined	<input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended	<input type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
Reimbursement Claim		(09) Reimbursement	<input type="checkbox"/>	
		(10) Combined	<input type="checkbox"/>	
		(11) Amended	<input checked="" type="checkbox"/>	
Fiscal Year of Cost	(06)	(12) 1999-00	(33) FORM 1, (06)	10
Total Claimed	(07)	(13) \$280,007	(34) FORM 1, (07)	25455
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$6,677	(35) FORM 1, (09)	
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$273,330		
Due from State	(08)	(17) \$273,330		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative		Date		
				
Karen Johnston		Date Signed		
Finance Manager		Telephone Number (661) 267-5411		
		Email Address kjohnston@cityofpalmdale.org		
Name of Contact Person for Claim		Telephone Number		E-Mail Address
Annette S. Chinn (CRS)		(916) 939-7901		ACHinnCRS@aol.com

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS				For State Controller Use Only										
<div style="display: flex; justify-content: space-between;"> <div> (01) Claimant Identification Number 9819620 (02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550 </div> <div style="text-align: right;"> Program <div style="font-size: 2em; font-weight: bold;">358</div> </div> </div>				(19) Program Number: 00358										
				(20) Date Filed ____/____/____										
				(21) LRS Input ____/____/____										
				(22) FORM 1, (04) A.1.g										
				(23) FORM 1, (04) A.2.g										
				(24) FORM 1, (04) B.1.g										
				(25) FORM 1, (04.1) g		2489								
				(26) FORM 1, (04) B.2.f.1) g										
				(27) FORM 1, (04.2) g										
				(28) FORM 1, (04) B.3.a. g			252063							
				(29) FORM 1, (04) B.3.b. g										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Type of Claim</th> <th style="width: 20%;">Estimated Claim</th> <th style="width: 20%;">Reimbursement Claim</th> </tr> </thead> <tbody> <tr> <td>(03) Estimated <input type="checkbox"/></td> <td>(09) Reimbursement <input type="checkbox"/></td> </tr> <tr> <td>(04) Combined <input type="checkbox"/></td> <td>(10) Combined <input type="checkbox"/></td> </tr> <tr> <td>(05) Amended <input type="checkbox"/></td> <td>(11) Amended <input checked="" type="checkbox"/></td> </tr> </tbody> </table>				Type of Claim	Estimated Claim	Reimbursement Claim	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(30) FORM 1, (04) B.4. g	
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				(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>									
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INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY

**FORM
1**

(01) Claimant

City of Palmdale

(02) Type of Claim

Reimbursement ☐

Fiscal Year

1999-00

Claim Statistics

(03) Department - SHERIFF

Number of Cases =

873

Direct Costs

Object Accounts

(04) Reimbursable Components

A. ONE-TIME ACTIVITIES

1. Policies and Procedures

2. Training to implement ICAN

B. ON-GOING ACTIVITIES

1. Distribute Child Abuse Report (SS8572)

2. Reporting between local departments

2.a. Accept & refer reports when lacking jurisdiction

2.b. Cross reporting from County to law enforcement

2.c. Cross reporting from law enf. to county and DA

2.d. Receipt of cross-reports by DA's office

2.e. Report by phone & send to licensing agencies

(04.1) Subtotal B.2 (a through e)

2.f. Addnl cross reporting in case of child death

1) Law enforcement cross report to Co. Welfare

2) County Welfare department

i. Cross rpt child death case to law enforcement

ii. Created record in County CWS/CMS system

ii. Enter info in CWS/CMS if death not abuse/nglct

(04.2) Subtotal B.2 f. 2) (i through iii)

3. Reporting to DOJ (see item 4 claiming instructions)

a. Complete an investigation to prepare a report

b. Prepare/submit/amend rpt for substantiated cases

4. Notify suspected abuser they are in CACI

5. Records retention post required period

6. Provide due process procedures to those in CACI

(05) TOTAL DIRECT COSTS

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)

(from ICRP) (Applied to Salaries)

10.0%

(07) Total Indirect Costs

Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]

\$25,455

(08) Total Direct and Indirect Costs

Line (05)(d) + line (07)

\$280,007

Cost Reductions

(09) Less: Offsetting Savings, if applicable

(10) Less: Other Reimbursements, if applicable

(11) TOTAL CLAIMED AMOUNT

Line (08) - (line(09) + line(10))

\$280,007

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **1999-00**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction
- ☐ b. Cross-rept from Co. Welfare to law enforcement
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
- ☐ d. Receipt of cross report by DA
- ☐ e. Report by phone & send written report to licensing agency
- ☐ f. Additional cross reporting in cases of child death
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
- ☐ f. Additional cross-reporting in cases of death
- ☐ 2. County welfare department
- ☐ i. Cross report death cases to law enforcement
- ☐ ii. Create a record in the CWS/CMS system
- ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
- ☐ a. Complete investigation to prepare a report
- ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$79.30		4.58	\$363					\$363
(05) Total			4.58	\$363					\$363

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **1999-00**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input checked="" type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS.CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$79.30 \$66.79		14.55 14.55	\$1,154 \$972					\$1,154 \$972
(05) Total			29.11	\$2,126					\$2,126

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **1999-00**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs


- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|---|---|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p><input type="checkbox"/> 2. Reporting Between Local Departments</p> <p><input type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p><input type="checkbox"/> f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input checked="" type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|---|---|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Deputy Sergeant Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)	\$79.30 \$66.79		3,056.03 145.53	\$242,343 \$9,720					\$242,343 \$9,720
(05) Total			3,201.55	\$252,063					\$252,063

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS				For State Controller Use Only	
(01) Claimant Identification Number 9819620				(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550				Program 358	
Type of Claim				(22) FORM 1, (04) A.1.g	
Estimated Claim (03) Estimated <input type="checkbox"/>				(23) FORM 1, (04) A.2.g	
(04) Combined <input type="checkbox"/>				(24) FORM 1, (04) B.1.g	
(05) Amended <input type="checkbox"/>				(25) FORM 1, (04.1) g 2699	
Reimbursement Claim (09) Reimbursement <input type="checkbox"/>				(26) FORM 1, (04) B.2.f.1) g	
(10) Combined <input type="checkbox"/>				(27) FORM 1, (04.2) g	
(11) Amended <input checked="" type="checkbox"/>				(28) FORM 1, (04) B.3.a. g 274584	
Fiscal Year of Cost (06)				(29) FORM 1, (04) B.3.b. g	
(12) 2000-01				(30) FORM 1, (04) B.4. g	
Total Claimed (07)				(31) FORM 1, (04) B.5. g	
(13) \$305,011				(32) FORM 1, (04) B.6. g	
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)				(33) FORM 1, (06) 10	
Less: Estimated Claim Payment Received				(34) FORM 1, (07) 27728	
Net Claimed Amount				(35) FORM 1, (09)	
(16) \$297,875				(36) FORM 1, (10)	
Due from State (08)				(17) \$297,875	
Due to State (09)				(18)	
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>					
Signature of Authorized Representative  Karen Johnston Finance Manager				Date Date Signed <u>7/15/2015</u> Telephone Number (661) 267-5411 Email Address <u>kjohnston@cityofpalmdale.org</u>	
Name of Contact Person for Claim Annette S. Chinn (CRS)				Telephone Number (916) 939-7901	
E-Mail Address AChinnCRS@aol.com				Form FAM-27	

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(22) FORM 1, (04) A.1.g (23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	2699 274584
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) (34) FORM 1, (07) (35) FORM 1, (09)	10 27728
Fiscal Year of Cost	(06)	(12) 2000-01	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$305,011		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$7,136		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$297,875		
Due from State	(08)	(17) \$297,875		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> Signature of Authorized Representative <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> <div style="width: 35%;"> Date <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> Name of Contact Person for Claim Annette S. Chinn (CRS) </div> <div style="width: 30%;"> Telephone Number (916) 939-7901 </div> <div style="width: 30%;"> E-Mail Address ACHinnCRS@aol.com </div> </div>				

INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2000-01
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 919
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$396					\$396
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$2,303					\$2,303
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$2,699					\$2,699
2.f. Addnl cross-reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$274,584					\$274,584
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$277,283					\$277,283

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$27,728
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$305,011

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10)) \$305,011

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2000-01**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction
- ☐ b. Cross-rept from Co. Welfare to law enforcement
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
- ☐ d. Receipt of cross report by DA
- ☐ e. Report by phone & send written report to licensing agency
- ☐ f. Additional cross reporting in cases of child death
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
- ☐ f. Additional cross-reporting in cases of death
- ☐ 2. County welfare department
- ☐ i. Cross report death cases to law enforcement
- ☐ ii. Create a record in the CWS/CMS system
- ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
- ☐ a. Complete investigation to prepare a report
- ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Deputy Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$82.11		4.82	\$396					\$396
(05) Total			4.82	\$396					\$396

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2000-01**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

☐ Update Policies and Procedures & develop ICAN due process procedures

☐ Develop training to implement ICAN requirements

B. On-Going Costs

☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)

2. Reporting Between Local Departments

☐ a. Accept & refer abuse report when a dept. lacks jurisdiction

☐ b. Cross-rept from Co. Welfare to law enforcement

☒ c. Cross-report from Law Enforcement to Co Welfare & DA

☐ d. Receipt of cross report by DA

☐ e. Report by phone & send written report to licensing agency

f. Additional cross reporting in cases of child death

☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare

f. Additional cross-reporting in cases of death

2. County welfare department

☐ i. Cross report death cases to law enforcement

☐ ii. Create a record in the CWS/CMS system

☐ iii. Enter info in CWS/CMS if death not abuse

3. Reporting to DOJ

☐ a. Complete investigation to prepare a report

☐ b. Prepare/submit report for substantiated cases

☐ 4. Notify abuser they are reported to CACI

☐ 5. Mandated 8 yr record retention

☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$82.11 \$68.20		15.32 15.32	\$1,258 \$1,045					\$1,258 \$1,045
(05) Total			30.64	\$2,303					\$2,303

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2000-01**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs


- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) ☐ f. Additional cross-reporting in cases of death
- ☐ 2. Reporting Between Local Departments ☐ 2. County welfare department
- ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ d. Receipt of cross report by DA ☐ 3. Reporting to DOJ
- ☐ e. Report by phone & send written report to licensing agency ☒ a. Complete investigation to prepare a report
- ☐ f. Additional cross reporting in cases of child death ☐ b. Prepare/submit report for substantiated cases
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)	\$82.11 \$68.20		3,216.87 153.18	\$264,137 \$10,447					\$264,137 \$10,447
(05) Total			3,370.06	\$274,584					\$274,584

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program 358
(01) Claimant Identification Number 9819620			(22) FORM 1, (04) A.1.g	
(02) Claimant Name City of Palmdale			(23) FORM 1, (04) A.2.g	
Mailing Address 38300 N Sierra			(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04) B.1.g	2935
City Palmdale			(26) FORM 1, (04) B.2.f.1) g	
State CA Zip Code 93550			(27) FORM 1, (04) B.2.g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g	296302
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	1013
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
Fiscal Year of Cost	(06)	(12) 2001-02	(33) FORM 1, (06)	10
Total Claimed	(07)	(13) \$330,276	(34) FORM 1, (07)	30025
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$7,922	(35) FORM 1, (09)	
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$322,354		
Due from State	(08)	(17) \$322,354		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
 Karen Johnston Finance Manager			Date Signed <u>7/15/2015</u> Telephone Number (661) 267-5411 Email Address <u>kjohnston@cityofpalmdale.org</u>	
Name of Contact Person for Claim			Telephone Number	E-Mail Address
Annette S. Chinn (CRS)			(916) 939-7901	ACHinnCRS@aol.com

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(20) Date Filed ____/____/____ (21) LRS Input ____/____/____	
Type of Claim	Estimated Claim	Reimbursement Claim	(22) FORM 1, (04) A.1.g	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(23) FORM 1, (04) A.2.g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(24) FORM 1, (04) B.1.g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(25) FORM 1, (04.1) g	2935
			(26) FORM 1, (04) B.2.f.1) g	
			(27) FORM 1, (04.2) g	
Fiscal Year of Cost	(06)	(12) 2001-02	(28) FORM 1, (04) B.3.a. g	296302
Total Claimed	(07)	(13) \$330,276	(29) FORM 1, (04) B.3.b. g	1013
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$7,922	(30) FORM 1, (04) B.4. g	
Less: Estimated Claim Payment Received		(15)	(31) FORM 1, (04) B.5. g	
Net Claimed Amount		(16) \$322,354	(32) FORM 1, (04) B.6. g	
Due from State	(08)	(17) \$322,354	(33) FORM 1, (06)	10
Due to State	(09)	(18)	(34) FORM 1, (07)	30025
			(35) FORM 1, (09)	
			(36) FORM 1, (10)	
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Signature of Authorized Representative _____ Karen Johnston Finance Manager </div> <div> Date Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Name of Contact Person for Claim Annette S. Chinn (CRS) </div> <div> Telephone Number (916) 939-7901 </div> <div> E-Mail Address ACHinnCRS@aol.com </div> </div>				

INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2001-02
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 967
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Direct Costs

Object Accounts

	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
(04) Reimbursable Components						
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$427					\$427
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$2,509					\$2,509
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$2,935					\$2,935
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$296,302					\$296,302
b. Prepare/submit/amend rpt for substantiated cases	\$1,013					\$1,013
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$300,251					\$300,251

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$30,025
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$330,276

Cost Reductions

(09) Less: Offsetting Savings, if applicable		
(10) Less: Other Reimbursements, if applicable		
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10))	\$330,276

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2001-02**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction
- ☐ b. Cross-rept from Co. Welfare to law enforcement
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
- ☐ d. Receipt of cross report by DA
- ☐ e. Report by phone & send written report to licensing agency
- ☐ f. Additional cross reporting in cases of child death
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
- ☐ f. Additional cross-reporting in cases of death
- ☐ 2. County welfare department
- ☐ i. Cross report death cases to law enforcement
- ☐ ii. Create a record in the CWS/CMS system
- ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
- ☐ a. Complete investigation to prepare a report
- ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$84.10		5.08	\$427					\$427
(05) Total			5.08	\$427					\$427

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2001-02**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
- ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
- ☐ b. Cross-rept from Co. Welfare to law enforcement
- ☒ c. Cross-report from Law Enforcement to Co Welfare & DA
- ☐ d. Receipt of cross report by DA
- ☐ e. Report by phone & send written report to licensing agency
- ☐ f. Additional cross reporting in cases of child death
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
- ☐ f. Additional cross-reporting in cases of death
- ☐ 2. County welfare department
- ☐ i. Cross report death cases to law enforcement
- ☐ ii. Create a record in the CWS.CMS system
- ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
- ☐ a. Complete investigation to prepare a report
- ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$84.10 \$71.47		16.12 16.12	\$1,356 \$1,152					\$1,356 \$1,152
(05) Total			32.25	\$2,509					\$2,509

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
 - ☐ 2. County welfare department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse
 - ☐ 3. Reporting to DOJ
 - ☒ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
 - ☐ 4. Notify abuser they are reported to CACI
 - ☐ 5. Mandated 8 yr record retention
 - ☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Sergeant</u>	\$71.47		161.25	\$11,524					\$11,524
<u>Deputy</u>	\$84.10		3,386.18	\$284,778					\$284,778
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			3,547.43	\$296,302					\$296,302

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____			Program <div style="font-size: 24pt; font-weight: bold;">358</div>	
(01) Claimant Identification Number 9819620			(22) FORM 1, (04) A.1.g	
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g 3192 (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g 322938 (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) 10 (34) FORM 1, (07) 32613 (35) FORM 1, (09)	
Fiscal Year of Cost	(06)	(12) 2002-03	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$358,743		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$8,533		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$350,210		
Due from State	(08)	(17) \$350,210		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
			Date Signed <u>7/15/2015</u>	
Karen Johnston			Telephone Number (661) 267-5411	
Finance Manager			Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim			E-Mail Address	
Annette S. Chinn (CRS)			ACHinnCRS@aol.com	
Telephone Number				
(916) 939-7901				

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only													
(01) Claimant Identification Number 9819620			(19) Program Number: 00358	Program <div style="font-size: 24pt; font-weight: bold;">358</div>												
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(20) Date Filed ____/____/____ (21) LRS Input ____/____/____													
			(22) FORM 1, (04) A.1.g													
			(23) FORM 1, (04) A.2.g													
			(24) FORM 1, (04) B.1.g													
			(25) FORM 1, (04.1) g	3192												
			(26) FORM 1, (04) B.2.f.1) g													
			(27) FORM 1, (04.2) g													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Type of Claim</th> <th style="width: 33%;">Estimated Claim</th> <th style="width: 33%;">Reimbursement Claim</th> </tr> </thead> <tbody> <tr> <td>(03) Estimated <input type="checkbox"/></td> <td>(09) Reimbursement <input type="checkbox"/></td> <td></td> </tr> <tr> <td>(04) Combined <input type="checkbox"/></td> <td>(10) Combined <input type="checkbox"/></td> <td></td> </tr> <tr> <td>(05) Amended <input type="checkbox"/></td> <td>(11) Amended <input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>			Type of Claim	Estimated Claim	Reimbursement Claim	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>		(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>		(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>		(28) FORM 1, (04) B.3.a. g	322938
Type of Claim	Estimated Claim	Reimbursement Claim														
(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>															
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>															
(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>															
			(29) FORM 1, (04) B.3.b. g													
			(30) FORM 1, (04) B.4. g													
			(31) FORM 1, (04) B.5. g													
			(32) FORM 1, (04) B.6. g													
			(33) FORM 1, (06)	10												
			(34) FORM 1, (07)	32613												
			(35) FORM 1, (09)													
Fiscal Year of Cost (06)			(12) 2002-03	(36) FORM 1, (10)												
Total Claimed (07)			(13) \$358,743													
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)			(14) \$8,533													
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Net Claimed Amount			(16) \$350,210													
Due from State (08)			(17) \$350,210													
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(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Signature of Authorized Representative _____ Karen Johnston Finance Manager </div> <div> Date Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Name of Contact Person for Claim Annette S. Chinn (CRS) </div> <div> Telephone Number (916) 939-7901 </div> <div> E-Mail Address ACHinnCRS@aol.com </div> </div>																

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2002-03
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Claim Statistics

(03) Department - SHERIFF	Number of Cases =	1018
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$465					\$465
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$2,726					\$2,726
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$3,192					\$3,192
2.f. Addnl cross-reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$322,938					\$322,938
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$326,130					\$326,130

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$32,613
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$358,743

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10)) \$358,743

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2002-03**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input checked="" type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$87.10		5.34	\$465					\$465
(05) Total			5.34	\$465					\$465

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2002-03**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input checked="" type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$87.10		16.97	\$1,478					\$1,478
	\$73.52		16.97	\$1,248					\$1,248
(05) Total			33.95	\$2,726					\$2,726

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures

- Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare

f. Additional cross-reporting in cases of death

2. County welfare department

☐ a. Accept & refer abuse report when a dept. lacks jurisdiction

☐ i. Cross report death cases to law enforcement

☐ b. Cross-rept from Co. Welfare to law enforcement

☐ ii. Create a record in the CWS.CMS system

☐ c. Cross-report from Law Enforcement to Co Welfare & DA

☐ iii, Enter info in CWS/CMS if death not abuse

☐ d. Receipt of cross report by DA

☒ a. Complete investigation to prepare a report

☐ e. Report by phone & send written report to licensing agency

☐ b. Prepare/submit report for substantiated cases

f. Additional cross reporting in cases of child death

☐ 4. Notify abuser they are reported to CACI

☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare

☐ 5. Mandated 8 yr record retention

☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Sergeant</u>	\$73.52		169.73	\$12,479					\$12,479
<u>Deputy</u>	\$87.10		3,564.40	\$310,459					\$310,459
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			3,734.13	\$322,938					\$322,938

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(20) Date Filed ____/____/____ (21) LRS Input ____/____/____	
			(22) FORM 1, (04) A.1.g	
			(23) FORM 1, (04) A.2.g	
			(24) FORM 1, (04) B.1.g	
			(25) FORM 1, (04.1) g	3466
			(26) FORM 1, (04) B.2.f.1) g	
			(27) FORM 1, (04.2) g	
Type of Claim			(28) FORM 1, (04) B.3.a. g	348981
Estimated Claim (03) Estimated <input type="checkbox"/>			(29) FORM 1, (04) B.3.b. g	
Reimbursement Claim (09) Reimbursement <input type="checkbox"/>			(30) FORM 1, (04) B.4. g	
(04) Combined <input type="checkbox"/>			(31) FORM 1, (04) B.5. g	
(10) Combined <input type="checkbox"/>			(32) FORM 1, (04) B.6. g	
(05) Amended <input type="checkbox"/>			(33) FORM 1, (06)	10
(11) Amended <input checked="" type="checkbox"/>			(34) FORM 1, (07)	35245
			(35) FORM 1, (09)	
Fiscal Year of Cost (06)			(12) 2003-04	
Total Claimed (07)			(13) \$387,691	
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)			(14) \$9,234	
Less: Estimated Claim Payment Received			(15)	
Net Claimed Amount			(16) \$378,457	
Due from State (08)			(17) \$378,457	
Due to State (09)			(18)	
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative <div style="font-family: cursive; font-size: 1.2em;">Karen Johnston</div>			Date <div style="font-family: cursive; font-size: 1.2em;">7/15/2015</div>	
Karen Johnston			Date Signed	
Finance Manager			Telephone Number (661) 267-5411	
			Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim			Telephone Number	
Annette S. Chinn (CRS)			(916) 939-7901	
			E-Mail Address	
			AChinnCRS@aol.com	

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(20) Date Filed ____/____/____ (21) LRS Input ____/____/____	
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(22) FORM 1, (04) A.1.g (23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	
Fiscal Year of Cost	(06)	(12) 2003-04	(28) FORM 1, (04) B.3.a. g (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) (34) FORM 1, (07) (35) FORM 1, (09)	3466 348981 10 35245
Total Claimed	(07)	(13) \$387,691	(36) FORM 1, (10)	
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$9,234		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$378,457		
Due from State	(08)	(17) \$378,457		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> Signature of Authorized Representative <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> <div style="width: 35%;"> Date <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> Karen Johnston Finance Manager </div> <div style="width: 60%;"> Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> Name of Contact Person for Claim Annette S. Chinn (CRS) </div> <div style="width: 40%;"> Telephone Number (916) 939-7901 </div> <div style="width: 20%;"> E-Mail Address ACHinnCRS@aol.com </div> </div>				

INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2003-04
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 1072
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$503					\$503
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$2,963					\$2,963
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$3,466					\$3,466
2.f. Addnt cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$348,981					\$348,981
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$352,447					\$352,447

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$35,245
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$387,691

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10)) \$387,691

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2003-04**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input checked="" type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$89.37		5.63	\$503					\$503
(05) Total			5.63	\$503					\$503

FORM
AA-2

(05) Total

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
 - ☐ 2. County welfare department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse
 - ☐ 3. Reporting to DOJ
 - ☒ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
 - ☐ 4. Notify abuser they are reported to CACI
 - ☐ 5. Mandated 8 yr record retention
 - ☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$76.48		178.67	\$13,664					\$13,664
Deputy	\$89.37		3,752.00	\$335,316					\$335,316
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			3,930.67	\$348,981					\$348,981

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(19) Program Number: 00358 (20) Date Filed: ____/____/____ (21) LRS Input: ____/____/____			Program <div style="font-size: 24pt; font-weight: bold;">358</div>	
(01) Claimant Identification Number: 9819620			(22) FORM 1, (04) A.1.g	
(02) Claimant Name: City of Palmdale			(23) FORM 1, (04) A.2.g	
Mailing Address: 38300 N Sierra			(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04.1) g: 3767	
City: Palmdale			(26) FORM 1, (04) B.2.f.1) g	
State: CA Zip Code: 93550			(27) FORM 1, (04.2) g	
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g: 376392 (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06): 10 (34) FORM 1, (07): 38016 (35) FORM 1, (09)	
Fiscal Year of Cost	(06)	(12) 2004-05	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$418,175		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$10,002		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$408,173		
Due from State	(08)	(17) \$408,173		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Signature of Authorized Representative</p> <p><i>Karen Johnston</i></p> <p>Karen Johnston</p> <p>Finance Manager</p> </div> <div style="width: 45%;"> <p>Date</p> <p>Date Signed: <u>7/15/2015</u></p> <p>Telephone Number: (661) 267-5411</p> <p>Email Address: <u>kjohnston@cityofpalmdale.org</u></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 33%;"> <p>Name of Contact Person for Claim</p> <p>Annette S. Chinn (CRS)</p> </div> <div style="width: 33%;"> <p>Telephone Number</p> <p>(916) 939-7901</p> </div> <div style="width: 33%;"> <p>E-Mail Address</p> <p>ACHinnCRS@aol.com</p> </div> </div>				

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(22) FORM 1, (04) A.1.g (23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	3767 376392
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) (34) FORM 1, (07) (35) FORM 1, (09)	10 38016
Fiscal Year of Cost	(06)	(12) 2004-05	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$418,175		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$10,002		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$408,173		
Due from State	(08)	(17) \$408,173		
Due to State	(09)	(18)		

(38) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.

I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Representative

 Karen Johnston
 Finance Manager

Date

 Date Signed _____
 Telephone Number (661) 267-5411
 Email Address kjohnston@cityofpalmdale.org

Name of Contact Person for Claim
Annette S. Chinn (CRS)

Telephone Number
(916) 939-7901

E-Mail Address
ACHinnCRS@aol.com

INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS CLAIM SUMMARY

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2004-05
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Claim Statistics

(03) Department - SHERIFF	Number of Cases = 1147
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$542					\$542
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$3,225					\$3,225
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$3,767					\$3,767
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$376,392					\$376,392
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$380,159					\$380,159

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$38,016
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$418,175

Cost Reductions

(09) Less: Offsetting Savings, if applicable		
(10) Less: Other Reimbursements, if applicable		
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10))	\$418,175

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2004-05**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input checked="" type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$90.01		6.02	\$542					\$542
(05) Total			6.02	\$542					\$542

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures

☐ Develop training to implement ICAN requirements

☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)

2. Reporting Between Local Departments

☐ a. Accept & refer abuse report when a dept. lacks jurisdiction

☐ b. Cross-rept from Co. Welfare to law enforcement

☒ c. Cross-report from Law Enforcement to Co Welfare & DA

☐ d. Receipt of cross report by DA

☐ e. Report by phone & send written report to licensing agency

f. Additional cross reporting in cases of child death

☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare

f. Additional cross-reporting in cases of death

2. County welfare department

☐ i. Cross report death cases to law enforcement

☐ ii. Create a record in the CWS.CMS system

☐ iii, Enter info in CWS/CMS if death not abuse

3. Reporting to DOJ

☐ a. Complete investigation to prepare a report

☐ b. Prepare/submit report for substantiated cases

☐ 4. Notify abuser they are reported to CACI

☐ 5. Mandated 8 yr record retention

☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)									
(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> <u>Sergeant</u> Report to the appropriate County Department and/or the District Attorney's Office as mandated.	\$90.01 \$78.71		19.12 19.12	\$1,721 \$1,505					\$1,721 \$1,505
(05) Total			38.23	\$3,225					\$3,225

(05) Total

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Update Policies and Procedures & develop ICAN due process procedures

- Develop training to implement ICAN requirements

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☐ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare

f. Additional cross-reporting in cases of death

2. County welfare department

☐ i. Cross report death cases to law enforcement

☐ ii. Create a record in the CWS.CMS system

☐ iii, Enter info in CWS/CMS if death not abuse

3. Reporting to DOJ

☒ a. Complete investigation to prepare a report


☐ b. Prepare/submit report for substantiated cases

☐ 4. Notify abuser they are reported to CACI

☐ 5. Mandated 8 yr record retention

☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$78.71		191.17	\$15,047					\$15,047
Deputy	\$90.01		4,014.50	\$361,345					\$361,345
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			4,205.67	\$376,392					\$376,392

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
			(19) Program Number: 00358	Program 358
			(20) Date Filed ____/____/____	
			(21) LRS Input ____/____/____	
(01) Claimant Identification Number 9819620			(22) FORM 1, (04) A.1.g	
(02) Claimant Name City of Palmdale			(23) FORM 1, (04) A.2.g	
Mailing Address 38300 N Sierra			(24) FORM 1, (04) B.1.g	
Street Address or P.O. Box			(25) FORM 1, (04) B.1.g	4167
City Palmdale			(26) FORM 1, (04) B.2.f.1) g	
State CA Zip Code 93550			(27) FORM 1, (04) B.2.g	
Type of Claim	Estimated Claim	Reimbursement Claim	(28) FORM 1, (04) B.3.a. g	414802
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(29) FORM 1, (04) B.3.b. g	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(30) FORM 1, (04) B.4. g	
	(05) Amended <input type="checkbox"/>	(11) Amended <input checked="" type="checkbox"/>	(31) FORM 1, (04) B.5. g	
			(32) FORM 1, (04) B.6. g	
Fiscal Year of Cost	(06)	(12) 2005-06	(33) FORM 1, (06)	10
Total Claimed	(07)	(13) \$460,866	(34) FORM 1, (07)	41897
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$10,960	(35) FORM 1, (09)	
Less: Estimated Claim Payment Received		(15)	(36) FORM 1, (10)	
Net Claimed Amount		(16) \$449,906		
Due from State	(08)	(17) \$449,906		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
			7/15/2015	
Karen Johnston			Date Signed	
Finance Manager			Telephone Number (661) 267-5411	
			Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim			Telephone Number	E-Mail Address
Annette S. Chinn (CRS)			(916) 939-7901	ACHinnCRS@aol.com

Claim for Payment INTERAGENCY CHILD ABUSE AND NEGLECT (ICAN) INVESTIGATION REPORTS			For State Controller Use Only	
(01) Claimant Identification Number 9819620			(19) Program Number: 00358 (20) Date Filed ____/____/____ (21) LRS Input ____/____/____	Program <div style="font-size: 24pt; font-weight: bold;">358</div>
(02) Claimant Name City of Palmdale Mailing Address 38300 N Sierra Street Address or P.O. Box City Palmdale State CA Zip Code 93550			(22) FORM 1, (04) A.1.g (23) FORM 1, (04) A.2.g (24) FORM 1, (04) B.1.g (25) FORM 1, (04.1) g (26) FORM 1, (04) B.2.f.1) g (27) FORM 1, (04.2) g	4167 414802
Type of Claim	Estimated Claim (03) Estimated <input type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Reimbursement Claim (09) Reimbursement <input type="checkbox"/> (10) Combined <input type="checkbox"/> (11) Amended <input checked="" type="checkbox"/>	(28) FORM 1, (04) B.3.a. g (29) FORM 1, (04) B.3.b. g (30) FORM 1, (04) B.4. g (31) FORM 1, (04) B.5. g (32) FORM 1, (04) B.6. g (33) FORM 1, (06) (34) FORM 1, (07) (35) FORM 1, (09)	41897 10 41897
Fiscal Year of Cost	(06)	(12) 2005-06	(36) FORM 1, (10)	
Total Claimed	(07)	(13) \$460,866		
Less: 10% Late Penalty, but not to exceed \$1,000 (if applicable)		(14) \$10,960		
Less: Estimated Claim Payment Received		(15)		
Net Claimed Amount		(16) \$449,906		
Due from State	(08)	(17) \$449,906		
Due to State	(09)	(18)		
(38) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 & 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for mandated cost claims with the State of California for this program and I and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 Government Code.</p> <p>I further certify that there was no application for nor any grant or payment received, other than from the claimant, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Representative			Date	
Karen Johnston Finance Manager			Date Signed _____ Telephone Number (661) 267-5411 Email Address kjohnston@cityofpalmdale.org	
Name of Contact Person for Claim Annette S. Chinn (CRS)			Telephone Number (916) 939-7901	
			E-Mail Address ACHinnCRS@aol.com	

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2005-06
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Claim Statistics

(03) Department - SHERIFF	Number of Cases =	1194
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Direct Costs

Object Accounts

	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
(04) Reimbursable Components						
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (SS8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$597					\$597
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$3,571					\$3,571
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$4,167					\$4,167
2.f. Addnl cross reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$414,802					\$414,802
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$418,969					\$418,969

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$41,897
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$460,866

Cost Reductions

(09) Less: Offsetting Savings, if applicable		
(10) Less: Other Reimbursements, if applicable		
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10))	\$460,866

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: **City of Palmdale** (02) Fiscal Year Costs Were Incurred: **2005-06**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)</p> <p>2. Reporting Between Local Departments</p> <p><input checked="" type="checkbox"/> a. Accept & refer abuse report when a dept. lacks jurisdiction</p> <p><input type="checkbox"/> b. Cross-rept from Co. Welfare to law enforcement</p> <p><input type="checkbox"/> c. Cross-report from Law Enforcement to Co Welfare & DA</p> <p><input type="checkbox"/> d. Receipt of cross report by DA</p> <p><input type="checkbox"/> e. Report by phone & send written report to licensing agency</p> <p>f. Additional cross reporting in cases of child death</p> <p><input type="checkbox"/> 1) Police/Sheriff cross report all cases of child death to Co. Welfare</p> | <p>f. Additional cross-reporting in cases of death</p> <p>2. County welfare department</p> <p><input type="checkbox"/> i. Cross report death cases to law enforcement</p> <p><input type="checkbox"/> ii. Create a record in the CWS/CMS system</p> <p><input type="checkbox"/> iii. Enter info in CWS/CMS if death not abuse</p> <p>3. Reporting to DOJ</p> <p><input type="checkbox"/> a. Complete investigation to prepare a report</p> <p><input type="checkbox"/> b. Prepare/submit report for substantiated cases</p> <p><input type="checkbox"/> 4. Notify abuser they are reported to CACI</p> <p><input type="checkbox"/> 5. Mandated 8 yr record retention</p> <p><input type="checkbox"/> 6. Provide due process procedures to CACI</p> |
|--|--|

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$95.25		6.27	\$597					\$597
(05) Total			6.27	\$597					\$597

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

<input type="checkbox"/>	Update Policies and Procedures & develop ICAN due process procedures	<input type="checkbox"/>	Develop training to implement ICAN requirements
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- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rept from Co. Welfare to law enforcement
 - ☒ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
- ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
 - ☐ f. Additional cross-reporting in cases of death
 - ☐ 2. County welfare department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
 - ☐ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u>	\$95.25		19.90	\$1,895					\$1,895
<u>Sergeant</u>	\$84.18		19.90	\$1,675					\$1,675
Report to the appropriate County Department and/or the District Attorney's Office as mandated.									
(05) Total			39.80	\$3,571					\$3,571

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Develop training to implement ICAN requirements

☐ 6. Provide due process procedures to CACI

[illegible]

**INTERAGENCY CHILD ABUSE AND NEGLECT
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
1**

(01) Claimant City of Palmdale	(02) Type of Claim Reimbursement <input type="checkbox"/>	Fiscal Year 2005-06
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Claim Statistics

(03) Department - SHERIFF	Number of Cases =	1194
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Direct Costs

Object Accounts

(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c & d) Services and Supplies	(e) Fixed Assets	(f) Travel and Training	(g) Total
A. ONE-TIME ACTIVITIES						
1. Policies and Procedures						
2. Training to implement ICAN						
B. ON-GOING ACTIVITIES						
1. Distribute Child Abuse Report (\$8572)						
2. Reporting between local departments						
2.a. Accept & refer reports when lacking jurisdiction	\$597					\$597
2.b. Cross reporting from County to law enforcement						
2.c. Cross reporting from law enf. to county and DA	\$3,571					\$3,571
2.d. Receipt of cross-reports by DA's office						
2.e. Report by phone & send to licensing agencies						
(04.1) Subtotal B.2 (a through e)	\$4,167					\$4,167
2.f. Addnl cross-reporting in case of child death						
1) Law enforcement cross report to Co. Welfare						
2) County Welfare department						
i. Cross rpt child death case to law enforcement						
ii. Created record in County CWS/CMS system						
ii. Enter info in CWS/CMS if death not abuse/nglct						
(04.2) Subtotal B.2 f. 2) (i through iii)						
3. Reporting to DOJ (see item 4 claiming instructions)						
a. Complete an investigation to prepare a report	\$414,802					\$414,802
b. Prepare/submit/amend rpt for substantiated cases						
4. Notify suspected abuser they are in CACI						
5. Records retention post required period						
6. Provide due process procedures to those in CACI						
(05) TOTAL DIRECT COSTS	\$418,969					\$418,969

Indirect Costs

(06) Indirect Cost Rate (applied to salaries)	(from ICRP) (Applied to Salaries)	10.0%
(07) Total Indirect Costs	Line (06) x line (05)(a) or line(06) x [line (05)(a) + line(05)(b)]	\$41,897
(08) Total Direct and Indirect Costs	Line (05)(d) + line (07)	\$460,866

Cost Reductions

(09) Less: Offsetting Savings, if applicable	
(10) Less: Other Reimbursements, if applicable	
(11) TOTAL CLAIMED AMOUNT	Line (08)- (line(09) + Line(10))

\$460,866

**MANDATED COSTS
(ICAN) INVESTIGATION REPORTS
CLAIM SUMMARY**

**FORM
AA-2**

(01) Claimant: City of Palmdale (02) Fiscal Year Costs Were Incurred: 2005-06

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

A. One-Time Costs

- ☐ Update Policies and Procedures & develop ICAN due process procedures ☐ Develop training to implement ICAN requirements

B. On-Going Costs

- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572) f. Additional cross-reporting in cases of death
2. Reporting Between Local Departments 2. County welfare department
- ☒ a. Accept & refer abuse report when a dept. lacks jurisdiction ☐ i. Cross report death cases to law enforcement
- ☐ b. Cross-rept from Co. Welfare to law enforcement ☐ ii. Create a record in the CWS/CMS system
- ☐ c. Cross-report from Law Enforcement to Co Welfare & DA ☐ iii. Enter info in CWS/CMS if death not abuse
3. Reporting to DOJ
- ☐ d. Receipt of cross report by DA ☐ a. Complete investigation to prepare a report
- ☐ e. Report by phone & send written report to licensing agency ☐ b. Prepare/submit report for substantiated cases
- f. Additional cross reporting in cases of child death ☐ 4. Notify abuser they are reported to CACI
- ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

(04) Description of Expenses: Complete columns (a) through (f)

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
<u>Deputy</u> Transfer a call electronically or immediately refer the case to an agency with proper jurisdiction.	\$95.25		6.27	\$597					\$597
(05) Total			6.27	\$597					\$597

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

<input type="checkbox"/>	Update Policies and Procedures & develop ICAN due process procedures	<input type="checkbox"/>	Develop training to implement ICAN requirements
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- ☐ 1. Distribute Suspected Child Abuse Rpt Form (SS 8572)
- ☐ 2. Reporting Between Local Departments
 - ☐ a. Accept & refer abuse report when a dept. lacks jurisdiction
 - ☐ b. Cross-rpt from Co. Welfare to law enforcement
 - ☒ c. Cross-report from Law Enforcement to Co Welfare & DA
 - ☐ d. Receipt of cross report by DA
 - ☐ e. Report by phone & send written report to licensing agency
 - ☐ f. Additional cross reporting in cases of child death
 - ☐ 1) Police/Sheriff cross report all cases of child death to Co. Welfare
 - ☐ 2. County welfare department
 - ☐ i. Cross report death cases to law enforcement
 - ☐ ii. Create a record in the CWS/CMS system
 - ☐ iii. Enter info in CWS/CMS if death not abuse
- ☐ 3. Reporting to DOJ
 - ☐ a. Complete investigation to prepare a report
 - ☐ b. Prepare/submit report for substantiated cases
- ☐ 4. Notify abuser they are reported to CACI
- ☐ 5. Mandated 8 yr record retention
- ☐ 6. Provide due process procedures to CACI

[illegible]

FORM
AA-2

(03) Reimbursable Components: Check only one box per form to identify the component being claimed

☐ Develop training to implement ICAN requirements

- f. Additional cross-reporting in cases of death
2. County welfare department
 - i. Cross report death cases to law enforcement
 - ii. Create a record in the CWS/CMS system
 - iii. Enter info in CWS/CMS if death not abuse
3. Reporting to DOJ
 - a. Complete investigation to prepare a report
 - b. Prepare/submit report for substantiated cases
4. Notify abuser they are reported to CACI
5. Mandated 8 yr record retention
6. Provide due process procedures to CACI

(a) Employee Names, Job Class., Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f & g) Services and Supplies	(h) Fixed Assets	(i) Travel and Training	Total Salaries & Benefits
Sergeant	\$84.18		199.00	\$16,752					\$16,752
Deputy	\$95.25		4,179.00	\$398,050					\$398,050
Complete investigation to determine whether report of suspected child abuse or severe neglect is unfounded, substantiated, or inconclusive (per PC 11165.12) for purposes of preparing & submitting Form SS 8583. (422 cases during eligible period)									
(05) Total			4,378.00	\$414,802					\$414,802

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On November 29, 2017, I served the:

- **Notice of Complete Incorrect Reduction Claim, Schedule for Comments, and Notice of Tentative Hearing Date issued November 29, 2017**
- **Incorrect Reduction Claim (IRC) filed by the City of Palmdale (Claimant) on November 7, 2017**

Interagency Child Abuse and Neglect Reports (ICAN), 17-0022-I-01

Penal Code Sections 11165.9, 11166, 11166.2, 11166.9¹, 11168 (formerly 11161.7), 11169, 11170, and 11174.34 (formerly 11166.9) as added or amended by Statutes 1977, Chapter 958 (AB 1058); Statutes 1980, Chapter 1071 (SB 781); Statutes 1981, Chapter 435 (AB 518); Statutes 1982, Chapter 162 (AB 2303); Statutes 1982, Chapter 905 (SB 1848); Statutes 1984, Chapter 1423 (SB 1899); Statutes 1984, Chapter 1613 (AB 2709); Statutes 1985, Chapter 1598 (AB 505); Statutes 1986, Chapter 1289 (AB 1981); Statutes 1986, Chapter 1496 (AB 3608); Statutes 1987, Chapter 82 (AB 80); Statutes 1987, Chapter 531 (AB 1632); Statutes 1987, Chapter 1459 (SB 1219); Statutes 1988, Chapter 269 (AB 3022); Statutes 1988, Chapter 1497 (SB 2457); Statutes 1988, Chapter 1580 (AB 4585); Statutes 1989, Chapter 153 (AB 627); Statutes 1990, Chapter 650 (SB 2423); Statutes 1990, Chapter 1330 (SB 2788); Statutes 1990, Chapter 1363 (AB 3532); Statutes 1990, Chapter 1603 (SB 2669); Statutes 1992, Chapter 163 (AB 2641); Statutes 1992, Chapter 459 (SB 1695); Statutes 1992, Chapter 1338 (SB 1184); Statutes 1993, Chapter 219 (AB 1500); Statutes 1993, Chapter 510 (SB 665); Statutes 1996, Chapter 1080 (AB 295); Statutes 1996, Chapter 1081 (AB 3554); Statutes 1997, Chapter 842 (SB 644); Statutes 1997, Chapter 843 (AB 753); Statutes 1997, Chapter 844 (AB 1065); Statutes 1999, Chapter 475 (SB 654); Statutes 1999, Chapter 1012 (SB 525); and Statutes 2000, Chapter 916 (AB 1241); California Code of Regulations, Title 11, Section 903 (Register 98, Number 29)²; "Child Abuse Investigation Report" Form SS 8583 (Rev. 3/91)
Fiscal Years: 1999-2000, 2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, and 2012-2013

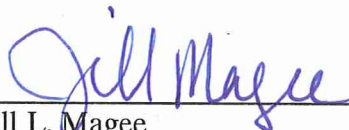
City of Palmdale, Claimant

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

¹ Since renumbered as Penal Code section 11174.34 (Stats. 2004, ch. 842 (SB 1313)).

² The substantive requirements of section 903 are now found at section 902, pursuant to amendments effected by Register 2010, Number 2.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on November 29, 2017 at Sacramento, California.



Jill L. Magee

Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 11/20/17

Claim Number: 17-0022-I-01

Matter: Interagency Child Abuse and Neglect Reports (ICAN)

Claimant: City of Palmdale

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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