

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	782,749	796,558	861,044	861,044
710103 Extra Help	27,815	16,590	12,990	12,990
710200 Retirement	245,540	267,336	293,798	293,798
710300 Health Insurance	97,640	96,566	93,011	93,011
710400 Workers' Compensation Insurance	4,933	4,075	5,471	5,471
TOTAL SALARIES & EMPLOYEE BENEFITS	1,158,677	1,181,125	1,266,314	1,266,314
SERVICES & SUPPLIES				
720300 Communications	8,471	10,900	10,900	10,900
720600 Insurance	6,041	9,240	10,794	10,794
720800 Maintenance - Equipment	14,980	17,000	17,000	17,000
721100 Memberships	34,578	35,125	35,427	35,427
721300 Office Expense	8,487	6,000	6,000	6,000
721400 Professional & Specialized Services	27,392	28,200	36,000	36,000
721500 Publications & Legal Notices	7,093	6,000	6,000	6,000
721600 Rents & Leases - Equipment	17,181	15,255	15,255	15,255
721900 Special Departmental Expense	2,882	4,000	4,000	4,000
722000 Transportation & Travel	38,362	45,160	45,160	45,160
TOTAL SERVICES & SUPPLIES	165,467	176,880	186,536	186,536
TOTAL - BOARD OF SUPERVISORS	1,324,144	1,358,005	1,452,850	1,452,850

BOARD OF SUPERVISORS

COMMENTS

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

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

WORKLOAD

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Board Agendas Prepared	43	40	43
AAB/Other Miscellaneous Committees (items performed separately)	25	20	15
Planning Matters	50	50	50
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	7	5	7
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	150	125	155
Agenda Items (each item performed separately): Action Summaries, Minute Orders	1280	1100	1300
Ordinances	40	40	42
Resolutions	150	125	145
Contracts, Insurance Certificates, Bonds Processed	1050	1100	1050
Appointments to Committees	50	50	50
Scanned Pages	37,200	35,000	37,000
Index/Imaged Items	1,220	1,200	1,220
Claims Filed	4	5	5

BOARD OF SUPERVISORS

WORKLOAD (continued)

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Litigation Filed	48	50	50
Information Request Research (Hours)	75	75	80
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	60	60	60
Board and Other Miscellaneous Meetings Clerked	68	60	68
Form 700 Filings	421	425	425

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Board of Equalization Findings	\$ 0	\$ 500	\$ 600
Formation Fees	300	300	300
Form 700 Fines	0	100	100
Film Permits	100	100	100
Photocopy Charges	185	150	125
Misc Revenue	400	350	400
Travel Reimbursement	<u>1,543</u>	<u>1,000</u>	<u>2,325</u>
Total Revenue	<u>\$2,528</u>	<u>\$2,500</u>	<u>\$3,950</u>

STAFFING

	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Clerk to the Board of Supervisors	0	1	0	1
Chief Clerk to the Board of Supervisors	1		1	
Deputy Clerk to the Board of Supervisors I/II	2	2	2	2
Legislative Assistant	5		5	
Members, Board of Supervisors	<u>5</u>		<u>5</u>	
Total Permanent	<u>13</u>	<u>3</u>	<u>13</u>	<u>3</u>

BOARD OF SUPERVISORS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$861,044) are recommended increased \$64,486 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$12,990) is recommended reduced \$3,600 for the monthly meeting allowance for Assessment Appeal Board Members.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$10,900) is recommended unchanged for all office telephones, the District 2 Chowchilla Office, two fax machines, six smartphones and five iPads for this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$17,000) is recommended unchanged for selective maintenance of computers, printers, typewriters, transcription machine, microfilm reader, fax machine, and general maintenance for other office equipment. Maintenance of all video equipment in the Board Chamber, all government center conference rooms, and the training room is provided based on time and materials.
- 721100** **Memberships** (\$35,427) is recommended slightly increased \$302 for dues of County Supervisors' Association of California (CSAC) (\$19,541), Regional Council of Rural Counties (RCRC) (\$12,000), Board Clerks' Association (\$200), National Association of Counties (NACo) (\$2,686), County Clerk Association (\$375), National Forest Counties and School Coalition (\$450-this amount varies each year), and California Association of Public Information Officials (CAPIO) (\$175).
- 721300** **Office Expense** (\$6,000) is recommended unchanged for office supplies, printing, newspaper subscriptions, recording and computer supplies.

BOARD OF SUPERVISORS

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$36,000) is recommended increased \$7,800 related to the replacement of the agenda manger system and videostreaming services. It is anticipated that the annual maintenance for the new system will be approximately \$30. The County Code Supplements are also paid from this account (\$6,000).
- 721500** **Publications & Legal Notices** (\$6,000) is recommended unchanged for the publishing of ordinances, appeals, notices, hearings, and various Board proceedings.
- 721600** **Rents & Leases - Equipment** (\$15,255) is recommended unchanged for the lease of vehicles from the Central Garage and two copiers.
- 721900** **Special Departmental Expense** (\$4,000) is recommended unchanged for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.
- 722000** **Transportation & Travel** (\$45,160) is recommended unchanged for mileage and the cost of conferences, seminars, and training for Board Members, Clerk of the Board, staff, and Assessment Appeals Board (AAB) Members. It is expected that due to budget constraints, travel will again be limited in 2015-16. Appointments of Board Members to additional Boards may increase the need for travel.

It is anticipated that one or more of the Board of Supervisors will attend the following: CSAC Legislative Conference, CSAC Annual Conference, NACo Annual Conference, NACo Legislative Conference, RCRC Annual Conference, San Joaquin Valley Regional Supervisors' Conference, the New Supervisors' Institute, and various workshops. The Chief Clerk of the Board will attend the CCBSA Annual Conference held in conjunction with the CSAC Annual Conference, the Annual New Law Workshop held in Sacramento, and various training workshops as needed. Clerk of the Board staff and Legislative Assistants also attend various staff training workshops, as needed.

This account includes mileage reimbursement for the Board of Supervisors office for various meetings, including Board meetings and conferences, as well as mileage reimbursement for the Board Clerk, Board Clerk Staff and five Legislative Assistants for attendance at meetings, conferences and staff training.